

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
June 10, 2016
Jack Day Center
90 Bay Beach Road, Green Bay

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

MEMBERS EXCUSED: None

MEMBERS ABSENT: Alice Baumgarten, Ken Fisher and Tom Sieber

STAFF PRESENT: Cindy Wojtczak, Angela Kowalzak-Adrians, Rich Malone, and Jeff Agee-Aguayo

OTHERS PRESENT: Mary Ann Lippert

- I. Chairperson Don Markwardt called the meeting to order at 10:05 a.m. and introduced the newly appointed Commissioner from Kewaunee County, Ronald Paider. The Chair asked that each Commissioner and staff member present introduce themselves one by one.
- II. **Moved** by Tom Kussow and seconded by Chuck Hoffman that the Commission agenda be approved as sent. Motion carried, with all present voting aye on a voice vote.
- III. **Moved** by Ed Kelley and seconded by Tom Kussow that the Commission approve the minutes of the March 11, 2016, meeting. Motion carried, with all present voting aye on a voice vote.
- IV. The Chair called for any public input; none was presented.
- V. Cindy Wojtczak provided an updated list of those Commissioners whose appointments were expiring in 2016, and advised everyone to move ahead with getting reappointed. Ms. Wojtczak stated that in checking with the Governor's office, the second applicant from Marinette County still did not submit the paperwork to become a Bay-Lake Commissioner appointed by the Governor's office. Ms. Wojtczak stated that office records show that Fisher, Markwardt, Baumgarten, Kussow, and Hotz are all up for reappointment in 2016.
- VI. Communications: three communications were brought to the Commission:
 - 1) A letter from WisDOT to Mayor Vandersteen informing the City of Sheboygan that their CMAQ project consisting of the purchase of replacement buses for Shoreline Metro was reviewed and recommended for funding by the Bay-Lake RPC, WDNR, WisDOT, and SEWRPC. The total amount awarded to this project was \$1,440,000.
 - 2) A letter from WisDOT to the Federal Highway Administration stating that it had reviewed the Bay-Lake RPC's amended TIP and found it to be consistent with the previously approved Year 2045 Sheboygan Area Transportation Plan and a new conformity demonstration is not required since all added projects were exempt from regional emissions analysis.
 - 3) A letter from WisDOT approving the Bay-Lake RPC's amendment to the 2016-2019 TIP for the Sheboygan Urbanized Area.

VII. Committee Reports:

- A. Don Markwardt reported on the Executive Committee meeting held on April 29, 2016. At that meeting, the 2015 Financial Audit was presented and approved. Commissioner appointments were discussed, correspondence was reviewed, Resolution 3-2016 was approved, and March bills and receipts were reviewed and approved.

Additional discussion of the Executive Committee report included questions on the unfunded pension liability that the Commission is carrying. Brian Yerges stated he was actively involved with Sheboygan County in possibly working out some type of loan agreement to pay off the loan at a lower interest rate than the current interest rate of 7.2% being charged by the state. Questions were raised on current bank rates available, Brown and Door counties portion of the liability, and the State Trust Fund.

It was also discussed as to whether the financial audit should be presented to the full Commission prior to approval. It was decided that Commissioners would take their copies of the report, review them and be prepared to take action on the report at the September Full Commission meeting.

- B. Brian Yerges reported on the Personnel Committee meeting that took place immediately before the Full Commission meeting today. Review of health insurance policies for part-time employees was discussed. Because the Commission can't compensate an employee for not taking health care coverage from the Commission, the Personnel Committee wanted to make a policy that an employee must work a minimum of 32 hours in order to get any portion of their health care insurance paid for by the Commission. The wording in the Employee Handbook would be drafted up by the Executive Director and brought back to the next Personnel Committee meeting for approval.

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

- VIII. Cindy Wojtczak brought two new contracts for approval. The contracts included the following:

- A. City of Gillett, Map to show where sex offenders were prohibited from living in Gillett; \$400.
B. Wisconsin Coastal Management, Technical Assistance Contract; \$20,000.

Moved by Mary Meyer and seconded by Larry Neuens to approve both contracts as presented. Motion carried, with all present voting aye on a voice vote.

- IX. Cindy Wojtczak read the Mission Statement that was developed by the staff and included in the Commissioner's packet. A short discussion concerning the process to develop the statement and reasons for it followed.

Moved by Virginia Haske and seconded by Ed Procek to approve the Mission Statement as presented. Motion carried, with all present voting aye on a voice vote.

- X. Resolution 4-2016 was presented by Jeff Agee-Aguayo. Two minor changes were made to the Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2016 – 2019 and an amendment was needed to approve the changes. The two minor changes basically were for lumping costs into one year rather than into two years.

Moved by Mike Hotz and seconded by Ed Procek to approve the minor changes to the TIP and to approve the resolution, as presented. Motion carried, with all present voting aye on a voice vote.

- XI. A spreadsheet showing the impacts of the current and proposed levy amounts was handed out by Richard Malone. Cindy Wojtczak discussed the spreadsheet and reported that the Bay-Lake Regional Planning Commission's current levy rate was far below what was allowed and one of the smallest, if not the smallest, levy percentage in the state. Four different levy percentages were applied to the most current equalized values for each of the counties to depict what the levy amount would total for each county.

Rich Wolosyn mentioned how an increase in the levy could help with cash flow over the long run. Considering the unfunded pension liability that exists, it was felt that by raising the levy percentage, chances of paying the liability off would be easier. Currently, most of the payment on the liability goes towards interest only.

Virginia Haske brought up the fact that Kewaunee County was working with owners of the Kewaunee Nuclear plant to determine a value for the property now that it is shut down. This could have a significant impact on the levy amount that BLRPC receives for a levy in the future since the owners would like the value to be \$0.00. Eric Corroy and Ronald Paider noted the same concerns. Mike Hotz asked what the current levy amount was and Cindy Wojtczak responded with 0.00056%.

A Motion was made by Terry Brazeau and seconded by Larry Neuens to approve Alternate 4 of the spreadsheet for the 2017 levy amount (or 0.00060% of the equalized value). Additional discussion on the motion took place. Mike Hotz voice his concerns that while he knows that the Commission needs the increase, he was not comfortable, nor in favor of the motion due to the increase of 7.1% to the levy amount. He did not think that the counties would be okay with the increase when they themselves were held to even smaller increases in their own budgets.

Rich Wolosyn stated that he felt that Brown and Door counties should be sent a letter showing their portion of the debt for the unfunded pension liability. A statement should be included in the 2017 levy letters that states that in addition to the normal amount paid toward the unfunded pension liability, 50% of the levy increase will be used to pay down that WRS debt.

After much discussion, **an Amendment to the Motion** was made by Brian Yerges and seconded by Chuck Hoffman to find an alternative to what we are doing to pay off the unfunded pension liability, and to apply 50% of the total increase in the levy towards the WRS debt, in addition to what was normally paid annually toward this debt. Motion carried, with all but one, Mike Hotz (nay vote), voting aye on a voice vote.

- XII. Ms. Wojtczak asked if everyone had a chance to review the Work Program Activity Report and if they had any questions. Dan Koski asked if this report could be linked to the Commissioners newsletter. Ms. Wojtczak noted that it could and that she would have that done for the next newsletter.

- XIII. A draft of the *Bay-Lake Regional Planning Commission 2015 Annual Report* was handed out for review by everyone.

Moved by Chuck Hoffman and seconded by Larry Neuens to move this agenda item to the September Full Commission meeting along with the *Bay-Lake Regional Planning Commission Annual Financial Report, December 31, 2015*. Motion carried with all voting aye on a voice vote.

- XIV. Cindy Wojtczak noted that no commissioner that was asked to attend the AWRPC Annual Meeting could attend on June 16, 2016, in Madison. She then asked if anyone present would be able to attend that meeting with her. Chuck Hoffman offered to attend the meeting and help represent BLRPC at that meeting.

XV. Angela Kowalzek-Adrians, Natural Resources Planner for the Commission, presented a memorandum recommending an increase in the fee the Commission charges for review of public sanitary sewer extensions, facilities plans, and the issuance of Water Quality Management Letters (208 letters). Currently the charge is \$250 and she would like to raise that amount to \$400. The Commission would not charge member communities a fee for reviews initiated by the community and would not be raising the current rate for a “fast review” which is \$500.

Moved by Chuck Hoffman and seconded by Mike Hotz to increase the rate to \$400. Eric Corroy asked if maybe the fee should be increased to \$600, but no one voiced support for increasing the fee to \$600. Motion carried for increasing the fee to \$400, with all voting aye on a voice vote.

XVI. Bills and Receipts were reported on by Richard Malone, Office Accounts Coordinator. Richard noted that he split the reports into separate months rather than print a report that reflects a 2-month period. He mentioned that all future bills and receipts would be presented by individual month.

Moved by Mike Hotz and seconded by Rich Wolosyn accept the bills and receipts as presented. Motion carried with all voting aye on a voice vote.

XVII. The next meeting date for the Executive Committee will be July 29, 2016, and will most likely be located at the Manitowoc City Hall. The Executive Director noted that she would work with Dan Koski in Manitowoc to secure a meeting place at City Hall if possible.

The next meeting date for the Full Commission meeting will be September 9, 2016. That meeting will be in the Green Bay area; however, no specific location has been secured yet. Ms. Wojtczak noted that all three officers would be up for election at that 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 the upcoming elections.

XVIII. The Commission Roundtable was led by Chair Markwardt and started with an introduction of Mary Ann Lippert, Director of the Northern Office of the Wisconsin Department of Administration, Division of Intergovernmental Relations. Ms. Lippert gave a brief update on the Governor’s activities taking place. Rich Wolosyn provided an update on LIDAR and WDNR floodplain activities in Florence County.

XIX. **Moved** by Chuck Hoffman and seconded by Larry Neuens to adjourn the meeting at 12:02 p.m. Motion carried, with all voting aye on a voice vote.

Respectfully submitted,
Cindy Wojtczak
Recording Secretary