

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
FULL COMMISSION MEETING  
March 8, 2019  
Aging and Disability Resource Center of Brown County  
300 S. Adams St., Green Bay

MEMBERS PRESENT: Mike Hotz, Terry Brazeau, Dennis Kroll, Virginia Haske, Marc Holsen, Edwin Kelley, Dan Koski, James Falkowski, Ed Procek, and Michael Kunesh

MEMBERS EXCUSED: Brian Yerges, Rich Wolosyn, Larry Neuens, and Tom Romdenne

MEMBERS ABSENT: Ken Fisher, Tom Sieber, and Mary Meyer

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, Nicole Barbiaux, and Emily Pierquet

- I. Chairperson Mike Hotz called the meeting to order at 10:02 a.m.
- II. **Moved** by James Falkowski and seconded by Virginia Haske to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Dennis Kroll and seconded by Terry Brazeau that the minutes of the December 14, 2018, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. Mike Hotz called for any public input; none was received.
- V. **Approval of Contracts:** Cindy Wojtczak reviewed the following contracts with committee members in attendance:
  - a. 19006-11 Wisconsin Coastal Management  
Technical Assistance for 2019-2020  
July 1, 2019, to June 30, 2020  
\$20,000 grant with a \$20,000 match from Bay-Lake RPC
  - b. 19007-11 Economic Development Administration  
Economic Development Partnership Grant  
January 1, 2019, to December 31, 2021  
\$210,000 grant with a \$210,000 match for Bay-Lake RPC (\$70,000 per year)

- c. 19009-08 City Sheboygan  
Library Plaza Redevelopment Davis-Bacon Monitoring  
April 1, 2019 to September 30, 2019  
\$10,000 contract with no match
- d. 19010-05 Fund for Lake Michigan (Greater Milwaukee Foundation)  
Green Infrastructure Code Audit – Manitowoc County  
January 2, 2019 to December 31, 2019  
\$15,679 fee with no match

**Moved** by Ed Procek and seconded by Edwin Kelley to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

**VI. Communications:** Cindy Wojtczak presented two letters to the commission:

- a. WisDOT – February 13, 2019, letter to Federal Highway Administrator (FHWA) Acting Division Administrator Timothy Marshall and to Federal Transit Administration (FTA) Regional Administrator Kelley Brookins approving the amendments to the 2019-2022 Transportation Improvement Program (TIP) for the Sheboygan Urbanized Area.
- b. FHWA – February 21, 2019, letter to Cindy Wojtczak from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) finding that the Sheboygan 2019-2022 TIP satisfies the conformity requirements under 40 CFR 93.122(g) and determining the amendments to be in conformance with the transportation planning requirements.

**VII. Committee Reports:**

- a. Mike Hotz presented the January 25, 2019 Executive Committee Report.

Four contracts were approved; Chairperson Mike Hotz reviewed the approved contracts with the full Commission.

Elizabeth Runge presented the updates to the Disaster Microloan program, including the change from the \$10,000 loan cap to a \$15,000 loan cap.

Cindy Wojtczak presented Resolution 1-2019 to remain an EDA district, which the Executive Committee approved. Jeff Agee-Aguayo presented minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2019 - 2022*. These minor amendments to the *2019 - 2022 TIP* were approved via Resolution 2-2019.

Ed Procek asked if the Village of Waldo could ask to use the Disaster Microloan funds for their recent flood damage. Cindy Wojtczak recommended that the Village of Waldo officials contact Elizabeth Runge to ask if these loan funds would be available to them.

- b. Cindy Wojtczak presented the January 25, 2019, Finance and Personnel Committee Report.

The Commission made staffing adjustments for the Sheboygan MPO program by bringing Brandon Robinson and other staff onto the project. This is to spread the knowledge so that Bay-Lake will still have staff trained in that program when the current transportation planner, Jeffrey Agee-Aguayo, decides to retire in the future.

Cindy Wojtczak discussed the budget for a new company vehicle. It was decided that the current company vehicle would be sold and a cost analysis report will be presented at the June Full Commission meeting.

The Committee moved to go into closed session in order to discuss employment issues.

- VIII.** Cindy Wojtczak asked that those Commissioners appointed by the Governor complete the reappointment process and send notice to Bay-Lake Regional Planning Commission when it has been completed. Due to the change of Governor, some of the paperwork submitted in late 2018 was left uncompleted was not maintained, and Commissioners who had submitted the paperwork previously will have to resubmit it.

- IX.** Brandon Robinson presented the *Regional Bike & Pedestrian Plan* to the Commission. The goals of the plan were to continue ongoing transportation, update existing facilities and resources, emphasize the importance of safety, and emphasize the benefits of biking and walking. Brandon Robinson reviewed the outreach and research done in the area to create the inventory, including some of the footage gathered from all of the trails the staff traveled to obtain data. The hope is that the local areas can incorporate this information into their own plans. The product is a living resource, as it can be revised and updated in real time by the administrator of the account, and it is our hope to see it grow. Nicole Barbiaux gave an in-depth presentation of the story map to show the capabilities and the ease of use.

Michael Kunesh asked how many miles the staff traveled over this project; Brandon Robinson responded that they had lost count. James Falkowski asked if crime statistics were included in the maps; Brandon Robinson responded that these statistics were not collected, but could be useful and could be added in the future. Dan Koski asked whether

the program included trails in production; Brandon Robinson responded that such trails were not included in the plan. Dennis Kroll asked how bicycle and pedestrian transportation planning work will be funded going forward; Brandon Robinson responded that this funding is included in the budget for the Regional Transportation Program.

**X.** Nicole Barbiaux presented an overview of the WLIA Conference and Bay-Lake RPC's participation in the maps category, resulting in two blue ribbons. Bay-Lake entered the Regional Bicycle and Pedestrian story map under the category of interactive maps and the Town of Red River zoning maps in the category Map Books & Atlas.

**XI.** Nicole Barbiaux presented a draft of Bay-Lake Regional Planning Commission's 2018 Annual Report.

Nicole Barbiaux mentioned that the Annual Report will look more professional than previous years, as most RPCs are using these as advertising for their organizations. BLRPC is also putting a larger focus on the products that are produced.

James Falkowski brought up accessibility to related publications for these projects; Nicole Barbiaux responded that these publications have been integrated into the Commission website.

**XII.** Cindy Wojtczak presented the *Quarterly Project Report* to the Commission. Checking and savings account balances were reviewed first. Cindy Wojtczak then reviewed the staff activity report with the Commission.

**XIII. Bills and Receipts for January 2019**

Cindy Wojtczak presented the January 2019 Bills and Receipts to the Commission.

**Moved** by Ed Procek and seconded by Ed Kelley to approve the February 2019 bills and receipts. Motion carried, with all voting aye on a voice vote.

**XIV. Commissioner Reports**

James Falkowski asked if Bay-Lake was going to be involved with Brown County's AI initiative; Cindy Wojtczak responded that Brown County has not reached out to the Commission on this initiative.

Ed Procek discussed current events in Sheboygan County.

- Sheboygan County has begun a \$13 million redevelopment project.
- County Highway PP has been renovated from a 4-lane facility down to a 2-lane facility with roundabouts and a bicycle/pedestrian trail.
- Sheboygan County is looking to get a US customs location at the Sheboygan County Memorial Airport as a stand-alone facility next to aviation center.
- Amsterdam Dunes has officially recouped its investment.

- Sheboygan County has expanded toward an opiate detox program, and is currently looking at county facilities to help get people out of jail to rehabilitate.

**XV.** Upcoming Commission meetings include the following:

- A. The next meeting of the Commission's Executive Committee will be held April 26, 2019, at 10:00 a.m., at the Commission office in Green Bay.
- B. The next full Commission meeting will be held on June 14, 2019, with the meeting location yet to be determined.

**XVI. Moved** by Terry Brazeau and seconded by Ed Procek that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:42 a.m.

Respectfully submitted,  
Emily Pierquet  
Recording Secretary