

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 29, 2022
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

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

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, Nicole Barbiaux, and Emily Pierquet

- I. Chairperson Dan Koski called the meeting to order at 10:06 a.m.
- II. **Moved** by Larry Neuens and seconded by Mike Hotz to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Public Input:** Chairperson Dan Koski called for any public input; none was received.
- IV. **Moved** by Terry Brazeau and seconded by Mike Hotz that the minutes of the January 28, 2022, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **2021 Financial Audit:** Leah Lasecki reviewed the 2021 Financial Audit with the Commissioners in attendance. Much Discussion followed. Leah Lasecki commented that it had been another good year for the Commission.
- VI. **Final Approval of the 2021 Annual Report:** **Moved** by Mike Kunesh and seconded by Larry Neuens to approve the Annual Report with the addition of the final numbers from the 2021 Financial Audit. Motion carried with all voting aye on a voice vote.
- VII. **Staffing Update:** Cindy Wojtczak gave an update on the hiring of a Community Assistance Planner II. The individual we had hoped to hire rescinded their application, so staff are still posting this job on multiple job sites and networking to try and find a suitable candidate.

VIII. Communications:

1. WisDOT – February 24, 2022, letter to Beau Bernhoft, the Administrator of the Village of Sister Bay, confirming funding for the Village’s Bus Acquisition project from the 2022-2026 Congestion Mitigation & Air Quality (CMAQ) program.
2. WisDOT – March 2, 2022, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) approving amendments to the 2022-2025 Transportation Improvement Program for the Sheboygan Urbanized Area.
3. WisDOT – April 14, 2022, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) approving amendments to the 2022-2025 Transportation Improvement Program for the Sheboygan Urbanized Area.
4. WisDOA – April 20, 2022, letter to Brandon Robinson announcing the funding of the Commission’s Technical Assistance grant application in the amount of \$20,000.
5. WisDOA – April 20, 2022, letter to Sadie DiNatale Burda announcing the funding of the Commission’s Waterfront Planning Toolkit: Catalyzing Change grant application in the amount of \$24,977.
6. Wisconsin DNR – April 27, 2022, Letter to Jeffrey Agee-Aguayo approving an amendment to the City of Sheboygan Falls Sewer Service Area to serve the Falls Meadow Subdivision.

Moved by Mike Hotz and seconded by Terry Brazeau to approve and file the communications as presented. Motion carried, with all voting aye on a voice vote.

IX. Approve contracts: Cindy Wojtczak presented four contracts for approval:

1. *22012-03 Florence County*
Zoning Ordinance Update
April 3, 2022, to December 31, 2022
\$8,000 fee with no match
2. *22015-03 Florence County*
Hazard Mitigation Plan
April 1, 2022, to October 31, 2023
\$27,112 fee with no match
3. *22020-11 Blue Harbor Resort and Conference Center*
Hosting the 2022 Transportation Planning Conference
Fall of 2022
\$13,000 fee to Blue Harbor
(Will be recuperated by approximately 60 attendees paying \$225 registration fee)

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

X. County Membership: Brandon Robinson reviewed the current memberships of individual communities as well as those who are in the process of becoming members. Much discussion followed.

XI. 50th Anniversary Open House: Cindy Wojtczak reviewed the current plan for the open house, including over 100 guests and the cost to decorate and create presentation materials as well as provide refreshments.

Moved by Mike Hotz and seconded by Larry Neuens to allow the Commission staff to budget for the open house at their discretion. Motion carried, with all voting aye on a voice vote.

XII. Building Maintenance Plan: Lighting Quote

Nicole Barbiaux presented the updated lighting quote from Metzler Electric for replacement of the office's fluorescent lights with LED lights and discussed how much money this transition would save the Commission in the long run. Much discussion followed.

Moved by Larry Neuens and seconded by Terry Brazeau to approve the new quote and move forward with the transition. Motion carried with all voting aye on a voice vote.

XIII. Bills and Receipts for March 2022

Cindy Wojtczak presented the March 2022 Bills and Receipts to the Commission.

Moved by Larry Neuens and seconded by Mike Hotz to approve the March 2022 bills and receipts. Motion carried, with all voting aye on a voice vote.

XIV. Upcoming Commission meetings include the following:

- A. The next Full Commission meeting will be held on June 10, 2022, at 10:00 a.m., at the Commission's office
- B. The next meeting of the Commission's Executive Committee will be held July 29, 2022, at 10:00 a.m., at the Commission's office

XV. Moved by Terry Brazeau and seconded by Donna Thomas that the executive committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 12:50 p.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary