

DRAFT MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
FOR SHEBOYGAN MPO
January 29, 2026
(In-Person and Virtual)

MEMBERS' PRESENT:

Policy Advisory Committee:

- Vernon Koch, Policy Advisory Committee Chairperson, Presiding
- Charles Born, Policy Advisory Committee Vice-Chairperson, Presiding
- Cullen Peltier for Mayor Randy Meyer (City of Sheboygan Falls)
- Justin Johnson (WisDOT Central, Non-Voting)

Technical Advisory Committee:

- Aaron Brault (Sheboygan County Planning and Conservation Department)
- Mike Kitzerow (Village of Kohler)
- Kevin Jump (City of Sheboygan)
- Bryan Kelly (Bike/Ped Enthusiast/Transit Committee)
- Derek Muench (Shoreline Metro)
- Blake Deswarte (Wisconsin DNR)
- Bobbi Retzlaff (WisDOT)
- Bryan Olson (Sheboygan County)

Non-Members:

- Jason Nordborg (FHWA)

STAFF PRESENT:

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

1. The meeting was called to order at 11:03 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 January 29, 2026, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

Moved by Charles Born and seconded by Kevin Jump

3. Ms. Bhatt noted two changes in the draft meeting minutes for December 18, 2025 joint Technical Advisory Committee/Policy Advisory Committee meeting. Bobbi Retzlaff was moved to the Technical Advisory Committee and Justin Johnson was moved to the Policy Advisory Committee as a non-voting member. With these changes the December 18, 2025 meeting minutes were approved.

Moved by Kevin Jump and second by Charles Born

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

No public input provided.

5. Minor Amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2025 – 2028* to the Bay-Lake Regional Planning Commission.

Ms. Bhatt provided an overview of TIP amendments including the capital purchase of a CAD/AVL system (Computer-Aided Dispatch/ Automatic Vehicle Location) for Shoreline Metro with CARES Act/AARPA funds in Table 2. Mr. Muench explained to the committee that this system will provide a needed, robust update to the current tracking system. Mr. Muench noted that this smart bus technology will allow for vehicle stop announcements that align with ADA compliance.

Ms. Bhatt noted the addition of a 5310 award to Sheboygan County for its Enhanced Volunteer Driver Program to Table 3 and an addition of a 5310 award for Calumet County in Table 3. Table 7 was modified based on these changes and successfully financially demonstrated.

Moved by Bryan Kelly and second by Kevin Jump

6. Review of 2025 Performance Indicators Report for Sheboygan Metropolitan Planning Area.

Mr. Thompson provided an overview of the 2025 Performance Indicators Report for the Sheboygan Metropolitan Planning Area. Mr. Thompson noted that population and housing data will be updated in the coming weeks as new census data has been released. Mr. Thompson overviewed performance measures 1 (traffic safety), 2 (infrastructure conditions), and 3 (travel time reliability). Charles Born noted that Amazon is conducting its own traffic studies to evaluate the impact of a potential warehouse in the metropolitan planning area. Kevin Jump noted that this study will be shared with the committee when it is finalized.

Mr. Thompson then provided an overview of the bicycle and pedestrian facilities within the metropolitan planning area. Bryan Kelly explained that separating bike lanes and sharrows instead of combining them would be beneficial.

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

Bobbi Retzlaff reminded the group that applications for the 2026-2029 Highway Safety Improvement Program (HSIP) are due February 15, 2026. Justin Johnson provided updates relating to the MPO work program, explaining that its due date has moved up one month. Mr. Johnson also noted that the TIP will be due on November 2 for board approval. Ms. Bhatt explained to the group that because of these deadlines, solicitations for TIP projects will occur in June 2026.

Ms. Bhatt provided updates to the committee regarding multiple grant applications. The Agricultural Roads Improvement Program (ARIP) awards are expected for announcement in March. Communities that do not receive awards can apply again. The Local Small Structure Improvement Program (LSSIP) solicitation will open the first week of February, with applications due in early April.

Ms. Bhatt also explained to the committee that a Request for Proposals (RFP) is being issued for the Financial Plan Development for the 2055 Sheboygan Area Long-Range Transportation Plan for the Sheboygan Metropolitan Planning Area (MPA).

Mr. Thompson provided an update on the Shoreline Metro Transit Development. Mr. Thompson explained that the plan is now in its recommendations phase.

8. Next Meeting Date: March 12, 2026, 11:00 a.m.

Vernon Koch noted that the next meeting will be held on January 29, 2026, at 11:00 a.m.

9. The meeting was adjourned at 11:38 a.m.

Moved by Charles Born, seconded by Derek Muench

Recording secretary,

Bryce Thompson
Transportation Planner
Bay Lake Regional Planning Commission