

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
October 28, 2011 (Teleconference)

COMMITTEE MEMBERS PRESENT: Bill Clancy, Mike Hotz, Cheryl Maxwell, Val Mellon, Yvonne Van Pembroke, and Eric Corroy (for Chuck Wagner)

COMMITTEE MEMBERS EXCUSED: Lois Trever

COMMITTEE MEMBERS ABSENT: Paul DeWitt

STAFF PRESENT: Rich Heath and Jeff Agee-Aguayo

- I. Chairperson Cheryl Maxwell called the meeting to order at 10:03 a.m. Those participating in the teleconference introduced themselves.
- II. **Moved** by Mike Hotz and seconded by Yvonne Van Pembroke to approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Bill Clancy and seconded by Mike Hotz that the minutes of the July 29, 2011, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- IV. Cheryl Maxwell asked if there was any public input; none was received.
- V. The following communications were presented for discussion.
 - a. A letter dated October 12, 2011, from Mike Friis, Program Manager for the Wisconsin Coastal Management Program, thanking Angela Pierce for presenting at the Lake Michigan Water Trail Network on September 29, 2011, in the City of Two Rivers.
- VI. There are four Governor's appointments to the Commission that still need to be filled or reappointed. Mike Hotz (Sheboygan County), Tom Kussow (Oconto County), and Greg Buckley, City Manager for the City of Two Rivers (Manitowoc County) have submitted applications to the Governor, and they have heard nothing to date from the Governor's office regarding their appointments. Eric Corroy is in the process of completing and submitting his application to be the Governor's appointment to represent Kewaunee County.
- VII. Rich Heath provided committee members with a budget report as part of their packets. The Commission's unemployment compensation obligations continue to be a financial problem. That cost is not considered in the indirect hourly cost rate charged to projects. The Commission's financial obligation to Marty Holden will end in late 2012. Val Mellon asked if there were other companies that reviewed our insurance policies and levels of coverage; Mr. Heath responded that two companies reviewed the Commission's insurance coverage during the summer of 2010, and found the Commission's current coverage to be adequate for its operations and that the costs would be similar to what they could quote. Eric Corroy asked if the \$6,000 still owed to NeighborWorks Green Bay would be a cost for 2011 or 2012; Rich Heath responded that it would most likely be paid in early 2012, so it is listed in next year's budget. Mike Hotz questioned whether or not the \$41,516 proposed in the proposed 2012 budget was a realistic surplus. Mr. Heath responded that a few good projects will certainly put the Commission in the black for 2012. Mr. Corroy asked if the

existing staff had the capacity to absorb additional projects within their current workloads or if additional staff would need to be hired in the event that some of the new projects came to fruition; Rich Heath responded that the type of project would dictate whether new staff would need to be added or current staff could fulfill those project responsibilities. Val Mellon added that a new state law may make it easier to bring in interns before adding paid staff.

- VIII. Resolution 8-2011 is approving the submittal of the FY 2012 U.S. Environmental Protection Agency (USEPA) Brownfields Coalition Site Assessment Grant application, with the Bay-Lake Regional Planning Commission being the applicant and administrative agency. The coalition is comprised of the counties of Kewaunee and Manitowoc and the cities of Two Rivers and Sheboygan. After initially agreeing to be a part of the coalition, Sheboygan County decided to leave the coalition and submit an application on its own with the assistance of a private consultant. County staff feel they have a better chance of having one of the two grants funded rather than just submitting one coalition application.

Moved by Yvonne Van Pembroke and seconded by Mike Hotz to approve Resolution 8-2011. Motion carried, with all voting aye on a voice vote.

- IX. Resolution 9-2011 is adopting the *2012 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*. Mike Hotz asked if City of Sheboygan staff were attending the MPO TAC/PAC joint meetings. Jeff Agee-Aguayo responded that city staff have been participating in most meetings.

Moved by Mike Hotz and seconded by Val Mellon to approve Resolution 9-2011. Motion carried, with all voting aye on a voice vote.

- X. Some minor updates have been made to Table 8: 2012 Revenues and Table 9: 2012 Expenses based on the most recent financial information. A slight decrease of \$2,000 for the regional transportation program was reflected in the revenue table, and the unemployment compensation line item in the expense table was increased due to the recent notification that the Commission had additional obligations to those previously accounted for in September. There are several project applications that have been recently submitted or will be completed within the next month that could have a very positive impact on the Commission's 2012 budget. Local contract work is becoming increasingly difficult to obtain since counties and communities have budget constraints that limit their capacity to provide the necessary grant match.

- XI. Rich Heath prepared a draft employee grievance process based on several model grievance procedures have been prepared by various municipal associations. Wisconsin Act 10 requires public entities to have an adopted grievance policy that includes an impartial outside hearing officer as part of the grievance remediation process. The draft policy provided in the mailing notes that the second step in the grievance procedure could be either the Personnel or Executive Committee. If the Personnel Committee is the second step, then the Executive Committee will be the third step prior to grievances being heard by an impartial outside hearing officer. Mike Hotz commented that he would prefer that the Executive Committee be the second step in the grievance procedure and not add another step by involving the Personnel Committee. The other committee members agreed with his recommendation.

Moved by Mike Hotz and seconded by Val Mellon that the Commission's Employee Grievance Procedure eliminate the Personnel Committee from the process and state that the Executive Committee will address the second step of the grievance procedure process as outlined in the policy. Motion carried, with all voting aye on a voice vote.

- XII. Rich Heath provided an overview of the Bills and Receipts for September 2011.

Moved by Eric Corroy and seconded by Cheryl Maxwell to approve the list of Bills and Receipts for September 2011. Motion carried, with all voting aye on a voice vote.

XIII. The December 9, 2011, Full Commission meeting will be held at the Commission's offices in Green Bay. Dates and meeting arrangements (in-person or teleconference) for each of the Executive Committee meetings to be held in 2012 will be determined at the December 9th Full Commission meeting.

XIV. Cheryl Maxwell thanked everyone for taking the time to participate in the teleconference.

Moved by Mike Hotz and seconded by Eric Corroy that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:20 a.m.

Respectfully submitted,

Richard Heath
Recording Secretary