

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
January 26, 2018

COMMITTEE MEMBERS PRESENT: Terry Brazeau, Eric Corroy, Mike Hotz, Dan Koski and Mary Meyer

COMMITTEE MEMBERS ABSENT: Ken Fisher and Tom Sieber

COMMITTEE MEMBERS EXCUSED: Larry Neuens

STAFF PRESENT: Cindy Wojtczak, Elizabeth Runge, Madison Smith and Jeff Agee-Aguayo

OTHERS PRESENT: None

- I. Chairperson Mike Hotz called the meeting to order at 10:03 a.m. Newer staff members, Elizabeth Runge and Madison Smith, were introduced to committee members.
- II. **Moved** by Eric Corroy and seconded by Dan Koski to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Dan Koski and seconded by Mary Meyer that the minutes of the October 27, 2017, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. Public Input. Chairperson Mike Hotz asked if there was any public input; none was received.
- V. Communications. Six communications were discussed:
 - A. WisDOT Bureau of Planning and Economic Development – January 2, 2018, letter to Cindy Wojtczak approving the Commission’s 2018 Regional Transportation Work Program and authorizing work to proceed in that program.
 - B. WisDOT, Bureau of Planning and Economic Development – January 2, 2018, letter to Cindy Wojtczak approving the Commission’s *2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* and authorizing work to proceed in that program.

- C. USDOT, FHWA Wisconsin Division and FTA Region 5 Office – copy of a December 26, 2017, letter to Donna Brown-Martin of the WisDOT Bureau of Planning and Economic Development approving all Wisconsin MPO transportation planning work programs.
- D. WisDOT Bureau of Planning and Economic Development – copy of a December 14, 2017, letter to Mitch Batuzich of the FHWA Wisconsin Division Office recommending approval and asking for USDOT approval of all Wisconsin MPO transportation planning work programs (tables showing 2018 funding for each Wisconsin MPO were attached to this letter).
- E. WisDOT Secretary Dave Ross – copy of a January 5, 2018, letter to the Administrators of the FHWA Wisconsin Division and of FTA Region 5 approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018 – 2021* on behalf of Governor Scott Walker.
- F. USEPA Region 5, Air and Radiation Division – copy of a January 17, 2018, letter to Gail Good, Director, Bureau of Air Management, WDNR, finding motor vehicle emission budgets in the attainment demonstration for the 2008 8-hour ozone Sheboygan nonattainment area (Sheboygan County) to be adequate. Jeff Agee-Aguayo explained that this action is separate from overall approval of the attainment demonstration, which will occur later. Jeff Agee-Aguayo noted that these revised budgets will heretofore be used in conformity analyses of long-range transportation plans and TIPs.

In regard to communication F, Chairperson Mike Hotz had several questions regarding Sheboygan County's nonattainment status for ground-level ozone that Jeff Agee-Aguayo answered. No action on any of the communications was required.

- VI. New Contracts. Cindy Wojtczak reviewed the following contracts with committee members in attendance:
 - A. 17022-04 City of Kewaunee: Sub-Contract with Ayres Associates
CDBG-PF Administration
November 17, 2017, to January 15, 2019
\$9,000 fee with no match
 - B. 18005-08 City of Plymouth (Sheboygan County)
GIS Technical Assistance
January 1, 2018, to December 31, 2018
Time and Materials Contract

- C. 18007-07 Town of Brazeau, Oconto County
Town of Brazeau Park Concept Designs
January 16, 2018, to July 31, 2018
\$7,500 with no match

- D. 18008-10 Regional
USFS GLRI EAB Mitigation
November 1, 2017, to November 1, 2019
\$100,000 with no match

- E. 18009-10 Regional
USFS GLRI Reducing Runoff
November 1, 2017, to November 1, 2019
\$200,000 with no match

- F. 18010-05 Manitowoc County
Manitowoc County Hazard Mitigation Plan Update
January 18, 2018, to January 1, 2022
\$24,984.84 fee with no match

- G. 18015-12 Village of Prentice: Sub-Contract with Ayres Associates
CDBG-PF Administration
January 3, 2018, to January 15, 2020
\$15,000 fee with no match

- H. 18016-12 City of Hayward: Sub-Contract with Ayres Associates
CDBG-PF Administration
January 3, 2018, to January 15, 2020
\$15,000 fee with no match

Cindy Wojtczak stated that Elizabeth Runge will be working on all of the subcontracts with Ayres Associates (Contracts A, G and H), while Josh Schedler and/or Nicole Barbiaux will be working on Contract B, Madison Smith will be working on Contract C, and Angela Kowalzek-Adrians will be working on Contracts D, E and F. Cindy Wojtczak commented that Contract A would involve demolition of Marquette School in the City of Kewaunee, while Contracts D and E would involve continuation of tree planting efforts in the Great Lakes basin.

Moved by Terry Brazeau and seconded by Mary Meyer to approve the above noted contracts. Motion carried, with all voting aye on a voice vote.

- VII. Elizabeth Runge and Madison Smith gave a PowerPoint presentation on the *Bay-Lake Comprehensive Economic Development Strategy (CEDS): 2017 Update* to committee members in attendance. The presentation focused on: (1) the purpose of the CEDS; (2) brief discussion of regional profile information; (3) discussion of the “Strengths, Weaknesses, Opportunities and Threats” (SWOT) exercise conducted with the Commission’s Economic Development Advisory Committee (EDAC); (4) discussion of goals and strategies in the CEDS Update; (5) discussion of projects included in the CEDS Update; and (6) discussion of the CEDS resolution of adoption.

Copies of the proposed *2017 CEDS* and the previous CEDS prepared in 2012 were circulated among committee members for review. It was noted that the *2017 CEDS* has more graphics and less text than previous versions of the document. Committee members were impressed with the new format of the *2017 CEDS*.

The regional profile included: (1) current (2016) and projected (2040) population for each county in the region; (2) various region-wide statistics portrayed on a map; (3) an explanation of location quotients (LQs) and discussion of industries with the highest LQs in the region; (4) an explanation of industry clusters and the top 12 such clusters in the region; and (5) an analysis of educational levels in the region. Results of the SWOT exercise were reviewed, with the top strength, weakness, opportunity and threat reviewed. The SWOT topics were used to develop regional goals and strategies, which were also reviewed with the committee. Inclusion of local projects in the CEDS was also discussed.

Mary Meyer had a question regarding how the *2017 CEDS* would be disseminated; Cindy Wojtczak responded that the document would be placed on the Commission’s website, would be submitted to EDA, and would be available upon request. Chairperson Mike Hotz noted that Commissioner Ed Procek should be listed in the document. Eric Corroy had a comment on a graphic and a table within the document. Cindy Wojtczak discussed comments that staff received from EDA, and discussed searching for demographic data for the CEDS.

Elizabeth Runge and Madison Smith requested adoption of Resolution 1-2018 at this meeting; the resolution would adopt the *2017 CEDS* for the Bay-Lake Region/Economic Development District (EDD). Cindy Wojtczak reviewed Resolution 1-2018 with committee members.

Moved by Dan Koski and seconded by Eric Corroy that Resolution 1-2018 of the Bay-Lake Regional Planning Commission Adopting the *2017 Comprehensive Economic Development Strategy (CEDS)* be approved. Motion carried, with all voting aye on a voice vote.

VIII. Jeff Agee-Aguayo reviewed several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018 – 2021* with committee members. These amendments included the following:

- Table 2 (Transit Capital Items) was modified to decrease the cost of one illustrative project and to add a new illustrative project per Shoreline Metro's updated capital program (Note: Illustrative projects are not officially programmed in the TIP per federal fiscal constraint requirements in the MPO planning process, but are listed in the TIP for informational purposes as projects that would be considered if funding became available).
- Table 3 (Elderly and Disabled Transportation Projects) was modified to include an enhanced volunteer driver program for Sheboygan County that was awarded over \$30,000 in federal funding in late December of 2017.
- Table 4 (Elderly and Disabled Transportation Capital Projects) was modified to program two vehicles for Sheboygan County that were awarded \$56,000 in federal funding in late December of 2017. Table 4 was also modified in terms of its illustrative projects to be consistent with Shoreline Metro's updated capital program for paratransit vehicles.
- Table 5 (Bicycle and Pedestrian Transportation Projects) was modified to (1) reduce the cost and scope of one project; (2) spread one year of costs over three years for Sheboygan County's Non-Motorized Transportation Pilot Program (NMTTP) marketing and branding; and (3) spread one year of costs over two years for preliminary engineering of one construction project.
- Table 6 (Street and Highway Improvement Projects) was modified to (1) account for cost increases in one 2019 project; (2) account for cost decreases and shifts in cost shares in one 2018 project; and (3) move one project from 2018 to 2019 with no cost changes.

Jeff Agee-Aguayo noted that the financial plan for the *2018 – 2021 TIP* was amended to account for the above changes; this included changes to Table 7 (Programmed and Available Federal Funding for the *2018 – 2021 TIP (As Amended)*).

Jeff Agee-Aguayo reviewed Resolution 2-2018 with committee members.

Moved by Terry Brazeau and seconded by Mary Meyer that Resolution 2-2018 of the Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2018 – 2021* be adopted. Motion carried, with all voting aye on a voice vote.

- IX. Chairperson Mike Hotz made preliminary comments regarding establishment of a policy instituting possible penalties for dropping membership with the Commission, commenting that he believed that the Commission needed such a policy.

Cindy Wojtczak reviewed several items regarding this issue, including: (1) a compilation of other RPC responses to penalties for counties dropping membership (six of the eight other RPCs in Wisconsin responded to Ms. Wojtczak's inquiry); (2) a resolution adopted by the East Central Wisconsin Regional Planning Commission (ECWRPC) in early 2012 "creating and adopting an accrued/committed member debt policy for the ECWRPC;" and (3) a copy of the ECWRPC's Accrued/Committed Member Debt Policy.

Chairperson Mike Hotz recommended approval of a policy similar to that of the ECWRPC by the full Commission at a future meeting. Chairperson Mike Hotz gave his recommendations on such a policy based on the ECWRPC policy. Committee members suggested that under Item II of the ECWRPC policy, the "steering committee" would be the Executive Committee in a similar policy of the Bay-Lake RPC. Committee members also suggested that any references to a "board" in the policy would typically refer to a county board (but in the case of sub-county members could also refer to common councils in cities, village boards and town boards).

Committee members discussed how "obligations" would be defined; Cindy Wojtczak gave examples of what could be defined as obligations.

Eric Corroy shared his thoughts on how the county or other jurisdiction should be approached following a withdrawal request, and Dan Koski concurred with Mr. Corroy's comments. Cindy Wojtczak noted that this would be addressed in language similar to Item II.d. in the ECWRPC policy. Mary Meyer had questions regarding how state obligations would be handled under this policy that Cindy Wojtczak answered.

Committee members discussed how obligations would be calculated. Committee members also discussed how to proceed with this policy, as well as benefits and drawbacks of having such a policy. Cindy Wojtczak discussed state statutes in terms of how they address (or not address) RPC obligations.

Committee members discussed whether to include a region-wide accrued member debt calculation in a draft accrued/committed member debt policy for the Commission. Such a policy could be updated on an annual basis, but 2018 dollar amounts would be included in the initial calculation.

Committee members asked Cindy Wojtczak to develop a policy (edited from the ECWRPC policy) based on the changes recommended at this meeting.

Moved by Mary Meyer and seconded by Eric Corroy to recommend an accrued/committed member debt policy similar to that adopted by the ECWRPC (as amended at this meeting) to the full Commission in March, and that such a policy be adopted via resolution. Motion carried, with all voting aye on a voice vote.

- X. Cindy Wojtczak presented the December 2017 Bills and Receipts.

Chairperson Mike Hotz had questions regarding two receipts for payroll monitoring in the City of Sheboygan and regarding the WRS reimbursement payment to Richard Malone that Cindy Wojtczak answered.

Moved by Terry Brazeau and seconded by Dan Koski to accept the December 2017 Bills and Receipts. Motion carried, with all voting aye on a voice vote.

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

- XII. Upcoming Commission meetings include the following:

- A. The next full Commission meeting will be held on March 9, 2018, at 10:00 a.m., at the Green Bay Metro Transit Office, 901 University Avenue, Green Bay.
- B. The next meeting of the Commission's Finance and Personnel Committee will be held February 21, 2018, at 1:00 p.m., at the Commission office in Green Bay.

- XIII. **Moved** by Eric Corroy and seconded by Dan Koski that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:16 p.m.

Respectfully submitted,
Jeffrey C. Agee-Aguayo
Recording Secretary

ACTION ITEMS: Cindy Wojtczak should prepare a draft accrued/committed debt policy based on the ECWRPC policy (with edits suggested by committee members) for review and approval by the full Commission at its March 9, 2018, meeting.

COMPLETED