

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 30, 2021
Bay-Lake RPC Office, 1861 Nimitz Dr., De Pere

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

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, and Emily Pierquet

- I. Chairperson Dan Koski called the meeting to order at 10:05 a.m.
- II. **Moved** by Larry Neuens and seconded by Tom Romdenne to approve the agenda as presented. 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. **Moved** by Larry Neuens and seconded by Tom Romdenne that the minutes of the January 29, 2021, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. **2020 Financial Audit:** Leah Lasecki from Clifton Larson Allen presented the 2020 Financial Audit to the committee. Ms. Lasecki reviewed the auditing process and explained the changes for 2020 and their effects. Leah Lasecki explained why BLRPC needed a single audit again in 2020 and its impact. She noted that although the purchase of the Nimitz Drive property has added debt to the Commission, it also provides equity that Bay-Lake RPC never had before and it positively impacts the organization's financial standing.

Much discussion followed, including the following topics:

- Equity and debt responsibilities;
- Establishing a reserve account for the Commission;
- Forfeiture of equity upon discontinuation of membership;
- The effects of using subcontractors for federal grant projects; and
- Uniform Guidance Policies.

Mike Hotz asked if the auditors would be able to help the Commission with the determination of some of the above factors; Leah Lasecki responded affirmatively.

Moved by Mike Hotz and seconded by Terry Brazeau that the 2020 Financial Audit be approved and finalized. Motion carried, with all voting aye on a voice vote.

- VI. **Uniform Guidance.** Cindy Wojtczak discussed Uniform Guidance and the updates the Commission needs to make to its Financial Policy in order to meet those requirements.

Motion by Terry Brazeau and seconded by Michael Kunesh to go forward with amendments to the policy based on advice from CLA. Motion carried, with all voting aye on a voice vote.

- VII. **Final approval of 2020 Annual Report.** Nicole Barbiaux presented the 2020 Annual Report for final approval. The only component missing when presented to the Full Commission in March was the financial information from the 2020 Financial Audit, which has now been approved and can be added to the 2020 Annual Report.

Moved by Michael Kunesh and seconded by Mike Hotz that the 2020 Annual Report be approved and finalized with the financial information added, as discussed. Motion carried, with all voting aye on a voice vote.

- VIII. **Communications.** Five communications were discussed:

- A. FHWA/FTA – April 1, 2021, letter to Cindy Wojtczak approving amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2021-2024 (2021-2024 TIP)*.
- B. WisDOT – April 2, 2021, letter to FHWA and FTA, approving amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2021-2024 (2021-2024 TIP)*.
- C. WCMP – April 19, 2021, letter to Town of Gardner awarding the funding of the Town of Gardner Comprehensive Plan Update.
- D. WCMP – April 19, 2021, letter to Bay-Lake RPC awarding the funding of the Bay-Lake Regional Planning Commission Technical Assistance.
- E. WCMP – April 19, 2021, letter to Bay-Lake RPC awarding the funding of the Regional Environmental Corridors Public Portal.

Moved by Mike Hotz and seconded by Tom Romdenne to approve and file the communications. Motion carried, with all voting aye on a voice vote.

IX. **New Contracts.** Cindy Wojtczak announced the following contracts with committee members in attendance:

1. 21012-06 Village of Wausaukee, Marinette County
Zoning Map Update
March 17, 2021, to June 30, 2021
\$2,500 fee with no match
2. 21013-05 Village of Mishicot, Manitowoc County
Comprehensive Plan Update
April 16, 2021, to December 31, 2022
\$19,400 fee with no match

Moved by Mike Hotz 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.

X. The **March 2021 Bills and Receipts** handout was reviewed.

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

XI. Upcoming Commission meetings include the following:

- A. *Full Commission: 10:00 a.m., June 11, 2021, Bay-Lake RPC Office (with virtual option)*
- B. *Executive Committee: 10:00 a.m., July 30, 2021, Bay-Lake RPC Office*

XII. **Moved** by Mike Hotz 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 11:21 a.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary