

BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE TELECONFERENCE  
January 22, 2016

COMMITTEE MEMBERS PRESENT: Eric Corroy, Mike Hotz, Don Markwardt, and Dennis Kroll

COMMITTEE MEMBERS ABSENT: Tom Sieber (non-voting member) and Ken Fisher (non-voting member)

COMMITTEE MEMBERS EXCUSED: Alice Baumgarten and Larry Neuens

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

- I. Chairperson Don Markwardt called the meeting to order at 10:00 a.m.
- II. **Moved** by Mike Hotz and seconded Eric Corroy to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Dennis Kroll and seconded by Mike Hotz that the minutes of the October 23, 2015, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. Cindy Wojtczak updated the committee on the status of the Governor's appointment to represent Marinette County on the Commission. Ms. Wojtczak stated that Shirley Kaufman, a Marinette County Board Supervisor called the Commission offices to convey her interest in applying for the open Marinette County BLRPC commissioner appointment. Ms. Kaufman planned to go online and apply. Cindy Wojtczak stated that once the Governor's office received the second application, they would likely appoint one of the two applicants as the Marinette County representative to the Commission. Ann Hartnell, Director of the Marinette County Association of Business and Industry, was the other applicant whose application was being held until a second application was received.
- V. Four communications were discussed: 1) the WisDOT approval letter for the Commission's 2016 Regional Transportation Work Program; 2) a USDOT approval letter for the 2016 Sheboygan MPO Work Program; 3) a copy of a WisDOT letter to the FHWA endorsing the MPO's 2016 Unified Planning Work Program and all associated Indirect Cost Allocation Plans as the basis for state and federal funding; and 4) a copy of a letter sent to FHWA by WisDOT approving the *2016-2019 Sheboygan Metropolitan Planning Area TIP*.
- VI. Brandon Robinson explained the need for updated procedures for ensuring public participation in the process for updating the Regional Comprehensive Plan. Mr. Robinson noted that technology had changed significantly since the last regional comprehensive plan had been completed, and that an update to the public participation procedures was needed that would include other means of communication with the public, such as Facebook and Twitter. Mr. Robinson also discussed an online survey for the plan, and invited Commissioners to take the survey. All counties, cities, villages, and towns in the region will be invited to participate.

Eric Corroy noted that the time was right for the Commission to promote the work its staff can do to assist communities with updating their comprehensive plans. Mr. Corroy noted that in a previous discussion, staff noted that there were various levels of complexity in which a comprehensive plan could be completed. Brandon Robinson responded that some of

the no growth and low growth communities might have a “bare bones” plan update, while higher growth communities might have a more complex plan update. Brandon Robinson also noted that plans are now being made more user-friendly.

Dennis Kroll asked if there was any state grant funding available for comprehensive plans like there was in the past. Brandon Robinson responded that the grant program no longer existed, but added that Commission staff has become more creative in using coastal management or farmland preservation funding to update these plans.

- VII. Cindy Wojtczak discussed the one new contract that came in to the office since the last Commission meeting. The contract was from the US Forest Service, and was primarily a contract whereby the Commission staff would administer a program that granted funds to communities so that they could replace ash trees with non-host trees in areas located in the Lake Michigan and Lake Superior basins. Ms. Wojtczak stated that an advisory committee would be established that included the WDNR, BLRPC, and four other regional planning commissions. That committee would develop criteria for scoring the applications. Each grant recipient would be responsible for purchasing trees, planting them, and taking care of the new trees. The total project cost was \$102,381, with \$100,000 coming from the US Forest Service and \$2,381 coming from the WDNR. BLRPC would receive \$17,190 for administering the project from January 2016 to January 2018.

**Moved** by Mike Hotz and seconded by Dennis Kroll to approve the contract. Motion carried, with all voting aye on a voice vote.

- VIII. Cindy Wojtczak updated the Commissioners on what marketing efforts that were currently being undertaken by the staff. Ms. Wojtczak stated that the technical assistance grant program that the Commission was piloting had about five applications as of this meeting and added that the last date for accepting applications was February 19<sup>th</sup>. She noted that two communities in Brown County called to discuss the program; unfortunately, Ms. Wojtczak had to tell them that Brown County was not a member, so they were not eligible to apply. Ms. Wojtczak gave both inquiring communities the cost for their individual communities to become members of the Commission (Village of Allouez and Village of Denmark). Ms. Wojtczak stated that this was an opportunity to ask them to talk with their local county board supervisors to encourage them to rejoin the Commission. Brandon Robinson reported on the applicants that were received to date. Eric Corroy asked if the Town of Red River’s zoning ordinance update might count as a technical assistance project under this program; Ms. Wojtczak and Mr. Robinson responded that it was. Ms. Wojtczak noted that this was a chance for the Commission to get a community started in the process, and if the time awarded by the grant for the project ran out, it becomes an opportunity for the Commission to contract with the community to finish the work. Dennis Kroll gave a brief overview of the Town of Chase technical assistance application.

- IX. One report was provided by Don Markwardt, who discussed a recent EDA teleconference that was held in December in which he participated with Brandon Robinson and Cindy Wojtczak. Ms. Wojtczak noted that this was a “peer review” that EDA does about every three years with their funding recipients. Mr. Markwardt asked how we did in the review; Ms. Wojtczak responded that she did not hear back on the review, but that she would let Mr. Markwardt know if there was any concerns raised by EDA. Ms. Wojtczak stressed how EDA was basically making sure that everything was running smoothly with the program and that there were no outstanding issues that needed to be resolved.

X. December bills and receipts were presented by Cindy Wojtczak after a brief loss in the phone connection. In addition to the bills and receipts, Ms. Wojtczak reported the current balances for the checking account, accounts receivable, accounts payable, and the line of credit. Mike Hotz, after asking about the line of credit balance, was happy to hear it was only \$655.52. Don Markwardt asked about the survey employee expenses that were listed under December expenses; Jeff Agee-Aguayo noted that these were payments to individual survey takers for the Sheboygan Shoreland Metro transit survey that was undertaken in early December of 2015. Ms. Wojtczak noted that after further financial review, a payment on the unfunded pension balance would be determined and paid prior to the end of the month to reduce the amount of interest that would be applied to the balance.

XI. Don Markwardt noted that the next full Commission meeting will take place on March 11, 2016, in Green Bay. The next Executive Committee meeting date was still to be determined. Jeff Agee-Aguayo noted that in the past, the Executive Committee meetings April, July and October were typically held throughout the region, along with a tour of some facility or place of importance to the area. Dennis Kroll asked what was more advantageous to the staff, having a teleconference, meetings in the office, or going out into the region and meeting at various locations throughout the year; Ms. Wojtczak responded that it was less expensive to have teleconferences, but that the original idea behind having meetings out of the office was to make the Commission more “visible” to its members. Ms. Wojtczak added that unless there was an appropriate group to meet with outside the office, it made more sense to stay in Green Bay.

Eric Corroy asked if staff knew when the auditors would be coming to review the draft audit findings with the Commission; Rich Malone responded that no date had been set and that it would be coordinated with a Commission meeting so that Commissioners would have an opportunity to ask questions, if desired. Ms. Wojtczak noted, as in the past, the Commissioners would be given that opportunity. Mr. Markwardt noted that there were procedures to follow regarding which committee would give the approval of the audit and that Cindy Wojtczak should review that approval process and make sure that the correct process is followed.

XII. **Moved** by Mike Hotz and seconded by Don Markwardt that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 10:51 p.m.

Respectfully submitted,

Cindy Wojtczak  
Recording Secretary