

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
January 25, 2019

COMMITTEE MEMBERS PRESENT: Thomas Romdenne, Mike Hotz, Terry Brazeau, Dan Koski and Mary Meyer

COMMITTEE MEMBERS ABSENT: Tom Sieber and Ken Fisher

COMMITTEE MEMBERS EXCUSED: Larry Neuens

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

- I. Chairperson Mike Hotz called the meeting to order at 10:05 a.m.
- II. **Moved** by Terry Brazeau and seconded by Dan Koski to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Thomas Romdenne and seconded by Terry Brazeau that the minutes of the October 26, 2018, 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. **Communications.** Two communications were discussed:
  - A. WisDOT – January 4, 2019, letter to Cindy Wojtczak approving the 2019 Regional Transportation Work Program and authorizing work to proceed.
  - B. WisDOT – January 3, 2019, letter to Cindy Wojtczak approving the 2019 Sheboygan MPO Work Program and authorizing work to proceed.
- VI. **New Contracts.** Cindy Wojtczak reviewed the following contracts with committee members in attendance:
  1. 18043-06 City of Marinette  
Stewardship Application & Outdoor Recreation Plan  
December 12, 2018, to May 1, 2019  
\$21,500 fee with no match

2. 19001-09 WisDOT  
2019 Rural Transportation Program  
January 1, 2019, to December 31, 2019  
\$72,539 fee with a \$7,254 Bay-Lake match
  
3. 19004-10 Federal Highway Administration & WisDOT  
2019 Sheboygan MPO Work Program  
January 1, 2019, to December 31, 2019  
\$210,000 Program  
    \$176,348 FHWA and WisDOT  
    \$29,445 Bay-Lake match  
    \$4,207 Shoreline Metro match
  
4. 19008-07 Kelly Lake Sanitary District  
Kelly Lake Sanitary District Ordinance Update  
February 1, 2019, to July 31, 2019  
\$8,000 fee with no match

**Moved** by Dan Koski 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 1-2019** 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.

**Moved** by Terry Brazeau and seconded by Mary Meyer that Resolution 1-2019 be approved. Motion carried, with all voting aye on a voice vote.

- VIII. Elizabeth Runge presented updates to the **Disaster Micro Loan Program** to the Committee. Ms. Runge reviewed the background information on the project, as it was discussed with the full Commission in September. The loan amount cap has been raised from \$10,000 to \$15,000. Mike Hotz asked if the program would be available to nonmember counties; Elizabeth Runge responded that the program would be available to nonmember counties, but that BLRPC would market it more aggressively to member counties. Ms. Runge noted that the Wisconsin Economic Development Corporation (WEDC) also must recognize the disaster event for a business to request a loan, and that it doesn't need to be a government declared disaster.

**Moved** by Mary Meyer and seconded by Dan Koski to support moving forward with this program. Motion carried, with all voting aye on a voice vote.

- IX. **Resolution 2-2019** 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.

Jeffrey Agee-Aguayo stated that the transit capital component of the *2019 – 2022 TIP* was modified to program two fixed-route replacement buses for Shoreline Metro, with this funding coming from the Volkswagen Diesel Emissions Environmental Trust. Jeffrey Agee-Aguayo noted that the elderly and disabled transportation capital project component of the *2019 – 2022 TIP* was modified to program a diesel-powered minibus for the Sheboygan County Aging and Disability Resource Center (ADRC), with this funding coming from the Federal Transit Administration (FTA) Section 5310 program. Jeffrey Agee-Aguayo indicated that a new table programming Wisconsin Employment Transportation Employment Program (WETAP) funded vehicles for Lakeland University to operate its “Commute to Careers” program was added to the *2019 – 2022 TIP*. Finally, Jeffrey Agee-Aguayo commented that the street and highway project component of the *2019 – 2022 TIP* was modified to reflect recent cost changes to several projects.

**Moved** by Terry Brazeau and seconded by Thomas Romdenne to approve Resolution 2-2019. Motion carried, with all voting aye on a voice vote.

- X. Cindy Wojtczak presented the *December 2018 Bills and Receipts*. As of January 25, 2019, all member counties, as well as the towns of Pittsfield and Sevastopol, have paid their levies with the exception of Oconto County. Dan Koski asked if the policy changes in 2018 affected the two towns remaining as members of BLRPC; Cindy Wojtczak responded that the Commission is still doing a lot of work with the two towns.

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

XI. **Commissioner Reports**

Dan Koski announced that the new Community Development Director for the City of Manitowoc is April Kroner, and that Manitowoc County is also hiring a Parks Planner.

XII. Upcoming Commission meetings include the following:

- A. The Finance and Personnel Committee meeting will be held at 1:00 p.m. on January 25, 2019, at the Commission office in Green Bay.
- B. The next full Commission meeting will be held at 10:00 a.m. on March 8, 2019, at a location yet to be determined.

XIII. **Moved** by Dan Koski 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