

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
August 19, 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, Jeffrey Agee-Aguayo, 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 amended. 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 Mike Hotz and seconded by Terry Brazeau that the minutes of the April 29, 2022, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **Staffing Update:** Cindy Wojtczak gave an update on the current hiring efforts for another Community Assistance Planner II. Jeffrey Agee-Aguayo introduced Heena Bhatt, who began on July 25, 2022, as a Transportation Planner.
- VI. **Communications:**
 1. WisDOT – June 24, 2022, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) approving amendments to the 2022-2025 Transportation Improvement Program for the Sheboygan Urbanized Area.
 2. WisDOT – July 26, 2022, letter to Brandon Robinson approving the Federal Fiscal Year 2022 Transportation Alternative Program (TAP) project: *Transportation Access to Public Health Options: A Study for the Bay-Lake Region*.
 3. Jamie Kuhn – Thank-You card to Brandon Robinson thanking him for speaking at a press conference.

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.

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

1. *22021-05 Manitowoc County*
Park and Open Space Plan
July 1, 2022, to June 30, 2023
\$ 38,880 fee with no match
2. *22022-02 V. Egg Harbor, Door County*
Zoning Assistance
July 1, 2022, to September 30, 2023
Time and expense
3. *22024-11 WI Coastal Management Program*
Technical Assistance Grant for 2022-2023
July 1, 2022, to June 30, 2023
\$ 40,000 fee with a \$20,000 match by Bay-Lake RPC
4. *22025-11 WI Coastal Management Program*
Waterfront Toolkit
July 1, 2022, to June 30, 2023
\$ 50,000 fee with a \$25,023 match by Bay-Lake RPC
5. *22026-08 C. Sheboygan, Sheboygan County*
Sheboygan Metro Garage Painting
September 16, 2022, to December 31, 2022
\$ 6,000 fee with no match

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.

VIII. Resolution 5-2022: Jeffrey Agee-Aguayo presented Resolution 5-2022 of the Bay-Lake Regional Planning Commission approving minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2022-2025*.

Moved by Mike Hotz and seconded by Terry Brazeau to approve resolution 5-2022. Motion carried with all voting aye on a voice vote.

IX. 2022 Indirect Rate: Cindy Wojtczak presented the indirect rate calculated for 2023 based on the financial statement actuals from 2021.

Moved by Larry Neuens and seconded by Terry Brazeau to approve the 2023 Indirect Rate. Motion carried with all voting aye on a voice vote.

X. Preliminary 2023 Budget: Cindy Wojtczak discussed the preliminary 2023 budget with those in attendance.

No action was taken, and the committee asked that the budget be taken to the full commission for approval.

XI. Bills and Receipts for June and July 2022

Cindy Wojtczak presented the June and July 2022 Bills and Receipts to the Commission.

Moved by Terry Brazeau and seconded by Michael Kunesh to approve the June and July 2022 bills and receipts. Motion carried, with all voting aye on a voice vote.

XII. Upcoming Commission meetings include the following:

- A. The next Nominating Committee meeting will be held on September 9, 2022, at 9:30 a.m., at the Commission's office.
- B. The next Full Commission meeting will be held on September 9, 2022, at 10:00 a.m., at the Commission's office.
- C. The next meeting of the Commission's Executive Committee will be held October 28, 2022, at 10:00 a.m., at the Commission's office.

XIII. Moved by Mike Hotz and seconded by Terry Brazeau to convene in closed session to discuss staff compensation and hiring. Motion carried with all voting aye on a voice vote at 10:54 a.m..

XIV. Moved by Michael Kunesh and seconded by Larry Neuens to reconvene in open session to take action on staffing compensation and hiring. Motion carried with all voting aye on a voice vote at 1:16 p.m..

Moved by Larry Neuens and seconded by Terry Brazeau to move Fabiola Ramirez from an LTE to a permanent employee and revise the job descriptions of managerial assistant and accounts coordinator. Motion carried with five voting aye and one vote in opposition.

Moved by Michael Kunesh and seconded by Larry Neuens to give blanket approve what was discussed in closed session. Motion carried with all voting aye on a voice vote.

XV. Moved by Larry Neuens and seconded by Mike Kunesh that the executive committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:20 p.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary