

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
July 26, 2019

COMMITTEE MEMBERS PRESENT: Terry Brazeau, Mike Hotz, Michael Kunesh, Larry Neuens, Dan Koski, and Thomas Romdenne

COMMITTEE MEMBERS ABSENT: Tom Sieber and Ken Fisher

STAFF PRESENT: Cindy Wojtczak, Emily Pierquet, and Jeffrey Agee-Aguayo

- I. Chairperson Mike Hotz called the meeting to order at 10:00 a.m.
- II. **Moved** by Michael Kunesh and seconded by Larry Neuens to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Dan Koski and seconded by Tom Romdenne that the minutes of the May 23, 2019, 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.** There were no communications.
- VI. **Approval of Contracts:** Cindy Wojtczak reviewed the following contracts with committee members in attendance:
 - a. 19017-04 Kewaunee County
Invasive Species Management Plan
July 1, 2019, to June 30, 2020
\$19,877 fee with no match
 - b. 19018-04 Kewaunee County
Outdoor Recreation Plan
July 1, 2019, to June 30, 2020
\$23,757 fee with no match
 - c. 19020-04 Kewaunee County
Housing Study
July 26, 2019, to March 31, 2020
\$13,000 fee with no match

- d. 19021-07 Oconto County
Hazard Mitigation Plan Update
July 26, 2019, to January 31, 2022
\$25,620 fee with no match

Moved by Terry Brazeau and seconded by Tom Romdenne to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

- VII. Cindy Wojtczak proposed that the 2020 Levy remain at 0.0006%.

Moved by Larry Neuens and seconded by Dan Koski to approve the 2020 Levy rate. Motion carried, with all voting aye on a voice vote.

- VIII. Cindy Wojtczak presented the revisions to the Employee Handbook. Much discussion followed. A few sections were referred to the Finance and Personnel Committee for further discussion:

- i. Outside Employment;
- ii. Insurance Coverage;
- iii. Unused Sick Leave;
- iv. Family/Medical Leave of Absence;
- v. Employee Dating Policy; and
- vi. Commission Expense Reimbursement Policy

Moved by Terry Brazeau and seconded by Larry Neuens to approve changes that the Executive Committee had reviewed the Employee Handbook with some sections being referred to the Finance and Personnel Committee for future approval. Motion carried, with all voting aye on a voice vote.

- IX. Mike Hotz opened discussion for the nominees to the Nominating Committee and the Executive Officer Appointments. Chairperson Mike Hotz appointed Rich Wolosyn and James Falkowski to the Nominating Committee. The Executive Committee recommended that the Commission staff reach out to both appointees to inform them of their appointment. Staff was also asked to contact all of the Commissioners to see who would be interested in serving as an officer in the coming year.

- X. Cindy Wojtczak presented the final 2018 Financial Audit and a letter from the auditor, Leah Lasecki. Discussion followed regarding changes to the audit version presented in spring, prior to GASB 75 being included.

Moved by Michael Kunesh and seconded by Tom Romdenne to accept the final 2018 Financial Audit. Motion carried, with all voting aye on a voice vote.

- XI. **Resolution 8-2019** of the Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation*

Improvement Program (TIP): Calendar Years 2019-2022 was presented by Jeffrey Agee-Aguayo. Changes to the 2019-2022 TIP and to the fiscal constraint demonstration for the TIP were briefly reviewed.

Moved by Larry Neuens and seconded by Tom Romdenne that Resolution 8-2019 be approved. Motion carried, with all voting aye on a voice vote.

XII. Cindy Wojtczak presented the June 2019 Bills and Receipts.

Moved by Dan Koski and seconded by Michael Kunesh to accept the *June 2019 Bills and Receipts*, as presented. Motion carried, with all voting aye on a voice vote.

XIII. **Commissioner Reports:** No reports were given.

XIV. **Upcoming Commission Meetings:**

- a. The next full Commission meeting will be held at 10:00 a.m. on September 13, 2019, at the Aging and Disability Resource Center (ADRC) in Green Bay.
- b. The next Nominating Committee meeting will be held at 9:45 a.m. on September 13, 2019, at the ADRC prior to the full Commission meeting.
- c. The next Executive Committee meeting will be held at 10:00 a.m. on October 25, 2019, at the Bay-Lake Regional Planning Commission office in Green Bay.

XV. **Moved** by Michael Kunesh 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 12:40 p.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary