

***Draft* MINUTES**
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
June 9, 2017
Jack Day Center
90 Bay Beach Road, Green Bay

MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Chuck Hoffman, Ed Kelley, Dan Koski, Dennis Kroll, Shirley Kaufman, Michael Kunesh, Ronald Paider, Mary Meyer, Ed Procek, Larry Neuens, Rich Wolosyn, Virginia Haske, and Brian Yerges

MEMBERS EXCUSED: Mike Hotz, Marc Holsen, and Tom Sieber

MEMBERS ABSENT: Ken Fisher

STAFF PRESENT: Cindy Wojtczak, Angela Kowalzek-Adrians, Madison Smith, and Jeff Agee-Aguayo

OTHERS PRESENT: Mary Ann Lippert (Governor's Northern Office), Keith Langenhahn (WCA), Jerry Murphy (New North), Zach Olsen and Tanner Mastaw (Congressman Gallagher's office).

- I. Vice-Chairperson Terry Brazeau called the meeting to order at 10:01 a.m. and introduced the various guests present. The Chair also introduced Madison Smith, the new planner hired by the Commission.
- II. **Moved** by Chuck Hoffman and seconded by Larry Neuens that the Commission agenda be approved as sent. Motion carried, with all present voting aye on a voice vote.
- III. **Moved** by Brian Yerges and seconded by Mary Meyer that the Commission approve the minutes of the March 10, 2017, meeting. Motion carried, with all present voting aye on a voice vote.
- IV. The Vice-Chairperson called for public input. Mary Ann Lippert of the Governor's Northern Office was first to introduce herself. Ms. Lippert informed the Commissioners that the Governor's office had hired another person to help her travel throughout the northern part of Wisconsin and report on actions in the Governor's office. This new hire is going to start in July. Ms. Lippert also reported on the state biennial budget status, dropped off Wisconsin road maps, and briefly discussed her office's newsletter, the Northern Connection.

Two representatives of Congressman Gallagher's office were next to comment. Terry Mastaw, Congressman Gallagher's area representative, introduced himself and an intern who was with him. Mr. Mastaw identified the area that the Congressman represented and noted that if anyone would have an issue or would otherwise want to contact the congressman, they should contact him and he would get them in touch with Congressman Gallagher.

Jerry Murphy from New North introduced himself. Mr. Murphy gave a brief overview of the Gold Shovel program that he was working on with the Commission staff.

Keith Langenhahn from the Wisconsin Counties Association introduced himself and gave an update on the Wisconsin university proposed tuition freeze and the budget.

- V. Update on Commissioner Appointments: Ms. Wojtczak introduced two Commissioners who

were in attendance for the first time, Michael Kunesh and Shirley Kaufman. Both new commissioners represent Marinette County. In addition, Ms. Wojtczak noted that no replacement had been appointed for Tom Kussow, but that there was some interest by an individual in applying to the Governor for this appointment.

VI. Communications: three communications were brought before the Commission:

- 1) A letter from Dave Ross, WisDOT Secretary, to Michael Davies of the Federal Highway Administration, Wisconsin Division Office and Marisol Simon of the Federal Transit Administration Region 5 office, approving the Bay-Lake Regional Planning Commission's amendment to the 2017-2020 Transportation Improvement Program (TIP) for the Sheboygan Urbanized Area.
- 2) An email to the Executive Director from Mary Faydash, representative of Friends of the Black River Forest. The email was regarding the proposed Kohler Company golf course in the Town of Wilson in Sheboygan County. Ms. Faydash mentioned that the City (of Sheboygan) was pressing approval from its Plan Commission and Common Council to annex the land. She noted that her group would like the Commission to become involved in the process. After discussion with Commissioners present, it was decided that we would only get involved should there be a sewer service amendment needed.
Moved by Rich Wolosyn and seconded by Larry Neuens to place the email on file. Motion carried, with all present voting aye on a voice vote.
- 3) A letter from the Economic Development Administration confirming that they had accepted the Certificate of Indirect Costs for Bay-Lake Regional Planning Commission for the period from January 1, 2017 through December 31, 2017, with a rate of 65%.

VII. Committee Reports:

Executive Committee: Vice-Chair Terry Brazeau would normally present the report of the April 28, 2017, Executive Committee meeting in the absence of Chairperson Hotz; however, since draft minutes were sent to the Chair, it was stated that the report for that Executive Committee meeting would take place at the next full Commission meeting in September.

No action was taken.

VIII. Cindy Wojtczak brought four new contracts for approval. The contracts included the following:

- A. Angela Kowalzek-Adrians discussed the Coastal Management Grant awarded to the Commission to undertake a Lakeshore Coastal Recreation Study in Manitowoc County, Sheboygan County, and Kewaunee County; \$25,161 grant.
- B. Cindy Wojtczak reported on a mapping contract for the Village of Pound in the amount of \$795.
- C. Cindy Wojtczak discussed a City of Sheboygan contract to provide administration of Davis-Bacon wage rates for a street project on S. 9th Street in the City. Contract was for \$7,500.
- D. Ms. Kowalzek-Adrians reported on receiving notice of a Wisconsin Coastal Management, Technical Assistance Contract; \$20,000.

Moved by Chuck Hoffman and seconded by Ed Procek to approve the contracts as presented. Ed Procek then asked for clarification on the City of Sheboygan contract. Ms. Wojtczak responded. Motion carried, with all present voting aye on a voice vote.

- IX. Cindy Wojtczak noted that 2017 was the 45th year that the Bay-Lake Regional Planning Commission was in existence. A 45th Anniversary logo, designed by Brandon Robinson, was reported to be what the staff would be using throughout the year on emails and possible other items. It was reported that a cake and small celebration would take place at the annual meeting in September.

Moved by Ed Procek and seconded by Dan Koski to approve of the use of the 45th Anniversary logo during the Commission's anniversary year. Motion carried, with all present voting aye on a voice vote.

- X. Resolution 8-2017 was presented by Jeff Agee-Aguayo. Several minor changes and one addition to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* were reviewed by Mr. Agee-Aguayo.

Moved by Ed Procek and seconded by Rich Wolosyn to approve the minor changes to the TIP and to approve the resolution, as presented.

Brian Yerges had a question regarding the Wisconsin Employment Transportation Assistance Program (WETAP) project being added to the TIP and how it may benefit residents in Sheboygan County.

Motion carried, with all present voting aye on a voice vote.

- XI. Resolution 9-2017 was presented by Jeff Agee-Aguayo. This resolution states the Bay-Lake Regional Planning Commission's approval of the 2017 Transit Asset Management (TAM) targets established by Shoreline Metro in Sheboygan.

Moved by Ed Procek and seconded by Chuck Hoffman to approve the TAM targets established by Shoreline Metro. Motion carried, with all present voting aye on a voice vote.

- XII. The 2018 levy rate was discussed. Executive Director Wojtczak recommended keeping the levy the same as 2017 (.00060%) although she was unaware of impacts the Kewaunee Nuclear Plant re-assessment might have on the levy due to lack of information available at this time. The Wisconsin Department of Revenue's new figures on equalized property values are typically released in August. The timing of setting the levy rate was discussed. Brian Yerges stated he would like to see more of a connection between the levy and the budget. Ed Procek noted that the timing of adoption of the levy was dictated by statute.

Moved by Brian Yerges and seconded by Rich Wolosyn to adopt the recommendation and keep the levy rate the same as in 2017. Motion carried, with all present voting aye on a voice vote.

- XIII. Using a slide presentation, Angela Kowalzek-Adrians demonstrated data collection using ArcGIS Online and the collection application that can be placed on a cell phone or tablet. Ms. Kowalzek-Adrians answered many questions on the process and noted that if someone was interested in the process, they should contact Josh Schedler in the office to set up a time to meet and discuss the process. The presentation was well received.

- XIV. The Work Program Activity Report was handled by Cindy Wojtczak. Only new activities were emphasized. Under this agenda item, the Commission's newest staff member was introduced by Ms. Wojtczak. Madison Smith, the new planner, provided an overview of her background, interests, and her education. Ms. Smith was welcomed by the Commissioners.

- XV. Bills and Receipts were reported on by Cindy Wojtczak. Ms. Wojtczak noted that both April and May reports were to be reviewed. She noted that there continues to be a \$61,000 balance in the savings account and no need to use the line of credit.

Moved by Ed Procek and seconded by Eric Corroy to accept the bills and receipts as presented. Motion carried, with all voting aye on a voice vote.

- XVI. The Commissioner Roundtable was led by Vice-Chair Terry Brazeau, and involved reports from various Commissioners on activities in their counties. Ronald Paider of Kewaunee County began by mentioning the well contamination meeting held in Luxemburg on June 7th, as well as Farm Technology Days coming up in July and being held just west of the City of Algoma.

Ed Procek discussed the Sheboygan County paving program funded by the .05 percent sales tax and the consolidation of the county highway shed (STH 67 and CTH J). Mr. Procek also discussed the Sheboygan County's Breakfast on the Farm on June 17th near Oostburg and various housing project across the county. He also discussed the need for bringing in employees from Milwaukee to work in Sheboygan County.

Chuck Hoffman announce that the Breakfast on the Farm in Manitowoc County would be taking place that weekend. Mr. Hoffman also noted that the Mirro Plan demolition is coming up soon. Dan Koski also discussed the Mirro plant demolition.

Oconto County Commissioner Terry Brazeau noted that the Oconto County Breakfast on the Farm, along with Copper Fest were taking place that weekend. Dennis Kroll added that the new Oconto County Law Enforcement Center would be dedicated on June 24th in Oconto.

- XVII. The next Executive meeting will be held in Green Bay on July 28, 2017, at the Commission office. The next Full Commission meeting will be the Annual meeting held in September in Green Bay at a location to be determined.

- XVIII. **Moved** by Ed Kelley and seconded by Mary Meyer to adjourn the meeting at 11:42 a.m. Motion carried, with all voting aye on a voice vote.

Respectfully submitted,
Cindy Wojtczak
Recording Secretary