

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
July 27, 2018

COMMITTEE MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Dan Koski, Mary Meyer and Larry Neuens

COMMITTEE MEMBERS ABSENT: Ken Fisher and Tom Sieber

COMMITTEE MEMBERS EXCUSED: Mike Hotz

STAFF PRESENT: Cindy Wojtczak, Angela Kowalzek-Adrians and Jeff Agee-Aguayo

OTHERS PRESENT: None

- I. Vice Chairperson Terry Brazeau called the meeting to order at 10:03 a.m.
- II. **Moved** by Larry Neuens and seconded by Mary Meyer to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. Public Input. Vice Chairperson Terry Brazeau asked if there was any public input; none was received.
- IV. **Moved** by Dan Koski and seconded by Eric Corroy that the minutes of the April 27, 2018, combined Executive Committee and Finance and Personnel Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. Communications. Three communications were discussed:
  - A. Eric Corroy – July 26, 2018, letter to Cindy Wojtczak resigning as a Commissioner representing Kewaunee County (Governor’s appointment) effective September 1, 2018. Cindy Wojtczak and committee members in attendance thanked Mr. Corroy for his service and wished him well. Mr. Corroy stated that he was working on finding individuals who could possibly replace him on the Commission, and added that he would not mind serving as an alternate on the Commission in the future. Cindy Wojtczak commented that she will work with the other two Commissioners from Kewaunee County and the Governor’s office to officially fill Mr. Corroy’s position. Mr. Corroy gave parting thoughts on ways in which the Commission could improve.

- B. WisDOT – June 20, 2018, letter to Cindy Wojtczak and to Michael Hahn (Executive Director of the Southeastern Wisconsin RPC) notifying both agencies of the projects selected for Congestion Mitigation and Air Quality (CMAQ) funding for the 2019 – 2022 cycle, and asking each agency to amend their respective transportation improvement program (TIP) to include the selected projects. Jeff Agee-Aguayo reviewed the selected projects in the region, all three of which were signal timing projects in the City of Sheboygan. Jeff Agee-Aguayo added that all but two of the awarded projects were signal timing projects this cycle (one transit project and one bicycle trail project were also awarded funding in Milwaukee County).
- C. WisDOT – Copy of June 18, 2018, letter to Michael Davies (Federal Highway Administration Wisconsin Division Administrator) and Kelley Brookins (Federal Transit Administration Region 5 Administrator) approving the minor amendments to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2018 – 2021* that were approved by the full Commission at its meeting on June 8, 2018.
- VI. Report on AWRPC Annual Meeting. Cindy Wojtczak gave a report on the annual meeting of the Association of Wisconsin Regional Planning Commissions (AWRPC), which was held on June 15, 2018, in Wisconsin Rapids. A large focus of this meeting was on economic development. Staff from the Wisconsin Economic Development Corporation (WEDC) and the U.S. Economic Development Administration (EDA) gave presentations at this meeting. Economic development priorities at the state and federal levels were discussed. EDA is looking at partnering with other federal agencies, and discussed its emphasis areas for 2018. A representative from Senator Tammy Baldwin’s office was also present and gave a report on federal budget issues. In addition, the Wisconsin Department of Natural Resources (WDNR) had representatives at the meeting, and discussed some of their programs. Cindy Wojtczak also provided a report on the AWRPC summit for Commissioners and staff, which took place in Wisconsin Rapids on June 14, 2018.
- VII. Resolution 8-2018 of the Bay-Lake Regional Planning Commission approving major and minor amendments to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2018 – 2021*. Jeffrey Agee-Aguayo distributed and reviewed a table highlighting major and minor amendments to the street and highway project component of the *2018 – 2021 TIP*. The minor amendment involved a decrease in cost for an existing project, while the major amendments involved the addition of the three signal timing projects in the City of Sheboygan funded by the CMAQ program. Jeffrey Agee-Aguayo also distributed and reviewed the fiscal constraint redemonstration (financial plan) for these amendments to the *2018 – 2021 TIP*. Finally, Jeffrey Agee-Aguayo reviewed Resolution 8-2018 with committee members.

Eric Corroy had questions regarding the costs and benefits of the signal timing projects which Jeff Agee-Aguayo answered.

**Moved** by Larry Neuens and seconded by Mary Meyer to approve Resolution 8-2018. Motion carried, with all voting aye on a voice vote.

- VIII. Overview and Bid Recommendation for Kewaunee County Invasive Species Treatment Contractor. Angela Kowalzek-Adrians reviewed this item with committee members. Three bids were received by the Commission. The bid package was sent to qualified firms in late June and early July. Staff needed to assess how many problem acres were in Kewaunee County before assembling a bid package. Staff also sought signed permission slips from landowners early in the process. Angela Kowalzek-Adrians explained the various types of funding that finance this type of work. This will be a two year (2018 – 2019) project. Angela Kowalzek-Adrians discussed treatment priorities for this project. Angela Kowalzek-Adrians reviewed received bids, the proposal scoring, and cost estimates for each firm that bid on the project. Eric Corroy, Larry Neuens and Mary Meyer asked several questions that Angela Kowalzek-Adrians answered.

**Moved** by Mary Meyer and seconded by Larry Neuens to award the Kewaunee County invasive species treatment contract to Wildlife and Wetlands Solutions. Motion carried, with all voting aye on a voice vote.

- IX. Staffing Update. Cindy Wojtczak provided a staffing update to committee members in attendance. A no cost intern will be starting in September and will be working with Angela Kowalzek-Adrians. He is primarily looking to obtain experience in GIS. Cal Salmon started as a paid intern in mid-June, and is working with Jeff Agee-Aguayo on various Sheboygan MPO projects, including the Shoreline Metro Transit Development Program (TDP) Update.

Cindy Wojtczak stated that Rachel Moore was dismissed on July 16, 2018, and discussed reasons for the dismissal, noting that Ms. Moore had completed the fourth month of a six month probationary period. Cindy Wojtczak also discussed alternatives for hiring a replacement for this position. Ms. Wojtczak's plan was to start this new person as a part-time staff person that would hopefully lead to a full-time position later on.

**Moved** by Larry Neuens and seconded by Mary Meyer to authorize Cindy Wojtczak to move forward with hiring a part-time Administrative Assistant. Motion carried, with all voting aye on a voice vote.

X. Bills and Receipts for June 2018.

Cindy Wojtczak reviewed the Commission's Financial Statement for June 1, 2018, to June 30, 2018, with committee members in attendance. Ms. Wojtczak also reviewed current checking and savings account balances with the committee. Dan Koski and Larry Neuens had questions which Cindy Wojtczak answered.

**Moved** by Larry Neuens and seconded by Dan Koski to approve the June 2018 bills and receipts. Motion carried, with all voting aye on a voice vote.

XI. Upcoming Commission meetings include the following:

A. 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.

B. The next meeting of the Commission's Executive Committee will be held on October 26, 2018, at 10:00 a.m., at the Commission office in Green Bay.

XII. Adjournment.

**Moved** by Larry Neuens and seconded by Eric Corroy that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:01 p.m.

Respectfully submitted,

Jeff Agee-Aguayo  
Recording Secretary