

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

July 30, 2021

Bay-Lake RPC Office, 1861 Nimitz Dr., De Pere

COMMITTEE MEMBERS PRESENT: Tom Romdenne, Mike Hotz, Larry Neuens, Terry Brazeau, and Michael Kunesh

COMMITTEE MEMBERS EXCUSED: Dan Koski

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, Jeffrey Agee-Aguayo, Sydney Swan, Adam Christensen, and Emily Pierquet

- I. Vice Chairperson Mike Hotz called the meeting to order at 10:00 a.m.
- II. **Agenda.** Larry Neuens asked that discussion regarding a preventative building maintenance plan take place between agenda items IX and X.

Moved by Terry Brazeau and seconded by Tom Romdenne to approve the agenda as amended. Motion carried, with all voting aye on a voice vote.
- III. **Public Input.**
Vice Chairperson Mike Hotz asked if there was any public input; none was received.
- IV. **Moved** by Tom Romdenne and seconded by Terry Brazeau that the minutes of the April 30, 2021, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. **Staffing Update.**
Cindy Wojtczak discussed recent staffing changes, including the hiring of Adam Christensen to the position of Environmental Planner, the termination of Jeffrey Witte, and the hiring process for a replacement planner II being put on hold until later in 2021 or into 2022.
- VI. **Communications.**
Three communications were discussed:
 - A. BLRPC – June 7, 2021, letter of to City of Sturgeon Bay Mayor, David Ward, in support of the City’s NERR site.

Moved by Terry Brazeau and seconded by Larry Neuens to go forward with the letter of support for citing a NERR Visitor Center in the City of Sturgeon Bay. Motion carried with 4 voting aye on a voice vote and one abstention from Mike Kunesh.

- B. FHWA/FTA – June 25, 2021, letter to Cindy Wojtczak, approving amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2021-2024 (2021-2024 TIP)*.
- C. WisDOT – July 6, 2021, letter to the Federal Highway Administration and the Federal Transit Administration, approving amendments to the 2021-2024 Statewide Transportation Improvement Program (STIP).

VII. New Contracts.

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

- 1. 21019-11 Wisconsin Coastal Management Program
Regional Environmental Corridors Public Portal
July 1, 2021, to June 30, 2022
\$12,500 grant with a \$12,500 Bay-Lake RPC match
- 2. 21020-11 Wisconsin Coastal Management Program
Technical Assistance Grant for 2021-2022
July 1, 2021, to June 30, 2022
\$20,000 grant with a \$20,000 Bay-Lake RPC match
- 3. 21021-05 Manitowoc County
CDBG Administration
July 1, 2021, to December 31, 2022
\$28,000 fee with no match

Moved by Mike Kunesh and seconded by Tom Romdenne that all of the above noted contracts be approved as presented. Motion carried, with all voting aye on a voice vote.

VIII. Wisconsin Tomorrow – Main Street Bounce Back Program.

Sydney Swan discussed the Main Street Bounce Back Program, which would provide grants in the amount of \$10,000 to businesses buying or leasing in vacant downtown commercial properties.

Moved by Larry Neuens and seconded by Mike Kunesh to approve and sign the upcoming contract with WEDC for the Main Street Bounce Back Program. Motion carried with all voting aye on a voice vote.

IX. Social Media Policy.

Emily Pierquet reviewed the key points of the draft Social Media Policy and discussed why it was necessary to expand the Commission's existing policy to be more direct and detailed. After some discussion, some changes were suggested. **Moved** by Terry Brazeau and seconded by Tom Romdenne for staff to obtain other RPC policies and refer this topic of discussion to the Finance & Personnel Committee. Motion carried with all voting aye on a voice vote.

X. Preventative Maintenance Plan.

Larry Neuens proposed the Commission write up a preventative maintenance plan for the Commission's office building. BLRPC staff have already drafted a building maintenance guide but can build upon it with a full schedule of the building's maintenance needs. Larry Neuens offered to find a program to assist staff in keeping up with this.

XI. 2021 Indirect Rate.

Cindy Wojtczak discussed the calculation of the 2021 Indirect Rate, which will go into effect retroactively as of July 1, 2021.

Moved by Tom Romdenne and seconded by Terry Brazeau to approve the 2021 Indirect Rate. Motion carried with all voting aye on a voice vote.

XII. Resolution 6-2021.

Jeffrey Agee-Aguayo presented Resolution 6-2021 of the Bay-Lake Regional Planning Commission approving minor amendments to the street and highway project component of the Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2021 – 2024.

Motion by Larry Neuens and seconded by Michael Kunesh to approve Resolution 6-2021. Motion carried, with all voting aye on a voice vote.

XIII. Resolution 7-2021.

Jeffrey Agee-Aguayo presented Resolution 7-2021 of the Bay-Lake Regional Planning Commission approving Amendment #1 to the 2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.

Motion by Mike Kunesh and seconded by Tom Romdenne to approve Resolution 7-2021. Motion carried, with all voting aye on a voice vote.

XIV. Updating Financial Management Procedures Manual.

Cindy Wojtczak discussed Uniform Guidance and went through all the updates needed to be made to the Commission's Financial Management Procedures Manual in order to ensure those requirements are understood by all and to ensure they are being followed.

Motion by Terry Brazeau and seconded by Larry Neuens to approve the updated Financial Management Procedures Manual. Motion carried, with all voting aye on a voice vote.

XV. Membership for Individual Communities.

Cindy Wojtczak reported on what the Finance and Personnel Committee had discussed in their meeting on July 8, 2021, regarding the discontinuation of offering membership to communities in nonmember counties. Brandon Robinson discussed his perspective from the BLRPC staff's discussions with nonmember communities, including their concerns that discontinuing involvement with communities in nonmember counties would directly contradict the Commission's mission statement. Much discussion followed.

Moved by Larry Neuens and seconded by Tom Romdenne to recommend the membership changes to the Full Commission on June 10, 2022, and that the change would be reflected in the Commission's Bylaws. A June 1, 2022, deadline date for individual community membership was included in the motion. Motion carried with Tom Romdenne, Terry Brazeau, and Larry Neuens voting aye, and two oppositions by Mike Hotz and Mike Kunesh.

XVI. Training, Membership, and Tuition Reimbursement Policy.

Cindy Wojtczak reviewed the changes made to the Training, Membership, and Tuition Reimbursement Policy, and asked if there were any further questions or changes to be made. A few additional changes in wording were made.

Moved by Tom Romdenne and seconded by Mike Kunesh to approve the policy as amended. Motion carried, with all voting aye on a voice vote.

XVII. June 2021 Bills and Receipts.

The June 2021 Bills and Receipts handout was reviewed.

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

XVIII. Upcoming Commission meetings include the following:

- A. *Full Commission: 10:00 a.m., September 10, 2021, Bay-Lake RPC Office*
- B. *Executive Committee: 10:00 a.m., October 29, 2021, Bay-Lake RPC Office*

XIX. Adjournment.

Moved by Tom Romdenne and seconded by Larry Neuens that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:25 p.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary