

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
COMMISSION MEETING

June 8, 2018

Jack Day Center

90 Bay Beach Road, Green Bay

MEMBERS PRESENT: Mike Hotz, Brian Yerges, Terry Brazeau, Dennis Kroll, Eric Corroy, Tom Romdenne, Virginia Haske, Larry Neuens, Edwin Kelley, Fran Damp (for Ed Procek), Dan Koski, James Falkowski, and Marc Holsen

MEMBERS EXCUSED: Rich Wolosyn, Mary Meyer, and Michael Kunesh

MEMBERS ABSENT: Ken Fisher, Shirley Kaufman, and Tom Sieber

STAFF PRESENT: Cindy Wojtczak, Jeff Agee-Aguayo, and Rachel Moore

- I. Chairperson Mike Hotz called the meeting to order at 10:03 a.m. Chairperson Hotz introduced new Kewaunee County Commissioner Tom Romdenne.
- II. Chairperson Mike Hotz made an amendment to remove, Agenda Item V: Appoint of Interim Vice-Chair from the agenda. **Moved** by Larry Neuens and seconded by Virginia Haske to approve the agenda as amended. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by James Falkowski and seconded by Terry Brazeau that the minutes of the March 9, 2018, full Commission 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. This agenda item was removed by the Commission.
- VI. **Communications:**  
  
Cindy Wojtczak and Jeff Agee-Aguayo reviewed the following communications with Commissioners:
  - a. Wisconsin Coastal Management Program- May 24, 2018, letter approving grant agreement No. AD189124-019.07 between the Commission and the Department of

Administration (DOA, Division of Intergovernmental Relations, for the amount of \$5,589 for match on the City of Algoma's Ahnapee River Water Trail and Olson Park Master Plan project.

- b. Wisconsin Coastal Management Program-May 24, 2018 letter approving grant agreement No. AD189124-019.34 between the Commission and the Department of Administration (DOA), Division of Intergovernmental Relations, for the amount of \$20,000 for technical assistance in the region from July 1, 2018 to June 30, 2019.
- c. Wisconsin Department of Transportation-May 17, 2018, letter approving the Commission's amendment to the *2018-2021 Transportation Improvement Program (TIP) for the Sheboygan Urbanized Area*. Amendment was approved on April 27, 2018.
- d. Wisconsin Department of Transportation/Federal Highway Administration- May 18, 2018, letter approving the Commission's amendment to the 2018 Unified Planning Work Program for the Sheboygan Metropolitan Planning Area.

**VII. Combined Finance & Personnel Committee and Executive Committee Meeting-4/27 Report:**

Brian Yerges gave the report on the combined Finance & Personnel Committee and Executive Committee meeting that took place on April 27th. Brian explained that the audit was reviewed and approved by the Commission. He also said that they discussed the debt calculations and that they were reviewed and approved along with an approved increased per diem to \$35 per day going into effect June 1, 2018. At the meeting, they approved job descriptions for the GIS Specialist and GIS Technician, and hired two new employees (Nicole Barbiaux, GIS Specialist, and Elizabeth Runge, Economic Development Planner). During the meeting, they also authorized two LTEs to be hired with the stipulation that they must be close to 100% billable and can be paid up to \$25/hr.

**Moved** by Larry Neuens and seconded by Fran Damp to approve the report for the combined Finance & Personnel Committee and Executive Committee Meeting. Motion carried, with all voting aye on a voice vote.

**VIII. New Contracts:**

Cindy Wojtczak reviewed the following contracts with committee members in attendance:

- a. 18031-07 Village of Suring, Oconto County  
Community Development Block Grant (CDBG)  
May 4, 2018, to May 31, 2018  
\$3,500 fee with no match

- b. 18032-05 City of Two Rivers, Manitowoc County  
Comprehensive Plan Update  
January 1, 2019, to December 31, 2019  
\$46,000 fee (half possibly coming from WCMP)
- c. 18033-05 Manitowoc County  
Comprehensive Plan Update  
July 1, 2018, to June 30, 2019  
\$30,328 fee (half will come from WCMP)

**Moved** by Brian Yerges and seconded by Eric Corroy to approve the contracts. Motion carried, with all voting aye on a voice vote.

**IX. Affirmative Action Plan, 2018-2019**

Cindy Wojtczak reviewed the Affirmative Action Plan and commented that it needed to be updated every two years. Ms. Wojtczak reviewed changes to the cover, pages 7 and 8 and Table 4. Ms. Wojtczak stated that she will send out a new Table 4 with updated information on the Commissioners.

- X.** Resolution 6-2018 of the Bay-Lake Regional Planning Commission adopting the *Affirmative Action Program* for July 1, 2018, to June 30, 2020.

**Moved** by Edwin Kelley and seconded by Virginia Haske to approve the *Affirmative Action Program* via Resolution 6-2018. Motion carried, with all voting aye on a voice vote.

- XI.** Resolution 7-2018 of the Bay-Lake Regional Planning Commission approving the minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018-2021*.

Jeff Agee-Aguayo reviewed the amendment with Commissioners in attendance.

**Moved** by Dan Koski and seconded by Dennis Kroll to approve the minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018-2021* via Resolution 7-2018. Motion carried, with all voting aye on a voice vote.

**XII. 2019 Levy Rate**

Cindy Wojtczak discussed that she would like to keep the Levy Rate for 2019 the same as the two previous years at 0.00060000%.

**Moved** by Eric Corroy and seconded by James Falkowski to keep the Levy Rate for 2019 at 0.00060000%. Motion carried, with all voting aye on a voice vote.

**XIII. Bay-Lake Regional Planning Commission Bylaws Amendment Regarding Accrued and Committed Member Liability, Obligation, & Debt Policy**

Chairperson Mike Hotz explained and gave background regarding the proposed bylaw amendment. Chairperson Hotz explained that Brian Yerges worked with Schenck staff on developing the policy for the amendment to the bylaws. Mr. Yerges reviewed Article VII, pg.5, Section 2, Part B. Commissioners stated that they liked how they now have something to fall back on. Some Commissioners were concerned about the “3-year rule” and suggested Section D be deleted.

**Moved** by Virginia Haske and seconded by Tom Romdenne to adopt the proposed policy amendment to the Commission’s bylaws, with Section D. deleted. Motion carried, with all voting aye on a voice vote.

**XIV. Work Program Activity Report**

Cindy Wojtczak and Jeff Agee-Aguayo reviewed the work program activity report for March 2018 - May 2018 and highlighted some of the projects that Bay-Lake Regional Planning Commission staff have been working on.

**XV. Bills and Receipts for April 2018 and May 2018**

Chairperson Mike Hotz reported that the committee members had copies of the April 2018 and May 2018 bills and receipts before them.

**Moved** by Larry Neuens and seconded by Terry Brazeau to approve the April 2018 and May 2018 bills and receipts. Motion carried, with all voting aye on a voice vote.

**XVI. Commissioner Roundtable.**

James Falkowski discussed how Manitowoc County had 3D LIDAR mapping.

Fran Damp from Sheboygan County invited everyone to the open house of the Sheboygan County Transportation Department facility on June 15<sup>th</sup>.

Brian Yerges also discussed the project and noted that Plymouth would be providing electricity and wastewater treatment for the facility. Brian also discussed municipal revolving loan funds and state changes for those programs that could cause potential closure of local RLF programs in the region.

Cindy Wojtczak mentioned the AWRPC summit that was being held on June 14<sup>th</sup> and the AWRPC Annual meeting being held on June 15<sup>th</sup>; both in Wisconsin Rapids.

**XVII.** Upcoming Commissions meetings include the following:

- A. The next meeting of the Commission's Executive Committee will be held July 27, 2018, at 10:00 a.m., at the Commission office in Green Bay.
- B. The next full Commission meeting will be held on September 14, 2018, at 10:00 a.m., at a location to be determined in the Green Bay area.

**XVIII. Adjournment.**

**Moved** by Larry Neuens and seconded by Virginia Haske that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The full Commission adjourned at 11:32 a.m.

Respectfully submitted,  
Rachel Moore  
Recording Secretary