

DRAFT MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING  
FOR SHEBOYGAN MPO  
April 23, 2026  
(In-Person and Virtual)

MEMBERS' PRESENT:

Policy Advisory Committee:

- Vernon Koch, Policy Advisory Committee 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, Technical Advisory Vice-Chair)
- Chris Wesendorf (City of Sheboygan Falls)
- Bobbi Retzlaff (WisDOT Northeast Region)
- David Bizot (Wisconsin DNR)
- Blake Deswarte (Wisconsin DNR)
- Taylor Zeinert (City of Sheboygan Planning)

Non-Members:

- Jason Nordborg (FHWA)

Members excused:

- Tom Holton, Town of Sheboygan, Policy Advisory Committee

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.

2. The meeting agenda for April 23, 2026, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

**Moved** by Derek Muench and seconded by Bryan Kelly

3. The meeting minutes from March 12, 2026, joint Technical Advisory Committee/Policy Advisory Committee was approved.

**Moved** by Bryan Kelly and seconded by Derek Muench

4. Public Input – 10 Minutes

No public input was provided.

5. Review and Recommendation of Approval of Major Amendment to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2025 – 2028* to the Bay-Lake Regional Planning Commission (Including a Public Hearing).

a. Public Hearing

No public input provided.

b. Amendment Review and Review of Comments Received

Ms. Bhatt provided an overview of the major amendment to Table 6 of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2025 – 2028*. Ms. Bhatt explained that because this amendment has an increase of over one million dollars it is considered a major amendment, thus there was a 15-day public comment period. This amendment is a combined project with WisDOT and Sheboygan County for curb ramp improvements along STH 23/28/42 and CTH V intersection.

Bryan Kelly inquired about the technical definition of curb ramps. Kevin Jump explained these are the ramps built into sidewalks enabling a smooth transition for pedestrians, wheelchair users, bicyclists, and others. Bobbi Retzlaff explained that this project is part of a wider WisDOT initiative to keep up with ADA compliance.

c. Recommendation of Approval

**Moved** by Bryan Kelly and seconded by Kevin Jump

6. Review and Recommendation of Approval of Amendment #1 to the *2026 Sheboygan Area Metropolitan Unified Planning Work Program*

Ms. Bhatt provided an overview of amendment #1 to the *2026 Sheboygan Area Metropolitan Unified Planning Work Program*. This amendment pertains to The Bay-Lake RPC hiring MSA Professional Service, Inc. as a consultant to develop the Financial Plan component of

the 2055 SATP. The total cost of this contract is \$34,000. The Bay-Lake RPC will prepare all other components of the 2055 SATP in-house. The consultant will work collaboratively with Bay-Lake RPC staff to develop a compliant, defensible, and clearly documented financial plan, including a full fiscal constraint analysis, consistent with federal and state transportation planning requirements. Staff had prepared and issued a Request of Proposal (RFP) to hire a consultant for this task. The contract will start in May 2026 and will continue through December 2026.

**Moved** by Bryan Kelly and seconded by Derek Muench

7. Update on the 2055 Sheboygan Area Transportation Plan

Mr. Thompson provided an update on the current progress of the 2055 Sheboygan Area Transportation Plan. Recent progress has included work on Chapters 1 and 2. These chapters give an overview of the federal and state requirements for the plan.

Ms. Bhatt noted that the project team will be reaching out to communities for their list of future projects in the coming months.

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

Bobbi Retzlaf provided an update that WisDOT has kicked off its update to its freight plan.

Justin Johnson stated that WisDOT's Q2 directors meeting will be taking place Tuesday, April 28<sup>th</sup> as a hybrid meeting. Mr. Johnson also noted that WisDOT has begun internal discussion for revenue estimates that will be used for the 2055 Sheboygan Area Transportation Plan.

Ms. Bhatt noted that Shoreline Metro will be beginning its Title IV update. Additionally, work is continuing on Shoreline Metro's Transit Development Plan. The plan is slated for completion summer of 2026.

9. Next Meeting Date: July 23, 2026, 11:00 a.m.

Vernon Koch noted that the next meeting will be held on April 23, 2026, at 11:00 a.m.

10. The meeting was adjourned at 11:18 a.m.

**Moved** by Bryan Kelly and seconded by Derek Muench

Recording secretary,

Bryce Thompson  
Transportation Planner

Bay Lake Regional Planning Commission