

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
(VIRTUAL) EXECUTIVE COMMITTEE MEETING
January 29, 2021

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

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

OTHERS PRESENT: James Falkowski (Commissioner)

- I. Chairperson Dan Koski called the meeting to order at 10:00 a.m.
- II. **Moved** by Larry Neuens 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 30, 2020, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. **Communications.** Six communications were discussed:
 - A. Copy of a letter from Manitowoc County Corp. Council – December 14, 2020, letter to David Lasee, Brown County District Attorney, regarding their issue with the Commission’s purchase of the Nimitz Drive building.
 - B. WisDOT – December 14, 2020, letter to FHWA and FTA, approving the 2021-2024 Transportation Improvement Program (TIP) for the Sheboygan Urbanized Area.
 - C. WisDOT – December 17, 2020, letter to Cindy Wojtczak approving the 2021 Regional Transportation Work Program.
 - D. FHWA/FTA – December 18, 2020, letter to WisDOT approving the 2020 Sheboygan MPO Work Program.
 - E. WisDOT – December 30, 2020, letter to Cindy Wojtczak approving the 2021 MPO Work Program.

- F. Gretchen Cope – January 7, 2021, email to Cindy Wojtczak announcing the completion of the Bay-Lake RPC Single Audit Report for the year ended December 31, 2019.
- G. WisDOT – January 7, 2021, letter to Cindy Wojtczak announcing the completion of the 2019 Single Audit Report.
- H. Diane Wessel – January 19, 2021, email to Cindy Wojtczak announcing the Village of Bellevue’s withdrawal from the Bay-Lake Regional Planning Commission.

Mike Hotz asked if the Village of Bellevue missed the June 30, 2020, deadline for notifying the Commission of their intention to withdraw; Cindy Wojtczak responded that there were no existing deadlines or rules for individual municipalities. The Commission’s only deadlines apply to member counties.

- I. Frank Kowalkowski – January 26, 2021, email to Cindy Wojtczak regarding his ability to help the Commission obtain property tax-exempt status for the Commission’s office building.

Moved by Dan Koski and seconded by Larry Neuens to give permission to Bay-Lake staff to proceed with hiring Frank Kowalkowski to confirm property tax-exempt status of the Commission.

Moved by Mike Hotz and seconded by Tom Romdenne to approve and file the communications. Motion carried, with all voting aye on a voice vote.

- VI. **Staffing Update.** Cindy Wojtczak discussed the search for an LTE and a Planner I. Initially the goal was to hire an Environmental Planner, but the applications received were not compatible with the listing posted, so the position was reposted as a Community Assistance Planner. Many more applications that fit the Commission’s needs were received. The Economic Development LTE position has been filled by Jessica Missall, whose start day will be February 1st.

Larry Neuens asked about the pay grade for the LTE; Cindy Wojtczak responded that it is appropriate for what the employee will be doing, and Ms. Missall was satisfied with the offer. Mike Hotz asked what the benefits are for an LTE; Cindy Wojtczak responded that two hours of vacation are earned for every 100 hours worked, with no additional benefits being offered.

VII. **New Contracts.** Cindy Wojtczak reviewed the following contracts with committee members in attendance:

1. 20027-08 Sheboygan County
Rocky Knoll Health Care Center Payroll Monitoring
February 1, 2021, to March 31, 2022
\$18,000 with no match
2. 21001-09 WisDOT
2020 Rural Transportation Program
January 1, 2021, to December 31, 2021
\$72,539 fee with a \$7,254 Bay-Lake RPC match
3. 21004-10 Federal Highway & WisDOT
2020 Sheboygan MPO Work Program
January 1, 2021, to December 31, 2021
\$210,000 Program
 \$176,348 FHWA and WisDOT
 \$29,445 Bay-Lake match
 \$4,207 Shoreline Metro
4. 21006-08 City of Sheboygan
Senior/Community Center Payroll Monitoring
February 1, 2021, to December 31, 2021
\$15,000 fee with no match
5. 21007-08 City of Sheboygan
S 10th St. Resurfacing Payroll Monitoring
February 1, 2021, to December 31, 2021
\$10,000 fee with no match

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.

VIII. **Resolution 1-2021** of the Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2021-2024* was presented by Jeffrey Agee-Aguayo. Mr. Agee-Aguayo noted that the minor amendments included changes to the elderly and disabled transportation capital projects, street and highway improvement projects, the financial plan, and Appendix I.

Moved by Mike Hotz and seconded by Larry Neuens that Resolution 1-2021 be approved. Motion carried, with all voting aye on a voice vote.

- IX. **Membership Withdrawals for Individual Municipalities.** Cindy Wojtczak discussed the withdrawal of individual communities versus the counties as well as their responsibilities to the Commission. Much discussion followed.

Moved by Larry Neuens and seconded by Dan Koski to review this topic at the next Executive Committee meeting. Dan Koski asked for any discussion on the motion; Mike Hotz asked that it be sent to the Finance and Personnel Committee first. **Motion withdrawn** by Larry Neuens and Dan Koski.

Moved by Tom Romdenne and seconded by Mike Hotz to refer this topic to the Finance and Personnel Committee. Motion carried, with all voting aye on a voice vote.

- X. **Staff Certification Costs:** Cindy Wojtczak discussed the rules and thresholds for the Commission to pay for staff tuition and certification costs. Brandon Robinson recently requested assistance with American Institute of Certified Planners (AICP) certification. The original cost of this was \$850, but since Brandon Robinson is already a member of the American Planning Association (APA), the price is \$550.

Mike Hotz asked about the benefits to the Commission of AICP membership; Brandon Robinson responded that having someone AICP certified gives the Commission credibility; it would require him to stay up to date on training. Cindy Wojtczak added that she has an Economic Development Finance Professional (EDFP) certification, and as the Assistant Director, it makes sense for Brandon Robinson to have the AICP certification. Jeffrey Agee-Aguayo added that most of the other Regional Planning Commissions in Wisconsin have AICP certified staff.

Moved from Mike Hotz and seconded by Mike Kunesh to refer this topic to the Finance and Personnel Committee with policy examples from the other regional planning commissions. Motion carried with all voting aye on a voice vote.

- XI. The **December 2020 Bills and Receipts** were reviewed.

Moved by Terry Brazeau and seconded by Tom Romdenne to accept the *December 2020 Bills and Receipts* as presented. Motion carried, with all voting aye on a voice vote.

- XII. Upcoming Commission meetings include the following:

- A. *Full Commission: 10:00 a.m., March 12, 2021, Virtual*
- B. *Executive Committee: 10:00 a.m., April 30, 2021, Virtual*

XIII. **Moved** by Larry Neuens and seconded by Mike Hotz that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:10 a.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary