

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE TELECONFERENCE
April 29, 2016

COMMITTEE MEMBERS PRESENT: Eric Corroy, Mike Hotz, Don Markwardt, Tom Sieber*, Ken Fisher*, Larry Neuens, and Dennis Kroll

COMMITTEE MEMBERS ABSENT: Alice Baumgarten

COMMITTEE MEMBERS EXCUSED: None

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

OTHERS PRESENT: Mike Konecny, Schenck SC

- 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. Public Input. Chairperson Don Markwardt asked if there was any public input; none was received.
- IV. **Moved** by Mike Hotz and seconded by Dennis Kroll that the minutes of the January 22, 2016, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. Chair Don Markwardt introduced Mike Konecny of Schenck, the Commission's auditor. Mr. Konecny reviewed the Bay-Lake Regional Planning Commission's Annual Financial Report dated December 31, 2015 and then proceeded to review the *Management Communications* that accompanied the audit. Eric Corroy asked the auditor several questions with respect to the audit presented, including whether the audit needed to be completed every year. Mr. Konecny responded that some programs require annual completion of an audit, but most of all, an audit would be a way to identify potential financial issues before they become serious problems. Overall, it was noted that the finances of the Commission were better than they have been in the past several years.
Moved by Eric Corroy and seconded by Mike Hotz that the *2015 Bay-Lake Regional Planning Commission Annual Financial Report* be approved as presented. Motion carried, with all voting aye on a voice vote.
- VI. Cindy Wojtczak updated the committee on the status of the Governor's appointment to represent Marinette County on the Commission. Ms. Wojtczak stated that she recently talked to Shirley Kaufman, a Marinette County Board Supervisor who had shown interest in the appointment. Ms. Kaufman told Ms. Wojtczak that she was still very interested in the appointment and would be submitting her application to the Governor's office by the

end of the week (April 30, 2016). Cindy Wojtczak stated that once the Governor's office received the application, they would likely appoint one of two applicants as the Marinette

*Non-voting member

County representative to the Commission within just a few weeks. 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.

- VII. Four communications were discussed: (1) a copy of a letter dated March 23, 2016, from Steven Krebs, Director of Bureau of Technical Services, WisDOT, to Dwight McComb, Federal Highway Administration (FHWA) Wisconsin Division, providing an air quality conformity review of the transmittal of several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2016 - 2019*; (2) a copy of a letter dated April 12, 2016, from WisDOT Secretary Mark Gottlieb (on behalf of Governor Scott Walker) to Michael Davies, Administrator, FHWA Wisconsin Division, and to Marisol Simon, Regional Administrator, Federal Transit Administration (FTA) Region 5, approving the Bay-Lake Regional Planning Commission's amendment to the *2016-2019 Transportation Improvement Program (TIP)* for the Sheboygan Urbanized Area; (3) a copy of an Adopt-A-Highway application to WisDOT by staff that would assign a Park-and-Ride lot in the region to the Commission for cleaning three times a year; and (4) a copy of a letter from the Brown County Board of Supervisors stating that Tom Sieber has been reappointed as a Commissioner.

Moved by Larry Neuens and seconded by Mike Hotz that the communications were read and accepted as presented. Motion carried, with all voting aye on a voice vote.

- VIII. One new contract was presented by Ms. Wojtczak. The Economic Development Administration (EDA) 3-year planning grant was awarded for a total of \$154,884, or \$51,628 per year. That amount would need to be matched equally with Commission funds. Under this contract, staff would be preparing the next Comprehensive Economic Development Strategy (CEDS) and would also be providing economic development technical assistance throughout the region.

Moved by Dennis Kroll and seconded by Eric Corroy that the EDA contract be approved as presented. Motion carried, with all voting aye on a voice vote.

- IX. Jeff Agee-Aguayo presented major amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2016-2019*. Jeffrey Agee-Aguayo reviewed Resolution 3-2016 with committee members. Jeffrey Agee-Aguayo also reviewed the three amendments as revised in Table 6 of the *2016 – 2019 TIP*. The amendments involved: (1) a significant increase in funding for the South 8th Street Sheboygan River bridge rehabilitation project; (2) addition of a new project to the TIP, design and rehabilitation of the Pennsylvania Avenue bridge over the Sheboygan River; and (3) deletion of the South Business Drive bridge replacement project involving the railroad overpass south of Washington Avenue. All of these projects are located in the City of Sheboygan. A fiscal constraint redemonstration of the amended TIP has also been completed. The amendments were subject to a 30 day public comment period and public

hearing, and the Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the amendments at their joint meeting on April 21, 2016.

Moved by Mike Hotz and seconded by Larry Neuens to approve Resolution 3-2016. Motion carried, with all voting aye on a voice vote.

- X. Cindy Wojtczak reported that the AWRPC Annual Meeting was going to take place in Madison at the Concourse Hotel, Ballroom A, at 10:00 a.m. on June 16, 2016. Don Markwardt, as Chair of the Commission, agreed to participate in this annual meeting.
- XI. Rich Malone presented the March 2016 Bills and Receipts. Mike Hotz asked if we were totally out of our line of credit; Mr. Malone responded that the current line of credit balance was zero.

Moved by Mike Hotz and seconded by Dennis Kroll to accept the bills and receipts as presented. Motion carried, with all voting aye on a voice vote.

- XII. Commissioner reports. Don Markwardt asked about procedures for presenting to county boards or county committees. Ms. Wojtczak discussed her experience doing this (in the context of the CEDS) several years ago, but added that she needed assistance in determining the appropriate county committees that the staff should be meeting with.

Ms. Wojtczak discussed grant possibilities, include an upcoming broadband grant. Comprehensive plans, zoning and farmland preservation plans were also discussed. Larry Neuens noted that there is a real need for broadband and other grants in Florence County. Dennis Kroll noted that there are broadband issues in northern Oconto County and that the Commission should be proactive in this area. Eric Corroy brought up the possibility of Commission staff presenting to the Towns Association meetings. Mr. Kroll noted that there were district-level meetings within counties, as well. Mr. Neuens suggested that Commissioners be included in county-level Towns Association meetings. Mr. Markwardt discussed outreach issues in Brown and Door counties with Tom Sieber and Ken Fisher. Mike Hotz mentioned the reporting of a complimentary article regarding the Commission written by Sheboygan Mayor Vandersteen in the *Sheboygan Press* in January 2016. Tom Sieber asked if the Commission should issue an RFP for its auditing services in the future. Ms. Wojtczak discussed this; in the big picture, costs have not changed much over the years. Mr. Corroy stated that the Commission should make sure that it is getting value with the auditor, if it were to change to another firm.

XIII. The next Executive Committee meeting will be held on July 29, 2016, in Manitowoc. Don Markwardt stated that he would set up the meeting location with Mayor Nickels and that hopefully, the meeting could be held at the Wisconsin Maritime Museum.

Ms. Wojtczak mentioned that she had been investigating the idea of teleconference meetings from a legal standpoint, but was unable to find anything specifically on the matter.

The October Executive Committee meeting will be held in Florence County at the Wild Rivers Center in Florence. Larry Neuens will be handling the arrangements for this meeting.

Moved by Larry Neuens and seconded by Don Markwardt to approve the locations for the next two Executive Committee meetings. Motion carried, with all voting aye on a voice vote.

XIV. The upcoming Full Commission meeting will be held in Green Bay on June 10, 2016, at the Jack Day Environmental Education Center located near the mouth of the Fox River. The July 29, 2016, Executive Committee will be held in Manitowoc as noted in agenda item XIII.

XV. **Moved** by Eric Corroy and seconded by Mike Hotz that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:20 p.m.

Respectfully submitted,

Cindy Wojtczak
Recording Secretary