



SHEBOYGAN METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK PROGRAM

2020



U.S. Department
of Transportation

**Federal Transit
Administration**



U.S. Department
of Transportation

**Federal Highway
Administration**



Prepared By Bay-Lake Regional Planning Commission
November, 2019

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TRANSPORTATION PLANNING WORK PROGRAM
2020**

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

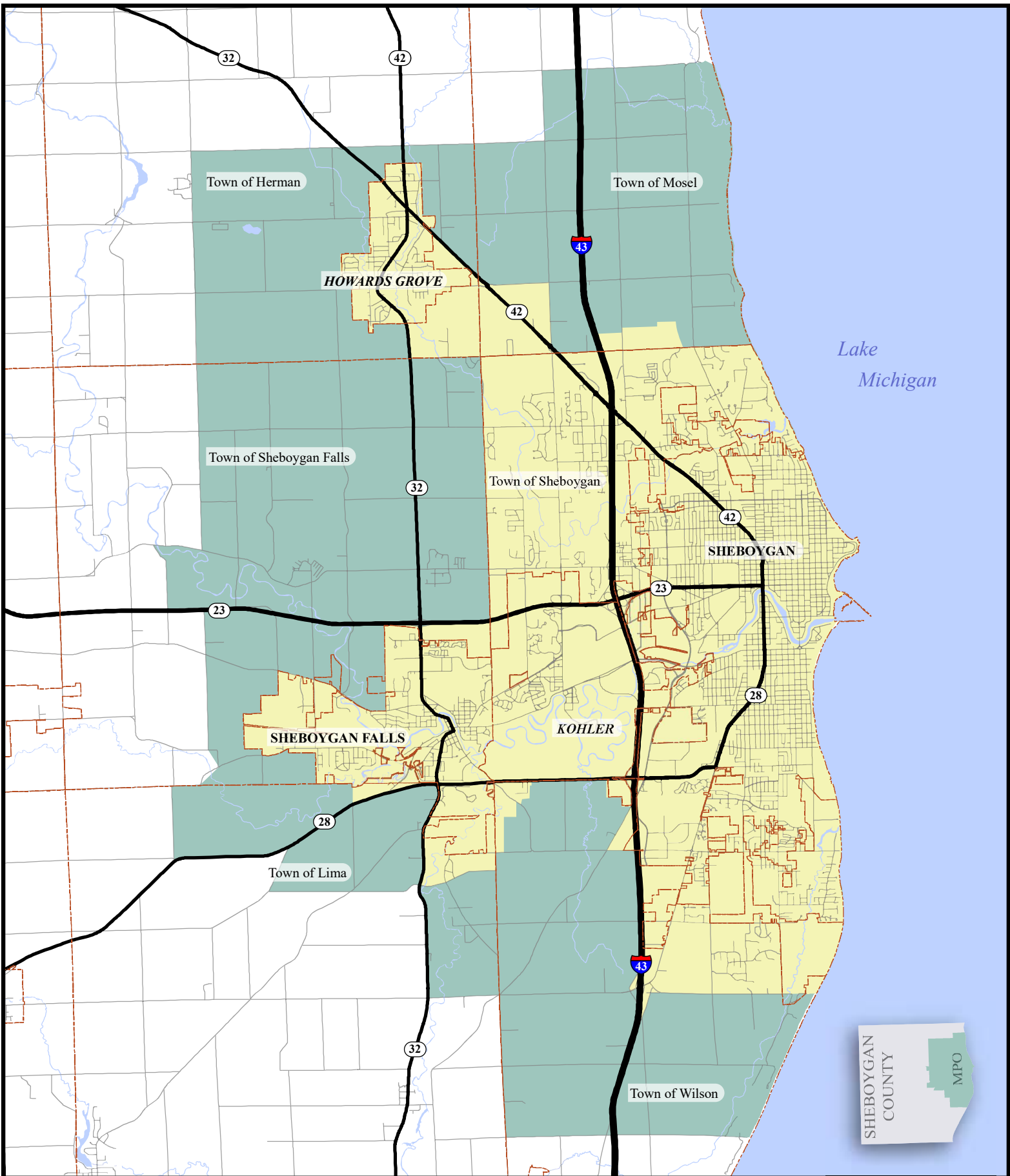
Note: The *2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was developed under the “Fixing America’s Surface Transportation (FAST)” Act. However, information in this document is subject to change based on final disposition of regulations issued implementing provisions of the FAST Act.

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Regional Planning Commission | Since 1972

Source: WDNR, 2009; WisDOT, 2016; Sheboygan County, 2018; and Bay-Lake RPC, 2019.

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 *2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* schedules the Bay-Lake Regional Planning Commission's Sheboygan MPO work activities for 2020 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 2019; a summary of the 2020 budget and work program elements; and a specific annual work program which describes details of the work activity, budget and staffing requirements for 2020. 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 *2020 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 2020, 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 Demographic Services Center's 2019 final population estimate of the region is

594,728 persons, or approximately 10.2 percent of the population estimate of 5,843,443 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 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). 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) to assist with tasks related to its various duties on an as-needed basis (in early 2019, the Commission had such an LTE to assist the MPO Transportation Planner with various tasks).

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 2019 WORK PROGRAM ACTIVITIES

Major accomplishments of the 2019 Work Program from January 1, 2019, through October 31, 2019, included the following:

Program Support and Administration

- Commission staff coordinated seven joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees (including one special meeting of the committees in late July), with one additional meeting expected to occur in the remainder of 2019.
- Commission staff participated in seven meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements were discussed and/or acted upon, with participation in one additional Commission meeting expected to occur in the remainder of 2019.
- Commission staff participated in a mid-year review meeting regarding the *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* (via teleconference) in mid-May.
- Commission staff participated in quarterly meetings of the Wisconsin MPO/RPC Directors in late January (via teleconference), in late April (in Madison), in late July (via teleconference), and in September (in Eau Claire).
- Commission staff participated in the annual MPO/RPC/WisDOT/FHWA transportation planning conference in Eau Claire in September.
- Commission staff participated in FHWA Planning Grant Management Training in Madison in late March.
- Several Commission staff (including the MPO Transportation Planner) gave a presentation on services of the Bay-Lake Regional Planning Commission (including discussion of Sheboygan MPO activities) at a quarterly meeting of the Sheboygan County unit of the Wisconsin Towns Association in mid-April.
- Commission staff prepared the draft *2020 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 2020 MPO Work Program was held via teleconference in early October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the 2020 MPO Work Program in late October. The Commission approved the *2020 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

- The Sheboygan MPO Technical and Policy Advisory Committees reviewed several draft chapters and appendices of the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* at their joint meetings in January, February and March. The MPO advisory committees released the full draft Update to the *Year 2045 SATP* for a 30 day public comment period (including a public hearing) at their joint meeting in late March.
- In late March, Commission staff made the draft Update to the *Year 2045 SATP* available at five public review locations in the Sheboygan area. In addition, the draft Update to the *Year 2045 SATP* was made available for review on the Sheboygan MPO webpage. An announcement of the public comment period and public hearing for the Update to the *Year 2045 SATP* was placed in the *Sheboygan Press*. The public comment period ran from late March through late April, and the public hearing was held in mid-April. Commission staff also notified everyone on the MPO Public Participation Plan mailing list of the public comment period and public hearing on the Update to the *Year 2045 SATP* in late March. In addition, a special newsletter notified interested stakeholders about the public comment period and public hearing on the Update to the *Year 2045 SATP* in late March, including a link to the draft plan. The public was also notified of the public comment period and public hearing on the Update to the *Year 2045 SATP* on the Bay-Lake Regional Planning Commission Facebook page and via Twitter.
- Commission staff facilitated an environmental consultation meeting on the draft Update to the *Year 2045 SATP* with stakeholder agency personnel at the WisDOT Northeast Region office in April. Teleconference capabilities were also available. Commission staff reached out to stakeholders for additional comments after this meeting, and comments received during the meeting or in writing after the meeting were used to edit the final plan.
- The Sheboygan MPO Technical and Policy Advisory Committees gave final review to the Update to the *Year 2045 SATP* at their joint meeting in late April. The MPO advisory committees also reviewed comments received on the Update to the *Year 2045 SATP* at their joint meeting in late April, including comments received during the public hearing and comments received from WisDOT and Wisconsin Department of Natural Resources (WDNR) staff on plan elements. The MPO advisory committees recommended approval of the Update to the *Year 2045 SATP* at their joint meeting in late April.
- The Commission approved the Update to the *Year 2045 SATP* at a meeting of its Executive Committee in late April.

- Commission staff has developed planning products for the Sheboygan MPO (and particularly for the Update to the *Year 2045 SATP*) that are more interactive, and these products have been posted to the Sheboygan MPO webpage. These products include story maps for draft Chapters 7 (Recommended Transportation Plan) and 8 (Mitigation of Environmental Impacts of Major Transportation Projects) of the Update to the *Year 2045 SATP* (including making maps within those chapters more interactive), as well as a story map explaining the MPO to the public. “Fly-throughs” of each of the seven recommended street and highway projects in the Update to the *Year 2045 SATP* were added to the story map for Chapter 7; Commission staff also experimented with creating three dimensional illustrations of some of these projects. Commission staff also developed a poster summarizing key elements of the Update to the *Year 2045 SATP*. Additional interactive mapping was also created for other chapters and appendices in the Update to the *Year 2045 SATP*, particularly Chapters 5 (Existing Condition of the Transportation Network) and 6 (Transportation and Land Use) and Appendix E (Impacts on Major Projects in the Plan on Environmental Justice). These interactive products were presented at the annual MPO/RPC/WisDOT/FHWA transportation planning conference in Eau Claire in September.
- Commission staff participated in quarterly meetings of the WDNR Bureau of Air Management’s Transportation Conformity Work Group (via teleconference) in January, April and October (there was no meeting in July). Commission staff reviewed the air quality conformity analysis for the Update to the *Year 2045 SATP* at the April meeting and reviewed the air quality conformity statement for the *2020 – 2023 TIP* at the October meeting.
- Commission staff discussed travel forecast modeling needs and the Update to the *Year 2045 SATP* in a telephone conversation with WisDOT Traffic Forecasting staff in January.
- Commission staff participated in a conference call with the Lake Michigan Air Directors’ Consortium (LADCO) and with other regional stakeholders in mid-January to discuss mobile sector inputs needed to support LADCO’s upcoming air pollutant transport modeling efforts.
- Commission staff participated in a webinar on transportation resilience (sponsored by REMI) in early April.
- Commission staff participated in a local officials’ meeting regarding the State Highway 23 “majors” (expansion) project between Plymouth and Fond du Lac in late April. Commission staff also attended a groundbreaking ceremony for the project in early May.
- Commission staff participated in three conference calls in late September and early October to plan for a freight summit in the New North region in November; the Commission and WisDOT are among the co-sponsors of this summit.

Short-Range Transportation Planning

- Commission staff assisted Shoreline Metro with tasks related to its Community Development Block Grant (CDBG). 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 participated in quarterly meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in January, April, July and October.
- Commission staff assisted the Town of Sheboygan Falls with rating its town roads in mid-June. The Sheboygan Falls Town Board approved the 2019 ratings at its monthly meeting in early July. Commission staff submitted the approved ratings to WisDOT in July.
- Commission staff participated in a WisDOT performance review of Shoreline Metro at the transit operation in early August.
- Commission staff assisted Shoreline Metro in the preparation of its *2019 Transit Asset Management (TAM) Plan* (including 2019 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)

- Several minor amendments to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2019 – 2022* have been approved in 2019:
 - Amendments to the transit capital, elderly and disabled transportation capital, and street and highway improvement project components of the *2019 – 2022 TIP*, as well as addition of three vehicles for Lakeland University for its “Commute to Careers” program, were approved in late January.
 - Amendments to the transit capital, elderly and disabled transportation operating, and street and highway improvement project components of the *2019 – 2022 TIP*, and revisions to Appendix I of the *2019 – 2022 TIP* (Performance Measures in the Sheboygan Metropolitan Planning Area TIP) were approved in late April. The amendments to the street and highway improvement component of the TIP included shifting of STBG Urban funding from the Superior Avenue project to the North Avenue project in the City of Sheboygan.
 - Amendments to the street and highway project component of the *2019 – 2022 TIP* were approved in late July. The amendments included cost changes to three projects, moving design for three CMAQ-funded signal timing projects from 2019 to 2020, and addition of two new projects submitted by the WisDOT Northeast Region.

- With the assistance of WisDOT Central Office, USDOT and Shoreline Metro staff, Commission staff prepared the *Annual Listing of Obligated Projects for Calendar Year 2018* in February. This listing was posted to the Sheboygan MPO webpage in February, and members of the Sheboygan MPO Technical and Policy Advisory Committees had an opportunity to review the listing at their joint meeting in late February.
- Commission staff participated in a conference call with City of Sheboygan Department of Public Works staff and with the WisDOT Northeast Region Local Program Coordinator in early April. The City of Sheboygan wanted to move STBG Urban funding that was awarded to the Superior Avenue reconstruction project to the North Avenue reconstruction project, which was also awarded funding. The City of Sheboygan still intends to complete the Superior Avenue project, but will complete it with local funds in 2020. The WisDOT Northeast Region Local Program Coordinator indicated that the MPO would need to “sign off” on this change before it could be approved by WisDOT; Commission staff indicated that this would be handled via a minor TIP amendment in late April.
- Commission staff participated in two teleconference meetings in which WisDOT Central Office staff discussed the CMAQ program for the 2020 – 2024 funding cycle in late May and in early October. Commission staff let MPO area communities know about the program, and provided applicants with technical assistance in June and July. Commission staff reviewed the one CMAQ program application from the Sheboygan Metropolitan Planning Area that the WisDOT Northeast Region received by the early August deadline. This application had the City of Sheboygan as the project sponsor (bus replacements for Shoreline Metro).
- Commission staff encouraged MPO area communities to complete their applications for STBG Urban projects for the 2020 – 2025 funding cycle over the summer. This included sending two e-mails out to make potential applicants to make them aware of the program. The Sheboygan MPO Technical and Policy Advisory Committees established local priorities for projects to be funded in the Surface Transportation Block Grant (STBG) Urban program in the 2020 – 2025 cycle within the Sheboygan Urbanized Area at their joint meeting in late October.
- Commission staff prepared the draft *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2020 – 2023* from mid-August through late September. The Sheboygan MPO Technical and Policy Advisory Committees reviewed key tables in the draft *2020 – 2023 TIP* 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 consultation stakeholders for the MPO and members of the Transportation Conformity Work Group of the MPO also received the draft TIP via e-mail in late September. The 30 day public comment period on the draft TIP officially began in late September and ran

through late October; notice was placed in the *Sheboygan Press*, and other area news media were also notified. Over 180 parties on the MPO Public Participation Plan mailing list were also notified of the public comment period on the TIP and its availability for review. The public comment period and availability of the draft TIP for review were also publicized on the Commission's Facebook page as well as via Twitter.

- A public hearing on the draft *2020 – 2023 TIP* was held in mid-October. The Sheboygan MPO Technical and Policy Advisory Committees reviewed the draft *2020 – 2023 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 *2020 – 2023 TIP* to the Bay-Lake Regional Planning Commission at their joint meeting in late October. The Bay-Lake Regional Planning Commission approved the *2020 – 2023 TIP* at a meeting of its Executive Committee in late October.

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

- Activity on this project was briefly suspended until the Update to the *Year 2045 SATP* was approved and finalized.
- Commission staff revised draft chapters of the Shoreline Metro TDP Update in May and June; this included draft Chapters 3 (Transit System Overview), 4 (Community Profile), and 7 (Transit System Performance). This work involved refreshing data in order to have the most current available data in each chapter.
- Commission staff prepared for upcoming surveys that will be conducted in the fall.
- Commission staff met with the Director of Shoreline Metro in June to plan upcoming tasks related to the TDP Update effort.

Major environmental justice, public involvement and Title VI accomplishments of the 2019 Work Program from January 1, 2019, through October 31, 2019, 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 *2020 – 2023 TIP*, as well as to assess the level of service provided to these populations by Shoreline Metro. This information was also 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 mostly came from the *2012 – 2016 American Community Survey (ACS) 5-Year Estimates*, but came from the *2013 – 2017 ACS 5-Year Estimates* for the analysis in the *2020 – 2023 TIP*. All analysis was conducted at the block group level.
- Commission staff continued outreach efforts with organizations that advocate for the interests of minority and low income populations in the Sheboygan metropolitan planning area.
- Commission staff participated in quarterly meetings of the Northeast Wisconsin Regional Access to Transportation Committee (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.

2020 WORK PROGRAM SUMMARY

The key components of the 2020 Work Program are as follows:

Program Support and Administration

- Preparation of the *2021 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 *2020 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 2020.
- Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon.
- Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.
- Attendance at the annual MPO/RPC/WisDOT transportation planning conference.
- Supervision of personnel involved in the Sheboygan MPO program.

Long-Range Transportation Planning

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).
- Beginning preparation of the next long-range transportation plan due in April 2023.
- Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Update to 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 2020, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities.

- Continue 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, including: preparation of the Update to the *Title VI and Non-Discrimination Program/Limited English Proficiency Plan*; and assessment of the MPO public participation process associated with the recently approved long-range transportation plan and TIP, potentially culminating in a *MPO Public Participation Plan Update*.
- 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 to 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**).
- Preparing the *2020 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* (**promotes Ladders of Opportunity, a USDOT planning emphasis area**).

Transportation Improvement Program (TIP)

- Possible processing of amendments to the *2020 – 2023 TIP* (if necessary) during 2020.
- 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 *2021 – 2024 TIP*, including an air quality conformity analysis on both the Update to the *Year 2045 SATP* and the *2021 – 2024 TIP* utilizing emission factors from the MOVES 2014b emissions estimating model that will be provided by the WDNR Bureau of Air Management. The *2021 – 2024 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 Route Ridership Patterns 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 *2020 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 2020:

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 2020.

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 RPCs and with WisDOT and FHWA staff to discuss issues of mutual concern. These forums will “discuss transportation planning, policy, financial and technical issues and concerns” jointly with WisDOT and FHWA staff.

A summary budget table of the Sheboygan MPO 2020 Work Program is provided on the following page.

SUMMARY BUDGET SHEBOYGAN MPO 2020 WORK PROGRAM							
Work Elements		Budget	Funding Source		Funding Source		
			FHWA	Percentage	WisDOT	Percentage	Percentage
1. Program Support and Administration		\$48,000	\$38,400	80.000%	\$1,908	3.975%	16.025%
2. Long-Range Transportation Planning*		\$65,000	\$52,000	80.000%	\$2,584	3.975%	16.025%
3. Short-Range Transportation Planning		\$70,000	\$56,000	80.000%	\$2,783	3.975%	16.025%
4. Transportation Improvement Program (TIP)		\$27,000	\$21,600	80.000%	\$1,073	3.975%	16.025%
PL SUBTOTAL		\$210,000	\$168,000	80.000%	\$8,348	3.975%	16.025%
5. Shoreline Metro Transit Development Program (TDP) Update**		\$20,000	\$16,000	80.000%	\$0	0.000%	20.000%
TOTALS		\$230,000	\$184,000	80.000%	\$8,348	3.630%	16.370%
*Long-range transportation planning activities will include: refinement of the schedule for the MPO long-range transportation plan completion process (as needed); beginning preparation of the next long-range transportation plan due in April 2023; discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Update to 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.							
**Completion of the Shoreline Metro Transit Development Program (TDP) Update will continue to be a major activity in 2020. 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 \$20,000 has been allocated to the project for 2020. Work activities for this project will include: development, presentation and refinement of the Route Ridership Patterns, Alternatives Analysis, and Recommended Plan chapters of the TDP; facilitation of public informational/input meetings, driver focus groups, and public hearings regarding the TDP; assembly of full draft and final TDPs; and obtaining review committee approval and governing board adoption of the TDP. Other activities will include project administration and preparation of meeting agendas for and minutes of TDP Review Committee meetings.							

Staff Hour Summary for the Sheboygan MPO 2020 Work Program:	
Staff Position:	Total Work Program Hours:
Executive Director	84
Principal Planner	0
Transportation Planner III (Full-Time MPO)	1,466
Transportation Planner I (Part-Time MPO - Starting Mid-2020)	520
Community Assistance Planner	390
GIS Specialist	486
Economic Development Planner	0
Environmental Planner	0
Administrative Assistant	72
Total	3,018

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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 2020 will include:

- Preparation of the *2021 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 *2020 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 2020;
- 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 2020 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 2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.	\$37,800	512	August - November
	2. Attend one meeting with WisDOT and FHWA staff to review draft 2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.			September or October
	3. Participation in a mid-year review meeting (regarding the 2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program) with WisDOT and FHWA staff.			May or June
	4. Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT.			January, March, May, July, September and November
	5. Coordination of approximately seven joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees.			January - December
	6. Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon.			January - December
	7. Supervision of personnel involved in the Sheboygan MPO program.			January - December
Conferences and MPO Directors' Meetings	1. Continued participation in quarterly FHWA/ WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.	\$6,200	80	January, April, July, and September or October
	2. Attendance at the annual MPO/RPC/WisDOT Transportation Planning Conference.			September or October
Program Expenses*	1. Total MPO expenses (excluding travel)	\$4,000	Expense Only	
Total		\$48,000	592	
*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		
Principal Planner		0		
Transportation Planner III (Full-Time MPO)		274		
Transportation Planner I (Half-Time MPO - Starting Mid-2020)		160		
Community Assistance Planner		30		
GIS Specialist		8		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		72		
Total		592		

II. LONG-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Long-range transportation planning activities in 2020 will include:

- Refinement of the schedule for the MPO long-range transportation plan completion process (as needed);
- Beginning preparation of the next long-range transportation plan due in April 2023;
- Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Update to 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 2020, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities; and
- Continue 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 2020 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).	\$65,000	891	May - June and September - October
	2. Beginning preparation of the next long-range transportation plan due in April 2023.			January - December
	3. Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Update to 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	\$65,000	891	
Staff Hour Summary for Long-Range Transportation Planning:				
Staff Position:		Total Work Program Hours:		
Executive Director		20		
Principal Planner		0		
Transportation Planner III (Full-Time MPO)		391		
Transportation Planner I (Half-Time MPO - Starting Mid-2020)		160		
Community Assistance Planner		160		
GIS Specialist		160		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		0		
Total		891		

III. SHORT-RANGE TRANSPORTATION PLANNING

Objective and Methodology

Short-range transportation planning activities in 2020 will include:

- Continuation of several public involvement, environmental justice and Title VI activities, including: preparation of the Update to the *Title VI and Non-Discrimination Program/Limited English Proficiency Plan*; and assessment of the MPO public participation process associated with the recently approved long-range transportation plan and TIP, potentially culminating in a *MPO Public Participation Plan Update*;
- 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 to 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
- Preparing the *2020 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* (**promotes Ladders of Opportunity, a USDOT planning emphasis area**).

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

Table 3 (on page 20) outlines short-range transportation planning activities for 2020 and the budget, staff hours and schedule allocated to these activities.

TABLE 3 SHORT-RANGE TRANSPORTATION PLANNING				
ACTIVITY	OUTCOME	BUDGET	STAFF HOURS	SCHEDULE
Public Involvement, Environmental Justice and Title VI Activities	1. Complete various Title VI related tasks for the MPO program, including preparation of the Update to the <i>Title VI and Non-Discrimination Program/ Limited English Proficiency Plan</i> .	\$14,000	189	January - December
	2. Assess the MPO public participation process associated with the recently approved long-range transportation plan and TIP, potentially culminating in a <i>MPO Public Participation Plan Update</i> .			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, if requested (this may include assistance on WisDOT grant applications, if needed).*	\$56,000	754	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. Preparing the <i>2020 Coordinated Public Public Transit - Human Services Transportation Plan for Sheboygan County</i> .			January - December
Total		\$70,000	943	
*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		
Principal Planner		0		
Transportation Planner III (Full-Time MPO)		451		
Transportation Planner I (Half-Time MPO - Starting Mid-2020)		120		
Community Assistance Planner		160		
GIS Specialist		200		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		0		
Total		943		

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 2020 and the budget, staff hours and schedule allocated to these activities. There may be possible processing of amendments to the *2020 – 2023 TIP* (if necessary) during 2020. The largest task under this work element in 2020 will involve preparation of the *2021 – 2024 TIP*, which will be developed to be compliant with the FAST Act and its 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 2014b 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 *2020 – 2023 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
2020 - 2023 TIP	1. Possible processing of amendments to the 2020 - 2023 TIP (if necessary). 2. Preparation of a mid-year report on the progress of projects in the 2020 - 2023 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	103	January - September May - June (Share report with MPO advisory committees at their June or September joint meeting)
2021 - 2024 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	265	July - August August - September August - September September - October September - November
Total		\$27,000	368	
Staff Hour Summary for Transportation Improvement Program (TIP):				
Staff Position:		Total Work Program Hours:		
Executive Director		0		
Principal Planner		0		
Transportation Planner III (Full-Time MPO)		178		
Transportation Planner I (Half-Time MPO - Starting Mid-2020)		80		
Community Assistance Planner		40		
GIS Specialist		70		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		0		
Total		368		

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 2020. Shoreline Metro TDP Update activities in 2020 will include:

- Development, presentation and refinement of the Route Ridership Patterns 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 2020 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 Route Ridership Patterns 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.	\$11,784	138	January - April
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.	\$6,996	82	January - May April - May May - June January - June
Administration	1. Project Administration	\$407	4	January - June
Non-Personnel Costs	1. Non-Personnel Costs (Printing, Postage, and Meeting Travel).	\$813	Expense Only	January - June
Total		\$20,000	224	
Staff Hour Summary for Shoreline Metro TDP Update:				
Staff Position:		Total Work Program Hours:		
Executive Director		4		
Principal Planner		0		
Transportation Planner III (Full-Time MPO)		172		
Transportation Planner I (Half-Time MPO Starting Mid-2020)		0		
Community Assistance Planner		0		
GIS Specialist		48		
Economic Development Planner		0		
Environmental Planner		0		
Administrative Assistant		0		
Total		224		

APPENDIX A
RESOLUTION OF APPROVAL OF WORK PROGRAM

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RESOLUTION NO. 11-2019

Resolution of the Bay-Lake Regional Planning Commission to approve the 2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program

WHEREAS, the draft of the *Preliminary 2020 - 2021 Work Program & 2020 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 13, 2019; 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 *2020 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* as a component of the overall Commission Work Program for 2020.

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;

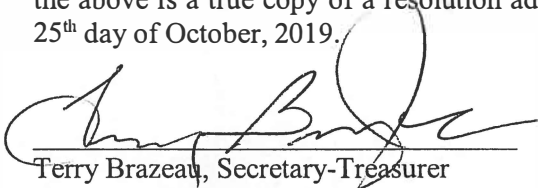
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of Title 23, U.S.C., regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the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



Dan Koski, Chairperson
Bay-Lake Regional Planning Commission

ATTEST:

I, Terry Brazeau, 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 25th day of October, 2019.



Terry Brazeau, Secretary-Treasurer
Bay-Lake Regional Planning Commission

APPENDIX B
METROPOLITAN PLANNING FACTORS AND THE 2020 *SHEBOYGAN*
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM

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**METROPOLITAN PLANNING FACTORS AND THE 2020 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 *2020 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 2020 MPO work program elements and the metropolitan planning factors to be addressed in each project.

METROPOLITAN PLANNING FACTORS TO BE CONSIDERED IN THE 2020 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 2021 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
	Beginning Preparation of the Next Long-Range Transportation Plan Due in April 2023	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 Update to 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	Public Involvement, Environmental Justice and Title VI Activities, Including Preparation of the Update to the Title VI and Non-Discrimination Program/Limited English Proficiency Plan , and Assessment of the MPO Public Participation Process Associated with the Recently Approved Long-Range Transportation Plan and TIP, Potentially Culminating in a MPO Public Participation Plan Update				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 NMTTP Implementation Assistance		X	X	X	X	X				X
	Completion of Special Studies for Shoreline Metro	X			X	X		X	X		
	Continuing to Provide Technical Assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (SCEDC) on Employment Transportation Issues in the Sheboygan Metropolitan Planning Area	X			X	X	X				X
	Preparing the 2020 Coordinated Public Transit - Human Services Transportation Plan for Sheboygan County	X			X	X	X	X	X		
	TIP	Possible Processing of Amendments to the 2020 - 2023 TIP (If Necessary)	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 2021 - 2024 TIP		X	X	X	X	X	X	X	X	X	X
Shoreline Metro Transit Development Program (TDP) Update	Development, Presentation and Refinement of the Route Ridership Patterns Chapter of the TDP	X	X	X	X	X	X	X	X		X
	Development, Presentation and Refinement of the 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/sheboygan-mpo/about/cooperative-agreement-continuing-transportation-planning\(.\)](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.

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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, 2013, 2016 and 2018) was signed in September and October of 2019.

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). This plan will be updated in 2020.

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/about/civil-rights-title-vi-notice\(.\)](https://baylakerpc.org/about/civil-rights-title-vi-notice(.))

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APPENDIX E
SCHEDULE FOR THE UPDATE TO THE LONG-RANGE TRANSPORTATION PLAN
DUE IN APRIL 2023

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Sheboygan MPO					
2023 Plan Update (Horizon Year of 2055)					
<u>Annual TIP (2021, 2022, 2023, 2024) or TIP Amendment</u>					
<u>Annual UPWP</u>					
<u>Public Participation Plan</u>					
Draft					
Public Comment Period (45 Days, PIM upon request)					
Approval					
<u>L RTP Timeline Evaluation/Revision</u>					
<u>Data Collection/Preparation</u>					
Analysis of Completeness of Last Plan Update					
Inventories					
Land Use					
Transportation (Inventory Chapter)					
TAZ Adjustments (As Needed)					
Allocation of Current Socioeconomic Data to TAZs					
Development of Control Total Socioeconomic Projections					
Implementation Status of Adopted Plan					
Land Use					
Transportation					
Continued Tracking of Performance of Indicators (Annual)					
<u>Goals & Objectives</u>					
Draft					
Present to Relevant Committees and Public					
Refine Goals and Objectives					
Approve Goals and Objectives					
<u>Existing Needs/Deficiencies Analysis</u>					
Projects to be Modeled					
Projects not Modeled					
<u>Modeling</u>					
Existing Conditions (Base Year)					
Future Conditions (2055 - Selected Land Use Scenario)					
Future Committed and Planned Projects					
Analyze Results					
Refinement					
<u>Financial Plan/Fiscal Constraint</u>					
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					
<u>Conformity</u>					
Interagency Consultation					
Planning Factors					
Emission Factors					
Analysis					
Determination					
<u>MPO Meetings</u>					
Policy Board (Bay-Lake Regional Planning Commission)					
Sheboygan MPO Technical/Policy Advisory Committees (Joint)					
Other MPO Committees (to be determined)					
Consultation/Focus Groups (to be determined)					
General Public					
Other Groups (As Needed - to be determined)					
<u>Plan Approval</u>					
Public Comment					
Final Approval					

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APPENDIX F
2020 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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2020 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 30	January 31 (Executive)	January 28	
February 27			
	March 13 (Full)		
April 23	April 24 (Executive)	April 28	
May 28			May or June
	June 12 (Full)		May or June
	July 31 (Executive)	July 28	
September 3	September 11 (Full)		September or October
October 29	October 30 (Executive)	October 27	September or October
December 10	December 11 (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/PC/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 2020 *SHEBOYGAN*
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM

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**DISTRIBUTION OF LOCAL SHARE FUNDING FOR THE 2020 SHEBOYGAN
METROPOLITAN PLANNING AREA TRANSPORTATION PLANNING WORK
PROGRAM**

Of the \$210,000 (across all sources) that is funding the main portion of the *2020 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 2020. 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 2020. 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 \$20,000 is anticipated to be expended to complete an update to the *Shoreline Metro Transit Development Program (TDP)* in 2020. Of this amount, 80 percent (\$16,000) 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 (**\$4,000**) 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/sheboygan-mpo/about/sheboygan-mpo-public-participation-plan\(.\)](https://baylakerpc.org/sheboygan-mpo/about/sheboygan-mpo-public-participation-plan(.))

The Bay-Lake Regional Planning Commission (BLRPC) approved the 2016 update to the Public Participation Plan 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.

It is possible that this plan will be updated in 2020.

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APPENDIX I
2020 INDIRECT COST ALLOCATION PLAN FOR THE BAY-LAKE REGIONAL
PLANNING COMMISSION (INCLUDING THE SHEBOYGAN MPO)

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2020 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 2020, as follows:

- Transportation Planner III (1,466 hours);
- Transportation Planner I (520 hours);
- GIS Specialist (486 hours);
- Community Assistance Planner (390 hours);
- Executive Director (84 hours); and
- Administrative Assistant (72 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 CLA in 2019. This report applies uniformly to all programs of the Commission, including the Sheboygan MPO program. This report is being used for the 2020 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 2020 based on audited 2019 costs when they become available in early 2020.

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 September 24, 2019, to establish billing or final indirect cost rates for January 1, 2019, to December 31, 2019, 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. Wojtzech

Title: Executive Director

Date of Execution: September 24, 2019

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.



September 3, 2019

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 2018 basic financial statements of Bay-Lake Regional Planning Commission, we reviewed the adequacy of your indirect cost rates used in 2018. In our opinion, the rates were adequate and reasonable based on your actual 2018 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 2019 expenses, we propose the following as 2019 indirect rates to be charged to direct labor:

Employee Benefits	39.0%
Time Off With Pay	28.0%
All Other Indirect Costs	69.0%
Total	136.0%

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

Sincerely,

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

Bay Lake Regional Planning Commission
January 1, 2019 to December 31, 2019
Allocation of Costs - Based on 2018 Budget

		2018	Allocation Base		
		Actuals	Method	Amount	Rate
1. Employee Fringe Benefits					
Social security		37,395			
Retirement		54,404			
Health and life insurance		102,075			
	Total	193,874	Total Salaries	496,307	39%
2. Time Off With Pay (TOWP)					
Vacation		30,142			
Sick Leave		17,255			
Holiday		18,837			
Subtotal		66,234			
Employee fringe benefits - 39%		55,379			
	Total	121,613	Total Salaries minus TOWP	433,908	28%
3. Indirect Costs					
Salaries		81,150			
Employee fringe benefits		37,545			
Time off with pay		20,745			
Rent		29,448			
Equipment lease agreements		5,046			
Audit and accounting services		27,127			
Legal services		-			
Other professional		230			
Insurance		8,466			
Telephone		3,191			
Internet		789			
Office maintenance and cleaning		2,388			
Commissioner expense					
Postage		634			
Office supplies and printing		10,262			
GIS supplies		328			
Computer supplies and expenses		9,832			
Conferences, dues, and publications		2,558			
Travel		2,015			
Auto expenses and repair		1,022			
Depreciation					
CY Audit Entries		11,192			
	Total	253,968	Total Project Salaries	368,200	69%

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

Megan Zielke, 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

Matthew Grenoble
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

Jeff Plass, 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

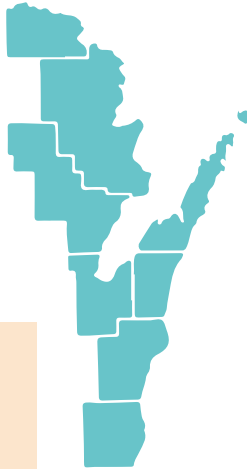
KEWAUNEE COUNTY
Tom Romdenne
Mary Ellen Dobbins
Vacant

MANITOWOC COUNTY
Dan Koski, Secretary/Treasurer
James Falkowski
Marc Holsen

MARINETTE COUNTY
Ann Hartnell
Michael Kunesh
Thomas Mandli

OCONTO COUNTY
Terry Brazeau, Vice-Chairperson
Karl Ballestad
Dennis Kroll

SHEBOYGAN COUNTY
Mike Hotz, Chairperson
Ed Procek
Brian Yerges



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