

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
December 14, 2018
The Woods (Golf Club)
530 Erie Rd., Green Bay

MEMBERS PRESENT: Mike Hotz, Terry Brazeau, Dennis Kroll, Tom Romdenne, Virginia Haske, Larry Neuens, Dan Koski, James Falkowski, Rich Wolosyn, Mary Meyer, Ed Procek and Michael Kunesh

MEMBERS EXCUSED: Brian Yerges and Marc Holsen

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

STAFF PRESENT: Cindy Wojtczak, Jeff Agee-Aguayo, Angela Kowalzek-Adrians, Nicole Barbiaux and Emily Pierquet

OTHERS PRESENT: Elmer Ragen

- I. Chairperson Mike Hotz called the meeting to order at 10:02 a.m.
- II. **Moved** by Ed Procek and seconded by Larry Neuens to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Ed Procek and seconded by Rich Wolosyn that the minutes of the September 14, 2018, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. Mike Hotz called for any public input; none was received.
- V. **Committee Reports:** Mike Hotz presented the October 26, 2018, Executive Committee meeting report. Mike Hotz discussed the five contracts and five resolutions that were approved at this meeting, as well as the presentation by Madison Smith regarding the *Town of Brazeau Park Concept Plans*.

The following documents were approved at this meeting: the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2019-2022*; *2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; and the *2019 Regional Transportation Work Program*.

Moved by Dennis Kroll and seconded by Larry Neuens to approve the Executive Committee Report. Motion carried, with all voting aye on a voice vote.

- VI. Communications:** Cindy Wojtczak reviewed two thank-you cards sent to Angela Kowalzek-Adrians and Cindy Wojtczak for their contributions to the December edition of the *Wisconsin Counties* magazine. Jeffery Agee-Aguayo reviewed a letter received from WisDOT approving the *2019-2022 TIP* for the Sheboygan metropolitan planning area.
- VII.** Cindy Wojtczak presented the *Financials and Quarterly Activity Report* to the Commission. Items reviewed included checking and savings account balances. Cindy Wojtczak then reviewed the staff activity report with the Commission. Michael Kunesh asked if Bay-Lake was anticipating complications with Brownfields projects due to PFAS pollution. Cindy Wojtczak responded that Angela Kowalzek-Adrians and Elizabeth Runge have been in contact with EPA and have both been keeping up to date on the news with that issue so we can anticipate changes to our future plans.
- VIII. Resolution 15-2018** of the Bay-Lake Regional Planning Commission Approving Highway Safety Improvement Program (HSIP) 2019 Performance Measure Targets for the Sheboygan Metropolitan Planning Area was reviewed and approved. Mr. Agee-Aguayo reviewed the report and targets with the Commissioners in attendance. Chair Mike Hotz asked if these targets would change every year; Jeff Agee-Aguayo responded affirmatively. Ed Procek noted that it appeared that the Sheboygan area was below the state averages; Jeff Agee-Aguayo responded that the Sheboygan Metropolitan Planning Area was below the state average for all five HSIP performance measures for the 2013 – 2017 period.

Moved by Terry Brazeau and seconded by Ed Procek to approve Resolution 15-2018. Motion carried, with all voting aye on a voice vote.

- IX.** Cindy Wojtczak reviewed the final *2019 Budget and the 2019-2020 Work Program* with Commissioners in attendance. Cindy Wojtczak noted a correction on page 4: Terry Brazeau should have three asterisks by his name and the vacancy should have two asterisks. Michael Kunesh mentioned that Marinette County will soon have a new Commissioner, Ann Hartnell, who will be filling Shirley Kaufman's Commission seat. Mike Hotz asked about the budget changes in conferences and special meetings in Table 9; Cindy Wojtczak discussed the need for staff to stay current with advances in planning programs and related technologies. This increased budget will allow staff to attend these conferences. Rich Wolosyn asked about last year's surplus; Cindy Wojtczak responded that last year's surplus was lower, and this is because of the carryover for unfinished projects. Mike Hotz asked if any of the anticipated surplus would be used to pay off Bay-Lake's debt to Sheboygan County; Cindy Wojtczak responded that this was possible. Larry Neuens asked about charging travel back to contracts, to which Cindy Wojtczak

replied that it is the Commission's policy to do so and it is accounted for in contract budgets. Larry Neuens asked whether the Commission had reliable IT services; Cindy Wojtczak discussed the IT services that were used in 2018, adding that the Commission recently selected a more affordable but reliable IT Technician. Ed Procek asked about the budget for a new vehicle, as it had been listed in the 2018 budget, and was present again in 2019; Cindy Wojtczak replied that funding was in the budget so that the Commission could afford a quality vehicle. Larry Neuens asked if the Commission had considered vehicle leasing, to which Cindy Wojtczak responded that it would depend on the vehicles that are available when the decision is made to purchase or lease.

Moved by Mary Meyer and seconded by Larry Neuens to approve the final *2019 Budget and 2019-2020 Work Program*. Motion carried, with all voting aye on a voice vote.

- X. Angela Kowalzek-Adrians presented a letter to Rep. Mike Gallagher regarding the State Flood Mitigation Revolving Loan Fund. Angela Kowalzek-Adrians listed the various associations that have expressed their support for these resources.

Moved by Rich Wolosyn and seconded by Ed Procek to approve sending the letter to Rep. Gallagher. Motion carried with all voting aye on a voice vote.

XI. Bills and Receipts for October 2018 and November 2018

Cindy Wojtczak presented the October and November 2018 Bills and Receipts to the Commission.

Moved by Dan Koski and seconded by James Falkowski to approve the October 2018 and November 2018 bills and receipts. Motion carried, with all voting aye on a voice vote.

XII. Commissioner Reports

Nicole Barbiaux gave a presentation to the commissioners that showed the cemetery application she produced for the City of Plymouth. Plymouth needed a service that would save time providing information to the public regarding cemetery vacancies and occupancies. Using ESRI, Nicole Barbiaux created an application in two parts. The first part is an internal application which would give access to the city staff to add information to the template, such as plot availability or information about those occupying the plots, including obituaries and photographs of the headstones. The second part is the public, external version of the application, which would update in real time so that those looking for information can access it without staff giving them an in-person tour of the cemetery. When using a mobile device, the public can even utilize a feature in the app that will show the user's location on the map. The Commissioners asked many questions about how the application works, and expressed interest in sharing this technology with other counties. The question was raised as to whether it would be possible for counties or individual cities to be able to contribute to the service fees for ESRI in exchange for

using applications like these in their own areas; Nicole Barbiaux replied that it was a possibility that would need further thought and conversation.

Dan Koski announced that the manager of Maritime Metro Transit recently retired and that the City of Manitowoc would be recruiting for his replacement.

Michael Kunesh discussed the Housing Affordability Act, requiring cities and villages with a population above 10,000 to inventory and analyze the number of vacant lots, demand for new homes, and the impact of local regulations and fees on the cost of a new home. This information needs to be compiled into a housing affordability report and a housing fee report, which must be completed by January 1, 2020. Michael Kunesh asked if this would be something that Bay-Lake would consider doing; Cindy Wojtczak responded that it is something we can look into with Madison Smith, who has already done a housing study for Marinette County.

Mike Hotz asked if any counties had experienced work with “tiny homes;” Cindy Wojtczak responded that Brandon Robinson had some exposure to “tiny homes” in his community planning work.

Ed Procek discussed the current events in Sheboygan County.

- The City is addressing the need for low income housing with its newer developments at its Innovation Center off of S. 9th Street & Indiana Avenue and at other locations.
- The Amsterdam Dunes development is ongoing, with proposals on one of the four lots developed for public sale.
- An apartment project is taking shape at N 7th Street & Pennsylvania Avenue in the City of Sheboygan.
- Sheboygan’s Armory is subject to being bid out for demolition.
- Sheboygan City Hall is still under renovation.
- The County PP project has transformed that road from a 4-lane to a 2-lane facility, with a bicycle and pedestrian trail alongside it.
- The City of Sheboygan releases the new status for the Sheboygan Marina, ranking high in America’s top 100.
- The City has been awarded funds from the Volkswagen air pollution settlement, which will be set aside for the future purchase of two replacement buses at Shoreline Metro.
- A business park is being developed on the south side of the City of Sheboygan, which will be accessible by public transit.
- The Kohler Company renewed its contract with its workers.

XIII. Upcoming Commission meetings include the following:

- A. The next meeting of the Commission’s Executive Committee will be held January 25, 2019, at 10:00 a.m., at the Commission office in Green Bay.

B. The next full Commission meeting will be held on March 8, 2019, with the meeting location yet to be determined.

XIV. Moved by Rich Wolosyn and seconded by Larry Neuens that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:27 a.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary