

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
October 26, 2018

COMMITTEE MEMBERS PRESENT: Thomas Romdenne, Mike Hotz, Dennis Kroll (for Terry Brazeau) and Larry Neuens

COMMITTEE MEMBERS ABSENT: Tom Sieber and Ken Fisher

COMMITTEE MEMBERS EXCUSED: Mary Meyer and Dan Koski

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

OTHERS PRESENT: James Falkowski (BLRPC Commissioner)

- I. Chairperson Mike Hotz called the meeting to order at 10:08 a.m.
- II. **Moved** by Larry Neuens and seconded by Tom Romdenne to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Public Input.** Chairperson Mike Hotz asked if there was any public input; none was received.
- IV. **Moved** by Dennis Kroll and seconded by Larry Neuens that the minutes of the July 27, 2018, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. **Communications.** Three communications were discussed:
 - A. WisDOT– September 10, 2018, letter to Brandon Robinson from the Wisconsin Department of Transportation, in regard to the Commission’s application for Transportation Alternatives Program (TAP) funding to complete a Safe Routes to School plan for the region, indicating that the Commission was not selected for funding.
 - B. Wisconsin Department of Administration– October 1, 2018, letter to Angela Kowalzek-Adrians from the Wisconsin Coastal Management Council, thanking her for hosting the September 20, 2018, council meeting at the Door County Maritime Museum.

C. USDOT, Federal Highway and Transit Administrations, October 25, 2018, letter to Cindy Wojtczak from the Federal Highway Administration and Federal Transit Administration, finding that the Sheboygan 2019-2022 TIP satisfies the conformity requirements under 40 CFR 93.122(g) and the transportation planning requirements of Titles 23 and 49 U.S.C., the Clean Air Act (CAA), and related regulations.

Moved by Larry Neuens and seconded by Tom Romdenne to accept and file all communications. Motion carried, with all voting aye on a voice vote.

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

- A. 18038-04 City of Kewaunee
Planning Commission Retreat
September 1, 2018, to September 30, 2018
Time/Expense with no match
- B. 18039-08 City of Sheboygan
Grant Admin for CDBG Tree Planting
October 15, 2018, to December 31, 2019
\$10,000 fee with no match
- C. 18040-08 City of Sheboygan
2018 & 2019 Planning & Grant Administration Services
October 15, 2018, to December 31, 2019
\$10,000 fee with no match
- D. 18041-06 City of Peshtigo
Comprehensive Plan Update
July 1, 2019, to June 30, 2020
\$12,000 fee
- E. 18042-05 Manitowoc County
Devil's River State Trail Master Plan
November 1, 2018, to June 30, 2019
\$29,250 fee

Cindy Wojtczak stated that contracts D and E have no reference to a match because the community is hoping to obtain a grant for these projects from Bay-Lake RPC through its technical assistance grant program. James Falkowski asked about the cost for the City of Sheboygan working with CDBG and being Davis-Bacon compliant,

and asked if it would be in their interest to not do the project using the CDBG funds. Cindy Wojtczak explained that the city of Sheboygan receives CDBG entitlement funding from HUD to do these types of projects, therefore, they must be Davis-Bacon compliant. Larry Neuens asked what the actual cost was in the past in regard to contract 18040-08; Cindy Wojtczak replied the cost could vary depending on what projects they decide to move ahead on. If services ever exceed \$10,000, a new contract or a contract amendment would be drawn up to exceed the \$10,000.

Moved by Larry Neuens and seconded by Tom Romdenne that all of the above noted contracts be approved as presented. Motion carried, with all voting aye on a voice vote.

- VII. **Resolution 10-2018** of the Bay-Lake Regional Planning Commission reaffirming the desire of the Commission to continue as an Economic Development District of EDA for calendar years 2019, 2020, and 2021 was presented by Cindy Wojtczak. Mike Hotz commented on the history of the EDA program. Ms. Wojtczak noted that this resolution was a required element of the EDA planning grant the staff recently submitted for funding in 2019, 2020, and 2021.

Moved by Dennis Kroll and seconded by Larry Neuens that Resolution 10-2018 be approved. Motion carried, with all voting aye on a voice vote.

- VIII. **Resolution 11-2018** of the Bay-Lake Regional Planning Commission approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2019-2022*, determining air quality conformity for the *Year 2045 Sheboygan Area Transportation Plan (SATP)* and its implementing *2019-2022 TIP*, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area was presented by Jeff Agee-Aguayo. Jeff Agee-Aguayo reviewed a PowerPoint that was presented to the MPO Technical and Policy Advisory Committees at their joint meeting on October 25, 2018, and at the public hearing on October 24, 2018. Larry Neuens asked about assistance from other staff. Jeff Agee-Aguayo responded that Nicole Barbiaux created the maps, Madison Smith designed the cover pages, and Calvin Salmon created the PowerPoint and otherwise assisted with TIP preparation. Mike Hotz had questions regarding education and outreach under the Sheboygan County Non-Motorized Transportation Pilot Program (NMTTP) that Jeff Agee-Aguayo answered.

Moved by Larry Neuens and seconded by Tom Romdenne that resolution 11-2018 be approved. Motion carried, with all voting aye on a voice vote.

- IX. **Resolution 12-2018** of the Bay-Lake Regional Planning Commission to approve the *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work*

Program was presented by Jeff Agee-Aguayo. Larry Neuens asked what it was like working with WisDOT. Jeff Agee-Aguayo responded that the vast majority of WisDOT staff are very cooperative and helpful when he needs to find information. James Falkowski requested that he be sent the background information on Title VI of the Civil Rights Act of 1964.

Moved by Larry Neuens and seconded by Dennis Kroll that Resolution 12-2018 be approved. Motion carried, with all voting aye on a voice vote.

- X. **Resolution 13-2018** of the Bay-Lake Regional Planning Commission approving Infrastructure Condition, System Performance, Freight Movement, and Congestion Mitigation and Air Quality (CMAQ) Program Emission Reduction Performance Measure Targets for the Sheboygan Metropolitan Planning Area was presented by Jeff Agee-Aguayo. Mike Hotz asked about the frequency of these measures; Jeff Agee-Aguayo responded that they will update every couple years. One error was noted: in the Table on page 2 of the resolution, the percentage of pavements in poor condition should read as less than or equal to 12% (not greater than or equal to 12%).

Moved by Larry Neuens and seconded by Tom Romdenne to approve Resolution 13-2018, as amended. Motion carried, with all voting aye on a voice vote.

- XI. **Resolution 14-2018** of the Bay-Lake Regional Planning Commission to approve the *2019 Regional Transportation Work Program* was presented by Jeff Agee-Aguayo. Larry Neuens asked about pavement management, which led to discussion of the topic.

Moved by Tom Romdenne and seconded by Dennis Kroll to approve Resolution 14-2018. Motion carried, with all voting aye on a voice vote.

- XII. **The Town of Brazeau Concept Plan** was presented by Madison Smith. Maps and pictures of two potential park sites were reviewed. The planning process and public engagement activities were discussed. Ms. Smith noted that the plans at both sites were met with some disapproval from citizens on neighboring lots, but community and school officials were supportive, eventually gaining enthusiasm from local residents. Plans and renderings were designed based on the public's input and preferences of possible amenities within the two parks. Mike Hotz asked how the park would be maintained, in particular, the proposed ice rink. Madison Smith responded that the town chairman had researched it thoroughly, and was preparing to include that when they are making decisions. Many renderings were reviewed. Dennis Kroll asked when these plans might be implemented and how much they would cost; Madison Smith responded that this was unknown at this point, as the plan is all that she was involved in. The town ultimately gets to choose what to implement.

James Falkowski asked if the town had considered vandalism at the sites; Madison Smith replied that vandalism was not raised, but, that they had discussed safety. Larry Neuens asked about trail material; Madison Smith replied that the town had opted to keep the park as natural as possible, looking to get bark mulch that can be ground in and create natural paths across the park. The whole project to date has cost about \$7,500 for both sites.

- XIII. Cindy Wojtczak presented the *September 2018 Bills and Receipts*. Larry Neuens asked about when the lease with the Commission's current office space ends; Cindy Wojtczak responded that it would be October of 2020.

Moved by Larry Neuens and seconded by Tom Romdenne to accept the *September 2018 Bills and Receipts* as presented. Motion carried, with all voting aye on a voice vote.

- XIV. Upcoming Commission meetings include the following:

- A. The Finance and Personnel Committee meeting will be held at 1:00 p.m. on October 26, 2018, at the Commission office in Green Bay. (*This meeting did not take place due to the lack of a quorum.*)
- B. The next full Commission meeting will be held at 10:00 a.m. on December 14, 2018, at The Woods Golf Course in Green Bay.

- XV. **Moved** by Dennis Kroll and seconded by Tom Romdenne that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:46 a.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary