

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
September 10, 2021
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI
Also conducted via teleconference using Go to Meeting

MEMBERS PRESENT: Karl Ballestad, Terry Brazeau, Mary Ellen Dobbins, James Falkowski, Ann Hartnell, Mike Hotz, Dan Koski, Michael Kunesh, Thomas Mandli, Larry Neuens, Ed Procek, Donna Thomas, and Rich Wolosyn

MEMBERS EXCUSED: Dennis Kroll, Tom Romdenne and Edwin Kelley

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

OTHERS PRESENT: Keith Langenhahn (Wisconsin Counties Association)

I. Chairperson Dan Koski called the meeting to order at 10:04 a.m.

II. **Moved** by Larry Neuens and seconded by Terry Brazeau to approve the agenda as written. Motion carried, with all voting aye on a voice vote.

III. **Minutes:** Rich Wolosyn pointed out a typo on the minutes under the resolutions.

Moved by Rich Wolosyn and seconded by Tom Romdenne that the minutes of the June 11, 2021, Commission meeting be approved as amended. Motion carried, with all voting aye on a voice vote.

IV. **Public Input:** Keith Langenhahn discussed redistricting, and an upcoming conference. Rich Wolosyn asked whether the counties are dealing with incorrect census data and how that affects redistricting. Keith Langenhahn responded that due to the deadline to finish redistricting, counties will have to submit an appeal, and cases like that wouldn't be resolved until after the redistricting process had concluded.

V. **Committee Reports:** Mike Hotz reported on the July 29, 2021, Executive Committee meeting. At this meeting, there were three communications, three contracts, and two resolutions approved. Topics discussed included the following:

- Staffing changes
- Main Street Bounce Back Program
- developing a social media policy
- developing a preventative maintenance plan
- 2021 indirect rate
- membership for individual communities
- Changes to the Training, Membership, and Tuition Reimbursement Policy

Larry Neuens reported on the July 8, 2021, Finance and Personnel Committee Meeting. Topics discussed included staffing changes, the Main Street Bounce Back Program, updating the Financial Management Procedures Manual, membership for individual communities, and employee reimbursement for certifications and related costs.

VI. Nominating Committee Report and Election of Officers for 2021-2022: The following commissioners were recommended by the Nominating Committee for consideration.

Chairperson: Larry Neuens and Dan Koski
 Vice Chairperson: Dan Koski and Mike Hotz
 Secretary/Treasurer: Terry Brazeau and Dan Koski

Ed Procek called three times for nominations for Chairperson. None were received. Larry Neuens asked to be withdrawn from the running. With this withdrawal, Ed Procek asked again if there were any other nominations for Chairperson, and none were received. **Moved** by Terry Brazeau and seconded by Karl Ballestad to cast a unanimous ballot for Dan Koski for Chairperson. Motion carried with all voting aye on a voice vote.

Dan Koski was elected to the position of Chair with a unanimous vote and was eliminated from the nominations for the other two positions.

Ed Procek called for nominations for Vice Chairperson. Dan Koski nominated Larry Neuens for Vice Chairperson. Ed Procek asked for any other nominations three times; no additional nominations were received. Ed Procek closed the nominations for Vice Chairperson and the Commissioners voted on the nominees by private vote. Those that attended virtually sent their vote by text.

Mike Hotz was elected to the position of Vice Chairperson, having received nine votes. Larry Neuens received four votes.

Ed Procek called for nominations for Secretary/Treasurer, and none were received. **Moved** by Mike Hotz and seconded by Larry Neuens to cast a unanimous ballot for Terry Brazeau for Secretary/Treasurer. Motion carried with all voting aye on a voice vote.

Terry Brazeau was elected to the position of Secretary/Treasurer by a unanimous vote.

VII. Committee Appointments: Chairperson Dan Koski appointed the following Commissioners to the Executive Committee:

Florence County: Larry Neuens
Marinette County: Michael Kunesh
Oconto County: Terry Brazeau
Sheboygan County: Mike Hotz
Manitowoc County: Dan Koski
Kewaunee County: Tom Romdenne
Door County: Vacant
Brown County: Vacant

Chairperson Dan Koski appointed Ed Procek, Rich Wolosyn, and James Falkowski to the Nominating Committee.

Dan Koski Re-appointed members of the Finance & Personnel Committee to another 1-year term on the committee. All members accepted the appointments.

VIII. Staffing Update: Cindy gave an update on the current search for a Community Assistance Planner II. Some discussion followed.

IX. Communications: Cindy Wojtczak presented the communications to the Commission.

- FHWA/FTA – August 24, 2021, letter to Cindy Wojtczak approving the amendments to the 2021-2024 TIP.
- WisDOT – August 24, 2021, letter to FHWA and FTA approving the amendments to the 2021-2024 TIP.

Moved by Ed Procek and seconded by Mike Hotz to accept and file the communications. Motion carried, with all voting aye on a voice vote.

X. Approval of Contracts: Cindy Wojtczak reviewed the following contracts with commissioners in attendance:

1. *21022-11 Niagara Escarpment Resource Network*
Geotourism Storymap
August 17, 2021, to August 31, 2022
\$1,000 fee with no match

2. *21023-11 WEDC*
Main Street Bounce Back Program Administration
August 1, 2021, to June 30, 2022
\$70,000 (if all 250 grants are given) with no match

3. *21024-05 Town of Kossuth, Manitowoc County*
Comprehensive Plan Update
August 1, 2021, to March 31, 2022
\$6,800 fee with no match

4. *21025-03 Florence County*
Land and Water Resource Management
August 1, 2021, to February 28, 2022
\$14,800 fee with no match

5. *21026-08 City of Sheboygan, Sheboygan County, Unsigned*
Sheboygan Metro Painting Payroll Monitoring
August 1, 2021, to December 31, 2021
\$6,000 fee with no match

Moved by Larry Neuens and seconded by Rich Wolosyn to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

XI. Main Street Bounceback Grant Program

Sydney Swan Presented an update on the Main Street Bounceback program and its reception by the Region. Much discussion followed.

XII. Jeffrey Agee-Aguayo presented **Resolution 8-2021** of the Bay-Lake Regional Planning Commission approving the *Shoreline Metro Transit Asset Management (TAM) Plan: Calendar Year 2021* and approving 2021 TAM targets for Shoreline Metro.

Moved by Ed Procek and seconded by Tom Romdenne to approve Resolution 8-2021 as presented. Motion carried, with all voting aye on a voice vote.

XIII. 2022 Budget and 2022-2023 Work Program

Cindy Wojtczak presented the preliminary *2022 Budget and 2022-2023 Work Program*.

Moved by Dennis Kroll and seconded by Tom Romdenne to approve the preliminary *2022 Budget and 2022-2023 Work Program*. Motion carried, with all voting aye on a

voice vote.

- XIV. Manitowoc County Water Trail Plan:** Chris Garcia presented the Manitowoc County Water Trail Plan. Much discussion followed.
- XV. City of Manitowoc Bicycle and Pedestrian Plan:** Chris Garcia presented the City of Manitowoc Bicycle and Pedestrian Plan. Much discussion followed.
- XVI. Quarterly Progress Report:** Dan Koski asked if there were any questions regarding the Quarterly Progress Report. None were received.
- XVII. Bills and Receipts:** Dan Koski asked if there were any questions regarding the July 2021 and August 2021 Bills and Receipts. None were received.

Moved by Ed Procek and seconded by Ann Hartnell to approve the July 2021 and August 2021 bills and receipts. Motion carried, with all voting aye on a voice vote.

XVIII. Commissioner Reports:

- Ed Procek discussed Sheboygan’s efforts to provide low-income housing options, the new buses being awarded to Shoreline Metro, improvements to infrastructure in the city, and changes in staffing at the Sheboygan County Economic Development Corporation (SCEDC).
- Larry Neuens commended the BLRPC staff on their efforts during the pandemic.
- Ann Hartnell discussed projects in the Village of Wausaukee.
- Thomas Mandli discussed Marinette County’s NEWCAP housing project.

XIX. Upcoming Commission meetings include the following:

- A. The next meeting of the Commission’s Executive Committee will be held October 29, 2021, at 10:00 a.m., at the Commission office.
- B. The next full Commission meeting will be held on December 10, 2021, at 10:00 a.m., Location TBD.

XX. Moved by Rich Wolosyn and seconded by Ann Hartnell that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 12:10 p.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary