

Draft MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
September 8, 2017
Jack Day Center
90 Bay Beach Road, Green Bay

MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Virginia Haske, Mike Hotz, Ed Kelley, Dan Koski, Dennis Kroll, Michael Kunesh, Mary Meyer, Larry Neuens, Ronald Paider, Ed Procek, Tom Sieber and Brian Yerges

MEMBERS EXCUSED: Chuck Hoffman and Marc Holsen

MEMBERS ABSENT: Ken Fisher, Shirley Kaufman and Rich Wolosyn

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

OTHERS PRESENT: Keith Langenhahn (Wisconsin Counties Association), and Elmer Ragen (Oconto County)

I. Chairperson Mike Hotz called the meeting to order at 10:02 a.m. Chairperson Hotz thanked Vice-Chairperson Terry Brazeau for chairing the June full Commission meeting in his absence.

II. Cindy Wojtczak noted that agenda item #8 should be amended to indicate that Angela Kowalzek-Adrians would be giving the staff presentation on natural resource projects in the region.

Moved by Ed Kelley and seconded by Brian Yerges that the agenda for the September 8, 2017, full Commission meeting be approved, as amended. Motion carried, with all voting aye on a voice vote.

III. **Moved** by Larry Neuens and seconded by Mary Meyer that the Commission approve the minutes of the June 9, 2017, meeting. Motion carried, with all voting aye on a voice vote.

IV. Chairperson Mike Hotz asked if there was any public input. Keith Langenhahn gave updates on various state legislative activities that the Wisconsin Counties Association (WCA) was following. In particular, Mr. Langenhahn discussed development of the state biennial budget, noting that a moratorium on mining that is currently in place will likely be lifted in the budget once it is approved and signed. Mr. Langenhahn announced that the WCA annual conference would be taking place September 24 – 26 at the Kalahari Resort in Wisconsin Dells.

Eric Corroy commented on the large, moneyed interests using the state legislature to do an end run on overriding local choices, and asked the WCA to advocate for more local control; Keith Langenhahn concurred with Mr. Corroy's assessment. Mr. Langenhahn stated that Wisconsin Manufacturers and Commerce (WMC) has been one of the main power players on the legislation to end the mining moratorium. Larry Neuens mentioned the same usurpation of local control in the area of shoreland zoning.

- V. Communications: One communication was brought before the Commission:
- a. WisDOT – August 10, 2017, letter to Federal Highway Administration (FHWA) Wisconsin Division Administrator Michael Davies and to Federal Transit Administration (FTA) Region 5 Administrator Marisol Simon approving one minor amendment 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 contract with committee members in attendance:
- a. 17019-05 Manitowoc County
ArcGIS Online Mapping Application Update
August 30, 2017, to December 31, 2017
\$514 with no match
- Moved** by Mary Meyer and seconded by Virginia Haske that the above noted contract be approved. Motion carried, with all voting aye on a voice vote.
- VII. The Staff Activity Report was reviewed. Cindy Wojtczak handled most of the review, while Jeff Agee-Aguayo reviewed recent Sheboygan MPO activities. Only highlights and new activities were emphasized.
- VIII. Angela Kowalzek-Adrians gave a staff presentation on natural resource projects in which she was involved in the region.

Angela Kowalzek-Adrians stated that the Phragmites project was ramping up again, starting today and running through September. One firm has been hired to do the work this year. This project ends in 2017. Chairperson Hotz and Eric Corroy had questions regarding this project that Angela Kowalzek-Adrians answered. Several Commissioners discussed this project.

Angela Kowalzek-Adrians discussed the Florence County Hazard Mitigation Plan that was getting underway.

Angela Kowalzek-Adrians also discussed the emerald ash borer (EAB) mitigation project involving the planting of replacement trees. This is a project involving several Wisconsin regional planning commissions. All three recipients of grants under this project in the Bay-Lake Region are in Sheboygan County (Cities of Sheboygan and Plymouth and the Town of Wilson).

Angela Kowalzek-Adrians discussed the water trail project on the East Twin and West Twin Rivers.

Angela Kowalzek-Adrians discussed a coastal recreation study involving the Cities of Kewaunee, Two Rivers and Manitowoc.

Angela Kowalzek-Adrians noted that upcoming or likely upcoming projects would include a Florence County Outdoor Recreation Plan, a Kewaunee County invasive species management grant, an extension to the EAB mitigation tree planting project, and another tree planting project for Great Lakes areas of concern (AOCs) in the region.

Angela Kowalzek-Adrians indicated that proposed projects could include review of the City of Sheboygan's codes related to identifying barriers to green infrastructure, an Ahnapee River water trail plan and City of Algoma park plan, hazard mitigation plans for Marinette, Manitowoc and Sheboygan counties, and an outdoor recreation plan for the City of Algoma.

Angela Kowalzek-Adrians concluded her presentation by commenting that certain comprehensive plan elements are eligible for Wisconsin Coastal Management Program (WCMP) funding in the coastal counties of the region.

- IX. Cindy Wojtczak provided an update on Oconto County membership and on the Oconto County Commissioner appointment.

Cindy Wojtczak discussed an upcoming meeting of the Planning and Zoning Committee of the Oconto County Board of Supervisors to be held on September 19, 2017. Commission staff will give a presentation on Commission activities in Oconto County under one of the agenda items at this meeting.

Cindy Wojtczak mentioned Tom Kussow's vacancy on the Commission (this is a Governor's direct appointment); no applications to replace Mr. Kussow have been received by the Governor's office to date. Elmer Ragen mentioned that there was a person interested in applying, and he would look into finding a second applicant.

X. Committee Reports:

- a. Chairperson Mike Hotz presented the April 28, 2017, Executive Committee meeting report. The Commission's auditor (Schenck) presented the Commission's 2016 audit, and minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* were approved.
- b. Chairperson Mike Hotz presented the July 28, 2017, Executive Committee meeting report. Several contracts were reviewed and approved. The Office Accounts Coordinator position was eliminated (Cindy Wojtczak discussed this decision). The 2017 update to the *Title VI and Non-Discrimination Program/Limited English Proficiency Plan*, an amendment to the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*, and a minor amendment to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* were all approved.

Moved by Larry Neuens and seconded by Eric Corroy that both committee reports be approved. Motion carried, with all voting aye on a voice vote.

- XI. Cindy Wojtczak distributed and reviewed the budget report with Commissioners in attendance. Items reviewed (current as of September 7, 2017) included: receivables; payables; the line of credit balance (\$0); and various account balances (checking, savings and \$25 in petty cash). Receivables will increase as bimonthly invoices are processed in the coming week.

The project report was covered under agenda item VII.

- XII. Cindy Wojtczak reviewed the *Preliminary 2018 Budget and 2018 – 2019 Work Program* with Commissioners in attendance. Cindy Wojtczak stated that the Commission might hire a full-time administrative assistant in 2018. Cindy Wojtczak reviewed Table 2 (Levy, Revenues and Expenses, 2000 – 2018), with an emphasis on the 2018 levy rate, levy amount, total revenue and expenditures. Cindy Wojtczak noted that over half of the budget involves state and federal funding. Cindy Wojtczak reviewed Tables 3 (Revenues by Program, 2018), 4 (Revenues by Source, 2018), 5 (Status of Revenues, 2018), and 6 (Estimated Expenses, 2018) with Commissioners in attendance.

Brian Yerges had questions on the costs of external accounting services versus having an internal administrative assistant perform these services that Cindy Wojtczak answered.

Cindy Wojtczak reviewed Table 7 (Health/Dental Insurance Premiums, 2018), and indicated that there was still uncertainty on health and dental insurance premiums for 2018. Brian Yerges has questions regarding the employee contribution to health insurance and how it is calculated that Cindy Wojtczak answered.

Cindy Wojtczak reviewed Tables 8 (Projected Revenue, 2018) and 9 (Estimated Expenses, 2018) with Commissioners in attendance. Cindy Wojtczak commented that work load distribution might be discussed at a future meeting of the Commission's newly combined Finance and Personnel Committee. In particular, Cindy Wojtczak noted that the Commission may want to add a person with planning and GIS skills to the staff; Dan Koski responded that in the experience of the City of Manitowoc, this might be difficult.

Brian Yerges indicated that the Commission might want to retain a positive fund balance in the future. Cindy Wojtczak also discussed the need for furniture and equipment upgrades in the office. Dan Koski noted one minor typographical error on page 2 of the document.

Moved by Brian Yerges and seconded by Ed Procek to approve the *Preliminary 2018 Budget and 2018 – 2019 Work Program*. Motion carried, with all voting aye on a voice vote.

XIII. Ed Procek gave the Nominating Committee report. The Nominating Committee recommended the nomination of the following Commissioners for the Commission officers:

- Chairperson – Mike Hotz
- Vice-Chairperson – Terry Brazeau; and
- Secretary-Treasurer – Dan Koski.

The election of officers then took place among all Commissioners.

Vice-Chairperson Terry Brazeau asked three times if there were any other nominations for the office of Chairperson; none were received. **Moved** by Ed Procek and seconded by Eric Corroy to close nominations and cast a unanimous ballot for Mike Hotz as Commission Chairperson. Motion carried, with all voting aye on a voice vote.

Chairperson Mike Hotz asked three times if there were any other nominations for the office of Vice-Chairperson; none were received. **Moved** by Ed Procek and seconded by Dennis Kroll to close nominations and cast a unanimous ballot for Terry Brazeau as Commission Vice-Chairperson. Motion carried, with all voting aye on a voice vote.

Chairperson Mike Hotz asked three times if there were any other nominations for the office of Secretary-Treasurer; none were received. **Moved** by Ed Procek and seconded by Larry Neuens to close nominations and cast a unanimous ballot for Dan Koski as Commission Secretary-Treasurer. Motion carried, with all voting aye on a voice vote.

Nominating Committee Chairperson Ed Procek thanked the other two Nominating Committee members (Virginia Haske and Mary Meyer) for their participation in the nominations process.

XIV. Committee Appointments were discussed and approved.

The following Commissioners were recommended for the Executive Committee:

- Mike Hotz, Chairperson, Sheboygan County (Brian Yerges, Alternate);
- Terry Brazeau, Vice-Chairperson, Oconto County (Dennis Kroll, Alternate);
- Dan Koski, Secretary-Treasurer, Manitowoc County (Chuck Hoffman, Alternate);
- Larry Neuens, Florence County (Ed Kelley, Alternate);
- Eric Corroy, Kewaunee County (Ronald Paider, Alternate);
- Mary Meyer, Marinette County (Michael Kunesh, Alternate);
- Tom Sieber, Brown County (Non-Voting); and
- Ken Fisher, Door County (Non-Voting).

The following Commissioners were recommended for the Finance and Personnel Committee:

- Eric Corroy;
- Dan Koski;
- Dennis Kroll;
- Larry Neuens; and
- Brian Yerges.

The following Commissioners were recommended for the Nominating Committee:

- Virginia Haske;
- Mary Meyer; and
- Ed Procek.

Moved by Ed Procek and seconded by Larry Neuens that the above noted committee appointments be approved. Motion carried, with all voting aye on a voice vote.

- XV. Cindy Wojtczak gave a brief update on staffing.

Cindy Wojtczak stated that accounting/bookkeeping has been outsourced to a local accounting firm since July 21, 2017, with Commission staff also increasingly assisting with some of these duties.

Cindy Wojtczak indicated that the Finance and Personnel Committee would be meeting soon to discuss staffing issues.

- XVI. Chairperson Mike Hotz discussed strategic planning for the Commission. The Strategic Plan developed by former Executive Director Richard Heath has now expired. Chairperson Hotz commented that he wants the Commission to be a leader, not a follower.

Chairperson Hotz stated that he wanted to form a three member ad-hoc committee to work with Cindy Wojtczak on the new Strategic Plan. Chairperson Hotz nominated Larry Neuens, Eric Corroy and Brian Yerges for this ad-hoc committee. Chairperson Hotz indicated that he wanted a Strategic Plan developed to present to the Commission at its December meeting.

- XVII. Various Commissioners gave reports on what was going on in their respective counties.

Ed Procek discussed the skate park in the City of Sheboygan, which is receiving Community Development Block Grant (CDBG) funding. Ed Procek also discussed ash tree work that is occurring in the City of Sheboygan. Ed Procek discussed an upcoming drawdown of the Sheboygan Marsh. Ed Procek discussed an upcoming Amsterdam Dunes meeting, and also discussed the housing boom in much of urban Sheboygan County. Industrial growth in Sheboygan County was also discussed, and there is a need for affordable transportation to and from the increasing number of jobs in the county. Ed Procek discussed increases in the population of the Sheboygan County Jail. Ed Procek discussed progress on the new Sheboygan County highway shop north of Plymouth, and indicated that Sheboygan County is using revenues from its new half-cent sales tax for various county and local transportation improvements. Finally, Ed Procek discussed funding for the State Highway 23 “majors” project that was included in the proposed state budget.

Dan Koski discussed efforts to get a half-cent sales tax approved in Manitowoc County. Dan Koski also discussed the recent Mirro plant demolition.

Larry Neuens discussed broadband improvements in Florence County.

Dennis Kroll discussed the new Law Enforcement Center in Oconto County.

Finally, Ronald Paider discussed attendance levels at the recently concluded Farm Technology Days that was held this year in Kewaunee County.

- XVIII. Cindy Wojtczak reviewed the bills and receipts for June, July and August 2017. Cindy Wojtczak stated that staff vacation time led to lower invoicing during some of the summer months.

Since the agenda read “July 2017 and August 2017 Bills and Receipts,” only the bills and receipts for those two months could be acted upon; the bills and receipts for June 2017 will need to be acted upon at a future meeting.

Moved by Ed Procek and seconded by Ed Kelley to accept the bills and receipts as presented for July and August 2017. Motion carried, with all voting aye on a voice vote.

- XIX. The next Executive Committee meeting will be held on October 27, 2017, either at the Commission office in Green Bay or in Sheboygan County (if arrangements can be made). The next full Commission meeting will be held on December 8, 2017, at a location to be determined in the Green Bay area.

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

Respectfully submitted,

Jeffrey C. Agee-Aguayo
Recording Secretary