

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 21, 2023
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

MEMBERS PRESENT: Mike Hotz, Ann Hartnell, Dan Koski, Terry Brazeau, and Larry Neuens

MEMBERS EXCUSED: Donna Thomas

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, Nicole Barbiaux, Heena Bhatt and Jeffrey Agee-Aguayo

- I.** Chairperson Mike Hotz called the meeting to order at 10:17 a.m.
- II.** Mike Hotz suggested moving what was item XIV on the agenda to item VI (the Staffing Update).

Moved by Ann Hartnell and seconded by Terry Brazeau to approve the agenda as amended. Motion carried, with all voting aye on a voice vote.

- III. Public Input:** Chairperson Mike Hotz called for any public input; none was received.

Mike Hotz thanked Ann Hartnell for chairing the March 10, 2023, full Commission meeting in his place.

- IV. Moved** by Ann Hartnell and seconded by Dan Koski that the minutes of the January 27, 2023, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.

- V. 2022 Financial Audit:** Leah Lasecki from Clifton Larson Allen (CLA) was on hand to present the Commission's Financial Audit. Ms. Lasecki indicated that the full report should be delivered soon. Ms. Lasecki commented that the audit went well, and that there were no significant issues. Ms. Lasecki noted that there were no changes in accounting practices from the previous year, but did indicate that there was a Government Accountability Standards Board (GASB 87) change in the area of leases, adding that the Commission had a small (about \$7,000) lease for its copier.

Leah Lasecki stated that there were no disagreements with management when performing the audit. Ms. Lasecki discussed the federal single audit, noting that the Main Street

Bounceback (MSBB) program triggered much of this requirement. Ms. Lasecki reviewed the change in net position table in detail. Ms. Lasecki noted that participation in the MSBB program led to a large change in operating revenues from 2021 to 2022.

As far as discussion from committee members was concerned, Mike Hotz had a question regarding the Commission's financial position; Leah Lasecki responded that the Commission's financial position continues to improve.

Moved by Larry Neuens and seconded by Terry Brazeau to approve the 2022 Financial Audit. Motion carried, with all voting aye on a voice vote.

VI. Staffing Update

Moved by Ann Hartnell and seconded by Dan Koski to go into closed session. Motion carried, with all voting aye on a voice vote. The committee went into closed session at 10:40 p.m.

Moved by Terry Brazeau and seconded by Ann Hartnell to return to open session. Motion carried, with all voting aye on a voice vote. The committee returned to open session at 10:51 a.m.

Moved by Dan Koski and seconded by Terry Brazeau that Brandon Robinson be offered the Executive Director position at Grade 26, Step 3, effective June 3, 2023. Motion carried, with all voting aye on a voice vote.

Cindy Wojtczak suggested that the committee post the Assistant Director position internally for 10 days. An internal posting for 10 days would start next week based on separate job descriptions developed by the current Executive Director and the two applicants for the Executive Director position. The members of the Finance and Personnel Committee would then use the three job descriptions to develop one final job description for posting of the position.

VII. New Contracts: Cindy Wojtczak presented one contract for approval:

1. *23002-08 Sheboygan County*
Transportation Planning/Feasibility Study
March 20, 2023, to July 20, 2024
\$55,000

Heena Bhatt also discussed the study with committee members.

Moved by Dan Koski and seconded by Larry Neuens to approve the contract as presented. Motion carried, with all voting aye on a voice vote.

VIII. Communications:

1. Cindy Wojtczak – April 21, 2023, letter to Commissioners announcing her retirement at the close of business on June 2, 2023.
2. Jeffrey Agee-Aguayo – April 20, 2023, letter to Commissioners announcing his retirement at the close of business on June 2, 2023.
3. WDNR Bureau of Air Management – April 14, 2023, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) “concurring with the BLRPC’s conclusion that the draft (Year 2050) SATP and TIP conform to Wisconsin’s state implementation plan for air quality.”
4. FHWA Wisconsin Division and FTA Region 5 – April 18, 2023, letter to Cindy Wojtczak that “FHWA and FTA jointly determine the update of the *Year 2050 Sheboygan Area Transportation Plan* and *2023 – 2026 Sheboygan Metropolitan Planning Area Transportation Improvement Program* to be in conformance with the transportation planning requirements of Titles 23 and 49 of the U.S. Code, the Clean Air Act Amendments, and related regulations.”
5. WisDOT Secretary Craig Thompson – April 12, 2023, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) “approving the Bay-Lake Regional Planning Commission amendments to the 2023-2026 Transportation Improvement Program for the Sheboygan Metropolitan Planning Area.”

Mike Hotz reflected on the service of Cindy Wojtczak and Jeffrey Agee-Aguayo and their contributions to the Commission and its communities over the years.

IX. Final Approval of 2022 Annual Report

Nicole Barbiaux presented one addition to the Commission’s 2022 Annual Report, which was the 2022 Financial Report. Staff awaited completion of the 2022 Financial Audit before completing this final portion of the 2022 Annual Report. The remainder of the 2022 Annual Report was presented and tentatively approved (pending completion of the 2022 Financial Report page) at the March meeting of the full Commission.

Moved by Ann Hartnell and seconded by Terry Brazeau to give final approval to the 2022 Annual Report. Motion carried, with all voting aye on a voice vote.

X. Building/Property Security

Nicole Barbiaux reported on building and property security at the Commission office with committee members. Nicole Barbiaux discussed the existing alarm system and the issues with security. Ann Hartnell had a question regarding what happens with the alarm on weekends. Dan Koski asked if the camera records activity.

Nicole Barbiaux discussed potentially upgrading the security system, what we pay for security now, and what is all included. Brandon Robinson stated that the current alarm is not functioning. Mike Hotz thought that we were paying \$125 annually for nothing. Ann Hartnell and Terry Brazeau also expressed concern about the current alarm system.

Nicole Barbiaux also discussed the existing camera system, along with possibly upgrading that system. Terry Brazeau asked if we could consider installing a gate for after hours, adding that decent cameras plus a gate would be a good combination. Terry Brazeau did note that we might need a building permit from the Town of Lawrence for the gate. Mike Hotz and Ann Hartnell agreed with Terry Brazeau. Brandon Robinson commented that Sports Emporium customers fill the Commission parking lot on nights and weekends, and often leave behind lots of litter.

Dan Koski discussed the City of Manitowoc Department of Public Infrastructure's security cameras. Committee members discussed obtaining multiple quotes for these various security items. Mike Hotz commented that having a gate, video surveillance signs, and cameras that can recognize license plates would be a good idea.

Moved by Ann Hartnell and seconded by Larry Neuens to instruct Commission staff to obtain at least three quotes for a digital hard-wired security and camera system and three separate quotes for a gate system, as proposed by Mike Hotz and agreed to by Ann Hartnell and Larry Neuens. Nicole Barbiaux asked for clarification regarding the motion that was made by Ann Hartnell. Motion carried, with all voting aye on a voice vote. This will be addressed at a special meeting of the Executive Committee along with other issues.

XI. Resolution 6-2023:

Heena Bhatt reviewed the website for the *Year 2050 Sheboygan Area Transportation Plan (SATP)*, which can be found at: <https://long-range-baylakerpc.hub.arcgis.com/>(.) Ms. Bhatt also reviewed and discussed plan elements with committee members.

Jeffrey Agee-Aguayo reviewed comments received during the 30-day public comment period, as well as attendance and comments received at the public hearing on April 12, 2023. Jeffrey Agee-Aguayo noted that state agencies also provided comments in the environmental consultation and air quality conformity portions of the plan that are being used to edit the plan.

Larry Neuens asked how public input gets summarized and reported in this plan; Jeffrey Agee-Aguayo responded that this is documented in Appendix F of the plan (Public Participation Process).

Heena Bhatt briefly discussed the bicycle and pedestrian transportation study that will be initiated for the metropolitan planning area later in 2023.

Moved by Dan Koski and seconded by Ann Hartnell to approve Resolution 6-2023.
Motion carried, with all voting aye on a voice vote.

XII. Resolution 7-2023:

Jeffrey Agee-Aguayo distributed and reviewed a report entitled “Documentation of the Decision Making and Analysis Process that Led to Approval of Infrastructure Condition, System Performance, Freight Movement, and Congestion Mitigation and Air Quality (CMAQ) Program Emission Reduction Performance Measure Targets for the Sheboygan Metropolitan Planning Area.” This report examined the percentage of pavements in good and poor condition on the Interstate system and on the non-Interstate National Highway System (NHS) network in the metropolitan planning area. This report also examined the percentage of NHS bridges in good and poor condition in the metropolitan planning area. In addition, this report examined the percentage of person-miles traveled that are reliable on the Interstate system and on the non-Interstate NHS network in the metropolitan planning area, as well as the truck travel time reliability index on the Interstate. Finally, this report examined statewide emission reduction estimates for CMAQ projects.

Jeffrey Agee-Aguayo stated that Resolution 7-2023 approves the following updated Infrastructure Condition, System Performance, Freight Movement, and CMAQ Program Emission Reduction Performance Measure Targets for the Sheboygan Metropolitan Planning Area:

| Measure | 2-Year Target (2023) | 4-Year Target (2025) |
|---|-------------------------|-------------------------|
| Interstate - Percentage of pavements in "Good" condition | >60.0% | >60.0% |
| Interstate - Percentage of pavements in "Poor" condition | <4.0% | <4.0% |
| Non-Interstate NHS - Percentage of pavements in "Good" condition | >30.0% | >30.0% |
| Non-Interstate NHS - Percentage of pavements in "Poor" condition | <10.0% | <10.0% |
| Percentage of NHS bridges by deck area in "Good" condition | >49.0% | >48.0% |
| Percentage of NHS bridges by deck area in "Poor" condition | <3.0% | <3.0% |
| Percentage of person-miles traveled that are reliable on the Interstate | 92.5% | 93.0% |
| Percentage of person-miles traveled that are reliable on the Non-Interstate NHS | 91.0% | 89.5% |
| Truck Travel Time Reliability Index on the Interstate | 1.30 | 1.30 |
| Total Emission Reductions in nonattainment or maintenance areas for: | | |
| VOC | 8.848 kg. | 18.318 kg. |
| NOx | 22.767 kg. | 78.915 kg. |
| PM2.5 | 3.962 kg. | 8.100 kg. |

Moved by Dan Koski and seconded by Larry Neuens to approve Resolution 7-2023.
Motion carried, with all voting aye on a voice vote.

XIII. Resolution 8-2023:

Jeffrey Agee-Aguayo distributed and reviewed amended Appendix I (Performance Measures in the Sheboygan Metropolitan Planning Area TIP) of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2023 – 2026*. The following changed items were reviewed in amended Appendix I (changed items were shaded in gray):

- References to the newly approved *Year 2050 SATP* (page I-3);
- Updated pavement condition targets (pages I-5 and I-6);
- Updated bridge condition targets (pages I-6 and I-7);
- Updated travel time reliability targets (page I-7);
- Updated freight reliability targets (pages I-7 and I-8);
- Updated emission reduction targets (pages I-8 and I-9);
- Updated Analysis of Projects in the TIP in Regard to Highway Safety (page I-11); and
- Updated Analysis of Projects in the TIP in Regard to Pavement Condition (pages I-12 and I-13).

As far as discussion from committee members was concerned, Larry Neuens asked if the MPO was responsible for bridge failures within the metropolitan planning area; Jeffrey Agee-Aguayo responded that the MPO was not responsible for these failures, but rather that WisDOT (for state highways, including Interstate Highway 43) and county and local governments (for bridges under their jurisdiction) were responsible for such failures when they occur. Cindy Wojtczak discussed the bridge inspection process, and Jeffrey Agee-Aguayo explained the sufficiency rating scale for bridges.

Moved by Ann Hartnell and seconded by Terry Brazeau to approve Resolution 8-2023. Motion carried, with all voting aye on a voice vote.

XIV. Bills and Receipts for March 2023

Cindy Wojtczak presented the March 2023 Bills and Receipts to the Executive Committee.

Larry Neuens had a question regarding a transfer from the savings account to the checking account among the receipts for March 2023 that Cindy Wojtczak answered.

Moved by Ann Hartnell and seconded by Larry Neuens to approve the March 2023 bills and receipts. Motion carried, with all voting aye on a voice vote.

XV. Upcoming Commission meetings include the following:

- A. The next full Commission meeting will be held on June 9, 2023, at 10:00 a.m., at the Commission office.
- B. The next regular meeting of the Commission's Executive Committee will be held on July 28, 2023, at 10:00 a.m., at the Commission office.

Mike Hotz stated that a special meeting of the Executive Committee would be held soon (likely in May) to take up urgent business.

Brandon Robinson discussed the contributions of Cindy Wojtczak and Jeffrey Agee-Aguayo to the Commission over the years.

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

Respectfully submitted,

Jeffrey Agee-Aguayo (for Raquel Orta)
Recording Secretary