

**MINUTES**  
**BAY-LAKE REGIONAL PLANNING COMMISSION**  
**FULL COMMISSION MEETING**  
December 13, 2019  
The Woods (Golf Club)  
530 Erie Rd., Green Bay

**MEMBERS PRESENT:** Mike Hotz, Terry Brazeau, Dennis Kroll, Tom Romdenne, Mary Ellen Dobbins, Larry Neuens, Dan Koski, James Falkowski, Ann Hartnell, Ed Procek, Michael Kunesh, Brian Yerges, Karl Ballestad, Thomas Mandli, and Marc Holsen

**MEMBERS EXCUSED:** Rich Wolosyn and Edwin Kelley

**MEMBERS ABSENT:** Ken Fisher

**STAFF PRESENT:** Cindy Wojtczak, Jeff Agee-Aguayo, Brandon Robinson, and Emily Pierquet

- I.** Chairperson Dan Koski called the meeting to order at 10:04 a.m.
- II.** **Moved** by Mike Hotz and seconded by Ann Hartnell to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III.** **Moved** by Larry Neuens and seconded by Terry Brazeau that the minutes of the September 13, 2019, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV.** Chairperson Dan Koski called for any public input; none was received.
- V.** **Committee Reports:** Brian Yerges presented the October 25, 2019, Finance and Personnel Committee meeting report. The Committee reviewed the Employee Handbook making a few adjustments to the harassment policy, holidays, unpaid leave policy, and the expense reimbursement policy. The committee also performed the review of the Executive Director. Mike Hotz asked if the committee approved the final draft of the Employee Handbook; Brian Yerges responded that the Employee Handbook will be referred to the Executive Committee for final approval in January.  
  
**Moved** by Larry Neuens and seconded by Mike Hotz that the October 25, 2019, Finance and Personnel Committee Meeting Report be accepted as presented. Motion carried, with all voting aye on a voice vote.

Dan Koski presented the October 25, 2019, Executive Committee meeting report. Keith Langenhahn from the Wisconsin Counties Association attended and provided his public input at this meeting, discussing the special elections, a gun violence special session called by Governor Tony Evers, and junk bonds. Two communications, one contract, and three resolutions were approved, and Brandon Robinson presented the Wisconsin Coastal Management applications that staff had submitted for 2020.

**Moved** by James Falkowski and seconded by Marc Holsen that the October 25, 2019, Executive Committee Meeting Report be accepted as presented. Motion carried, with all voting aye on a voice vote.

## **VI. Communications:**

- a. WEM – December 4, 2019, letter to Marinette County Emergency Management Coordinator Kathy Frank finding that the *Marinette County Wisconsin Multi-Hazards Mitigation Plan 2020-2025* meets the required criteria for a multi-jurisdictional hazard mitigation plan.
- b. WEM – December 6, 2019, letter to Manitowoc County Emergency Management Director Travis Waack finding that the *Manitowoc County Wisconsin Multi-Hazards Mitigation Plan 2020-2025* meets the required criteria for a multi-jurisdictional hazard mitigation plan.
- c. WisDOT – December 13, 2019, Letter to Federal Highway Administration (FHWA) Division Administrator Glenn Fulkerson and to Federal Transit Administration (FTA) Regional Administrator Kelley Brookins approving the *2020-2023 Transportation Improvement Program (TIP)* for the Sheboygan Urbanized Area.
- d. Good Things That Happened in 2019: Cindy Wojtczak presented a list of events, developments, and milestones that occurred in 2019. These highlights included the appointment of our four new commissioners, two new planners, the incoming membership of the Village of Bellevue, our first use of drone imagery, and the completion of over 16 projects.

**Moved** by Ann Hartnell and seconded by Ed Procek to approve and file the communications. Motion carried, with all voting aye on a voice vote.

**VII. Approve contracts:** Cindy Wojtczak presented the contracts for approval.

- 19025-05 City of Manitowoc  
Bicycle and Pedestrian Plan  
November 1, 2019, to December 31, 2020  
\$26,660 fee with no match
- 19026-05 City of Marinette  
Housing Report  
November 11, 2019, to December 31, 2019  
\$4,000 fee with no match
- 19027-04 Town of Lincoln – Kewaunee County  
Pavement Survey  
November 11, 2019, to December 15, 2019  
\$350 fee with no match

**Moved** by Brian Yerges and seconded by Michael Kunesh to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

**VIII. AWRPC Summit Survey:** Cindy Wojtczak asked that Commissioners and staff participate in the 2020 AWRPC Summit online survey. The purpose of this survey is to assist AWRPC in determining topics for the next summit and to identify what worked last time and what didn't.

**IX. 2020 Budget and 2020-2021 Work Program:** Cindy Wojtczak presented the 2020 Budget and 2020-2021 Work Program. Changes in the document from the September 2019 version included updated insurance costs, finalized staff costs, an updated revenue and expense tables.

**Moved** by Ann Hartnell and seconded by Dennis Kroll to approve the final *2020 Budget and 2020-2021 Work Program*. Motion carried, with all voting aye on a voice vote.

**X. Comprehensive Plans Completed:** Brandon Robinson presented the comprehensive plans completed in 2019 along with the Bay-Lake RPC's new brochure for comprehensive planning options. Robinson explained how some municipalities may only need small updates to existing comprehensive plans, while others may require a completely new comprehensive plan; therefore, Bay-Lake RPC staff prepared the brochure in order to provide options that best suit the needs of member jurisdictions. Bay-Lake RPC also expanded the formats of its comprehensive plans, now providing comprehensive plans in the form of an online story map.

James Falkowski asked about copyrights regarding updates to the documents. Brandon Robinson explained that BLRPC discourages municipalities from making changes to plan documents without Commission staff involvement, since any change made to a document with the Commission's name on it would give the false impression that the Commission approved it.

James Falkowski asked how it was possible to have a comprehensive plan be so much smaller than past plans and still meet all the requirements. Brandon Robinson responded that everything required is still included but is in a more manageable and usable format. In the past, cities weren't using their plans to their full potential because they were so large and difficult to navigate.

- XI.** Brandon Robinson presented **Resolution 13-2019** of the Bay-Lake Regional Planning Commission adopting the *Town of Pittsfield 20-Year Comprehensive Plan Update* as part of the master plan for the region.

**Moved** by Thomas Romdenne and seconded by James Falkowski to approve Resolution 13-2019. Motion carried, with all voting aye on a voice vote.

- XII.** Brandon Robinson presented **Resolution 14-2019** of the Bay-Lake Regional Planning Commission adopting the *Town of Sevastopol 20-Year Comprehensive Plan Update* as part of the master plan for the region.

**Moved** by Ed Procek and seconded by Ann Hartnell to approve Resolution 14-2019. Motion carried, with all voting aye on a voice

- XIII.** Brandon Robinson presented **Resolution 15-2019** of the Bay-Lake Regional Planning Commission adopting the *Village of Cleveland 20-Year Comprehensive Plan Update* as part of the master plan for the region.

**Moved** by Brian Yerges and seconded by James Falkowski to approve Resolution 15-2019. Motion carried, with all voting aye on a voice vote.

- XIV.** Jeffrey Agee-Aguayo presented **Resolution 16-2019** of the Bay-Lake Regional Planning Commission Approving Highway Safety Improvement Program (HSIP) 2020 Performance Measure Targets for the Sheboygan Metropolitan Planning Area. Jeffrey Agee-Aguayo stated that he analyzed crash data in the Sheboygan Metropolitan Planning Area for the 2014-2018 period and noted that the five HSIP performance measures were lower in Sheboygan area compared to statewide averages. Therefore, Mr. Agee-Aguayo recommended supporting 2020 statewide targets for the five measures (annual fatalities, the annual fatality rate per 100 million vehicle miles of travel, annual serious injuries, the annual serious injury rate per 100 million vehicle miles of travel, and annual non-motorized fatalities and serious injuries) as opposed to setting independent targets for the

metropolitan planning area. The Sheboygan MPO Technical and Policy Advisory Committees recommended supporting the statewide targets at their joint meeting on December 12, 2019.

**Moved** by Ed Procek and seconded by Mike Hotz to approve Resolution 16-2019. Motion carried, with all voting aye on a voice vote.

**XV. Quarterly Project Report:** Cindy Wojtczak reviewed the Quarterly Project Report, focusing on a few highlights from the past quarter. Jeffrey Agee-Aguayo reviewed the MPO activities over the past quarter.

**XVI. Bills and Receipts for October 2019 and November 2019**

Cindy Wojtczak presented the October and November 2019 Bills and Receipts to the Commission.

**Moved** by Larry Neuens and seconded by Thomas Romdenne to approve the October 2019 and November 2019 bills and receipts. Motion carried, with all voting aye on a voice vote.

**XVII. Commissioner Reports**

Ed Procek discussed current events in Sheboygan County, including:

- Lake Michigan Shoreline; flooding
- Chronic Wasting Disease found in deer in Sheboygan County; and
- The customs facility at the Sheboygan County Memorial Airport.

James Falkowski discussed use of the Devils River State Trail by local equestrians.

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

- A. The next meeting of the Commission's Executive Committee will be held January 31, 2020, at 10:00 a.m., at the Commission office in Green Bay.
- B. The next full Commission meeting will be held on March 13, 2020, with the meeting location yet to be determined.

**XIX. Moved** by Tom Romdenne and seconded by Michael Kunesh that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:46 a.m.

Respectfully submitted,  
Emily Pierquet  
Recording Secretary