

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
VIRTUAL FULL COMMISSION MEETING
March 12, 2021

MEMBERS PRESENT: Karl Ballestad, Terry Brazeau, Mary Ellen Dobbins, James Falkowski, Mike Hotz, Edwin Kelley, Dan Koski, Dennis Kroll, Michael Kunesh, Thomas Mandli, Larry Neuens, Ed Procek, Tom Romdenne, Donna Thomas, and Rich Wolosyn

MEMBERS EXCUSED: Ann Hartnell

STAFF PRESENT: Cindy Wojtczak, Jeff Agee-Aguayo, Brandon Robinson, Nicole Barbiaux, Jessica Missall, Sydney Swan, and Emily Pierquet

- I. Chairperson Dan Koski called the meeting to order at 10:03 a.m.
- II. **Moved** by Ed Procek and seconded by Larry Neuens to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Mike Hotz and seconded by Terry Brazeau that the minutes of the December 11, 2020, 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 January 29, 2021, Executive Committee meeting report. Nine communications, one resolution, and five contracts were approved. Cindy Wojtczak gave an update on the search for an EDA Assistant and a Planner I. Two topics of discussion, membership withdrawals and staff certification costs, were deferred to the Finance and Personnel Committee for discussion and action.
- VI. **Communications:**
 1. City of Sheboygan Common Council – March 1, 2021, resolution 171-20-21 approving the Shoreline Metro Public Transportation Agency Safety Plan (PTASP).
 2. City of Sheboygan Common Council – March 1, 2021, resolution 172-20-21 approving the Shoreline Metro Transit Development Program (TDP).
 3. WisDOT – February 18, 2021, letter to the Wisconsin Division office of the Federal Highway Administration (FHWA) and the Region 5 office of the Federal Transit

Administration (FTA) approving an amendment to the *2021-2024 Transportation Improvement Program (TIP)* for the Sheboygan Urbanized Area.

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

VII. Staffing Update: Cindy Wojtczak announced two new staff members; Jessica Missall, the Economic Development Assistant, who began working with the Commission on February 2, 2021, and Sadie DiNatale Burda, the Community Assistance Planner, who is scheduled to begin working with the Commission on March 15, 2021.

VIII. Contracts: Three contracts were presented for approval.

1. *20008-04 Village of Luxemburg*
Safe Routes to School
February 1, 2021, to December 31, 2023
\$51,000 fee with no match (unsigned)

2. *21009-08 Sheboygan County*
Stormwater & Outreach
February 1, 2021, to August 31, 2021
\$3,000 fee with no match (unsigned)

3. *210010-06 Town of Grover*
Comprehensive Plan
February 1, 2021, to December 31, 2021
\$7,800 fee with no match (unsigned)

Donna Thomas asked if anything could be done in the Safe Routes to School program to make the main intersection in the village of Luxemburg safer once the new Kwik Trip opens. Brandon Robinson responded that the program will try to mitigate safety hazards, but ultimately, the Village of Luxemburg would need to update its zoning ordinance to control what can be developed along the route most children take to get to the school.

Moved by Ed Procek and seconded by James Falkowski to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

IX. Gold Shovel Program: Nicole Barbiaux and Cindy Wojtczak discussed the Gold Shovel program with those in attendance. The Gold Shovel program facilitates building site assessment and can certify that there are no issues with one or multiple sites. In the past, we worked with New North when a community needed assistance with a Gold Shovel review. That contract has expired, and we would like to work directly with communities when they need these reviews going forward, rather than working with a pass-through entity.

Moved by Ed Procek and seconded by Larry Neuens to work directly with communities on Gold Shovel Program related activities instead of passing it through New North. Motion carried, with 13 voting aye on a voice vote and one vote in opposition (Michael Kunesh).

X. Resolution 2-2021 of the Bay-Lake Regional Planning Commission approving several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2021 – 2024*. Jeffrey Agee-Aguayo Reviewed contents of the amendments, including modifications to one transit capital item, the addition of Wisconsin Employment Transportation Assistance Program (WETAP) projects involving Forward Service Corporation, and a cost change to one street and highway improvement project.

Moved by Ed Procek and seconded by Mike Hotz to approve Resolution 2-2021. Motion carried, with all voting aye on a voice vote.

XI. Resolution 3-2021 of the Bay-Lake Regional Planning Commission approving the *Shoreline Metro Transit Development Program (TDP): 2021 – 2025* as an element of the Urban Transportation Planning Process for the Sheboygan Metropolitan Planning Area.

Moved by Ed Procek and seconded by Mike Hotz to approve Resolution 3-2021. Motion carried, with all voting aye on a voice vote.

XII. BLRPC COVID-19 Portal and Dashboard Presentation: Sydney Swan presented the BLRPC COVID-19 Response and Recovery Portal to those in attendance. The COVID-19 Portal, which is funded through CARES Act funding from EDA, is an interactive website that includes information for local units of government and businesses on available funding opportunities, recovery guides and tools, upcoming events and workshops, and other COVID-19 related resources and statistics.

Mike Hotz and Jim Falkowski inquired about tracking the number of visitors and other interaction analytics. Nicole Barbiaux responded that we can track visitors and interaction with users. Some discussion followed regarding vaccine availability and statistics.

XIII. Draft 2020 Annual Report: Nicole Barbiaux presented the draft *2020 Annual Report*. Cindy Wojtczak discussed the financial portion that is still pending since the 2020 audit is still in progress.

Ed Procek asked if we maintain materials like the annual report to hand out that do not necessarily have to be professionally printed. Nicole Barbiaux described the materials that the office currently keeps on hand to show to clients, and Emily Pierquet showed examples of what we currently distribute as marketing materials. James Falkowski asked if all of these materials are available to view on the BLRPC website; Nicole Barbiaux responded affirmatively and showed everyone where to find it.

XIV. Quarterly Project Report: Brandon Robinson reviewed the Quarterly Project Report, focusing on a few highlights from the past quarter. Jeffrey Agee-Aguayo reviewed the activities related to the Sheboygan MPO and the *Sheboygan County Hazard Mitigation Plan Update* over the past quarter.

XV. Bills and Receipts for January 2021 and February 2021

The Commissioners in attendance reviewed the January and February 2020 Bills and Receipts.

Moved by Ed Kelley and seconded by Dennis Kroll to approve the January 2021 and February 2021 bills and receipts. Motion carried, with all voting aye on a voice vote.

XVI. Commissioner Reports

Ed Procek discussed the following activities and developments in the City of Sheboygan and Sheboygan County:

- The Innovation Center development;
- Badger Lofts development;
- Developments in Sheboygan Falls, Plymouth, and Elkhart Lake;
- Sheboygan Marsh;
- Work on the City of Sheboygan water facility;
- Bids for road construction; and
- The City of Sheboygan Mayoral election

No other Commissioners offered reports.

XVII. Upcoming Commission meetings include the following:

- A. The next Executive Committee meeting will be held April 30, 2021, at 10:00 a.m., at the Commission office in De Pere.
- B. The next full Commission meeting will be held on June 11, 2021, with the meeting location yet to be determined.

XVIII. Moved by James Falkowski and seconded by Ed Procek that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:54 a.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary