

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
October 29, 2021  
Bay-Lake RPC Office, 1861 Nimitz Drive  
De Pere, WI

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

COMMITTEE MEMBERS ABSENT: Donna Thomas

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

I. Chairperson Dan Koski called the meeting to order at 10:02 a.m.

II. **Moved** by Larry Neuens and seconded by Michael Kunesh to approve the agenda as written. 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. **Approval of Minutes**

A revised copy of the minutes was given to all in attendance due to an error in section III correcting “Chairperson” to “Vice Chairperson” and a printing error at the end of the document.

**Moved** by Mike Hotz and seconded by Larry Neuens that the minutes of the July 30, 2021, Executive Committee meeting be approved as amended. Motion carried, with all voting aye on a voice vote.

V. **Communications**

a. WCMP – October 12, 2021, letter to Brandon Robinson thanking him for his participation in the September 23, 2021, Council meeting.

b. Town of Lawrence – September 21, 2021, notice of changed assessment to the Commission’s office building.

c. EDA – October 4, 2021, letter to Cindy Wojtczak inviting the Commission to submit an application for a \$210,000 3-year grant.

- d. Jeffrey Agee-Aguayo – October 25, 2021, letter in support of Forward Service Corporation’s Wisconsin Employment Transportation Assistance Program grant proposal for 2022.

**Moved** by Mike Kunes and seconded by Larry Neuens to accept and file all communications. Motion carried, with all voting aye on a voice vote.

**VI. New Contracts**

Cindy Wojtczak reviewed the following contracts with committee members in attendance:

1. 21027-04 V. Luxemburg, Kewaunee County  
Zoning Ordinance Update  
September 23, 2021, to December 31, 2022  
Time and Expense
2. 21028-05 V. Cleveland, Manitowoc County  
Address Mapping  
September 11, 2021, to October 11, 2021  
\$350 fee with no match
3. 21029-05 Manitowoc County  
ARPA Assistance  
October 1, 2021, to December 31, 2022  
Time and Expense up to \$10,000 with no match

Cindy Wojtczak discussed the following application.

1. Wisconsin Coastal Management  
Waterfront Planning Toolkit  
July 2022, to June 30, 2023  
\$50,000 proposed project with \$25,023 Bay-Lake match

**Moved** by Mike Hotz and seconded by Larry Neuens to approve the four contracts and the one application. Motion carried, with all voting aye on a voice vote.

**VII. Resolution 9-2021**

Jeffrey Agee-Aguayo presented Resolution 9-2021: Resolution of the Bay-Lake Regional Planning Commission to approve the *2022 Regional Transportation Work Program*. Jeffrey Agee-Aguayo reviewed key elements of the *2022 Regional Transportation Work Program* with the committee members in attendance.

**Moved** by Larry Neuens and seconded by Mike Kunesh to approve Resolution 9-2021. Motion carried, with all voting aye on a voice vote.

VIII. **Resolution 10-2021**

Jeffrey Agee-Aguayo presented Resolution 10-2021: Resolution of the Bay-Lake Regional Planning Commission approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Year 2022-2025*, determining air quality conformity for the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* and its implementing *2022-2025 TIP*, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area. Jeffrey Agee-Aguayo reviewed key elements of the *2021-2024 TIP* with committee members in attendance.

**Moved** by Mike Hotz and seconded by Mike Kunesh to approve Resolution 10-2021. Motion carried, with all voting aye on a voice vote.

IX. **Resolution 11-2021**

Jeffrey Agee-Aguayo presented Resolution 11-2021: Resolution of the Bay-Lake Regional Planning Commission to approve the *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*. Jeffrey Agee-Aguayo reviewed key elements of the *2022 MPO Work Program*, as well as the budget and staff hours allocated to the program in 2022. Mike Kunesh asked that in future a year-by-year budget be included in the presentation of resolutions pertaining to the Sheboygan MPO to assist new Commissioners.

**Moved** by Mike Kunesh and seconded by Mike Hotz approve Resolution 11-2021. Motion carried, with all voting aye on a voice vote.

X. **Resolution 12-2021**

Jeffrey Agee-Aguayo presented Resolution 12-2021 of the Bay-Lake Regional Planning Commission approving Highway Safety Improvement Program 2022 Performance Measure Targets for the Sheboygan Metropolitan Planning Area. Jeffrey Agee-Aguayo reviewed the funding summary, committee goals and objectives, and projections. Dan Koski asked if there were any consequences for not meeting the goals and using up the budget. Jeffrey Agee-Aguayo explained that if goals are not met or if any of the budget is unused, future funding would be redirected.

**Moved** by Larry Neuens and seconded by Mike Kunesh approve Resolution 12-2021. Motion carried, with all voting aye on a voice vote.

XI. **Resolution 13-2021**

Cindy Wojtczak presented Resolution 13-2021 of the Bay-Lake Regional Planning Commission reaffirming the desire of the Commission to continue as an Economic Development District Program of EDA for CYs 2022, 2023, and 2024. Larry Neuens asked what would happen if the budget was not used in its entirety. Cindy Wojtczak

responded that we would have to forfeit those funds, therefore the staff are always sure to use the budget in its entirety.

**Moved** by Mike Hotz and seconded by Larry Neuens approve Resolution 13-2021. Motion carried, with all voting aye on a voice vote.

XII. **Employee Handbook Addition: Off-Site Survey and Data Collection**

Cindy Wojtczak presented a proposed addition to the Employee Handbook to establish a process for off-site surveys and data collection for the safety of the staff and better communication with those we are working with. Dan Koski pointed out a few typos which were corrected. Larry Neuens asked about the proposed safety vests and whether they would be custom ordered with our organization logo. Cindy Wojtczak responded that it can be added to the budget.

**Moved** by Larry Neuens and seconded by Mike Hotz approve the additions to the employee handbook as discussed. Motion carried, with all voting aye on a voice vote.

XIII. **Bills & Receipts**

Chairperson Dan Koski asked if there were any questions regarding the September 2021 Bills and Receipts. None were received.

**Moved** by Mike Hotz and seconded by Michael Kunesh to accept the *September 2021 Bills and Receipts*, as presented. Motion carried, with all voting aye on a voice vote.

XIV. **Staffing**

The Executive Committee conducted an evaluation of Cindy Wojtczak, the Executive Director of the Bay-Lake Regional Planning Commission.

**Moved** by Mike Hotz and seconded by Mike Kunesh to increase Cindy Wojtczak's salary with a 1 step increase. Motion failed with 1 support and 3 opposed.

**Moved** by Mike Kunesh and seconded by Larry Neuens to increase Cindy Wojtczak's salary with a 2 step increase. Motion failed with 2 support and 2 opposed.

**Moved** by Larry Neuens and seconded by Dan Koski to increase Cindy Wojtczak's salary with a 1½ step increase. Motion carried with 3 support and 1 opposed.

XV. **Upcoming Commission Meetings:**

- a. Full Commission: 10:00 a.m., December 10, 2021, Commission Office
- b. Executive Committee: 10:00 a.m., January 28, 2022, Commission Office

XVI. **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 Executive Committee adjourned at 12:35 p.m.

Respectfully submitted,

Emily J. Pierquet  
Recording Secretary