

Draft MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMBINED EXECUTIVE COMMITTEE AND FINANCE & PERSONNEL COMMITTEE
MEETING
April 27, 2018

COMMITTEE MEMBERS PRESENT: Terry Brazeau (E), Eric Corroy (E, FP), Mike Hotz (E), Dan Koski (E, FP), Dennis Kroll (FP), Larry Neuens (E, FP), Mary Meyer (E), and Brian Yerges (FP)

COMMITTEE MEMBERS ABSENT: Ken Fisher (E) and Tom Sieber (E)

COMMITTEE MEMBERS EXCUSED: N/A

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

OTHERS PRESENT: Paul Denis (Schenck) and Rachel Skenandore (Northern office of the Governor)

- I. Chairperson Mike Hotz called the meeting to order at 10:01 a.m.
- II. **Moved** by Eric Corroy and seconded by Mary Meyer to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Terry Brazeau and seconded by Dan Koski that the minutes of the January 26, 2018, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. Moved by Dennis Kroll and seconded by Eric Corroy that the minutes of the February 21, 2018, Finance & Personnel Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. Public Input. Chairperson Mike Hotz asked if there was any public input; Rachel Skenardore from the Governor's Northern office introduced herself, discussed her background, and offered her services.
- VI. Communications. Four communications were discussed:
 - A. EPA– April 25, 2018, letter to Cindy Wojtczak selecting the Commission for a Brownfields Assessment Grants.

B. Wisconsin Coastal Management Program – April 24, 2018, letter to Angela Kowalzek-Adrians approving the Commission’s application for the amount of \$20,000 for technical assistance around the region.

C. Wisconsin Coastal Management Program – April 24, 2018, letter to Angela Kowalzek-Adrians approving the Commission’s application for the Ahnapee River Water Trail and Olson Park Master Plan grant in Algoma for \$5,589.

D. Economic Development Administration (EDA) – April 23, 2018, letter to Cindy Wojtczak acknowledging the receipt of the indirect cost rate certificate for FY 2018. Ms. Wojtczak stated that there was no requirement to submit an indirect cost rate proposal to EDA because state or local government funds received by the Commission involved less than \$35 million in annual cumulative direct federal funding.

Moved by Larry Neuens and seconded by Mary Meyer to accept the communications and place them on file. Motion carried, with all voting aye on a voice vote.

VII. New Contracts. Cindy Wojtczak reviewed the following contracts with committee members of both committees in attendance:

A. **18024-01** Town of Pittsfield
Comprehensive Plan Update
March 13, 2018, to Feb. 28, 2019
\$9,230 fee with no match

B. **18025-04** City of Kewaunee
Capital Improvements Plan (CIP)
March 19, 2018, to Sept. 30, 2018
\$5,090 fee with no match

C. **18026-04** City of Kewaunee
Integrated Plan
March 28, 2018, to June 30, 2018
\$62,840 (less \$15,000 for subcontract below)

SUB: **18026B-04** Integrated Resources (for the City of Kewaunee)
Market Study
March 29, 2018, to June 1, 2018
\$15,000

- D. **18027-11** US-EPA Region-wide
Brownfields Assessment Grant
3-year grant term (start date unknown at this time)
\$78,000 for Bay-Lake RPC with no match
\$223,000 contractual for assessments and clean-up plans

- E. **18028-11** Wisconsin Coastal Management Program Region-wide
Annual Technical Assistance Grant
July 1, 2018, to June 30, 2019
\$20,000 WCMP Grant with no match

- F. 18029-04 Wisconsin Coastal Management Program
City of Algoma, Kewaunee County
Ahnapee River Water Trail and Olson Park Master Plan
July 1, 2018, to June 30, 2019
\$5,589 WCMP Grant (will match \$5,589 from City of Algoma)

- G. 18030-01 Wisconsin Coastal Management Program-For Brown County
East River Corridor Restoration Plan
July 1, 2018, to December 31, 2019
\$52,000 for Bay-Lake RPC with no match

Cindy Wojtczak stated that in regard to contract A, the Town of Pittsfield has not paid their membership dues for 2018. Ms. Wojtczak made it clear that no work would begin until the Town paid their dues since Brown County is not a member.

Contract G was discussed in regard to how to move forward since Brown County is not a member of the Commission and this project would be taking place in Brown County. It was noted that it would be in the Commission's best interests to proceed with the projects to continue its relationship with Wisconsin Coastal Management.

Contracts B- F: Moved by Larry Neuens and seconded by Terry Brazeau to approve the contracts B-F. Motion carried, with all voting aye on a voice vote.

Contract A: Moved by Eric Corroy and seconded by Mary Meyer to approve contract A. as presented, subject to receiving the Town's membership dues. Motion carried, with all voting aye on a voice vote.

Contract G Moved by Dan Koski and seconded by Mary Meyer to approve contract G. Motion carried, with all voting aye on a voice vote.

VIII. 2017 BLRPC Financial Audit- Paul Denis from Schenck discussed the management communication letter and reviewed the financial statements of the Commission's 2017 Financial Audit. It was noted that the Wisconsin Retirement System impacts the Commission's audit each year based on the overall return on investment and the number of people drawing retirement funds out of the account. This annual adjustments to the audit was discussed and it was noted that the Commission had no control over that adjustment.

IX. Debt Calculation for Membership Withdrawal- Paul Denis from Schenck discussed the long-term liabilities and fees that might be considered when a county is considering withdrawing from the Commission. It was decided that Paul Denis would develop a spreadsheet to make it easy to determine a current liability amount for a county wishing to terminate its membership. Mr. Denis would then send the spreadsheet to Cindy Wojtczak, who will then forward the spreadsheet to Brian Yerges once she receives it from Mr. Denis. Brian Yerges will prepare a policy based on Paul Denis's notes.

X. Resolution of the Bay-Lake Regional Planning Commission approving minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018-2021*; Jeff Agee-Aguayo reviewed the proposed amendments with members of both committees in attendance.

Moved by Brian Yerges and seconded by Mary Meyer, to approve Resolution 4-2018. Motion carried, with all voting aye on a voice vote.

XI. Resolution of the Bay-Lake Regional Planning Commission approving Amendment #1 to the *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*. Jeff Agee-Aguayo reviewed the proposed amendment with members of both committees in attendance.

Moved by Larry Neuens and seconded by Dennis Kroll, to approve Resolution 5-2018. Motion carried, with all voting aye on a voice vote.

XII. Per Diem Change. Chairperson Mike Hotz provided background on the reasons for discussion of the current per diem. Cindy Wojtczak provided a spreadsheet that included per diem rates for all other RPCs in the state. After some discussion, Brian Yerges suggested the rate be changed from \$32.50 per day to \$35 per day for the per diem rate effective June 2018.

Moved by Brian Yerges and seconded by Larry Neuens, to set the per diem at \$35 per day effective June 2018. Motion carried, with all voting aye on a voice vote.

XIII. AWRPC 2018 Summit. Cindy Wojtczak provided information on the upcoming AWRPC 2018 Summit being held in Wisconsin Rapids on June 14th. Ms. Wojtczak asked if anyone was interested in attending and if so, to email her and she would take care of registering them. Ms. Wojtczak also noted that the Annual AWRPC meeting would be held on June 15 at the same location and that the Chairman of the BLRPC was expected to attend with the Executive Director. Chairperson Hotz noted he would not be available that day. Dan Koski volunteered to take the Chair's place at that meeting.

XIV. New Job Descriptions. Cindy Wojtczak asked for approval on job descriptions for the GIS Specialist (Grade 13) and the GIS Technician (Grade 9). Ms. Wojtczak noted that three previous GIS positions were revised and made into the two new positions. Discussions on the salary range and grade took place.

Moved by Brian Yerges and seconded by Mary Meyer to approve the new job descriptions. Motion carried, with all voting aye on a voice vote.

XV. Hiring New Staff. Cindy Wojtczak asked Commissioners about reclassifying the two LTEs as permanent employees, and to hire an LTE and/or intern.

Closed Session: **Moved** by Brian Yerges and seconded by Dan Koski to go into closed session. Motion carried, with all voting aye on a voice vote.

Open Session: **Moved** by Terry Brazeau and seconded by Dan Koski to return to open session. Motion carried, with all voting aye on a voice vote.

Brian Yerges reported that while in closed session, a decision was made to appoint Nicole Barbiaux as GIS Specialist, Pay Grade 13 and start her at \$38,360.13

Moved by Brian Yerges and seconded by Eric Corroy to appoint Ms. Barbiaux as the Commission's full-time, permanent GIS Specialist. Motion carried, with all voting aye on a voice vote.

Brian Yerges also reported that the committee wishes to appoint Elizabeth Runge, currently an LTE, as Planner III, Pay Grade 18. Rather than start Ms. Runge at the probation pay level, it was decided to have her start at Step 1 of Grade 18, which is \$60,612.94 annually.

Moved by Brian Yerges and seconded by Mary Meyer to hire Ms. Runge as a full-time, permanent Planner III for the Commission. Motion carried, with all voting aye on a voice vote.

Brian Yerges stated that committees decided to authorize the Executive Director to fill two LTE positions for up to \$25/hr. provided that these positions are close to 100 percent billable. **Moved** by Brian Yerges and seconded by Larry Neuens. Motion carried, with all voting aye on a voice vote.

XVI. March 2018 Bills and Receipts.

Chairperson Mike Hotz reported that the committee members had copies of the March 2018 bills and receipts before them and that he would like a motion to approve them.

Moved by Dan Koski and seconded by Mary Meyer to approve the March 2018 bills and receipts. Motion carried, with all voting aye on a voice vote.

XVII. Chairperson Mike Hotz asked if any Commissioners present had anything to report on in their counties; no reports were given.

XVIII. Upcoming Commission meetings include the following:

A. The next full Commission meeting will be held on June 8, 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 July 27, 2018, at 10:00 a.m., at the Commission office in Green Bay.

XIX. Adjournment.

Moved by Eric Corroy and seconded by Larry Neuens that the combined Executive Committee and Finance and Personnel Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:20 p.m.

Respectfully submitted,
Rachel Moore
Recording Secretary