

**DRAFT MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
October 27, 2017

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

COMMITTEE MEMBERS ABSENT: Tom Sieber and Ken Fisher

COMMITTEE MEMBERS EXCUSED: Mary Meyer

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

OTHERS PRESENT: None

- I. Chairperson Mike Hotz called the meeting to order at 10:04 a.m.
- II. **Moved** by Larry Neuens and seconded by Eric Corroy to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Dan Koski and seconded by Larry Neuens that the minutes of the July 28, 2017, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. Public Input. Chairperson Mike Hotz asked if there was any public input; none was received.
- V. Communications. Five communications were discussed:
  - A. Wisconsin Department of Administration, Wisconsin Coastal Management Program – September 28, 2017, letter to Angela Kowalzek-Adrians thanking her for her presentation before the Wisconsin Coastal Management Council at their meeting on September 21, 2017.
  - B. Casey Eggleston, Fund for Lake Michigan – October 13, 2017, e-mail to Angela Kowalzek-Adrians inviting the Commission to submit a full proposal for the Green Infrastructure Code Audit project for consideration at \$14,000 as part of the Fund for Lake Michigan’s 2017 fall grant cycle.

Angela Kowalzek-Adrians commented that if this project were funded, the Commission would work with the City of Sheboygan on this project. Ms.

Kowalzek-Adrians also asked the Commission for a letter of support to include in the application package.

Chairperson Hotz had a question regarding the difference between pre-proposals and full proposals that Angela Kowalzek-Adrians answered. Larry Neuens had a question regarding who the Fund for Lake Michigan was as an organization that Angela Kowalzek-Adrians answered. Angela Kowalzek-Adrians commented that she would like to expand this project concept to the rest of the region.

Chairperson Hotz had a question regarding how \$14,000 was the amount arrived at for the completion of this project which Angela Kowalzek-Adrians answered. Chairperson Hotz also asked which Commission staff would be involved with this project (if awarded); Angela Kowalzek-Adrians responded that herself, Brandon Robinson and a limited-term employee (LTE) would work on this project. Eric Corroy had a question regarding local consultation that Angela Kowalzek-Adrians answered.

**Moved** by Larry Neuens and seconded by Eric Corroy that the Executive Committee authorize a letter of support for the above noted proposal (to be included in the proposal package to be submitted to the Fund for Lake Michigan). Motion carried, with all voting aye on a voice vote.

- C. A letter from the Commission to the Town of Sevastopol (Door County) regarding membership in the Commission.

Chairperson Hotz and Eric Corroy discussed the status of member jurisdictions that might join the Commission and later leave. Chairperson Hotz asked Cindy Wojtczak to research how other regional planning commissions (RPCs) address this matter. There was also discussion of how individual members in non-member counties would be represented on the Commission. Committee members thought that the Town of Sevastopol should be invited to Commission meetings, but as a non-voting observer. Eric Corroy had a question regarding how the levy was calculated that Cindy Wojtczak answered. There was considerable discussion among committee members regarding the payment of debts if the Commission ceased to exist. Committee members asked Cindy Wojtczak to continue to consult with the Executive Committee on developing a policy on payment of debts for jurisdictions that left the Commission, and to present a draft policy to the full Commission at its December meeting. Essentially, such a policy could add back charges to jurisdictions that leave and return to the Commission for debts that were not paid over the time that they were not members.

- D. A letter from the Commission to Nicole Barbiaux offering her an LTE position with the Commission (It was noted that Ms. Barbiaux worked as an LTE for the Commission in the fourth quarter of 2015).
- E. A letter from the Commission to Elizabeth Runge offering her an LTE position with the Commission (this hire would involve some collaboration with Ayres Associates).

For communications D and E, committee members raised concerns regarding unemployment benefits for previous LTEs employed by the Commission. Larry Neuens asked Cindy Wojtczak to monitor unemployment hours. Committee members had considerable discussion regarding the unemployment compensation issue.

In the case of communication E, Larry Neuens asked if there was much liability that could occur by collaborating with Ayres Associates; Cindy Wojtczak and Dan Koski responded that they did not foresee much liability in such a relationship.

**Moved** by Dan Koski and seconded by Larry Neuens to authorize the Commission to work with Ayres Associates (subject to review of any contracts regarding this relationship by the Executive Committee). Motion carried, with all voting aye on a voice vote.

Cindy Wojtczak gave an update on Richard Malone. Mr. Malone applied for retirement, but he also applied for unemployment compensation. Cindy Wojtczak stated that she responded to both correspondence items.

VI. New Contracts. Cindy Wojtczak reviewed the following contracts with committee members in attendance:

- A. 17018-06 Marinette County  
Marinette Housing Study  
September 20, 2017, to March 20, 2017  
\$9,445.25 fee with no match
- B. 17020-10 U.S. Environmental Protection Agency (EPA)  
Invasive Species Control in Kewaunee County  
September 30, 2017, to December 30, 2019  
\$599,997 fee with no match
- C. 18002-04 City of Algoma (Kewaunee County)

Olson Park Master Plan  
July 1, 2018, to June 30, 2019  
\$5,589 fee with no match

- D. 18003-06 Marinette County  
Marinette County Hazard Mitigation Plan Update  
January 1, 2018, to July 1, 2020 (Tentative)  
\$24,950.74 fee with no match

Cindy Wojtczak stated that Madison Smith would be working on the Marinette Housing Study with Ann Hartnell of the Marinette County Association for Business and Industry. Cindy Wojtczak also noted that Angela Kowalzek-Adrians would be working on the remaining added contracts. In the case of the Kewaunee County Invasive Species Control project, approximately \$133,000 would be retained by the Commission for project administration and other tasks, with the balance of funding being passed through to consultants working on the project.

Cindy Wojtczak indicated that the Commission has a surplus of approximately \$75,000 between revenues and expenses, meaning that the Commission needs additional staff in order to complete its various projects. Larry Neuens had a question regarding the Marinette Housing Study that Cindy Wojtczak answered.

**Moved** by Dennis Kroll and seconded by Eric Corroy that all of the above noted contracts be approved. Motion carried, with all voting aye on a voice vote.

- VII. Jeff Agee-Aguayo distributed copies of the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* 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. Mr. Agee-Aguayo noted one minor change to the document that was suggested at a review meeting with WisDOT and USDOT staff in early October, and added that the Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the document at their joint meeting on October 26, 2017.

**Moved** by Larry Neuens and seconded by Dan Koski that Resolution 13-2017 of the Bay-Lake Regional Planning Commission approving the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* be adopted. Motion carried, with all voting aye on a voice vote.

- VIII. Jeff Agee-Aguayo distributed copies of sections of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018 – 2021* to those present. Mr. Agee-Aguayo proceeded to discuss the various tables

included in the report. Mr. Agee-Aguayo noted that one comment was received during the public comment period in which the need for work on the South Business Drive bridge south of Washington Avenue was raised, along with concern about the lack of funding for capital items and operational expansion at Shoreline Metro. Mr. Agee-Aguayo commented that the Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the document at their joint meeting on October 26, 2017.

**Moved** by Dennis Kroll and seconded by Larry Neuens that Resolution 14-2017 of the Bay-Lake Regional Planning Commission approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018 – 2021*, determining air quality conformity for the *Year 2045 Sheboygan Area Transportation Plan (SATP)* and its implementing *2018 – 2021 TIP*, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area be adopted. Motion carried, with all voting aye on a voice vote.

- IX. Jeff Agee-Aguayo distributed copies of the *Bay-Lake Regional Planning Commission 2018 Regional Transportation Work Program* to those present. Mr. Agee-Aguayo proceeded to review the report in detail. Mr. Agee-Aguayo commented that the Commission agreed to adopt this document by resolution in the recently approved 2017 update to its *Title VI and Non-Discrimination Program/Limited English Proficiency Plan*, and added that Brandon Robinson would be meeting with WisDOT in the near future to review this document.

**Moved** by Dan Koski and seconded by Eric Corroy that Resolution 15-2017 of the Bay-Lake Regional Planning Commission approving the *2018 Regional Transportation Work Program* be adopted. Motion carried, with all voting aye on a voice vote.

- X. Commissioner Reports. Chairperson Mike Hotz asked if any Commissioners present had anything to report on in their counties; no reports were given.
- XI. Cindy Wojtczak presented the June 2017 Bills and Receipts. Ms. Wojtczak explained that the June 2017 Bills and Receipts were revised from what was presented at the July 28, 2017, Executive Committee meeting; Larry Neuens suggested adding the word “revised” to the June 2017 Bills and Receipts.

**Moved** by Larry Neuens and seconded by Eric Corroy to accept the June 2017 Bills and Receipts, as amended. Motion carried, with all voting aye on a voice vote.

Cindy Wojtczak presented the September 2017 Bills and Receipts. Chairperson Hotz had a question regarding tree reimbursement payments to the Cities of Fond du Lac

and Racine that Cindy Wojtczak answered. Eric Corroy had a question regarding consistency in reporting payroll that Cindy Wojtczak answered.

**Moved** by Dennis Kroll and seconded by Larry Neuens to accept the September 2017 Bills and Receipts as presented. Motion carried, with all voting aye on a voice vote.

XII. Upcoming Commission meetings include the following:

- A. The next full Commission meeting will be held on December 8, 2017, in Green Bay.
- B. The next Executive Committee meeting was tentatively scheduled for January 26, 2018. If held, the meeting would either be held at the Commission office in Green Bay or via teleconference.

XIII. **Moved** by Eric Corroy and seconded by Dan Koski that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:09 p.m.

Respectfully submitted,

Jeffrey C. Agee-Aguayo  
Recording Secretary

**ACTION ITEMS**

1. Cindy Wojtczak to research how other RPCs deal with situations where counties and municipalities leave the RPC and return to it (when convenient).
2. Cindy Wojtczak to develop language for a policy dealing with the payment of debts for jurisdictions that left the Commission.