

DRAFT MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

July 28, 2017

COMMITTEE MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Mike Hotz, Dan Koski, Mary Meyer and Larry Neuens

COMMITTEE MEMBERS ABSENT: Tom Sieber and Ken Fisher

COMMITTEE MEMBERS EXCUSED: None

STAFF PRESENT: Cindy Wojtczak and Jeff Agee Aguayo

OTHERS PRESENT: None

- I. Chairperson Mike Hotz called the meeting to order at 10:04 a.m. Chairperson Hotz thanked Vice Chairperson Terry Brazeau for chairing the June full Commission meeting in his absence.
- II. **Moved** by Larry Neuens and seconded by Mary Meyer to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. Public Input. Chairperson Mike Hotz asked if there was any public input; none was received.
- IV. **Moved** by Eric Corroy and seconded by Dan Koski that the minutes of the April 28, 2017, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. Communications. One communication was discussed:
 - a. WisDOT – June 26, 2017, letter to Federal Highway Administration (FHWA) Wisconsin Division Administrator Michael Davies and to Federal Transit Administration (FTA) Region 5 Administrator Marisol Simon approving several minor amendments and one addition to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020*, discussed by Jeff Agee-Aguayo.
- VI. Approval of Contracts. Cindy Wojtczak reviewed the following contracts with committee members in attendance:
 - a. 17016-04 Town of Ahnapee (Kewaunee County)
Zoning Ordinance Update
July 1, 2017, to December 31, 2017
\$6,500 fee with no match

- b. Contract No. TBD – New North
Gold Shovel Certification Assistance
July 1, 2017, to June 30, 2018
\$150 fee per certification

- c. 17017-08 City of Sheboygan (Sheboygan County)
Davis-Bacon Compliance – Skate Park
July 2017 to December 31, 2017
\$10,000 fee with no match

- d. Contract No. TBD – Wisconsin Department of Transportation
Shoreline Metro Transit Development Program (TDP)
August 2017 to September 2018
\$44,360 grant (80% WisDOT/20% Shoreline Metro)

- e. 18001-03 Florence County
Florence County Outdoor Recreation Plan
January 2018 to July 31, 2018
\$9,862 fee with no match

- f. Accounting Services – Evans, Race & Van Dreele CPAs
Ongoing contract
\$1,440 to \$1,900 initial set-up costs
\$640 to \$800 per month for recurring services
\$190 per hour on a quarterly basis for specialty items
\$40 per hour for administrative assistance

Cindy Wojtczak noted that the first five contracts involved incoming revenues, while the accounting services contract would involve some expenses for the Commission.

Chairperson Hotz had a question regarding the Gold Shovel Certification Assistance contract in terms of the number of such certifications completed to date; Cindy Wojtczak responded that only one certification was completed to date, adding that this was a test case. Eric Corroy had questions regarding this contract that Cindy Wojtczak answered. Several committee members discussed this contract. Cindy Wojtczak stated that this contract would not consume much staff time or involvement.

Committee members also had questions and discussion regarding the Accounting Services contract. Cindy Wojtczak explained that it was decided to move the Commission in a new

direction in terms of outsourcing its accounting work, which included elimination of the Office Accounts Coordinator position.

Moved by Larry Neuens and seconded by Mary Meyer that all of the above noted contracts be approved. Motion carried, with all voting aye on a voice vote.

- VII. Jeff Agee-Aguayo reviewed the *Bay-Lake Regional Planning Commission (BLRPC) Title VI and Non-Discrimination Program/Limited English Proficiency Plan* with committee members in attendance. This plan is an update to a similar plan prepared in 2014. The plan covers the Regional Transportation Planning and Sheboygan MPO programs of the Commission, and is a required part of both planning programs in that it needs to be fully updated every three years.

Jeff Agee-Aguayo also reviewed Resolution 10-2017 approving the *BLRPC Title VI and Non-Discrimination Program/Limited English Proficiency Plan* with committee members in attendance.

Moved by Eric Corroy and seconded by Terry Brazeau to approve Resolution 10-2017. Motion carried, with all voting aye on a voice vote.

- VIII. Jeff Agee-Aguayo reviewed Amendment #1 to the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* with committee members in attendance. This amendment adds funding and staff time in 2017 to begin completion of a transit development program (TDP) update for Shoreline Metro, with this work continuing into 2018. This Work Program amendment implements one of the contracts approved at this meeting. WisDOT staff recommended processing of this Work Program amendment.

Jeff Agee-Aguayo also reviewed Resolution 11-2017 approving Amendment #1 to the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*.

Moved by Larry Neuens and seconded by Mary Meyer to approve Resolution 11-2017. Motion carried, with all voting aye on a voice vote.

- IX. Jeff Agee-Aguayo reviewed a minor amendment to the transit capital project component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* with committee members in attendance. This amendment officially programs the completion of a TDP update for Shoreline Metro in the transit capital project component of the *2017 – 2020 TIP*. This TIP amendment also

implements one of the contracts approved at this meeting. WisDOT staff recommended processing of this TIP amendment.

Jeff Agee-Aguayo also reviewed Resolution 12-2017 approving this minor amendment to the transit capital project component of the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2017 – 2020*.

Moved by Dan Koski and seconded by Terry Brazeau to approve Resolution 12-2017. Motion carried, with all voting aye on a voice vote.

- X. The Staffing Update was provided under Agenda Item VI (Approval of Contracts).
- XI. Cindy Wojtczak provided an overview of the July 27, 2017, Brown County Towns Association presentation to committee members in attendance. It was noted that Brown County Executive Troy Streckenbach left before Commission staff gave their presentation. Chairperson Hotz asked if Brown County Commissioner Tom Sieber attended this meeting; Cindy Wojtczak responded that Mr. Sieber was not in attendance. Cindy Wojtczak commented that the presentation was about a half hour in length, and went well; Brandon Robinson also represented the Commission at this meeting. Individual town memberships were also discussed, and some towns appeared interested in receiving additional information regarding Commission membership. Individual town levy rates for Commission membership were also discussed in some cases. Brandon Robinson got some zoning questions, and PASER pavement rating surveys were also discussed.

Cindy Wojtczak discussed various activities in which the Commissioners could get involved with the towns (like economic development). Eric Corroy asked if activities that the Commission had been involved with in Brown County in recent years (Phragmites, EAB, etc.) were discussed at this meeting; Cindy Wojtczak responded affirmatively. Missed opportunities due to the county's non-membership status were also discussed.

There was some discussion among committee members regarding whether the various counties in the region had administrators or executives. Chairperson Hotz discussed the experience of Manitowoc County coming into the Commission as a member when that county was pressured by its local officials to seek membership.

- XII. Cindy Wojtczak presented the June 2017 Bills and Receipts. Ms. Wojtczak stated that the Commission continued to be in good financial shape. Ms. Wojtczak also noted that the information that was mailed out was more like a bank statement, and added that a different

statement discussing the financial condition of the Commission would be presented at future meetings.

Moved by Mary Meyer and seconded by Dan Koski to accept the bills and receipts as presented. Motion carried, with all voting aye on a voice vote.

XIII. Upcoming Commission meetings include the following:

- a. The next full Commission meeting will be held on September 8, 2017, in Green Bay.
- b. The next Executive Committee meeting will be held on October 27, 2017, in either Green Bay or in Sheboygan County.

XIV. **Moved** by Terry Brazeau and seconded by Mary Meyer that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:05 a.m.

Respectfully submitted,

Jeffrey C. Agee-Aguayo
Recording Secretary