

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
Bay-Lake Regional Planning Commission Office  
January 27, 2017

COMMITTEE MEMBERS PRESENT: Eric Corroy, Mike Hotz, Mary Meyer, Terry Brazeau, Ed Kelley (for Larry Neuens), and Dan Koski

COMMITTEE MEMBERS ABSENT: Ken Fisher and Tom Sieber (both non-voting member)

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, Angela Kowalzek-Adrians, and Jeff Agee-Aguayo

- I. *Call to Order:* Chairperson Mike Hotz called the meeting to order at 10:02 a.m.
- II. *Approval of Agenda:* **Moved** by Eric Corroy and seconded by Dan Koski to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. *Approval of Minutes:* It was noted by Mike Hotz that one correction to the minutes was in order, and that was to correct the list of committee members present by removing the words “for Terry Brazeau” after Dan Koski’s name. **Moved** by Eric Corroy and seconded by Mike Hotz to approve the October 28, 2016, Executive Committee Meeting minutes, as amended. Motion carried with all voting aye on a voice vote.
- IV. *Public Input:* No public was present; therefore, no public input was provided.
- V. *Communications:*
  - a. Brandon Robinson reported on an approval letter dated January 4, 2017, from WisDOT for the Commission’s 2017 Regional Transportation Work Program. The letter also provided a final budget breakdown and authorization to proceed with the work as of January 1, 2017.
  - b. Jeff Agee-Aguayo discussed the WisDOT letter dated January 4, 2017, approving the 2017 MPO work program for the Sheboygan Metropolitan Planning Area. The letter also provided a final budget breakdown and authorized work to proceed on the transportation planning activities designated for funding.
  - c. Jeff Agee-Aguayo reported on a copy of a letter he had received that was sent to the Federal Highway Administration and the Federal Transit Administration from WisDOT Secretary Mark Gottlieb stating that the 2017-2020 Transportation Improvement Program (TIP) for the Sheboygan Metropolitan Planning Area was approved.
  - d. Cindy Wojtczak noted that a copy of Resolution 4-2017 and supporting documentation was distributed prior to the start of the meeting. Ms. Wojtczak stated that she received an email from the Economic Development Administration (EDA) that stated that EDA had received additional funding in their allocation for the Partnership Planning program. Ultimately, the Commission was invited to submit a request to amend its current grant agreement and ask for additional funding of up to \$36,744 that would be spread over the two years remaining on the grant agreement. A commitment of the \$36,744 in local share was required. The resolution put before the committee stated the Commission’s financial commitment.

Resolution 4-2017 of the Bay-Lake Regional Planning Commission approving minor amendments to the Commission’s Partnership Planning Grant agreement with EDA and committing the additional funds was put before the Executive Committee.

**Moved** by Ed Kelley and seconded by Terry Brazeau to approve Resolution 4-2017 as presented. Motion carried, with all voting aye on a voice vote.

- VI. *Resolution 1-2017*: Brandon Robinson presented information on the completed *Kewaunee County 20-Year Comprehensive Plan Update*. Mr. Robinson stated that, unlike some of our Commission's other recent plans, this plan was a combination comprehensive plan and farmland preservation plan; unlike some of the Commission's recent poster format plans, this plan maintained a book format due to farmland preservation planning and mapping requirements. The plan took about a year to complete.
- Moved** by Terry Brazeau and seconded by Mary Meyer to approve Resolution 1-2017 and the *Kewaunee County 20-Year Comprehensive Plan Update*. Motion carried, with all voting aye on a voice vote.
- VII. *Resolution 2-2017*: Brandon Robinson presented amendments to the *Bay-Lake Regional Planning Commission 20-Year Comprehensive Plan Update* to the Committee. Mr. Robinson stated that funding for updating certain chapters of the plan came from Coastal Management. It was pointed out that the format of the plan is more of a "poster plan" that highlights important amendments to the original plan, as well as updated goals and objectives, demographics, and natural resource issues. The transportation and economic development chapters will be updated in the future. Mr. Robinson also presented the future land use map of the plan. Committee members commented on how much they liked the format.
- Moved** by Dan Koski and seconded by Eric Corroy to adopt the amendments to the *Bay-Lake Regional Planning Commission 20-Year Comprehensive Plan Update*. Motion carried with all voting aye on a voice vote.
- VIII. *Resolution 3-2017*: Jeff Agee-Aguayo discussed several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020*. Amendments included the notification of Section 5310 vehicles awarded and a need to update a related table in the document (Table 4). Other amendments involved a small number of project cost changes to Tables 5 and 6.
- Moved** by Ed Kelley and seconded by Terry Brazeau that Resolution 3-2017: Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2017 – 2020* be approved. Motion carried, with all voting aye on a voice vote.
- IX. *Combining Personnel and Finance Committees*: Chairman Hotz reported that at its last meeting, the Personnel Committee discussed the thought of combining the Personnel Committee with the Finance Committee. Mr. Hotz told the members of the Executive Committee that he had looked into examples of this being done in other places, and found that the City of Milwaukee and Pierce County both had these committees combined. After discussing the matter, Chairman Hotz asked the Executive Director to include that discussion and action on the agenda for the Full Commission meeting in March. Dan Koski asked whether all members of both committees would be on this new committee or would it be a smaller group. It was suggested that actual committee changes take place after the annual meeting in September when new appointments are made. For now, it was agreed that all members from both committees would be invited to participate in upcoming meetings. The name of the new committee would be the Finance and Personnel Committee.
- X. *Staffing Update*: A staffing update was given by both the Executive Director, Ms. Wojtczak, and Jeff Agee-Aguayo. Cindy Wojtczak stated that the hiring process for the Planner I position was moving along and that it was advertised at all of the University of Wisconsin campuses, Indeed, WAPA and APA. It was decided not to advertise in the local newspaper based on the wishes of the Personnel Committee at its last meeting. Jeff Agee-Aguayo then gave a full report on the numbers of applicants and the various levels of expertise. Eric Corroy asked what was being done to keep the applicants interested. Ms. Wojtczak reported that the application deadline was February 10<sup>th</sup>, and that prior to that, she would be going through all of the applications with Brandon Robinson and Jeff Agee-Aguayo to select the top candidates. Top candidates would be contacted for any missing items and to convey the Commission's interest in them as a candidate for the position. Contacting applicants in general

regarding a future interview or to indicate that they were not selected, would come after the application deadline.

- XI. *Policies and Procedures Manual Change:* Cindy Wojtczak reported that at the recent Personnel Committee meeting and with the advertising of the Planner I position, it was discussed that due to changes in how people search for open job positions, advertising the job announcement in newspapers was no longer something that should be required. Since the current *Policies and Procedures Manual* for the Commission states, “This effort shall include advertising in local and non-local newspapers within Wisconsin,” a change to the *Policies and Procedures Manual* was needed to be in compliance. Ms. Wojtczak provided new language that could replace the existing language.

**Moved** by Ed Kelley and seconded by Dan Koski to replace the existing language with the new language spelled out in the handout. Motion carried, with all voting aye on a voice vote.

- XII. *Contract for Treatment of Phragmites:* Eric Corroy noted that he and Angela Kowalzek-Adrians had discussed some of the issues he had regarding the contract prior to the meeting. Angela Kowalzek-Adrians gave a brief summary of the contract and some of the history of the phragmites program that the Commission oversaw in 2016. There were many questions from committee members, including questions on the number of acres being treated, the length of time needed to complete the work, why only one firm was being asked to complete the 2017 work, change orders, and others.

**Moved** by Terry Brazeau and seconded by Mary Meyer that the staff proceed with securing the contract. Eric Corroy brought up additional discussion on the Commission’s liability for any concerns that private citizens might have with the chemicals being applied or the process. Mike Hotz wondered what could be done if the contractor was unable to finish the work. Ms. Kowalzek-Adrians noted that they are only paid for what they get accomplished and that records and maps are compared with applications on a regular basis to ensure that acreages reported are actual acreages treated. Spot checking is also done out in the field. **Motion carried** with all voting aye on a voice vote.

- XIII. *December Bills and Receipts:* Mike Hotz started discussion under this agenda item with an acknowledgment of all the work that Brian Yerges had done to help the Commission secure a loan with Sheboygan County to pay off the Commission’s unfunded pension liability. Those present agreed. Mr. Hotz then proceeded to ask for questions or concerns with the December 2016 bills and receipts. No questions or concerns were raised. Cindy Wojtczak reported that the Commission’s finances were in good shape and that there was a little over \$100,000 in the checking account, about \$64,000 in receivables, and less than \$5,000 in payables.

**Moved** by Dan Koski and seconded by Mary Meyer to approve the Bills and Receipts for December 2016 as presented. Motion carried, with all voting aye on a voice vote.

- XIV. The next Full Commission Meeting will be held on March 10, 2017, in Green Bay at a location yet to be determined, and the next Executive Committee meeting is scheduled to take place April 28, 2017, at the Commission’s office building.
- XV. **Moved** by Ed Kelley and seconded by Mary Meyer that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:50 a.m.

Respectfully submitted,

Cindy Wojtczak  
Recording Secretary

**ACTION ITEMS**

\*Replace former Policies and Procedures Manual language with language approved under agenda Item XI; make copies of new language and mail to all Commissioners in March Full Commission meeting packets.