

Draft MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
September 9, 2016
Jack Day Center
90 Bay Beach Road, Green Bay

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

MEMBERS EXCUSED: Tom Kussow, Tom Sieber, and Shirley Kaufman

MEMBERS ABSENT: Ken Fisher

STAFF PRESENT: Cindy Wojtczak, Jeff Agee-Aguayo, and Angela Kowalzek-Adrians

OTHERS PRESENT: Keith Langenhahn (Wisconsin Counties Association)

I. **Call to Order:** Chair Don Markwardt called the meeting to order at 10:03 a.m. Mr. Markwardt noted that he was going to introduce Shirley Kaufman, the new Commissioner from Marinette County; however, Ms. Kaufman was not in attendance.

II. **Approval of Agenda:** Executive Director Wojtczak noted that Item #8 should be removed from the agenda due to an error in setting up the agenda.

Moved by Larry Neuens and seconded by Terry Brazeau that the Commission agenda be approved as amended. Motion carried, with all present voting aye on a voice vote.

III. **Approval of Minutes:** Various changes were noted on the draft minutes for the June 10, 2016, Full Commission meeting. Ron Paider asked that the motion made in Item XV reflect that the motion was made by Chuck Hoffman and not Chuck Wagner, a former Kewaunee County Commissioner. In Item XVI, Eric Corroy asked that the word “my” be replaced with “by” and that the motion language exclude “for increasing the fee to \$400” which was a carry-over from the previous motion.

Moved by Mary Meyer and seconded by Rich Wolosyn that the Commission approve the minutes of the June 11, 2016, meeting as amended. Motion carried, with all present voting aye on a voice vote.

IV. **Public Input:** Keith Langenhahn of the Wisconsin Counties Association (WCA) briefly discussed several items that were currently being addressed by WCA including the formation of a Shoreline Zoning Task Force that is working on changing shoreland legislation, more flexibility for public notices, the upcoming WCA Annual Conference in Milwaukee, and town concerns about unfunded mandates related to fire and ambulance services and the rising costs of those services. Mr. Langenhahn also talked about the state’s “Just Fix It” campaign and the meetings that will be held on September 29, 2016. Eric Corroy asked about taxation on farm land and how it impedes revenues for local government. A short discussion on the taxation followed. Rich Wolosyn asked about shoreland zoning.

V. **Communications:** Three communications were discussed including 1) a letter from WisDOT Secretary Mark Gottlieb approving the BLRPC amendment to the 2016-2019 Transportation Improvement Program (TIP) for the Sheboygan Urbanized Area; 2) an award letter also from Secretary Gottlieb approving \$108,000 of state funds for a 2020 Transportation Alternative

Program (TAP) to undertake a regional bike and pedestrian plan; and 3) a thank you letter to Josh Schedler of the BLRPC staff from ECWRPC for presenting a story mapping project at the recent MPO conference.

- VI. **2015 Annual Report:** Executive Director Cindy Wojtczak noted that everyone should have received a copy of the BLRPC 2015 Annual Report last June and asked if anyone had any questions or changes to the report. She mentioned that the Oneida Nation of Wisconsin would be doing the printing of the report and that there may be an opportunity to have them become a member in the future. Questions arose as to how we might charge them a levy; discussion followed. Eric Corroy asked that the report process start earlier in 2017.

Moved by Ronald Paider and seconded by Dennis Kroll that the Commission approve the 2015 Annual Report. Motion carried, with all present voting aye on a voice vote.

- VII. **Staff Activity Report:** Jeff Agee-Aguayo passed out the report to all present and went through each section. Angela Kowalzak-Adrians gave a more detailed overview of the phragmites project currently underway along the Green Bay and Fox River. Angela reported that it appeared that all contractors were moving along within the short timeline available for spraying the phragmites and that there were currently no problems with the project or the contractors.

VIII. **Removed from Agenda.**

- IX. **Commissioner Appointment for Marinette:** Ms. Wojtczak stated that the Governor still had not appointed a Commissioner to represent Marinette County. Ann Hartnell's application was still on file with the Governor's office, but no appointment has been made. It was restated that there was a new Commissioner from Marinette, Shirley Kaufman, that was recently appointed by the Marinette County Board to replace Alice Baumgarten

X. **Committee Reports:**

Executive Committee Meetings – Don Markwardt reported on both the July 26, 2016, meeting and the August 23, 2016, Special Executive Committee meeting that took place in the City of Manitowoc.

Mr. Markwardt stated that the **July 29th meeting** had Mayor of Manitowoc and the Director of the Wisconsin Maritime Museum as special guest speakers. He noted that the Mayor discussed what was happening in the city and that he asked for a letter of support for their Harbor Assistance Program (HAP) grant that was going to be submitted in hopes of receiving funding to make improvements to their harbor area. Mr. Markwardt also noted that Rolf Johnson, Director of the Wisconsin Maritime Museum spoke extensively on programs being undertaken by the museum and what they offer to the public. Other general orders of business were taken care of at that meeting.

Moved by Mary Meyer and seconded by Eric Corroy that the July 29th Executive Committee report be approved as reported. Motion carried, with all present voting aye on a voice vote.

Mr. Markwardt reported that the **August 23rd meeting** was a special meeting to award contracts to contractors that had bid on providing spraying and mowing services to remove phragmites along the Green Bay and Fox River under a contract BLRPC received through EPA. One contractor was in attendance and he spoke about his company and why he should be given one of the contracts.

Moved by Larry Neuens and seconded by Chuck Hoffman that the August 23rd Special Executive Committee report be approved as presented. Motion carried, with all present voting aye on a voice vote.

Personnel Committee Meeting – Brian Yerges reported that at its August 24th meeting, the committee worked on making changes to the Employee Handbook. Cindy Wojtczak reported on those changes and noted that all commissioners would be receiving a new, complete binder at the December meeting that included Commission By-Laws, Policies and Procedures Manual, Commissioner Contact information, and other relevant Commission information.

Changes to the *Employee Handbook* that were discussed included, 1) specific definitions of full-time and part-time; 2) details on how much the Commission will pay towards health care premiums and how that number is calculated to be in line with the state's policy; 3) changes to meal allowances for travel and how they will follow what the state limits are; and clarification on the sick leave policy that converts sick leave credits to pay for health insurance premiums after retirement. Ms. Wojtczak asked for Mike Hotz's opinion on what was meant by the policy language in the handbook since he was present when the original change was made. Mr. Hotz stated that the entire policy would apply only to those employees that were hired prior to September 10, 2010, and that no one hired after that date would receive that retirement benefit. Brian Yerges stated that he thought the Commission might want to look at a PTO model for new employees, but also thought that this model could be abused by some. Ms. Wojtczak spoke about added language to the section of the *Employee Handbook* that talked about sick leave credits being grandfathered in as part of the policy. That language would change the limit the number of sick leave hours grandfathered in should the employee ever drop below that number prior to retirement.

Moved by Chuck Hoffman and seconded by Terry Brazeau that changes to the *Employee Handbook* be approved as reported. Motion carried, with all present voting aye on a voice vote.

- XI. **Refinancing Unfunded Pension Liability:** Cindy Wojtczak reminded the Commissioners that a meeting was held with Tom Wegner, Chair of the Sheboygan County Board of Supervisors, the county's corporate counsel, Commissioner Yerges, and Jeff Agee-Aguayo to discuss activities that BLRPC was working on in Sheboygan County and to look at the possibility of a loan from the county to pay off the Commission's unfunded pension liability. Ms. Wojtczak noted that the discussions went well and that Sheboygan County was considering a 3%, 10-year loan to the Commission. Ed Procek said that he knew that the Executive Committee reviewed this and that it would be reviewed by the County Board in September before it goes to the Finance Committee. Brian Yerges updated the Commissioners on the county's process needed to move ahead with making the loan and noted that a final decision could be made in October.

Moved by Brian Yerges and seconded by Mary Meyer to authorize the Executive Director to enter into a refinancing loan agreement if Sheboygan County agrees to loan the funds to the Commission. Motion carried with all voting aye on a voice vote. Ed Procek thanked Brian Yerges and Tom Wegner for their work on moving this process forward.

- XII. **Budget and Project Report:** Cindy Wojtczak provided financial account balances and noted that the Commission had a zero balance on its line of credit. She noted that a project report on activities had been given under agenda item VII. No action was necessary on this item.
- XIII. **Adoption of Preliminary 2017 Budget and 2017-2018 Work Program:** Cindy Wojtczak noted that everyone was sent a copy of the budget and work program in their meeting packet. She stated that not all items in the report were finalized due to the election of new officers that would take place later in this meeting. Ms. Wojtczak discussed various revenue and expense tables and pointed out that one new planner position was included in the budget for 2017. That planner would be 40% MPO planner, 40% regional planner, and 20% administrative. Don

Markwardt asked about the current financial condition of the Commission and Ms. Wojtczak stated that there were no concerns at this time.

Moved by Mary Meyer and seconded by Ron Paider that the *Preliminary 2017 Budget and 2017-2018 Work Program* be approved as reported. Motion carried, with all present voting aye on a voice vote.

XIV. *Nominating Committee Report and Election of Officers:* Dan Koski led the discussion on nominees.

Moved by Chuck Hoffman and seconded by Brian Yerges that Mike Hotz be elected BLRPC Chairperson. Motion carried, with all present voting aye on a voice vote.

Moved by Dan Koski and seconded by Brian Yerges that Terry Brazeau be elected BLRPC Vice-Chair. Mike Hotz **moved** that nominations be closed and that a unanimous ballot be cast. Motion carried, with all present voting aye on a voice vote.

Moved by Ed Procek and seconded by Mary Meyer that Dan Koski be elected as BLRPC Secretary/Treasurer. **Moved** by Larry Neuens to end nominations and that a unanimous vote be cast. Motion carried, with all present voting aye on a voice vote.

Don Markwardt thanked everyone for the privilege to serve as the Chair of BLRPC for the past three years and expressed his gratitude in working with everyone.

XV. *Committee Appointments:* Cindy Wojtczak led the process of appointments being made to the various BLRPC committees. Committee appointments were as follows:

Executive Committee – Larry Neuens (Florence County), Virginia Haske* (Kewaunee County), Dan Koski (Manitowoc County), Mary Meyer (Marinette County), Terry Brazeau (Oconto County), and Mike Hotz (Sheboygan County). Tom Sieber (Brown County) and Ken Fisher (Door County) will continue to be on the Executive Committee but unable to vote.

Alternates for the Executive Committee include the following:

Brian Yerges for Chair Mike Hotz
Dennis Kroll for Vice-Chair Terry Brazeau
Chuck Hoffman for Secretary/Treasurer Dan Koski
Eric Corroy for Virginia Haske
Ed Kelley for Larry Neuens
Shirley Kaufman for Mary Meyer

Moved by Chuck Hoffman and seconded by Rich Wolosyn to approve the appointments as presented. Motion carried, with all present voting aye on a voice vote.

*After the meeting, Chair Mike Hotz brought it to the attention of the Executive Director that it might be a conflict of interest in that Virginia Haske was appointed to the Executive Committee and she is a relative of the Executive Director's. Ms. Wojtczak agreed that it would be a conflict. Chair Hotz then appointed Eric Corroy to the Executive Committee in Ms. Haske's place.

Personnel Committee – All previous members of the Personnel Committee were re-appointed to the Committee. Members include Larry Neuens, Eric Corroy, Chuck Hoffman, Mary Meyer, and Brian Yerges.

Moved by Ed Kelley and seconded by Rich Wolosyn to approve the appointments as presented. Motion carried, with all present voting aye on a voice vote.

Nominating Committee – new appointments to the Committee include Virginia Haske and Mary Meyer. Ed Procek will remain on the Committee and act as the Chair. Mary Meyer was appointed the Vice-Chair.

Moved by Larry Neuens and seconded by Brian Yerges to approve the appointments as presented. Motion carried, with all present voting aye on a voice vote.

Financial Planning Committee – members appointed to the Committee include Ed Kelley, Eric Corroy, Dan Koski (Vice-Chair), Dennis Kroll, and Brian Yerges (Chair).

Moved by Chuck Hoffman and seconded by Ed Procek to approve the appointments as presented. Motion carried, with all present voting aye on a voice vote.

XVI. **Commissioner Reports** – Ed Procek discussed the beach improvements being made in the City of Sheboygan and the Amsterdam Dunes project. Mr. Procek also discussed the Taylor Drive bike/pedestrian project and transit routing changes. Larry Neuens noted the craftsmanship of Eric Corroy who made a gavel to be used by the Commission. Chuck Hoffman discussed the spraying of phragmites along the lakeshore in Manitowoc County and Mary Meyer brought up the current activity in the Pound Industrial Park.

XVII. Cindy Wojtczak noted that a copy of the Bills and Receipts for July 2015 and August 2015 was included as part of the mailing.

Moved by Ed Kelley and seconded by Brian Yerges to accept the Bills and Receipts for July 2016 and August 2016, as presented. Motion carried, with all voting aye on a voice vote.

XVIII. The next meeting of the Executive Committee is scheduled for October 28, 2016, in Green Bay at the Commission office. The next full Commission meeting is scheduled for December 9, 2016, at a location to be determined in Green Bay.

XIX. **Moved** by Mike Hotz and seconded by Larry Neuens to adjourn the meeting at 12:28 p.m. Motion carried, with all voting aye on a voice vote.

Respectfully submitted,
Cindy J. Wojtczak
Recording Secretary