

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
FULL COMMISSION MEETING  
September 9, 2022  
Bay-Lake RPC Office, 1861 Nimitz Drive  
De Pere, WI

MEMBERS PRESENT: Karl Ballestad, Terry Brazeau, Mary Ellen Dobbins, Greg Grotegut, Ann Hartnell, Mike Hotz, Edwin Kelley (by phone), Dan Koski, Dennis Kroll, Thomas Mandli, Larry Neuens, Ed Procek, Tom Romdenne, Donna Thomas and Rich Wolosyn

MEMBERS EXCUSED: James Falkowski, Mike Kunesh and Ryan Sorenson

STAFF PRESENT: Nicole Barbiaux\*, Heena Bhatt\*, Brandon Robinson, Yorchei Xiong\* and Jeffrey Agee-Aguayo

OTHERS PRESENT: None

\*Present for part of the meeting.

I. Chairperson Dan Koski called the meeting to order at 10:00 a.m.

New staff (Heena Bhatt and Yorchei Xiong) were introduced to the Commissioners.

II. **Moved** by Ann Hartnell and seconded by Ed Procek to approve the agenda as written. Motion carried, with all voting aye on a voice vote.

III. **Moved** by Larry Neuens and seconded by Terry Brazeau that the minutes of the June 10, 2022, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.

IV. **Public Input:** Chairperson Dan Koski asked if there was any public input; none was received.

V. **Committee Reports:** Dan Koski reported on the August 19, 2022, Executive Committee meeting. Heena Bhatt was introduced to committee members, and minutes from the April 29<sup>th</sup> meeting were approved. At this meeting, there were four communications, five contracts, and one resolution approved. Topics discussed included the following:

- 2022 Indirect Rate;
- Preliminary Budget for 2023 (including an increase in anticipated levy due to new members);

- Bills and Receipts for June and July 2022 were reviewed and approved; and
- The committee went into closed session to discuss staff compensation and hiring strategies.

**VI. Nominating Committee Report and Election of Officers for 2022-2023:**

Ed Procek gave the Nominating Committee report. The Nominating Committee consists of Ed Procek, Rich Wolosyn and Thomas Mandli. “Term limit” provisions in the Commission bylaws mandated that all three officer positions have new Commissioners.

Election for Chairperson

Thomas Mandli nominated Terry Brazeau for Chairperson. Rich Wolosyn nominated Mike Hotz for Chairperson.

Ed Procek asked if there were any other nominations; no additional nominations were received.

A vote for Chairperson was taken, with the results as follows:

Terry Brazeau: 4 votes

Mike Hotz: 10 votes

Mike Hotz was elected Chairperson.

Election for Vice Chairperson

Thomas Mandli nominated Terry Brazeau for Vice Chairperson. Rich Wolosyn nominated Ann Hartnell for Vice Chairperson. Ed Procek nominated Dan Koski for Vice Chairperson.

Ed Procek asked if there were any other nominations; no additional nominations were received.

The first round of voting for Vice Chairperson was taken, with the results as follows:

Terry Brazeau: 5 votes

Ann Hartnell: 3 votes

Dan Koski: 6 votes

Since no candidate received a majority of the vote, a second round of voting for Vice Chairperson took place among the two individuals receiving the most votes in the first round, with the results as follows:

Terry Brazeau: 5 votes

Dan Koski: 9 votes

Dan Koski was elected Vice Chairperson.

#### Election for Secretary-Treasurer

Thomas Mandli nominated Ann Hartnell for Secretary-Treasurer.

Ed Procek asked if there were any other nominations; no additional nominations were received.

**Moved** by Tom Romdenne and seconded by Terry Brazeau to close nominations and cast a unanimous ballot for Ann Hartnell as Secretary-Treasurer. Motion carried, with all voting aye on a voice vote.

Ann Hartnell was elected Secretary-Treasurer.

Ed Procek thanked Thomas Mandli and Rich Wolosyn for their service on the Nominating Committee.

Mike Hotz thanked everyone for their confidence in him, thanked Dan Koski for his service as Chairperson and Terry Brazeau for his service as Secretary-Treasurer, and chaired the remainder of the meeting.

#### **VII. Committee Appointments:** Newly elected Chairperson Mike Hotz appointed the following Commissioners to the Executive Committee:

Florence County: Larry Neuens

Marinette County: Ann Hartnell (Secretary-Treasurer)

Oconto County: Terry Brazeau

Sheboygan County: Mike Hotz (Chairperson)

Manitowoc County: Dan Koski (Vice Chairperson)

Kewaunee County: Donna Thomas

Door County: Vacant

Brown County: Vacant

Chairperson Mike Hotz reappointed Ed Procek, Rich Wolosyn, and Thomas Mandli to the Nominating Committee.

Chairperson Mike Hotz reappointed members of the Finance & Personnel Committee to another one-year term on the committee. These included Larry Neuens, Dennis Kroll, Mike Kunesh, Dan Koski, and Mike Hotz. All members accepted the appointments.

**VIII. Staffing Update:**

Brandon Robinson provided a staffing update.

Brandon Robinson noted that Fabiola Ramirez has been made permanent (no longer an intern), but will still work part-time as the Accounts Coordinator. Brandon Robinson added that Emily Pierquet has resigned as a full-time Managerial Assistant, and noted that this role will now be split into two permanent part-time positions, with Fabiola Ramirez assuming the Accounts Coordinator position and with a new permanent part-time Administrative Assistant that the Commission hopes to hire in the near future. Brandon Robinson indicated that Emily Pierquet still works in the late afternoons to assist with the transition.

Brandon Robinson commented that the Commission is still looking for an experienced Community Assistance Planner.

**IX. Communications:** Jeff Agee-Aguayo presented the following communication to the Commission.

- WisDOT – Copy of a September 2, 2022, letter to the FHWA Wisconsin Division Administrator and the FTA Region 5 Administrator approving minor amendments to the *2022 - 2025 TIP*.

No action was taken on the communication.

**X. Approval of Contracts:** Brandon Robinson reviewed the following contract with Commissioners in attendance:

1. *22027-04 City of Algoma, Kewaunee County, unsigned*  
GIS Technical Assistance  
September 1, 2022, to August 31, 2023  
\$899.98 fee with no match

**Moved** by Rich Wolosyn and seconded by Ann Hartnell to approve the contract as presented. Motion carried, with all voting aye on a voice vote.

- XI.** Jeffrey Agee-Aguayo presented **Resolution 6-2022** of the Bay-Lake Regional Planning Commission approving the *Shoreline Metro Transit Asset Management (TAM) Plan: Calendar Year 2022* and approving 2022 TAM targets for Shoreline Metro.

Jeffrey Agee-Aguayo distributed and reviewed the *Shoreline Metro Transit Asset Management (TAM) Plan: Calendar Year 2022* with the Commissioners. It was noted that the condition of the fixed-route fleet had improved markedly since last year's plan, while the condition of medium duty paratransit buses is anticipated to improve between 2022 and 2023 because Shoreline Metro plans to acquire five such vehicles as part of its CARES Act grant. All four pieces of significant equipment are older, but are still in working condition. The bus garage is in "adequate" condition due to a recent roof replacement, while the downtown transfer point is in "good" condition.

The Sheboygan Transit Commission approved the TAM Plan and targets on August 16<sup>th</sup>, and the Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the plan and targets on September 8<sup>th</sup>.

As far as questions and comments from Commissioners were concerned, Thomas Mandli had a question regarding what would happen if a piece of equipment would go bad that Jeffrey Agee-Aguayo answered. Ed Procek had a comment on a potential new transit administrative, maintenance and storage facility (bus garage), expressing his opposition to having such a facility combined with other city departments.

**Moved** by Ed Procek and seconded by Dan Koski to approve Resolution 6-2022 as presented. Motion carried, with all voting aye on a voice vote.

**XII. 2023 – 2024 Work Program & 2023 Annual Budget**

Brandon Robinson presented the preliminary *2023 - 2024 Work Program & 2023 Annual Budget*.

Items reviewed included: the current list of Commissioners (including when their terms end, alternates and committees); the proposed staffing for 2023; the activities under the five Commission program areas (with Community Assistance and Economic Development now being combined); and the 2023 budget summary (including the levy, revenues, expenses, and two tables detailing projected revenues and estimated expenses for 2023).

As far as questions and comments from Commissioners were concerned, Thomas Mandli had a question regarding whether it was easy to fill part-time positions; Brandon Robinson responded that this was fairly easy today because more individuals applying for the available part-time positions have other things going on in their lives that make these positions attractive. Mike Hotz had a levy-related question that Brandon Robinson answered. Ed Procek had a comment regarding levy policies. Larry Neuens had a

comment regarding Commission membership and the assets of the organization. Mike Hotz had a question regarding the levy increase from 2022 to 2023; Brandon Robinson noted that this increase resulted primarily from bringing in new members from Brown and Door Counties.

**Moved** by Thomas Mandli and seconded by Terry Brazeau to approve the preliminary *2023 – 2024 Work Program and 2023 Annual Budget*. Motion carried, with all voting aye on a voice vote.

**XIII. Quarterly Progress Report:** Brandon Robinson reviewed the majority of the Work Program Activity Report that covered the months of June, July, and August 2022, with Jeffrey Agee-Aguayo reviewing Sheboygan MPO activities within that report. There were no questions from Commissioners regarding the report.

**XIV. Bills and Receipts:** Chairperson Mike Hotz asked if there were any questions regarding the August 2022 Bills and Receipts; none were received.

**Moved** by Rich Wolosyn and seconded by Edwin Kelley to approve the August 2022 bills and receipts. Motion carried, with all voting aye on a voice vote.

**XV. Commissioner Reports:**

- Thomas Mandli commented that there were three (3) finalists for Bay of Green Bay National Estuarine Research Reserve (NERR) projects: Sturgeon Bay, the Peshtigo River, and Duck Creek (more information regarding this activity can be found at: <https://www.uwgb.edu/national-estuarine-research-reserves/>).
- Terry Brazeau noted that the Village of Lena’s centennial celebration was coming up on Saturday, September 10<sup>th</sup>.
- Donna Thomas reported that she attended Executive Director Cindy Wojtczak’s father’s funeral this week.
- Ed Procek discussed the first Amsterdam Dunes wetland mitigation bank credits being sold, a program honoring Rocky Knoll (a health care center run by Sheboygan County), a ribbon cutting ceremony held for the new Sheboygan Marsh education center, new buses and the implementation of digital fares at Shoreline Metro, the RAISE grant for the bicycle and pedestrian swing bridge over the Sheboygan River in the City of Sheboygan, active transportation activities in the Sheboygan area, and the need to explore more alternatives to incarceration because of increases in the jail population requiring expansion to the Sheboygan County Detention Center.

**XVI. Upcoming Commission meetings include the following:**

- A. The next meeting of the Commission’s Executive Committee will be held October 28, 2022, at 10:00 a.m., at the Commission office.
- B. The next full Commission meeting will be held on December 9, 2022, at 10:00 a.m., Location TBD.

Chairperson Mike Hotz requested an update on building maintenance at the full Commission meeting in December.

**XVII. Moved** by Larry Neuens and seconded by Dennis Kroll that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:41 p.m.

Respectfully submitted,

Jeffrey Agee-Aguayo  
Recording Secretary