

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
March 9, 2018
Green Bay Metro Transit Office
901 University Avenue, Green Bay

MEMBERS PRESENT: Terry Brazeau, Eric Corroy, James Falkowski, Virginia Haske, Marc Holsen, Mike Hotz, Ed Kelley, Dan Koski, Dennis Kroll, Michael Kunesh, Ronald Paider, Ed Procek, Rich Wolosyn and Brian Yerges

MEMBERS EXCUSED: Mary Meyer and Larry Neuens

MEMBERS ABSENT: Ken Fisher, Shirley Kaufman and Tom Sieber

STAFF PRESENT: Cindy Wojtczak and Jeff Agee-Aguayo

OTHERS PRESENT: Elmer Ragen

I. Call to Order and Introductions:

Chairperson Mike Hotz called the meeting to order at 10:05 a.m. Chairperson Hotz introduced new Manitowoc County Commissioner James Falkowski to everyone in attendance, and Commissioners and staff present introduced themselves for the benefit of everyone in attendance. Ronald Paider announced that this would be his final meeting as a Commissioner representing Kewaunee County.

II. Approval of Agenda:

Moved by Terry Brazeau and seconded by Marc Holsen that the agenda for the March 9, 2018, full Commission meeting be approved. Motion carried, with all voting aye on a voice vote.

III. Approval of Minutes of December 8, 2017, Meeting:

Moved by Ed Kelley and seconded by Ed Procek that the Commission approve the minutes of the December 8, 2017, meeting. Motion carried, with all voting aye on a voice vote.

IV. Public Input – 10 Minutes:

Chairperson Mike Hotz asked if there was any public input; none was received.

V. Approval of Contracts:

Cindy Wojtczak reviewed the following contracts with Commissioners in attendance:

- a. 18004-02 Town of Sevastopol
Comprehensive Plan Update
July 1, 2018, to June 30, 2019
\$15,000 fee with no match
- b. 18018-04 Town of Lincoln, Kewaunee County
Zoning Ordinance Update
February 5, 2018, to December 31, 2018
\$5,000 fee with no match
- c. 18020-03 Florence County
TAP Grant Application
January 17, 2018, to January 26, 2018
\$2,000 with no match
- d. 18022-04 Town of Red River, Kewaunee County
Zoning Platbook
February 14, 2018, to April 30, 2018
\$850 with no match
- e. 18023-08 City of Plymouth, Sheboygan County
Zoning Code Update
May 1, 2018, to December 31, 2018
\$6,000 with no match

Cindy Wojtczak commented that a Wisconsin Coastal Management Program (WCMP) grant would pay for half of the Town of Sevastopol Comprehensive Plan Update. Cindy Wojtczak also noted that the Town of Sevastopol is currently the only member jurisdiction in Door County.

Moved by Virginia Haske and seconded by Eric Corroy that the above noted contracts be approved. Motion carried, with all voting aye on a voice vote.

VI. Committee Reports:

- a. Committee Chairperson Brian Yerges presented the January 12, 2018, Strategic Planning Committee meeting report.

The Strategic Planning Committee worked on an updated mission statement for the Commission. The Committee also reviewed the staff-level “Strengths, Weaknesses, Opportunities and Threats” (SWOT) analysis that was recently conducted. The Committee discussed the need for an administrative assistant type position at the Commission. The Committee will have its next meeting within a month or two.

- b. Chairperson Mike Hotz presented the January 26, 2018, Executive Committee meeting report.

New Commission staff that have been working on the Comprehensive Economic Development Strategy, or CEDS (Elizabeth Runge and Madison Smith) were introduced to committee members.

Eight (8) new contracts were approved; Chairperson Mike Hotz reviewed the approved contracts with the full Commission.

Elizabeth Runge and Madison Smith gave a PowerPoint presentation on the CEDS. Resolution 1-2018 adopting the CEDS was approved.

Jeff Agee-Aguayo presented various minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2018 – 2021*. These minor amendments to the *2018 – 2021 TIP* were approved via Resolution 2-2018.

Committee members discussed development of an accrued and committed member debt policy, which would be discussed at today’s full Commission meeting.

- c. Committee Chairperson Brian Yerges presented the January 26, 2018, Finance and Personnel Committee meeting report.

The Finance and Personnel Committee reviewed staffing levels and the work load. The committee developed a job description for a Managerial Assistant and authorized hiring for this position. The committee also asked that two new GIS/graphic related positions be drafted by the Executive Director for approval at the next Committee Meeting.

Moved by Rich Wolosyn and seconded by Dennis Kroll to approve all three committee reports. Motion carried, with all voting aye on a voice vote.

VII. Communications:

Cindy Wojtczak reviewed the following communications with Commissioners:

- a. A letter from WisDOT Secretary Dave Ross to the Federal Highway Administration (FHWA) Wisconsin Division Administrator and the Federal Transit Administration (FTA) Region 5 Administrator approving various minor amendments to the *2018 – 2021 TIP*.
- b. A letter from the Commission to the Sheboygan County Finance Director transmitting the Commission's annual payment on the county's pension liability loan. Ms. Wojtczak noted that this was the second of ten payments that will be made to Sheboygan County.

Moved by Ed Procek and seconded by Dan Koski to accept the communications. Motion carried, with all voting aye on voice vote.

VIII. Commission Alternate Appointments:

Mike Hotz asked Commissioners in attendance to complete the "Commissioner Alternate Appointment" form and return it by the next full Commission meeting. Brian Yerges had a question regarding who to designate as his alternate that Cindy Wojtczak answered. Ed Procek stated that in the case of county board appointees, alternate designation decisions should be communicated with the respective county board. Michael Kunesh and Dan Koski also discussed the matter of alternate appointments.

IX. Addition of Debt Policy to the Bylaws:

Cindy Wojtczak discussed the draft debt policy and explained the rationale for such a policy. Eric Corroy had a question on this policy and Brian Yerges explained the policy and reasoning for its development to the other Commissioners. Chairperson Mike Hotz explained the history that led to development of such a policy (the constant coming and going of a village in Manitowoc County as a member in the past was discussed). James Falkowski asked about terms for discontinuing membership; Mike Hotz responded that the county or other jurisdiction must notify the Commission of its departure for the following year by the end of June, and discussed the ongoing debts of the Commission. Brian Yerges also discussed ongoing debts of the Commission. Cindy Wojtczak stated that no enforcement took place when Brown and Door counties left the Commission. James Falkowski and Eric Corroy discussed benefits of membership with the Commission. Chairperson Mike Hotz stated that Commissioners were thinking about these debt policy issues as far back as 1975. Brian Yerges asked if the Commission's auditor (Schenck) could calculate the deferred pension liability that the non-member

counties owe since they left the Commission. Eric Corroy wanted to know if it was too late to institute this policy, and thought that obligations for member counties should be calculated as well, along with calculating credits if a jurisdiction rejoins the Commission. Brian Yerges recommended adopting the debt policy via Resolution 3-2018 subject to additional refinement at the April 27, 2018, Executive Committee meeting based on calculations of obligations from the Commission's auditor.

X. Resolution 3-2018 – Resolution Creating and Adopting an Accrued and Committed Member Debt Policy for the Bay-Lake Regional Planning Commission:

Moved by Brian Yerges and seconded by Ed Procek to approve Resolution 3-2018 subject to additional refinement at the April 27, 2018, Executive Committee meeting based on calculations of obligations from the Commission's auditor.

Under discussion regarding the motion, Rich Wolosyn, Brian Yerges and Eric Corroy discussed ways of calculating the liabilities. Chairperson Mike Hotz explained basic liabilities that would be included, but there will be additional liabilities that will also need to be included. Commissioners thought that staff should ask the auditor (Schenck) what the costs would be for closing, then dividing these costs among the counties based on the latest equalized value figures. Ed Procek asked the other Commissioners to bear in mind that this will probably only impact a few counties.

Following discussion, the motion carried, with all voting aye on a voice vote.

XI. Draft 2017 Annual Report:

Cindy Wojtczak presented the draft *2017 Annual Report*. Commissioners noted various minor changes that will be incorporated into the final version of the report. Ms. Wojtczak noted that the final document should be available at the June Full Commission meeting.

XII. Quarterly Project Report:

Cindy Wojtczak reviewed the quarterly project report for the period of December 2017 through February 2018, with Jeff Agee-Aguayo reviewing significant Sheboygan MPO work activities in this report.

Eric Corroy had questions regarding the ArcGIS Online Collector application, including whether summer interns or limited term employees (LTEs) could help with this activity in order to save money.

Michael Kunesh had a question regarding the Town of Pittsfield's project and the concern about the potential for an "in-and-out" membership issue, as was previously discussed. Cindy Wojtczak addressed this and explained the rule that forces the county into membership if local jurisdictions that constitute 50 percent or more of the land mass of the county are members. Brian Yerges discussed the expensive alternatives to contracting with the Commission (such as private sector consulting firms). Ed Procek discussed ways to keep new members and possibly inviting them to Commission meetings. Dennis Kroll commented that it is possible that the Town of Pittsfield will eventually ask questions of Brown County in regard to membership.

XIII. Bills and Receipts for January and February 2018:

Cindy Wojtczak discussed a change to the January 2018 bills and receipts. Chairperson Mike Hotz asked about the security deposit for the transit board room in which this meeting was held, and commented that certain expenses should be noted in greater detail.

Moved by Dan Koski and seconded by James Falkowski to accept the bills and receipts for January and February 2018. Motion carried, with all voting aye on a voice vote.

XIV. Commissioner Reports:

Various Commissioners gave reports on what was going on in their respective counties.

Ed Procek discussed: the upcoming transit development program (TDP) for Shoreline Metro; the new consolidated Sheboygan County highway shop north of the City of Plymouth that is open and was built using revenues from the 0.5 percent sales tax; and tree planting and hazardous waste collection programs operated by Sheboygan County. Mike Hotz praised Sheboygan County's move to share revenues from the 0.5 percent sales tax with municipalities in the county for street and highway maintenance projects. Brian Yerges asked about whether there would be a ribbon cutting for the new Sheboygan County highway shop, and also discussed an upcoming referendum in the Plymouth School District on April 3, 2018.

Eric Corroy discussed the zoning platbook project in Town of Red River that the Commission was working on.

James Falkowski discussed a renovation project at UW Manitowoc; park, planning and zoning activities in Manitowoc County; and development of a tax increment financing (TIF) district in the Village of Maribel.

XV. Next Meetings:

The next Executive Committee meeting will be held in conjunction with the Finance and Personnel Committee on April 27, 2018, at the Commission office in Green Bay. The next full Commission meeting will be held on June 8, 2018, at a location to be determined in the Green Bay area.

XVI. Adjournment:

Moved by Ed Kelley and seconded by Dennis Kroll to adjourn the meeting at 11:42 a.m. Motion carried, with all voting aye on a voice vote.

Respectfully submitted,

Jeffrey C. Agee-Aguayo
Recording Secretary