

**Draft MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
COMMISSION MEETING  
December 8, 2017  
The Rite Place  
1580 Bellevue Street, Green Bay

MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Virginia Haske, Marc Holsen, Mike Hotz, Ed Kelley, Dan Koski, Michael Kunesh, Mary Meyer, Larry Neuens, Ronald Paider, Ed Procek, Rich Wolosyn and Brian Yerges

MEMBERS EXCUSED: Chuck Hoffman, Dennis Kroll and Tom Sieber

MEMBERS ABSENT: Ken Fisher and Shirley Kaufman

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

OTHERS PRESENT: None

- I. Chairperson Mike Hotz called the meeting to order at 10:07 a.m. Commissioners and staff present introduced themselves for the benefit of everyone in attendance.
- II. **Moved** by Brian Yerges and seconded by Larry Neuens that the agenda for the December 8, 2017, full Commission meeting be approved. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Ed Kelley and seconded by Dan Koski that the Commission approve the minutes of the September 8, 2017, meeting. Motion carried, with all voting aye on a voice vote.
- IV. Chairperson Mike Hotz asked if there was any public input; none was received.
- V. Committee Reports:
  - a. Chairperson Mike Hotz presented the October 27, 2017, Executive Committee meeting report.

The Executive Committee approved the Town of Sevastopol's (Door County) membership with the Commission, but there was a discussion on what to do when communities and counties come in to the Commission after having left (payment of debts, etc.). Cindy Wojtczak also discussed what she discovered from other regional planning commissions regarding this matter. A draft policy addressing this matter will

be reviewed at the January meeting of the Executive Committee, then this policy (as revised) will be brought to the full Commission at its March meeting.

Four contracts were approved at this meeting.

The following documents were approved at this meeting: the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018 - 2021*; and the 2018 Regional Transportation Work Program.

- b. Committee Chairperson Brian Yerges presented the November 16, 2017, Strategic Planning Committee report.

Brian Yerges explained that this was an ad-hoc committee created to develop an updated strategic plan for the Commission. Brian Yerges stated that he was elected chairperson of this ad-hoc committee.

The committee gave some tasks to Cindy Wojtczak, including conducting a “strengths, weaknesses, opportunities and threats (SWOT)” analysis with staff, as well as developing a values statement with staff.

The next committee meeting is scheduled for January. The committee intends to finish its work in 2018. The strategic plan that is developed will first be reviewed by the Executive Committee, and will be approved by the full Commission.

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

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

- a. U.S. Department of Transportation – October 26, 2017, joint letter from the Federal Highway Administration (FHWA) Wisconsin Division office and the Federal Transit Administration (FTA) Region 5 office to the Commission determining the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2018 – 2021* “to be in conformance with the transportation planning requirements of Titles 23 and 49 of the U.S. Code, the Clean Air Act Amendments, and related regulations.”
- b. An e-mail correspondence from Commissioner Chuck Hoffman essentially resigning from the Commission due to conflicts with another meeting in which he participates which always takes place the same day as Commission meetings. Mr. Hoffman indicated that he will be in contact with the Manitowoc County Executive to find a replacement for him on the Commission.

**Moved** by Ed Procek and seconded by Terry Brazeau to accept both communications. Motion carried, with all voting aye on a voice vote.

- VII. Cindy Wojtczak reviewed the financial status of the Commission. Items reviewed included checking and savings account and petty cash balances. Cindy Wojtczak also reviewed accounts receivable and accounts payable. Eric Corroy had a question regarding projected balances at the end of December 2017 that Cindy Wojtczak answered.

The Work Program Activity Report for September through November 2017 was also distributed and reviewed. Cindy Wojtczak handled most of the review, while Jeff Agee-Aguayo reviewed recent Sheboygan MPO activities. Only highlights and new activities were emphasized.

Chairperson Mike Hotz had a question regarding the status of Brown and Door counties that Cindy Wojtczak answered. Chairperson Mike Hotz also asked about the two limited term employees (LTEs) that were hired; Cindy Wojtczak discussed who they are and what they will be doing for work activities.

- VIII. Commissioners reviewed and approved Resolution 16-2017, which supports “the submission of a fiscal years (FY) 2018 – 2022 Transportation Alternatives Program (TAP) application for Safe Routes to School planning for Marinette County school districts.”

Brandon Robinson reviewed the TAP grant proposal. Brandon Robinson also discussed the status of the regional bicycle and pedestrian transportation plan (which received TAP funding in the previous cycle). Brandon Robinson explained why Marinette County was selected for this grant application; several requests for the Commission to do this type of work have come from the county. Brandon Robinson stated that he has reached out to the school districts in Marinette County, and has received lots of support from those districts. Brandon Robinson noted that plans need to be in place to qualify for TAP funding for infrastructure for these school districts. Brandon Robinson indicated that if funded, this project would not commence until July 2020, and would continue through some point in 2022. Brandon Robinson acknowledged Elizabeth Runge’s (one of the two LTE staff) assistance in preparing the application and budget, and reviewed costs for this project (total and the federal and local shares).

As far as questions from Commissioners were concerned, Marc Holsen had a question regarding how the acquisition of private property would be addressed in these plans that Brandon Robinson answered. Eric Corroy asked about the source of the local share for this project; Brandon Robinson responded that the local share would come from the membership levy paid to the Commission.

**Moved** by Michael Kunesh and seconded by Ronald Paider to approve Resolution 16-2017. Motion carried, with all voting aye on a voice vote.

IX. Commissioners reviewed and approved Resolution 17-2017, which adopts “Highway Safety Improvement Program 2018 performance measure targets for the Sheboygan Metropolitan Planning Area.”

Jeff Agee-Aguayo reviewed the summary entitled “Safety Performance Measures and Targets: Sheboygan Metropolitan Planning Area.” The extensive period of time spent analyzing crash data within the Sheboygan metropolitan planning area in 2017 was discussed, including procedures used to analyze the data. It was noted that four of the five safety performance measure statistics in the metropolitan planning area for 2012 – 2016 (average annual fatalities; the average annual fatality rate; average annual serious injuries; and the average annual serious injury rate) were significantly below statewide statistics applied to the vehicle miles traveled (VMT) of the metropolitan planning area, while one other safety performance measure statistic (average annual non-motorized fatalities and serious injuries) was slightly below statewide statistics applied to the VMT of the metropolitan planning area. Jeff Agee-Aguayo explained that federal regulations regarding safety performance target setting give MPOs the choice of either setting their own targets for their metropolitan planning area or supporting their state’s targets; a combination of both MPO targets and support of state targets is also allowed. Jeff Agee-Aguayo further explained that since all safety performance measure statistics in the Sheboygan metropolitan planning area were below statewide statistics applied to the VMT of the metropolitan planning area, Bay-Lake Regional Planning Commission staff recommended supporting WisDOT’s safety performance targets for 2018 (as opposed to setting independent performance targets); these include the following statewide reductions from the 2012 – 2016 average annual statistics to 2018:

- A two percent reduction in average annual fatalities (from 567.4 to 556.1);
- A two percent reduction in the average annual fatality rate (from 0.936 to 0.917 per 100 million vehicle miles traveled;
- A five percent reduction in average annual serious injuries (from 3,183.0 to 3,023.9);
- A five percent reduction in the average annual serious injury rate (from 5.260 to 4.997 per 100 million vehicle miles traveled; and
- A five percent reduction in non-motorized fatalities and serious injuries (from 361.4 to 343.3).

Jeff Agee-Aguayo also reviewed Resolution 17-2017 of the Bay-Lake Regional Planning Commission; the “whereas” clauses in the resolution explained the target setting requirement for MPOs and states in federal regulations, the process used to analyze crash data in an effort to establish targets, the rationale used to decide to support WisDOT’s safety performance targets for 2018, and the role of the MPO advisory committees in recommending approval of the HSIP 2018 performance measure targets for the metropolitan planning area. In addition, the one “resolved” clause in the resolution indicates that the Bay-Lake Regional Planning Commission, as MPO for the Sheboygan

Metropolitan Planning Area, agrees to plan and program projects so that they contribute toward the accomplishment of WisDOT's calendar year 2018 targets for all five performance measures, as noted in the above bullets.

As far as questions from Commissioners were concerned, Eric Corroy had a question regarding the rationale for the Commission supporting WisDOT's targets as opposed to establishing independent targets for the Sheboygan metropolitan planning area; Jeff Agee-Aguayo responded that he would have recommended independent targets if the metropolitan planning area was having higher rates than state averages, but since the metropolitan planning area was well below state standards in four measures and slightly below state standards in one other measure, and due to the potential volatility of these measures in a small area, it was decided to recommend supporting WisDOT's targets. Jeff Agee-Aguayo added that other small MPOs around Wisconsin were also mostly supporting WisDOT's targets as opposed to setting independent targets. Ed Procek asked what larger MPOs (like southeastern Wisconsin) were doing in terms of their target setting; Jeff Agee-Aguayo responded that he would look into this with SEWRPC staff.

**Moved** by Ed Procek and seconded by Brian Yerges to approve Resolution 17-2017. Motion carried, with all voting aye on a voice vote.

- X. Cindy Wojtczak reviewed highlights in the final *Bay-Lake Regional Planning Commission 2018 – 2019 Work Program and 2018 Annual Budget*. Emphasis was placed on the budgetary side of the document, much of which has been revised since the September meeting.

Cindy Wojtczak reviewed Table 2 (Levy, Revenues and Expenses, 2000 – 2018), noting that the Commission anticipates nearly \$915,000 in revenue in 2018. Cindy Wojtczak also reviewed Table 5 (Status of Revenues, 2018), indicating that “proposed and anticipated” revenues constituted 10.3 percent of total revenues for 2018. Cindy Wojtczak reviewed Table 6 (Estimated Expenses, 2018), and in regard to staffing, commented that 8 to 9 full-time employees will be on staff in 2018. Cindy Wojtczak also reviewed Tables 7 (Health/Dental Insurance Premiums, 2018), 8 (Projected Revenue, 2018), and 9 (Estimated Expenses, 2018).

As far as questions from Commissioners were concerned, Chairperson Mike Hotz had a question regarding how much additional work could be absorbed by the existing Commission staff that Cindy Wojtczak answered; Eric Corroy and Michael Kunesh also discussed this. Various Commissioners also discussed staffing and the ongoing strategic planning process.

**Moved** by Ed Procek and seconded by Mary Meyer to adopt the final *Bay-Lake Regional Planning Commission 2018 – 2019 Work Program and 2018 Annual Budget*. Motion carried, with all voting aye on a voice vote.

XI. Cindy Wojtczak reviewed the bills and receipts for October and November 2017.

**Moved** by Ed Kelley and seconded by Dan Koski to accept the bills and receipts as presented for October and November 2017. Motion carried, with all voting aye on a voice vote.

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

Larry Neuens stated that Commissioners need to communicate with their local officials on what the Commission can do for them. Cindy Wojtczak briefly discussed outreach efforts on the part of the Commission staff.

Rich Wolosyn discussed a water testing laboratory in Florence County, as well as above ground and underwater drone purchases by the county and their purposes. Rich Wolosyn stated that he works a lot with lake associations. Rich Wolosyn discussed boat landings in Florence County, and also discussed a collector app that was being developed. Chairperson Mike Hotz had a question regarding liability associated with drone usage that Rich Wolosyn answered.

Ed Procek stated that Sheboygan County recently sold some parcels it owned on Pennsylvania Avenue in the City of Sheboygan. Ed Procek also discussed disaster recovery information technology in the county, summarized road improvements made in 2017 due to the half-cent sales tax, courthouse security, emergency medical dispatching, and consolidation of all county highway functions into one large building north of the City of Plymouth. In addition, Ed Procek discussed the Sheboygan innovation community, aldermanic consolidation in the City of Sheboygan, and air quality monitoring. Ed Procek discussed the reduction of a part of the Alliant Energy utility corridor bicycle and pedestrian trail under Sheboygan County's Nonmotorized Transportation Pilot Program (NMTTPP). Finally, Ed Procek noted that the drawdown of the Sheboygan Marsh was being postponed to 2018.

Ronald Pailer stated that Kewaunee County approved an irrigation ordinance. Ronald Pailer also discussed a tubing hill at Kewaunee County's Winter Park that would be opening soon.

XIII. The next Executive Committee meeting will tentatively be held on January 26, 2018, at the Commission office in Green Bay. The next full Commission meeting will be held on March 9, 2017, at a location to be determined in the Green Bay area.

XIV. **Moved** by Larry Neuens and seconded by Eric Corroy to adjourn the meeting at 11:34 a.m.  
Motion carried, with all voting aye on a voice vote.

Respectfully submitted,

Jeffrey C. Agee-Aguayo  
Recording Secretary