

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
January 31, 2020

COMMITTEE MEMBERS PRESENT: Thomas Romdenne, Mike Hotz, Terry Brazeau, Dan Koski and Michael Kunesch

COMMITTEE MEMBERS ABSENT: Ken Fisher

COMMITTEE MEMBERS EXCUSED: Larry Neuens

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, and Jeffrey Agee-Aguayo

- I. Chairperson Dan Koski called the meeting to order at 10:01 a.m.
- II. **Moved** by Mike Hotz and seconded by Terry Brazeau to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Public Input.** Chairperson Dan Koski asked if there was any public input; none was received.
- IV. **Moved** by Mike Hotz and seconded by Thomas Romdenne that the minutes of the October 25, 2019, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. **Communications.** Three communications were discussed:
 - A. WisDOT – December 18, 2019, letter to Cindy Wojtczak approving the 2020 Regional Transportation Work Program and authorizing work to proceed.
 - B. FHWA – December 20, 2019, letter to WisDOT approving the 2020 Sheboygan MPO Work Program.
 - C. WisDOT – December 30, 2019, letter to Cindy Wojtczak approving the 2020 Sheboygan MPO Work Program and authorizing work to proceed.

Moved by Mike Hotz and seconded by Terry Brazeau to approve and file the communications. Motion carried, with all voting aye on a voice vote.
- VI. **New Contracts.** Cindy Wojtczak reviewed the following contracts with committee members in attendance:
 1. 20001-09 WisDOT

2020 Rural Transportation Program
January 1, 2020, to December 31, 2020
\$72,539 fee with a \$7,254 Bay-Lake RPC match

2. 20004-10 Federal Highway Administration and WisDOT
2020 Sheboygan MPO Work Program
January 1, 2020, to December 31, 2020
\$210,000 Program
 \$176,348 FHWA and WisDOT
 \$29,445 Bay-Lake match
 \$4,207 Shoreline Metro match
3. 20008-08 City of Sheboygan Falls, Sheboygan County
Online Cemetery Applications
February 1, 2020, to August 31, 2021
\$5,000 fee with no match

Dan Koski asked a question regarding field collection apps, which sparked some discussion.

Moved by Terry Brazeau and seconded by Tom Romdenne that all of the above noted contracts be approved as presented. Motion carried, with all voting aye on a voice vote.

- VII. **Resolution 1-2020** of the Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2020-2023* was presented by Jeffrey Agee-Aguayo. Mr. Agee-Aguayo noted that the minor amendments included changes to the elderly and disabled transportation and street and highway improvement project tables in the 2020-2023 TIP, and also included changes to the fiscal constraint demonstration in the TIP. Jeffrey Agee-Aguayo also indicated that Appendix I (Performance Measures in the Sheboygan Metropolitan Planning Area TIP) was also amended. The Sheboygan MPO Technical and Policy Advisory Committees recommended these amendments to the TIP at their joint meeting on January 30, 2020.

Moved by Mike Hotz and seconded by Tom Romdenne that Resolution 1-2020 be approved. Motion carried, with all voting aye on a voice vote.

- VIII. **Review of the Employee Handbook:** Cindy Wojtczak reviewed the final changes made to the *Bay-Lake Regional Planning Commission Employee Handbook*. Ms. Wojtczak noted that the Finance and Personnel Committee reviewed the document, along with the Executive Committee in late 2019. A few additional minor revisions were discussed.

Moved by Mike Hotz and seconded by Terry Brazeau to approve the Employee Handbook with the discussed revisions. Motion carried, with all voting aye on a voice vote.

- IX. **Manitowoc County Green Infrastructure Code Audit:** Brandon Robinson discussed the *Manitowoc County Green Infrastructure Code Audit* and passed around a copy of the completed document. Manitowoc County is the second jurisdiction in which Bay-Lake RPC has conducted an audit, the first being the City of Sheboygan. These audits (paid for entirely by the Fund for Lake Michigan) analyze the county's municipal codes to find areas in which the code's language is either prohibitive or discouraging towards green infrastructure techniques. In Manitowoc County, this advisory tool mainly impacts the county's subdivision and shoreline zoning ordinances, which have the greatest impacts on cities and villages.

Dan Koski asked when the City of Manitowoc should conduct its code audit, to which Brandon Robinson replied that they should wait until after the comprehensive plan is updated. Mr. Koski also asked if the Fund for Lake Michigan would continue to finance these audits; Mr. Robinson thought that others would continue to be funded until the Fund for Lake Michigan no longer saw a need for them. Some discussion followed about BLRPC's high indirect rate, which recently caught the attention of the Wisconsin Department of Administration with Coastal Management grant awards.

- X. Cindy Wojtczak presented the **December 2019 Bills and Receipts**.

Moved by Terry Brazeau and seconded by Tom Romdenne to accept the *December 2019 Bills and Receipts* as presented. Motion carried, with all voting aye on a voice vote.

- XI. Upcoming Commission meetings include the following:

- A. The next full Commission meeting will be held at 10:00 a.m. on March 13, 2020, at the Brown County Aging and Disability Resource Center.
- B. The next Executive Committee meeting will be held at 10:00 a.m. on April 24, 2020, at the Commission office.

- XII. **Moved** by Mike Hotz and seconded by Tom Romdenne that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 10:55 a.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary