

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
Bay-Lake Regional Planning Commission Office
October 28, 2016

COMMITTEE MEMBERS PRESENT: Eric Corroy, Mike Hotz, Dennis Kroll (for Terry Brazeau), Ed Kelley for Larry Neuens, and Dan Koski

COMMITTEE MEMBERS EXCUSED: Mary Meyer and Tom Sieber (non-voting member)

COMMITTEE MEMBERS ABSENT: Ken Fisher (non-voting member)

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, and Jeff Agee-Aguayo

- I. Chairperson Mike Hotz called the meeting to order at 10:00 a.m.; introductions were not necessary due to the fact that everyone present was either staff or existing committee members.
- II. **Moved** by Ed Kelley and seconded by Eric Corroy to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. Eric Corroy noted that there were concerns with the way the bidding process for the phragmites project was handled and that the Executive Director and staff should formulate a written process for bidding on projects in the future.
Moved by Eric Corroy and seconded by Mike Hotz to approve the August 23, 2016, Special Executive Meeting minutes as written. Motion carried with all voting aye on a voice vote.
- IV. No public was present; therefore, no public input was recorded.
- V. Cindy Wojtczak noted that a new Commissioner had been appointed by the Governor to replace the retiring Don Markwardt. Marc Holsen was appointed on October 20, 2016, as the new Commissioner to represent Manitowoc County. Ms. Wojtczak noted that Mr. Holsen was a Manitowoc County Highway Commissioner residing in the City of Manitowoc. His appointment will expire in October of 2022.
Ms. Wojtczak noted that a letter had gone out to Mr. Holsen welcoming him to the Commission and providing him with basic information needed for attending the next full Commission meeting. Ms. Wojtczak also noted that there was still no Governor's appointment for Marinette County, but that the Governor's office staff was again encouraged to appoint someone soon.
- VI. Communications were reported by Cindy Wojtczak including: 1) the award letter from WisDOT for a Transportation Alternatives Program (TAP) grant for Commission staff to prepare a Bicycle and Pedestrian Transportation Plan for the region; 2) a copy of a letter from BLRPC staff supporting the Oneida Nation's EDA application for funding of a food center on the reservation; and 3) a copy of a letter from the BLRPC staff supporting the City of Sheboygan's Coastal Management grant application to fund the design and construction of an ADA canoe/kayak launch at Kiwanis Park in the city.
- VII. Cindy Wojtczak reported that Sheboygan County has initially approved the loaning of funds to BLRPC to pay off its unfunded pension liability, but that it still needed to go to the County Board as part of the 2017 budget approval process that would take place in early November. Eric Corroy asked how much the Commission would be saving by moving ahead with the loan; that number was not available. Mr. Corroy offered to calculate the savings if he was given the financial information. Ms. Wojtczak responded that she would take care of getting information to Mr. Corroy.
- VIII. Jeff Agee-Aguayo handed out copies of the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* and a related map to those present. Mr. Agee-Aguayo proceeded to review the report in detail, including the proposed projects, the summary budget, and several of the appendices. Eric

Corroy asked about obtaining additional funding when we go beyond what is identified in the work program. Mr. Agee-Aguayo responded that the 2017 Work Program included an additional \$10,000 above the 2016 level, and added that completion of a transit development program (TDP) for Shoreline Metro may bring in additional funding in 2017. Dan Koski asked about how storm water was addressed in the plan; this led to others talking about major flooding in Sheboygan County in the late 1990s and the start of hazard mitigation planning that continues to this day.

Moved by Dan Koski and seconded by Ed Kelley that Resolution 6-2016: Bay-Lake Regional Planning Commission approving the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* be approved. Motion carried, with all voting aye on a voice vote.

- IX. Jeff Agee-Aguayo handed out copies of sections of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017-2020* and proceeded to discuss the various tables included in the report. He noted that transit capital appears to be underfunded, although four new buses were acquired through CMAQ funding. Mr. Agee-Aguayo noted that one comment was received during the open comment period in which there was concern about the lack of funding for capital items at Shoreline Metro.

Moved by Ed Kelley and seconded by Dennis Kroll to approve Resolution 7-2016: Bay-Lake Regional Planning Commission approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017-2020*, determining air quality conformity for the *Year 2045 SATP* and its implementing *2017-2020 TIP*, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area. Motion carried, with all voting aye on a voice vote.

- X. Ms. Wojtczak discussed the need for adoption of the *Annual Affirmative Action Program for July 1, 2016 to June 30, 2018*. Ms. Wojtczak noted that an updated program was required by funding sources. Eric Corroy asked for an update of the Commissioners to reflect current Commissioners rather than those who were Commissioners in June. Ms. Wojtczak stated that Table 4 would be updated to reflect current Commissioner information. Eric Corroy asked about a sentence in Section III on page 4 regarding the Executive Committee having the power to investigate any and all allegations of discrimination; Cindy Wojtczak responded that this would be for discrimination within the agency.

Moved by Eric Corroy and seconded by Dan Koski to approve Resolution 8-2016: Bay-Lake Regional Planning Commission adoption of the annual *Affirmative Action Program for July 1, 2016 to June 30, 2018*. Motion carried with all voting aye on a voice vote.

- XI. Brandon Robinson reported on regional transportation work program activities. Mr. Robinson noted the accomplishments for 2016 along with the proposed 2017 work program activities. The total funding level of \$72,539.00 for 2017 is the same as 2016, with the Commission providing a 10 percent match for the state and federal dollars.

Mr. Robinson also discussed the regional bike/pedestrian planning effort through the recently awarded Transportation Alternatives Program (TAP) funding that the Commission staff would be working on throughout the region and how non-member counties would be included in the report. Mike Hotz asked that the Executive Director contact the Door County Administrator to discuss future membership. Mr. Hotz also asked that staff draft Commission By-Law changes regarding monetary penalties for those counties that drop their membership in the Commission and for those that ask to return after leaving the Commission.

Moved by Dennis Kroll and seconded by Eric Corroy to approve the 2017 Regional Transportation Work Program. Motion carried, with all voting aye on a voice vote.

Although no formal action was necessary, it was **Moved by** Ed Kelley and seconded by Dan Koski to approve the signing of the WisDOT contract for the recently awarded TAP funding. Motion carried with all voting aye on a voice vote.

XII. Cindy Wojtczak gave an overview of the Golden Shovel certification program for properties in northeast Wisconsin. Golden Shovel certification would provide sites with a designation that certified that they were a site that was ready for construction to begin almost immediately and that all necessary infrastructure and zoning was in place. Ms. Wojtczak stated that both BLRPC and ECWRPC were asked to be a part of the process of certifying sites by reviewing application materials submitted by applicants. For \$150, BLRPC would review application information provided to make sure that all necessary materials were submitted and that they were of sufficient detail to allow for certification. A test project would be done in each region to see if \$150 would be sufficient to pay for time needed to do the review. Ms. Wojtczak noted that the test project for BLRPC would be with the Village of Coleman and that Commission staff would work with Ann Hartnell of the Marinette County Association for Business and Industry on this test project.

Motion was made by Dan Koski and seconded by Dennis Kroll to approve the moving forward with a test project for the Golden Shovel certification. Motion carried, with all voting aye on a voice vote.

XIII. There were no Commissioner Reports given at this meeting.

XIV. September bills and receipts were reviewed with a few questions. Eric Corroy asked about the bill from Dynamic Designs. Brandon Robinson responded by stating that Dynamic Designs was the printer for the Comprehensive Plan poster plans, adding that very few printing companies in the area could print poster size, double-sided plans. The cost of the printing was allocated directly to the project's budget.

Eric Corroy also asked about recent use of the line of credit. Ms. Wojtczak responded that the line of credit was needed due to a delay in a significant amount of WisDOT funding. Mr. Corroy asked if this was going to be a monthly occurrence; Ms. Wojtczak stated that this would not be the case.

Moved by Dennis Kroll and seconded by Eric Corroy to approve the Bills and Receipts for September 2016 as presented. Motion carried, with all voting aye on a voice vote.

XV. The next Full Commission Meeting will be held on December 9, 2016, and will be held in Brown County at a location to be determined. The next Executive Committee meeting is tentatively scheduled to take place in January at the Commission's office building.

XVI. **Moved** by Ed Kelley and seconded by Eric Corroy that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:04 p.m.

Respectfully submitted,

Cindy Wojtczak
Recording Secretary