

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
March 11, 2016
Aging & Disability Resource Center of Brown County
300 S. Adams Street, Green Bay, WI 54301

MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Chuck Hoffman, Mike Hotz, Ed Kelley, Dan Koski, Dennis Kroll, Tom Kussow, Don Markwardt, Mary Meyer, Ed Procek, Chuck Wagner and Brian Yerges.

MEMBERS EXCUSED: Alice Baumgarten, Larry Neuens, Rich Wolosyn, Virginia Haske and Tom Sieber

MEMBERS ABSENT: Ken Fisher

STAFF PRESENT: Cindy Wojtczak and Jeff Agee-Aguayo

OTHERS PRESENT: None

- I. Chairperson Don Markwardt called the meeting to order at 10:04 a.m.
- II. **Moved** by Chuck Wagner and seconded by Terry Brazeau that the Commission agenda be approved as sent. Motion carried, with all present voting aye on a voice vote.
- III. Cindy Wojtczak noted one change to the December 11, 2015, minutes. Rich Wolosyn was not identified as being present; therefore, the minutes should be amended to include Mr. Wolosyn as one of the members present at that meeting. **Moved** by Tom Kussow and seconded by Chuck Hoffman that the Commission approve the minutes of the December 11, 2015, meeting, as amended. Motion carried, with all present voting aye on a voice vote.
- IV. There was no public input.
- V. Cindy Wojtczak provided a list of those Commissioners whose appointments were expiring in 2016, and advised everyone to move ahead with getting reappointed. Dennis Kroll stated that his appointment had already taken place and that the Oconto County Clerk would have documentation on that; Ms. Wojtczak stated that she would follow up on this matter.
- VI. Communications: One communication was brought to the Commission: a letter that Bay-Lake RPC staff prepared and submitted to USDA, Rural Development, on behalf of the Florence County Economic Development in support of their proposed Water and Waste Disposal Loan and Grant program application.
- VII. Committee Reports:
 - A. Don Markwardt reported on the Executive Committee teleconference held on January 22, 2016. Correspondence was reviewed, Resolution 1-2016 was approved, and marketing efforts were discussed. The December bills and receipts were reviewed and approved.
Moved by Mike Hotz and seconded by Mary Meyer to approve the Executive Committee report as presented. Motion carried, with all voting aye on a voice vote.
 - B. Brian Yerges reported on the Personnel Committee meeting that took place immediately before the Full Commission meeting today. Staff evaluation procedures were reviewed and discussed. It was noted that Cindy Wojtczak was mandated to proceed with evaluating all the staff at least once a year. Mr. Yerges also stated that an evaluation process for the

Executive Director was discussed by the Personnel Committee and that the process could include reaching out to client communities through the use of a customer satisfaction survey.

Moved by Tom Kussow and seconded by Chuck Hoffman to approve the Personnel Committee report as presented. Motion carried, with all voting aye on a voice vote.

- VIII. Jeff Agee-Aguayo reported that there were some minor changes made to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2016-2019*, including adjustments in costs and funding sources for five projects, adjustments in timelines for three projects, and the addition of two new small bridge-related projects. After brief discussions, Resolution 2-2016 was reviewed and action was taken.

Moved by Mike Hotz and seconded by Ed Procek to approve Resolution 2-2016 as presented. Motion carried, with all present voting aye on a voice vote.

- IX. Cindy Wojtczak provided a handout showing basic sublease information that the Commission would need to support in order to sublease 143 sq. feet of unused office space in its current office suite. Eric Corroy suggested including a copy of Bay-Lake RPC's lease with references to those parts that would be different but still applicable to the new sub leaser. Brian Yerges noted that we should look at indemnification/hold harmless language in our current lease and make sure that the new sub leaser carries Workman's Compensation Insurance for their employee while subleasing from us. Ms. Wojtczak asked if someone would consider reviewing the sublease agreement prior to it being sent to the sub leaser, Lynch & Associates Engineering Consultants. Eric Corroy offered his assistance.

Moved by Chuck Wagner and seconded by Mary Meyer to approve moving forward with subleasing the 143 sq. ft. of office space subject to items suggested at this meeting. Motion carried, with all present voting aye on a voice vote.

- X. Update on Internal Technical Assistance Grant Program: Cindy Wojtczak referred to a handout that showed which communities applied for the technical assistance, the names of the projects, and the criteria that would be used to score the projects. Ms. Wojtczak noted that there were a total of 16 applications submitted, and added that the staff would be reviewing the applications in the next week. Suggestions on how to possibly improve the program were offered by some of the commissioners, including (1) using the number of hours needed to do the work as one of the criteria used to score the project; (2) sending follow-up letters to non-awarded communities that included information as to how we might still be able to help them with their project; and (3) a way to provide advice to those non-awarded communities on how to improve their applications for the next cycle.

- XI. Disposal (Sale) of Commission Van: Ms. Wojtczak reported that one of the vehicles that the Commission currently owns has high mileage and is having electrical issues. Staff have recently used the van at night and experienced the headlights going out. The van was taken in to diagnose the problem, and staff were told that nothing was found. Due to this issue and because the need for a second vehicle has dropped off significantly, Ms. Wojtczak requested that staff be allowed to sell the van. There was discussion of trading both vehicles in for one new vehicle. Brian Yerges brought up looking into purchasing a used police SUV. Eric Corroy thought that staff should look into different alternatives (such as leasing or renting a vehicle) when needed.

Moved by Brian Yerges and seconded by Eric Corroy to approve the sale of the Commission's van. Motion carried, with all present voting aye on a voice vote.

XII. Contracts: Ms. Wojtczak reported on one contract extension. The Manitowoc County Maritime Metro Transit Development Program (TDP) was extended to June 30, 2016.

XIII. Budget and Project Report: Ms. Wojtczak reported on the checking account, the savings account, and the petty cash balances. Accounts payable and accounts receivable were also discussed briefly. Overall, the finances of the Commission were reported to be in good shape. One concern that Ms. Wojtczak had was the fact that the EDA Planning grant has not yet been secured. Don Markwardt asked if the line of credit was paid off; Ms. Wojtczak responded that the balance was repaid in full and that the balance was currently at zero.

Mike Hotz stated that he was interested in seeing a project report like the written report from the past. Ms. Wojtczak reported that the staff would be bringing back a project report in the future. Several projects were discussed in general terms, including the phragmites work and the test currently being done at UW-Oshkosh to determine energy produced by disposal of phragmites. Another project discussed was the emerald ash borer (EAB) and a grant program coming out that would assist communities with removing ash trees and/or acquiring and replacing ash trees. Chuck Wagner brought up the question regarding what impact there might be to managed forestry land programs if an entire woodlot was destroyed by the EAB. Tom Kussow stated that ash was an energy efficient wood to burn but it all comes down to the economy and the price of other fuels.

Moved by Chuck Hoffman and seconded by Dennis Kroll to approve the budget and project report as presented. Motion carried, with all voting aye on a voice vote.

XIV. Commissioner Reports included: Ed Procek discussed several items including the Sheboygan County bike and pedestrian path along Taylor Drive in the city of Sheboygan, the upcoming land and water camp that will be held in June, and the passing of former Commissioner, Ron McDonald's father.

XV. Bills and Receipts: Ms. Wojtczak presented the bills and receipts. Mike Hotz asked if the bonus payment to Rich Malone had been made; Ms. Wojtczak stated that it was made. Mr. Hotz also asked about the large amount of money paid to the City of Green Bay; Ms. Wojtczak reported that the dollar amount was a pass-through grant for trees purchased by the City and funded by the U.S. Forest Service.

Moved by Chuck Wagner and seconded by Mike Hotz to accept the Bills and Receipts for January and February 2015, as presented. Motion carried, with all voting aye on a voice vote.

XVI. The next meeting date for the Executive Committee will be April 29, 2016, and will possibly be a teleconference. Commission members spoke out about the possible legalities of holding the Executive Committee meetings via teleconference and the Executive Director was asked to check into whether that was allowable or if the Commission's bylaws would have to be changed in order to hold meetings via teleconference.

The next meeting date for the Full Commission will be June 10, 2016. Ms. Wojtczak noted that all three officers would be up for election at the September full Commission meeting, and added that all three officers had served the maximum consecutive number of years allowed for their respective positions. She encouraged Commissioners to start thinking about these upcoming elections.

Copies of the 2015 Wisconsin Coastal Management Program Annual Report were distributed to the Commissioners immediately prior to adjournment.

XVII. **Moved** by Brian Yerges and seconded by Mary Meyer to adjourn the meeting at 11:27 a.m. Motion carried, with all voting aye on a voice vote.

Respectfully submitted,
Cindy Wojtczak
Recording Secretary