

DRAFT MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
FOR SHEBOYGAN MPO
January 30, 2025
(In-Person and Virtual)

MEMBERS PRESENT:

- Vernon Koch, Policy Advisory Committee Chairperson, Presiding

Policy Advisory Committee:

- Nick Weber (WisDOT)
- Tom Holton (Town of Sheboygan)
- Charles Born (Town of Lima)
- Mayor Randy Meyer (City of Sheboygan Falls)
- Mayor Ryan Sorenson (City of Sheboygan)

Technical Advisory Committee:

- Bryan Olson (Sheboygan County, Department of Transportation), Technical Advisory Committee Chair
- Derek Muench (Shoreline Metro), Technical Advisory Committee Vice-Chair
- David Smith (Bicycle and Pedestrian Transportation Advocate)
- Kevin Jump (City of Sheboygan Department of Public Works, Engineering Division)
- Aaron Brault (Sheboygan County Planning and Conservation Department)
- Mike Kitzerow (Village of Kohler)
- Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)
- Justin Johnson (WisDOT)
- Blake Deswarte (Wisconsin DNR)
- Chris Bovee (Wisconsin DNR)

MEMBERS EXCUSED:

- David Bizot (Wisconsin DNR)

STAFF PRESENT:

- Heena Bhatt (Bay-Lake Regional Planning Commission)
- Bryce Thompson (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 11:02 a.m. by Policy Advisory Committee Chairperson Vernon Koch.

Members of both committees and staff introduced themselves for the benefit of everyone participating in the meeting.

2. The meeting Agenda for the January 30, 2025, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

Moved by Aaron Brault and seconded by Mike Kitzerow

3. The Draft meeting minutes for October 27, 2024, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

Moved by Aaron Brault and seconded by Mike Kitzerow

4. Policy Advisory Committee Chairperson Vernon Koch asked if there was any public input.

No public comments were made.

5. Review and recommendation of Approval of the 2024 *Public Transit Agency Safety Plan* for Shoreline Metro to the Bay-Lake Regional Planning Commission.

Heena Bhatt presented the *Public Transit Agency Safety Plan* (PTASP) to the committee and mentioned that the previous PTASP was updated in 2022 and adopted in early 2023. This plan is reviewed by the Shoreline Metro Transit Commission annually and updated as required. In 2024 the FTA was making changes to the federal rules for the plan and so it was not updated in 2023/2024. After the new final rule came out MPO staff and transit agency staff updated the plan in accordance with the updated requirements. Ms. Bhatt then reviewed the chapters of the plan with the committee.

Ms. Bhatt then mentioned that the plan was reviewed by the Transit Committee on December 17th, 2024.

Moved by David Smith and seconded by Kevin Jump, both committees recommend approval of the 2024 *Public Transit Agency Safety Plan* for Shoreline Metro to the Bay-Lake Regional Planning Commission.

6. Review and Recommendation of Approval 2024 *Transit Asset Management Plan* for Shoreline Metro to the Bay-Lake Regional Planning Commission.

Heena Bhatt reviewed the Transit Asset Management (TAM) Plan with the committee members. Ms. Bhatt discussed the goals, vehicle inventory, equipment inventory, and facility inventory along with Shoreline Metro's set targets for these criteria. Shoreline Metro's most significant equipment is beyond its useful life benchmark and David Smith asked if that was acceptable and if there were any plans in the future to replace this equipment. Derek Muench mentioned that the equipment is in working condition and that's why Shoreline Metro has set a target for all its equipment to pass beyond useful life benchmarks. My Muench further mentioned that it is very expensive to replace this equipment and it's only advisable to use the equipment if they are in adequate condition to use.

Moved by Aaron Brault and seconded by Kevin Jump, both committees recommend approval of the 2024 *Transit Asset Management Plan* for Shoreline Metro to the Bay-Lake Regional Planning Commission

7. Review of 2024 Performance Indicators report for Sheboygan Metropolitan Planning Area

Bryce Thompson presented the Performance Indicators report to the committee members, Mr. Thompson mentioned some of the positive and negative trends that were noted from the report. Mr. Thompson then provided highlights of each performance indicator. Aaron Brault mentioned that the Airport name was changed to Sheboygan County Memorial International Airport. There were some minor discussions that followed that comment.

No action required on this agenda item.

8. Discussion on adopting Complete Streets Policy for the communities within Sheboygan Metropolitan Planning Area.

Heena Bhatt explained the concept of a Complete Streets Policy to the committee members, emphasizing that it is an approach to designing streets that are accessible to all forms of transportation. Ms. Bhatt noted that for the MPO to adopt a Complete Streets Policy, all communities within the MPO must agree to pursue it.

Tom Holton shared that the Town of Sheboygan is open to adopting the policy. Mayor Randy Meyer expressed interest for the City of Sheboygan Falls to discuss it with their City Council. Mike Kitzerow mentioned that the Village of Kohler would need to consult with the Village Council and Kohler Company before moving forward with it. Mayor Ryan Sorenson confirmed that the City of Sheboygan is on board with the policy.

9. Update on WisDOT Northeast Region and Other MPO Planning Activities.

Nick Weber informed members that on May 22nd, 2025, a Local Program Symposium will be held online which will provide information on local grants and their requirements and applications. Once he receives more information on it, he will be happy to share it with the group. Mr. Weber further mentioned that the HISP applications are due on February 25th. The TAP, CMAQ, STBG, and STP applications will be open in mid-June and will be due in October.

Heena Bhatt mentioned that MPO staff will be working on PM2, PM3, and CMAQ performance targets and will present that at the next meeting. Ms. Bhatt also mentioned that the staff is working on preparing the draft Sheboygan Bicycle and Pedestrian Master Plan and another meeting for the plan will be held in end of February.

Bryce Thompson provided an update on the Village of Kohler Safe Routes to School Plan. Mr. Thompson mentioned that the MPO staff audited the school for the bicycle and pedestrian facilities in December. Currently the results of the audit are being compiled and will be included as a part of the Sheboygan Bicycle and Pedestrian Master Plan.

Mike Kitzerow mentioned that the Village of Kohler is working on adding a 2.5 miles bike and pedestrian path on Woodland Road.

Charles Born mentioned that Wisconsin DOT is having a meeting on the Town of Lima roundabout project on February 4th at the Town Hall.

10. Chair Vernon Koch announced the next meeting date is March 6, 2025, at 11:00 am.

11. Chair Vernon Koch announced the meeting was adjourned at 12:10 pm.

Recording secretary,

Heena Bhatt