

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
March 10, 2017
Aging & Disability Resource Center of Brown County
300 S. Adams Street, Green Bay, WI 54301

MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Chuck Hoffman, Mike Hotz, Ed Kelley, Dan Koski, Dennis Kroll, Elmer Ragen (for Tom Kussow), Rich Wolosyn, Ronald Pailer, Marc Holsen, Tom Sieber, Virginia Haske, Mary Meyer, Ed Procek and Brian Yerges.

MEMBERS EXCUSED: Larry Neuens and Shirley Kaufman

MEMBERS ABSENT: Ken Fisher

STAFF PRESENT: Cindy Wojtczak and Jeff Agee-Aguayo

OTHERS PRESENT: Natasha Gwidt, WisDOT

- I. Chairperson Mike Hotz called the meeting to order at 10:00 a.m.
- II. **Moved** by Ed Procek and seconded by Mary Meyer that the Commission agenda be approved with one amendment; remove “teleconference” from Item IX.A. Motion carried, with all present voting aye on a voice vote.
- III. **Moved** by Chuck Hoffman and seconded by Ed Procek that the Commission approve the minutes of the December 9, 2016, meeting, as presented. Motion carried, with all present voting aye on a voice vote.
- IV. Jeff Agee-Aguayo introduced Natasha Gwidt of the WisDOT. Ms. Gwidt began by distributing a handout on the STH 23 Corridor Preservation Study, then discussed her work on the study. Ms. Gwidt is trying to get resolutions of support from municipalities and from the RPC/MPO.

Eric Corroy asked about the cost of the project. Natasha Gwidt responded with individual costs for project elements. Ms. Gwidt noted that this was a planning document only and that engineering work would need to be done under another phase to determine costs. Mary Meyer asked about property being purchased for the project and Ms. Gwidt responded that this will mainly be purchased at interchanges. The purpose of this study is to project major investments.

Chuck Hoffman asked about the status of the STH 23 “majors” project; Natasha Gwidt discussed the litigation process. Mary Meyer and Mike Hotz discussed this project. Ed Procek had questions on the Commission’s involvement with this study which Jeff Agee-Aguayo answered.
- V. Executive Director Cindy Wojtczak updated the Commission on the status of the *2016 Annual Audit*. Ms. Wojtczak reported that due to exceeding \$750,000 in Federal funding in 2016, a Single Audit was invoked that will take longer to complete. Ms. Wojtczak was hopeful that the audit would be completed and presented at the Executive Committee meeting in April.
- VI. Communications: Two communications were brought to the Commission including: 1) a letter from WisDOT approving the Bay-Lake Regional Planning Commission’s amendment to the 2017-2020 Transportation Improvement Program (TIP) for the Sheboygan Urbanized Area; and 2) a letter from Mike Friis of Wisconsin Coastal Management thanking Angie Kowalzek-Adrians for taking the time to speak to the Council and providing an update on recent coastal-

related work at the Commission.

- VII. *Draft 2016 Annual Report*: Cindy Wojtczak reported that a draft of the 2016 Annual Report was included in the packets that were mailed to Commissioners. Ms. Wojtczak noted that the only remaining items to be completed and placed in the report were photos, graphics, and the inside letter from the Chair. Pending placement of the remaining items in the report, Ms. Wojtczak stated that the final report would be completed and distributed at the June full Commission meeting.

Moved by Virginia Haske and seconded by Rich Wolosyn to approve the 2016 Annual Report as provided. Motion carried, with all voting aye on a voice vote.

- VIII. Commissioner vacancies were reported on by Ms. Wojtczak who stated that there were currently three interested parties from Marinette County who were looking to fill the current vacancy as a Governor's appointment to the Commission. Ms. Wojtczak reported that the Governor's office wanted at least two applicants to choose from before they would appoint someone to the position, and added that she was hopeful that there would be an appointment soon.

IX. Committee Reports:

- A. Mike Hotz reported on the Executive Committee meeting held on January 27, 2017. Items reported were:

- 1.) A resolution to increase EDA funding for the next two years;
- 2.) A resolution regarding the adoption of the Kewaunee County Farmland Preservation/Comprehensive Plan;
- 3.) A resolution adopting the Bay-Lake Regional Planning Commission Comprehensive Plan;
- 4.) A resolution making amendments to the Sheboygan TIP;
- 5.) A change in the by-laws of the Commission whereby the Finance and Personnel committees would join to become one committee;
- 6.) An update on the hiring of a Planner I. (Note: The new hire, Madison Smith, has accepted the position and will be starting the first full week of June. She is currently finishing up her Master's Degree in Urban Planning;
- 7.) A change in the Policies and Procedures Manual. The procedures for staff recruitment advertising were updated and eliminated the requirement to advertise in a newspaper;
- 8.) An update on the phragmites project was provided; and
- 9.) A status report on the unfunded pension liability was reported. Mike Hotz proceeded to compliment Brian Yerges for the work he did with Sheboygan County that led to the county loaning the Commission funds to pay off the loan in December 2016.

- B. Brian Yerges reported on the Personnel Committee meeting that took place on January 6, 2017. The purpose of the meeting was to perform an annual review of the Executive Director. No upcoming meetings were scheduled; however, Mr. Yerges reported that the committee would be planning a meeting in the next few months.

- X. Jeff Agee-Aguayo reported that there were some minor changes made to the street and highway improvement project component of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017-2020*. After brief discussion, Resolution

5-2017 was reviewed and action was taken.

Moved by Ed Procek and seconded by Mary Meyer to approve Resolution 5-2017 as presented. Motion carried, with all present voting aye on a voice vote.

- XI. Jeff Agee-Aguayo led the discussion on how Resolution 6-2017 was a resolution of concurrence with the recommendations of the *State Highway 23 Freeway Designation and Corridor Preservation Study* within the MPO that was discussed by Natasha Gwidt of WisDOT under agenda item IV.

Moved by Brian Yerges and seconded by Terry Brazeau to approve Resolution 6-2017. Motion carried, with all present voting aye on a voice vote.

- XII. Office Space Sublease: Cindy Wojtczak reported that the engineering firm that was renting an office from the Commission had moved out as of the end of February and that the space was again available. Considering the small amount of income generated by the leasing of the office space (\$137/mo.), Ms. Wojtczak stated it was really not worth the effort or the liability to lease out the space. She would not be making any effort to lease the space in the near future.

- XIII. Technical Assistance Awards: Cindy Wojtczak reported that staff had received 12 applications for free services from the Commission through its Technical Assistance Grant program that was started in 2016. After scoring the projects, three projects were awarded hours of free service. Those projects were: 1) Grant Administration services for the Amsterdam Dunes project in Sheboygan County (40 hours); 2) Creation of an Official Map for the Village of Pound in Marinette County (20 hours); and 3) Assistance preparing a Comprehensive Outdoor Recreation Plan for the Village of Crivitz (20 hours). Ms. Wojtczak noted that this information was not yet released to the applicants, and that the Commissioners were the first to hear the news.

- XIV. By-Law Changes: Brian Yerges discussed the justifications behind combining the Finance Committee with the Personnel Committee, specifically how most personnel issues would revolve around finances anyway. Ms. Wojtczak stated that the change in the name of the committee from two individual committees into one called the Finance and Personnel Committee would mean that the By-Laws would need to be updated to reflect the change. Copies of applicable portions of the By-Laws that needed to be changed were mailed to everyone with proposed changes highlighted. Ed Procek asked when the change would take place. Mike Hotz and Brian Yerges noted that the official change would take effect in September when appointments were made at the Annual Meeting. Until that time, members of both committees would be welcome to attend any scheduled meetings of either committee.

Moved by Ed Procek and seconded by Ron Paider to approve the changes to the By Laws of the Commission. Motion carried, with all present voting aye on a voice vote.

- XV. Quarterly Project Report: Ms. Wojtczak noted that copies of the quarterly project report were in the Commissioners' packets and asked if they had any questions. Ms. Wojtczak noted some of the newer work items in which the staff were involved. Eric Corroy had questions about broadband service in rural areas. Mike Hotz and Brian Yerges discussed a loss of franchise fees and having free broadband throughout a community.

Eric Corroy asked if there was a way to bring the Commission staff's experience working with phragmites to other counties. Ms. Wojtczak stated that there were other groups in all counties of the region (except Brown County) that were dealing with various issues related to phragmites. Ms. Wojtczak also noted that bringing in grants that are basically just pass-through funds has cost the Commission money by invoking a more costly single-audit due to exceeding

the \$750,000 threshold of federal funding received in a year. She went on to say that she would like to bring the staff back to doing more planning work rather than being a pass-through agency for construction and other non-planning projects.

- XVI. Commissioner Reports: Mary Meyer stated that although she was not on the County Board, she would monitor their meetings and inform the Commission of various activities in Marinette County. Rich Wolosyn spoke briefly about the work that Florence County has been doing with neighboring counties on phragmites and other invasive species. Mr. Wolosyn also discussed broadband issues in Florence County.

Ed Procek reported that Sheboygan County had passed a 0.5% sales tax for improving roads. Mike Hotz noted that some of the funding would then be returned to the cities, villages, and towns within the county for use within the roads. Others asked about the formula used to distribute the funding. Mr. Procek thought it was based on equalized property values. Brian Yerges explained this further. Mr. Procek also reported that the City of Sheboygan was looking to expand its industrial park, and also discussed expansion efforts in the City of Plymouth and the Village of Oostburg. Also discussed by Mr. Procek was the consolidation of the Sheboygan County Transportation Department's Highway Division, broadband efforts in Sheboygan County, emergency radio modernization efforts, and Wisconsin Public Transit Association (WIPTA) Lobby Day on March 8th.

Terry Brazeau reported that the Town of Mountain was seeing some publicity relating to Bigfoot. Ronald Paider and Eric Corroy briefly discussed Farm Technology Days that is coming to Kewaunee County this summer. Attendance at this state-wide event is expected to be around 30,000 to 40,000 over the three-day period that it runs.

Ms. Wojtczak noted that the Federal government's proposed budget is looking at cutting HUD funding, along with other funding used by Bay-Lake RPC, including EDA and EPA. HUD funding is used to finance many public facility projects that are done by local governments, and if this program is no longer available, it would be difficult for many projects to move ahead. Examples of projects financed with HUD funds include libraries, fire stations, community centers, road projects, water towers, wastewater treatment plants, water and sewer main replacements, and various other types of projects. Jeff Agee-Aguayo noted that entitlement communities in the region like Sheboygan and Green Bay could be hit hard if HUD is cut drastically.

- XVII. Bills and Receipts

Moved by Ed Kelley and seconded by Rich Wolosyn to accept the Bills and Receipts for January and February 2016, as presented. Motion carried, with all voting aye on a voice vote.

- XVII. The next meeting date for the Executive Committee will be April 28, 2017, and will be held at the Commission office.

The next meeting date for the Full Commission will be June 9, 2017; the location of the meeting has not yet been determined yet.

- XVIII. **Moved** by Ed Kelley and seconded by Chuck Hoffman to adjourn the meeting at 11:30 a.m. Motion carried, with all voting aye on a voice vote.

Respectfully submitted,
Cindy Wojtczak
Recording Secretary

ACTION ITEMS

2016 Annual Report Completed and Distributed at the
June Commission meeting

