

BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
June 10, 2022

MEMBERS PRESENT: Karl Ballestad, Terry Brazeau, James Falkowski, Ann Hartnell, Mike Hotz, Dan Koski, Dennis Kroll, Michael Kunesh, Thomas Mandli, Larry Neuens, Ed Procek, Tom Romdenne, Ryan Sorenson, Donna Thomas, and Rich Wolosyn

MEMBERS EXCUSED: Mary Ellen Dobbins, Greg Grotegut, and Edwin Kelley

STAFF PRESENT: Cindy Wojtczak, Jeff Agee-Aguayo, Brandon Robinson, and Emily Pierquet

- I. Chairperson Dan Koski called the meeting to order at 10:06 a.m.
- II. **Moved** by Thomas Mandli and seconded by Ann Hartnell to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Larry Neuens and seconded by Dennis Kroll that the minutes of the March 11, 2022, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. Chairperson Dan Koski called for any public input; none was received.
- V. **Committee Reports:** Chairperson Dan Koski presented the April 29, 2022, Executive Committee meeting report. Six communications and three contracts were approved. Membership for individual communities from nonmember counties was discussed as well as the open house for Bay-Lake RPC's 50th Anniversary and approving the 2021 Annual Report.

Larry Neuens presented the May 18, 2022, Finance & Personnel Committee meeting report. New and revised job descriptions for GIS Technician, GIS Specialist, and Planner/GIS Coordinator were approved, and the current staffing needs were discussed. A motion was passed to bring an updated list of incentives to the next Executive Committee meeting for approval. The Finance & Personnel committee also passed a motion to bring the topic of paying off the second mortgage to the Executive Committee for approval.

VI. Communications: No Communications were received.

VII. Contracts: Four contracts were presented for approval.

- **22016-02 T. Gibraltar, Door County**
Comprehensive Plan Update
July 1, 2022, to June 30, 2023
\$ 62,500 fee with no match

- **22017-02 T. Jacksonport, Door County**
Comprehensive Plan Update
July 1, 2022, to June 30, 2023
\$ 22,500 fee with no match

- **22018-08 C. Sheboygan, Sheboygan County**
Payroll Review for Taylor Drive, STH 28, and STH 23 Traffic Signals
May 15, 2022, to December 31, 2022
\$ 7,500 fee with no match

- **22019-08 C. Sheboygan, Sheboygan County**
Payroll Review for St. Clair Ave.
August 1, 2022, to December 31, 2022
\$ 10,000 fee with no match

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

VIII. Changes to Bylaws Regarding Membership of Individual Municipalities: Cindy Wojtczak discussed the amendment put forth by the Executive Committee during their meeting on April 29, 2022, for final approval by the Full Commission. The suggested amendment detailed a deadline of June 1, 2022, for individual communities to become members of the Commission on their own if their county was not a member of the Commission. These individual members would not share in equity nor share in liability. Individual members which joined prior to June 1, 2022, would be allowed to remain members until they decided to leave or until their county joined as a member. If an individual community decides to end their membership, they would not be able to become members again until their county became a member.

Moved by Thomas Mandli and seconded by Terry Brazeau to approve the discussed amendment to the bylaws. Motion carried with all voting aye on a voice vote.

IX. Affirmative Action Plan: Cindy Wojtczak presented the Affirmative Action Plan.

Moved by Ann Hartnell and seconded by Dennis Kroll to approve the Affirmative action Plan. Motion carried with all voting aye on a voice vote.

X. Resolution 3-2022: Cindy Wojtczak presented Resolution 3-2022 of the Bay-Lake Regional Planning Commission to adopt the Affirmative Action Program for July 1, 2022 to June 30, 2023.

Moved by Ed Procek and seconded by Richard Wolosyn to approve Resolution 3-2022. Motion carried, with all voting aye on a voice vote.

XI. Resolution 4-2022: Jeffrey Agee-Aguayo presented Resolution 4-2022 of the Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2022 – 2025*.

Moved by Mike Hotz and seconded by Ed Procek to approve Resolution 4-2022. Motion carried, with all voting aye on a voice vote.

XII. 2nd Mortgage Loan Pay-off: Cindy Wojtczak discussed the remaining balance on the second mortgage taken out by the Commission to make the down payment for the Commission's office building. The Commission has the necessary funds in its savings account to pay it off in full, which would save the Commission from paying interest.

Moved by Terry Brazeau and seconded by Rich Wolosyn to pay off the second mortgage in full using funds from the Commission's savings account. Motion carried, with all voting aye on a voice vote.

XIII. 2023 Levy Rate: Cindy Wojtczak discussed the current levy rate for membership to the Commission, which has been at the same rate for the past several years and proposed to keep it as is for the 2023 levy. Discussion followed regarding the loan from Sheboygan County that paid for the Commission's unfunded pension liability.

Moved by Rich Wolosyn and seconded by James Falkowski to keep the levy rate at 0.0006% for the year 2023. Motion carried with all voting aye on a voice vote.

XIV. Quarterly Project Report: Brandon Robinson reviewed the Quarterly Project Report, focusing on a few highlights from the past quarter.

XV. Bills and Receipts for April and May 2022

The Commissioners in attendance reviewed the April and May 2022 Bills and Receipts.

Moved by Ed Procek and seconded by Ann Hartnell to approve the April 2022 and May 2022 bills and receipts. Motion carried, with all voting aye on a voice vote.

XVI. Commissioner Reports

Ed Procek discussed the following topics:

- 10 new busses for Sheboygan Metro
- Out of town transportation for veterans and Aging & Disability
- Affordable housing
- Childcare
- Manufacturing boom
- Labor issues

XVII. Upcoming Commission meetings include the following:

- A. The next Executive Committee meeting will be held July 29, 2022, at 10:00 a.m., at the Commission office in De Pere.
- B. The next Full Commission meeting will be held on September 9, 2022, at 10:00 a.m., at the Commission office in De Pere.

XVIII. Moved by Ann Hartnell and seconded by Terry Brazeau that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:21 a.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary