

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
September 14, 2018
Aging & Disability Resource Center
300 S. Adams St., Green Bay

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

MEMBERS EXCUSED: Brian Yerges

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

STAFF PRESENT: Cindy Wojtczak, Jeff Agee-Aguayo, Elizabeth Runge, and Emily Pierquet

OTHERS PRESENT: Keith Langenhahn (Wisconsin Counties Association)

- I. Chairperson Mike Hotz called the meeting to order at 10:01 a.m. Chairperson Hotz introduced the new BLRPC Administrative Assistant, Emily Pierquet.
- II. **Moved** by Mary Meyer and seconded by Terry Brazeau to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Larry Neuens and seconded by Dan Koski that the minutes of the June 8, 2018, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. **Public Input:**
Keith Langenhahn discussed the “twilight” meetings that the Wisconsin Counties Association (WCA), Wisconsin Towns Association (WTA), and other entities held throughout the state, which were attended by many legislators. Keith Langenhahn also discussed the legislative council meeting and WCA’s upcoming annual conference on September 23rd. Mary Meyer had a question regarding manure pit regulation that Keith Langenhahn answered.
- V. **Communications:** Cindy Wojtczak reviewed the following communications with Commissioners:

- a. WisDOT - August 16, 2018, letter to Federal Highway Administration (FHWA) Wisconsin Division Administrator Michael Davies and to Federal Transit Administration (FTA) Regional Administrator Kelley Brookins approving one amendment to the 2018-2021 Transportation Improvement Program (TIP) for the Sheboygan Urbanized Area.
- b. USDOT - August 22, 2018, Letter to Cindy Wojtczak from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) finding that the Sheboygan 2018-2021 TIP satisfies the conformity requirements under 40 CFR 93.122(g) and determined the amendments to be in conformance with the transportation planning requirements.
- c. WisDOT – September 10, 2018, letter to Cindy Wojtczak from the Wisconsin Department of Transportation in regard to the development of Bay-Lake Regional Planning Commission’s Rural Transportation Work Program (RTWP).

VI. Approval of Contracts: Cindy Wojtczak reviewed the following contracts with committee members in attendance:

- a. 18034-08 Sheboygan County
Hazard Mitigation Plan Update
August 1, 2018 to March 30, 2018
\$24,936 fee (no BLRPC match)
- b. 18035-05 Manitowoc County
ArcGIS Collector Application Update
August 1, 2018 to December 31, 2018
\$1,000 fee (no BLRPC match)
- c. 18036-07 Village of Suring
CDBG Grant Administration
August 14, 2018 to August 31, 2020
\$8,500 fee (no BLRPC match)
- d. 18037-04 City of Algoma
GIS Collector App
September 1, 2018 to September 30, 2019
\$5,000 fee (no BLRPC match)

Moved by Ed Procek and Dennis Kroll that the above noted contracts be approved as presented. Motion carried, with all voting aye on a voice vote.

VII. Cindy Wojtczak presented the *Quarterly Staff Activity Report*. An item of discussion was the challenge that staff have with providing zoning ordinance updates for communities.

The commission agreed that Bay-Lake RPC should continue to provide the service but will reevaluate staffing and resources needed to sustain the service.

- VIII. Commissioner appointments:** Cindy Wojtczak reported that several Commissioners were up for re-appointment in October. Those Commissioners include Larry Neuens, Virginia Haske, Dan Koski, Mary Meyer, Terry Brazeau, and Brian Yerges.

Ms. Wojtczak noted that she had contacted the Governor's office on these appointments and suggested that Commissioners needing to be re-appointed should talk to their county boards. The process includes having their respective county boards submit at least two names for nomination to the Governor's office so that they can choose to appoint someone to the Commission. If they get reappointed, they should let Cindy Wojtczak know so an updated list of Commissioners and their terms can be created. Ms. Wojtczak noted that she would send out an email to all Commissioners up for re-appointment stating the process they should go through to be re-appointed.

- IX.** Terry Brazeau presented the July 27, 2018, Executive Committee Report. Mr. Brazeau noted that Eric Corroy gave his resignation as a Commissioner effective September 1, 2018 at that meeting. Other business at that meeting included Bay-Lake RPC's recent involvement with the Congestion Mitigation and Air Quality Improvement Program through 2022, and a report on the invasive species project currently underway in Kewaunee County.

Moved by Larry Neuens and seconded by Mary Meyer to accept the July 27, 2018, Executive Committee report. Motion carried, with all voting aye in a voice vote.

- X.** **Resolution 9-2018** of the Bay-Lake Regional Planning Commission approving the *Shoreline Metro Transit Asset Management (TAM) Plan: Calendar Year 2018* and approving 2018 TAM targets for Shoreline Metro was presented by Jeff Agee-Aguayo. Mr. Agee-Aguayo reviewed the report and targets with the Commissioners in attendance.

Moved by Rich Wolosyn and seconded by Mary Meyer to approve *Resolution 9-2018*. Motion carried, with all voting aye on a voice vote.

- XI.** Elizabeth Runge presented information on the Disaster Microloan Program that is currently being developed through the Wisconsin Economic Development Corporation (WEDC). WEDC sent out a solicitation to regional entities across the state requesting interest in the disaster recovery microloan program. Bay-Lake Regional Planning Commission completed the pre-application process and is waiting to be approved to be an entity that can loan out these microloans (\$10,000 cap). Commissioners had many questions regarding the program. Ms. Runge stated that she would be able to answer more of the questions that Commissioners had once the process moves along and if Bay-

Lake RPC was selected to manage one of these programs.

Moved by Larry Neuens and seconded by James Falkowski to move forward with the program and come back with answers to the Commissioners' questions so they could make a decision later. Motion carried, with all voting aye on a voice vote.

- XII.** Cindy Wojtczak reviewed the *Preliminary 2019 budget and the 2019-2020 Work Program* with Commissioners in attendance. Cindy Wojtczak stated the commission anticipates hiring one limited-term employee and one full-time planner. Cindy Wojtczak reviewed Table 2 (Levy, Revenues and Expenses, 2000-2019), with an emphasis on the 2019 levy rate, levy amount, total revenue, and expenditures. Cindy Wojtczak reviewed Table 3 (Revenues by Program, 2019), noting that the Commission's biggest source of revenue comes from community assistance planning. Cindy Wojtczak reviewed Table 4 (Revenues by Source, 2019), noting that the largest source of income is local government contracts. Ms. Wojtczak reviewed Table 5 (Status of Revenues, 2019), emphasizing that 89.1% of the revenue is already secured as annual and contract revenue, with only 10.9% involving proposed and anticipated revenue.

Table 6 (Payroll Expenses, 2019) was discussed by Cindy Wojtczak, who noted that payroll is the largest of the Commission's expenses, and includes the staffing changes planned for 2019, as well as cost of living and merit raises. It was also noted that the budget for conferences has increased because employees are being encouraged to go to more conferences to keep up to date on advancements in planning. Cindy Wojtczak reported that she anticipates that the Commission will need more equipment for its growing GIS services, hence the increase in the budget for office supplies and software.

Cindy Wojtczak reviewed Table 8 (Projected Revenue) and Table 9 (Estimated Expenses, 2019), noting that there was a surplus in the budget. Ms. Wojtczak suggested that money in the Commission's savings account should be allowed to grow, if possible, and that the Commission should consider earmarking savings for paying accrued benefits so that when an eligible employee retires, the Commission has the funds to cover their health insurance premiums.

Ed Procek suggested segregating funds for future liabilities, such as accrued benefits; Micheal Kunesh concurred with Mr. Procek. Mr. Procek also suggested that Commissioners receive copies of the personnel policies; Cindy Wojtczak agreed to distribute copies of the personnel policies at the December full Commission meeting.

Mike Hotz asked for clarification on the cost of accounting services in Table 9. Cindy Wojtczak responded that for the 2018 budget, the Commission had anticipated a decrease in the cost for accounting, from \$10,808 to \$8,500, but it turned out to be more expensive. Because of this increase, the 2019 budget for accounting services was set at \$10,000.

Moved by Virginia Haske and seconded by Dan Koski to approve the *Preliminary 2019 Budget and 2019-2020 Work Program*. Motion carried, with all voting aye on a voice vote.

XIII. Nominating Committee Report and Election of Officers

Nominating Committee Chairperson Ed Procek gave the Nominating Committee report. The nominating committee recommended the nomination of the following Commissioners for the Commission officers: Chairperson – Mike Hotz; Vice-Chairperson – Terry Brazeau; and Secretary-Treasurer – Dan Koski.

Nominating Committee Chairperson Ed Procek asked three times if there were any other nominations for the office of Chairperson; none were received. **Moved** by Larry Neuens and seconded by Terry Brazeau to close nominations and cast a unanimous ballot for Mike Hotz as Chairperson. Motion carried, with all voting aye on a voice vote.

Nominating Committee Chairperson Ed Procek asked three times if there were any other nominations for the office of Vice-Chairperson; none were received. **Moved** by Dennis Kroll and seconded by Elmer Ragen to close nominations and cast a unanimous ballot for Terry Brazeau as Vice-Chairperson. Motion carried, with all voting aye on a voice vote.

Nominating Committee Chairperson Ed Procek asked three times if there were any other nominations for the office of Secretary-Treasurer; none were received. **Moved** by James Falkowski and seconded by Larry Neuens to close nominations and cast a unanimous ballot for Dan Koski as Secretary-Treasurer. Motion carried, with all voting aye on a voice vote.

- XIV.** The nominating committee members agreed to retain their current positions. With the resignation of Eric Corroy, the Executive and Finance & Personnel Committees have vacant positions. Chair Mike Hotz appointed Tom Romdenne to fill the vacancy on the Finance & Personnel Committee. Dennis Kroll and Michael Kunesh accepted Mike Hotz's appointments on the Finance & Personnel Committee. **Moved** by Virginia Haske and seconded by Rich Wolosyn to accept these appointments. Motion carried, with all voting aye on a voice vote.
- XV.** Cindy Wojtczak provided a staff update to the Commissioners. Bay-Lake has hired one paid intern in the area of transportation, one full time administrative assistant, and one unpaid intern for GIS. Their names are Calvin Salmon, Emily Pierquet, and Clinton Raymond, respectively.

XVI. Commissioner Reports

The floor was opened up to those wishing to report activities in their respective counties. Dan Koski of the City of Manitowoc announced that they had hired a new Community Development Director who will start on October 9, 2018.

Virginia Haske reported that the coming weekend was the city of Algoma's Wet Whistle Wine fest, which would start Friday night and run into early evening on Saturday.

Ed Procek discussed the county's revolving loan fund (RLF) situation, the Amsterdam Dunes project, and the Sheboygan County Marsh project in Sheboygan County. Mr. Procek also reported on the county's clean sweep event, the Paralympic sailing event, as well as progression of the City of Sheboygan's Innovation Center. Mr. Procek also noted that the Bay-Lake Regional Planning Commission is included in the Sheboygan County budget, and will be brought before the county's finance committee on September 26, 2018.

Larry Neuens made a point to let the Commissioners know that Angela Kowalzek-Adrians's presentation of the Florence County's Outdoor Recreation Plan went very well earlier in the week.

Michael Kunesh noted a need for a trail in Marinette County.

XVII. Bills and Receipts for July 2018 and August 2018

Chairperson Mike Hotz reported that the committee members had copies of the April 2018 and May 2018 bills and receipts before them. Mike Hotz requested that staff add descriptions of specific expenses in the financial reports going forward.

Moved by Rich Wolosyn and seconded by Larry Neuens to approve the July 2018 and August 2018 bills and receipts. Motion carried, with all voting aye on a voice vote.

XVIII. Upcoming Commission meetings include the following:

- A. The next meeting of the Commission's Executive Committee will be held October 26, 2018, at 10:00 a.m., at the Commission office in Green Bay.
- B. The next full Commission meeting will be held on December 14, 2018, at 10:00 a.m., at The Woods Golf Course in Green Bay

XIX. Moved by James Falkowski and seconded by Mary Meyer that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:58 a.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary