

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 26, 2019

COMMITTEE MEMBERS PRESENT: Mike Hotz, Terry Brazeau, Larry Neuens, and Mary Meyer

COMMITTEE MEMBERS ABSENT: Tom Sieber and Ken Fisher

COMMITTEE MEMBERS EXCUSED: Thomas Romdenne and Dan Koski

STAFF PRESENT: Cindy Wojtczak, Emily Pierquet, and Jeffrey Agee-Aguayo

OTHERS PRESENT: Leah Lasecki (CLA)

- I. Chairperson Mike Hotz called the meeting to order at 10:04 a.m.
- II. **Moved** by Terry Brazeau and seconded by Mary Meyer to approve the agenda with an adjustment to the arrangement, moving up the financial audit to item number 5. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Terry Brazeau and seconded by Mike Hotz that the minutes of the January 25, 2019, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. **Public Input.** Chairperson Mike Hotz asked if there was any public input; none was received.
- V. Leah Lasecki presented the draft 2018 BLRPC Financial Audit to the committee. Leah Lasecki reviewed the auditing process and explained the changes for 2018 and their effects. Ms. Lasecki described the changes caused by GASB 75, and its impact, which will not have a big effect on the bottom line, stating that “[2018] was a very good year” for the Bay-Lake Regional Planning Commission.
- VI. **Communications.** Four communications were discussed:
 - A. WDNR– April 19, 2019, letter to U.S. EPA, confirming that the Update to the *Year 2045 SATP* and the *2019 – 2022 TIP* conform to Wisconsin’s state implementation plan for national ambient air quality standards.
 - B. WisDOT – April 23, 2019, letter to FHWA acknowledging that the Update to the *Year 2045 SATP* and the *2019 - 2022 TIP* meet the requirements of the transportation conformity regulations.

- C. Cassi Fenili – April 25, 2019, email to Cindy Wojtczak to give notice of the Governor’s commissioner appointments.
 - i. Dan Koski was appointed as a commissioner on behalf of Manitowoc County.
 - ii. Ann Hartnell was appointed as a commissioner on behalf of Marinette County.
- D. Brandon Robinson – April 24, 2019, letter to Cindy Wojtczak requesting consideration of a promotion to the position of Assistant Director/Principal Planner. The executive committee decided to request a recommendation from the finance and personnel committee regarding this decision.

VII. **New Contracts.** Cindy Wojtczak reviewed the following contracts with committee members in attendance:

- 1. 19012-03 Florence County
Comprehensive Plan Update
September 1, 2019, to June 30, 2020
\$13,000 fee with \$1,400 match from BLRPC Tech. Award
- 2. 19013-06 Marinette County
Economic Development Organizational Study
March 20, 2019, to September 20, 2019
\$10,450 fee with no match

Moved by Mary Meyer and seconded by Terry Brazeau that both of the above noted contracts be approved as presented. Motion carried, with all voting aye on a voice vote.

VIII. **Resolution 3-2019** Existing Employer Update Resolution, Wisconsin Public Employers’ Group Health Insurance Program was presented by Cindy Wojtczak.

Moved by Larry Neuens and seconded by Terry Brazeau that Resolution 3-2019 be approved. Motion carried, with all voting aye on a voice vote.

IX. **Resolution 4-2019** of the Bay-Lake Regional Planning Commission approving the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* was presented by Jeffrey Agee-Aguayo. Mr. Agee-Aguayo distributed slides from and reviewed a Power Point presentation regarding the content of the Update to the *Year 2045 SATP* with committee members. Mr. Agee-Aguayo also distributed and reviewed the webpage regarding the Update to the *Year 2045 SATP*, which can be found at: [https://baylakerpc.org/sheboygan-mpo/long-range-transportation-planning/year-2045-sheboygan-area-transportation-plan-satp\(.\)](https://baylakerpc.org/sheboygan-mpo/long-range-transportation-planning/year-2045-sheboygan-area-transportation-plan-satp(.)) The plan involved a 30 day public comment period, and a public hearing on the plan was held in mid-April. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the document at their joint meeting on April 25, 2019.

Moved by Larry Neuens and seconded by Mary Meyer to approve Resolution 4-2019. Motion carried, with all voting aye on a voice vote.

- X. **Resolution 5-2019** of the Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2019 – 2022* was presented by Jeffrey Agee-Aguayo. These amendments involved changes to the transit capital, elderly and disabled transportation operating, and street and highway improvement project components of the 2019 – 2022 TIP. One appendix in the 2019 – 2022 TIP that links the recommended projects to achievement of transportation performance targets was also amended. A fiscal constraint redemonstration was included as part of the TIP amendments. The amendments can be found at: <https://baylakerpc.org/sheboygan-mpo/transportation-improvement-program-tip/>(.) The Sheboygan MPO Technical and Policy Advisory Committees also recommended approval of these amendments at their joint meeting on April 25, 2019.

Moved by Terry Brazeau and seconded by Larry Neuens that Resolution 5-2019 be approved. Motion carried, with all voting aye on a voice vote.

- XI. Bay-Lake RPC will be hosting the annual AWRPC meeting on June 21, 2019 at the Holiday Inn Stadium Green Bay. Cindy Wojtczak informed Chairman Mike Hotz that he would be expected there to act as the overall AWRPC Chair at that meeting. Mike Hotz accepted the duties discussed.
- XII. Cindy Wojtczak discussed the updates to the hiring of a new Planner I. In the 2019 budget, Cindy Wojtczak included the hiring of one full-time employee for BLRPC. Due to the termination of one of our existing planners, we would not be able to meet the budget without a replacement in that position. To remedy this, Cindy Wojtczak decided to promote Madison Smith to a planner 2 position, and hire two new Planner I employees. This would replace the existing vacated position, fill the new planner position, and provide the additional help needed by the planners to get work done. This scenario will help to generate the projected revenue in our 2019 budget, while staying within our projected salary expense.
- XIII. Cindy Wojtczak presented the *February and March 2019 Bills and Receipts*. Mike Hotz asked a question about one of the purchases, which Emily Pierquet answered.

Moved by Terry Brazeau and seconded by Mike Hotz to accept the *February and March 2019 Bills and Receipts*, as presented. Motion carried, with all voting aye on a voice vote.

- XIV. **Commissioner Reports.** Mike Hotz recounted a conversation he had with someone in Kewaunee County regarding the phragmites control grants. Cindy Wojtczak discussed the history of these grants and the concerns others had regarding them.
- XV. Upcoming Commission meetings include the following:

- A. The next full Commission meeting will be held at 10:00 a.m. on June 14, 2019, at the Neville Public Museum in Green Bay.
- B. The Next Executive Committee meeting will be held at 10:00 a.m. on July 26, 2019 at the Bay-Lake Regional Planning Commission office in Green Bay.

XVI. **Moved** by Larry Neuens and seconded by Mary Meyer that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:57 a.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary