

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
FULL COMMISSION MEETING  
March 10, 2023

MEMBERS PRESENT: James Falkowski, Ann Hartnell, Dennis Kroll, Michael Kunesh, Thomas Mandli, Tom Romdenne

MEMBERS VIRTUAL: Karl Ballestad, Terry Brazeau, Mary Ellen Dobbins, Greg Grotegut, Mike Hotz, Dan Koski, Larry Neuens, Ed Procek, Ryan Sorenson, and Donna Thomas

MEMBERS EXCUSED: Ed Kelley

ABSENT: Rich Wolosyn

STAFF PRESENT: Cindy Wojtczak, Jeff Agee-Aguayo, Heena Bhatt, Brandon Robinson, Nicole Barbiaux, Sydney Swan and Raquel Orta, (virtually)

- I. In place of Mike Hotz and Dan Koski, Ann Hartnell called the meeting to order at 10:05 a.m.
- II. **Moved** by Tom Mandli and seconded by Tom Romdenne to approve the agenda as amended. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by James Falkowski and seconded by Ed Procek that the minutes of the December 9, 2022, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. **Public Input:** Ann Hartnell called for any public input; none was received.
- V. **Committee Reports:** Dan Koski presented the January 27, 2023, Executive Committee meeting report. At this meeting, communications were reviewed, three resolutions were approved, and two contracts were approved. Topics discussed included the following:
  - 2022 Contract Closeouts
  - Bylaws, Ethics Clause and Succession Clause
  - Presentation Main Street Bounce Back by Jessica Missall
  - Presentation Luxemburg-Casco School District Safe Routes to School by Nicole Barbiaux
  - Executive Director Retirement Planning

- Bills and Receipts for November 2022 (revised) and December 2022 were reviewed and approved,

**Moved** by Ed Procek and seconded by Larry Neuens to approve the January 27, 2023, Executive Committee meeting report. Motion carried with all voting aye on a voice vote.

Larry Neuens presented the February 14, 2023, Finance and Personnel Committee meeting report. Topics discussed at this meeting:

- Executive Director replacement process.
- Internal job posting for 10 days; interviews to follow once we have applicants.

**Moved** by Dennis Kroll and seconded by Larry Neuens to approve the February 14, 2023, Finance and Personnel Committee report. Motion carried with all voting aye on a voice vote.

#### **VI. Communications:**

1. WisDOT – February 14, 2023, letter to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) approving amendments to the 2023-2026 Transportation Improvement Program (TIP) for the Sheboygan Metropolitan Planning Area.

#### **VII. Contracts:** Two contracts were presented for approval.

- **23006-04 Kewaunee County**  
**GIS Technical Assistance**  
**January 1, 2023, to December 31, 2023**  
**Time and Expense**
- **23011-04 Town of Ahnapee**  
**Comprehensive Plan Update**  
**April 1, 2023, to December 31, 2023**  
**Time and Expense \$15,000 Max**

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

**VIII. Bills and Receipts for January 2023 and February 2023**

The Commissioners reviewed the January 2023 and February 2023 Bills and Receipts. Cindy Wojtczak answered Larry Neuens questions regarding the Unfunded Pension Liability Loan and bank balances.

**Moved** by Larry Neuens and seconded by Michael Kunesh to approve the January 2023 and February 2023 bills and receipts. Motion carried, with all voting aye on a voice vote.

**IX. Resolution 4-2023:** Jeffrey Agee-Aguayo presented Resolution 4-2023 of the Bay-Lake Regional Planning Commission approving two major amendments to the Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP); Calendar Years 2023-2026

**Moved** by Tom Mandli and seconded by Dennis Kroll to approve Resolution 4-2023. Motion carried, with all voting aye on a voice vote.

**X. Resolution 5-2023:** Sydney Swan presented Resolution 5-2023 of the Bay-Lake Regional Planning Commission approving the Selection of a Qualified Environmental Consultant to Implement the U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant.

**Moved** by Michael Kunesh and seconded by Thomas Mandli to approve Resolution 5-2023 including the selection of Stantec as the firm the commission will work with on the EPA Community Wide Brownfields Assessment grant. Motion carried, with all voting aye on a voice vote.

**XI. Draft 2022 Annual Report:** Nicole Barbiaux presented the draft *2022 Annual Report*.

**Moved** by James Falkowski and seconded by Ed Procek to approve the 2022 Annual Report with the financial section added when available. Final approval once the financial section is completed by the auditors. Motion carried, with all voting aye on a voice vote.

**XII. Performance Indicator Report:** Heena Bhatt presented the Performance Indicator Report for Sheboygan MPO. Heena Bhatt went through the report and talked about the 10 municipalities included in the area covered by MPO. Heena reported on the impact of transportation on the environment; the number of injuries and fatalities, which Sheboygan is below state average and on bridge and road conditions in Sheboygan MPO area.

**XIII. Quarterly Progress Report:** The commissioners reviewed the Quarterly Progress Report. Ann Hartnell called for any discussion; none was received.

**XIV. Commissioner Reports:** Ed Procek presented the Sheboygan State of the County report.

- Completed Addition for Alternatives to Incarceration
- Stream Restoration at Amsterdam Dunes
- Ribbon Cutting at new Kohler Center for marsh Education.
- Economic Support Services Relocation
- Approval of American Rescue Plan Act (ARPA) Initiatives
- Rocky Knoll Health Care Center Maintains Five-Star Quality Rating
- Ribbon Cutting for Highway 23 Expansion
- Improving Services at the Sheboygan County Memorial Airport
- Strong Fiscal Tract Record Continues
- County Administrator Bids Farewell after two Decades of service to Sheboygan County

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

- A. The next Executive Committee meeting will be held April 21, 2023, at 10:00 a.m., at the Commission office in De Pere.
- B. The next Full Commission meeting will be held on June 9, 2023, at 10:00 a.m., at the Commission office in De Pere.

**XVI. Moved** by James Falkowski and seconded by Terry Brazeau that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:22 a.m.

Respectfully submitted,  
Raquel Orta  
Recording Secretary