

MEETING MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING  
FOR SHEBOYGAN MPO  
March 07, 2024  
(In-Person and Virtual)

MEMBERS PRESENT:

- Charles Born, Policy Advisory Committee Vice-Chairperson, Presiding

Policy Advisory Committee:

- Heather Cleaveland (Transit Committee)
- George Marthenze (Town of Herman)
- Tom Holtan (Town of Sheboygan)
- Nick Weber for Tom Buchholz (WisDOT Northeast Region, Green Bay)

Technical Advisory Committee:

- Emily Stewert (Sheboygan County, Department of Transportation), Technical Advisory Committee Chair
- Derek Muench (Shoreline Metro), Technical Advisory Committee Vice-Chair
- David Biebel (City of Sheboygan Department of Public Works)
- Mike Kitzerow (Village of Kohler)
- David Bizot (Wisconsin DNR)
- Matt Schreiber (WisDOT)
- Karl Buck (FHWA)

MEMBERS EXCUSED:

- Vernon Koch, Policy Advisory Committee Chairperson (Sheboygan County)
- David Smith (Bicycle and Pedestrian Transportation Advocate)
- Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)

OTHERS PRESENT:

- Kevin Jump (City of Sheboygan)

STAFF PRESENT:

- Heena Bhatt (Bay-Lake Regional Planning Commission)
- Brian Dickson (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 11:03 am. by Policy Advisory Committee Vice-Chair Charles Born.

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

2. The meeting Agenda for the March 7, 2024, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

**Moved** by David Biebel and seconded by Mike Kitzerow.

3. The Draft meeting minutes for January 25, 2024, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

Heena Bhatt noted that the meeting date in the minutes was identified as January 25, 2023, and she has since updated the date to 2024.

**Moved** by Tom Holtan and seconded by Mike Kitzerow.

4. Policy Advisory Committee Vice-Chairperson, Charles Born, asked if there was any public input. No input was provided.
5. Review and recommendation of approval of *the Annual Listing of Obligated Projects for Calendar Year 2023*.

Heena Bhatt said staff has worked with WisDOT, FHWA, FTA and Director of Shoreline Metro to identify the Sheboygan MPO projects obligated in 2023. She provided a brief overview of each project which included the amount of funds expended on these projects to date.

No action was taken on this item.

6. Review of the preliminary draft of the *2024 Public Participation Plan* for Sheboygan Metropolitan Planning Organization.

Heena Bhatt said staff has sent out a copy of the current Public Involvement Plan to the people identified in the public outreach list and to the MPO Technical and Policy Advisory committee members to get input on any changes or recommendations that should be made to the existing public outreach plan. She noted she has received one comment from Nick Weber (WisDOT Northeast Region, Green Bay) mentioning to acknowledge the updated FHWA/FTA Planning Emphasis Areas (PEAs), which included Public Involvement and also mention the virtual public involvement (VPI) opportunities specified in the PEAs requirement.

Ms. Bhatt noted that in the goals and objectives section she has updated the goals to provide more virtual opportunities for comment and provide more evening times for outreach events so those who work during the day can attend in the evening hours. In the plan update, it is suggested to change the public notification period from 30 days to 15 days.

The preliminary draft is being presented at this meeting. The initial public comment will end next week. A final draft will then be presented to the committee at a future meeting. Once the

final draft is approved, a 45-day comment period is required in order to receive any additional comments. Once the comment period ends and the comments are addressed, the plan will then be presented to the Committee for review and approval.

No action is required at this time.

7. Review of the *2023 Transportation System Performance Indicators Report* for the Sheboygan Metropolitan Planning Area.

Brian Dickson reported that he had been assigned to update the 2023 Performance Indicators Report as his first project working as staff for the MPO. Mr. Dickson said some of the positive trends include a decrease in the overall percentage of traveling to work alone, a steadiness in the number of bridges and culverts considered in good condition, increasing travel-time reliability on national highway system roads, a decreasing number of transit vehicles which are beyond their useful lives, and an increasing trend of ridership on inter-city bus lines. Negative trends include the number of fatal and serious injury crashes increasing every year, and the non-motorized fatal and serious injury crash rates remaining above the state set goals. There has also been an increase in the number of preventable transit crashes. Mr. Dickson then went over each page of the report and provided highlights about each performance indicator. Mr. Dickson noted that he found an error in the pavement conditions index indicator that was in the report and said he would update the report with the correct data before publishing the report on the Bay-Lake Regional Planning Commission's Sheboygan MPO webpage.

Karl Buck from FHWA said he was having difficulty finding previous years reports on the website. Mr. Dickson said he was waiting for committee review before publishing the 2023 report on the website. Heena Bhatt said that staff had only started publishing formal reports with more charts, graphs, and maps in 2022. Ms. Bhatt said staff would look into providing a bit more information for previous years on the MPO webpage.

Charles Born noted that the information about the airport did not show the increased usage of the airport since some of the renovations have taken place. Emily Stewart mentioned there has been an increase in flight operations in the past year. Ms. Bhatt said staff would look at possibly expanding airport information in following years performance indicators reports. Heather Cleveland mentioned the report provides a great overall perspective of the 2023 transportation system.

No action required on this agenda item.

8. Approval of the steering committee and its members for reviewing the progress of the *Bicycle and Pedestrian Master Plan* for the Sheboygan Metropolitan Planning Area.

Heena Bhatt said the list of people to serve on the Bike and Pedestrian Master Plan Committee has been developed and is being presented to the committee for approval. At the last meeting, Chair Vernon Koch asked Ms. Bhatt to check the bylaws to see if a new subcommittee needed to be approved by the Joint Policy and Technical Committee. Ms. Bhatt reported that the bylaws require any new subcommittee, and its members, to be approved by the Committee.

Ms. Bhatt reported that all invited have accepted, however, she is still waiting to hear back from representatives of the Kohler and Howards Grove School Districts. Ms. Bhatt then provided an overview of the goals of the Bicycle and Pedestrian Master Plan.

Moved to approve by Heather Cleveland, seconded by Mike Kitzerow. Motion approved.

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

### Bicycle Level of Traffic Stress Analysis Report

Heena Bhatt presented the initial draft Bicycle Level of Traffic Stress map to the members, noting that the consultants have finished the initial plan, and she is currently reviewing the information. She said that all the information is open source, so if anyone identifies locations of stress that are not currently shown on the map, that information can be updated. She noted that the roundabout on the south side of the city is not indicated as “High Stress” on the map, but that location is a definite issue. Ms. Bhatt reported that there were sufficient funds remaining in the contract for the consultant to do a bicycle network analysis at the block level throughout the MPA, with the remaining project contract funds, and that she authorized the consultant to move forward with the network analysis.

Heather Cleveland said it would be good to overlay crash data on the block level analysis maps to see if more issues can be identified. Ms. Bhatt said staff will be looking at those issues, and with this information, we may be able to select a different block area every year to see what can be done to improve access one location at a time.

### Update on Sheboygan County Transportation Planning/Feasibility Study

Ms. Bhatt said she has spoken with Lakeland College and County officials to better identify student needs when it comes to transportation access. Staff will be looking into options and Shoreline Metro officials have been included in these discussions. Ms. Bhatt said the staff is looking to have another meeting with the consortium committee in April with a final study to be completed by July.

### Sheboygan County Public Transportation Coordinated Plan

Brian Dickson reported that he has been working with Kewaunee and Manitowoc Counties on their Coordinated Plans and that he will soon start work on updating the Sheboygan County Coordinated Plan.

### Transportation Access to Public Health Options

Ms. Bhatt said staff continues to work on the plan and currently the GIS person is working on developing an interactive map associated with the project. Ms. Bhatt said staff are looking at having a public meeting involving the stakeholders of public health sectors and the transportation providers in individual counties.

### Agriculture Roads Improvement Program (ARIP)

Brian Dickson reported that WisDOT is currently taking applications for the ARIP grant to improve roads that have weight limits on them that serve agricultural and forestry lands and facilities. The first round is for \$50 million and must be submitted by 4/5/24. A second round for \$100 million will be opened later in the year, once the first-round grants have been awarded.

WisDOT Information.

Nicholas Weber reported that his connection keeps cutting out, so he posted his information in the Teams Group Chat:

Wisconsin Department of Transportation (WisDOT) 2024 Federal redistribution process webinar on Thursday (Today), March 7, 2024, at 2:00PM via this YouTube web link:

[https://youtube.com/live/BHrqN\\_YY3y0](https://youtube.com/live/BHrqN_YY3y0). If unable to attend the webinar, a link to the recorded copy of the presentation will be available on the WisDOT Project Readiness for Federal Fiscal Year (FFY) 2024 Federal Redistribution webpage at the following address:

<https://wisconsindot.gov/Pages/doing-bus/redistribution.aspx>.

State Fiscal Year (SFY) 2024-2025 Agricultural Roads Improvement Program webinar link:

<https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/arip.aspx>.

10. Vice-Chair Charles Born announced the next meeting date is April 25, 2024, at 11:00 am.

11. Adjournment

**Moved** by Mike Kitzerow and seconded by Heather Cleveland that the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees be adjourned. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 12:03 pm.

Recording secretary,

Brian Dickson