

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
January 28, 2022  
Bay-Lake RPC Office, 1861 Nimitz Drive  
De Pere, WI  
Conducted virtually via teleconference using Go to Meeting

MEMBERS PRESENT: Terry Brazeau, Mike Hotz, Dan Koski, Larry Neuens, and Donna Thomas

MEMBERS EXCUSED: Michael Kunesh

STAFF PRESENT: Cindy Wojtczak, Jeffrey Agee-Aguayo, Brandon Robinson, Nicole Barbiaux, and Emily Pierquet

- I. Chairperson Dan Koski called the meeting to order at 10:01 a.m.
- II. **Moved** by Larry Neuens and seconded by Mike Hotz to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Public Input:** Chairperson Dan Koski called for any public input; none was received.
- IV. **Moved** by Terry Brazeau and seconded by Mike Hotz that the minutes of the October 29, 2021, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **Communications:**
  1. WisDOT – December 14, 2021, letter to Cindy Wojtczak approving the 2022 Bay-Lake Regional Planning Commission Rural Transportation Work Program.
  2. WisDOT – December 15, 2021, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) approving the 2022-2025 Transportation Improvement Program for the Sheboygan Urbanized Area.
  3. WisDOT – December 30, 2021, letter to Cindy Wojtczak approving the 2022 MPO work program.
  4. WisDOT/DTIM – January 19, 2022, letter to local government partners to bring awareness to the 2022 funding and the application deadlines.

**VI. Staffing Update:** Cindy Wojtczak gave an update on the hiring of a Planner II position, which was offered to Madison Smith, and asked for authorization to hire a second Planner II to fill the position of Sadie Dinatale Burda, who terminated her employment in December. According to the budget and the workload needs of the staff, another Planner II would both fit into the year's expenses and fit into the workload. Some discussion followed regarding the salary offered and other enticements to help fill the position.

**Motion** by Dan Koski and seconded by Larry Neuens to support hiring another Planner II if needed. Motion carried, with all voting aye on a voice vote.

**VII. Approve contracts:** Cindy Wojtczak presented four contracts for approval:

1. *22001-09 WisDOT*  
Rural Transportation Work Program  
January 1, 2022, to December 31, 2022  
\$72,539 fee with a \$7,254 BLRPC match
2. *22004-10 Federal Highway & WisDOT*  
2022 Sheboygan MPO Work Program  
January 1, 2022, to December 31, 2022  
\$210,000 Program  
\$176,348 FHWA and WisDOT  
\$29,445 Bay-Lake Match  
\$4,207 Shoreline Metro
3. *22007-08 City of Sheboygan*  
2022 & 2023 Planning and Grant Administration Services  
January 1, 2022, to December 31, 2022  
\$10,000 fee with no match
4. *22008-08 City of Sheboygan*  
Water System Intake Project & Lead Lateral Replacements  
January 1, 2022, to June 30, 2024  
\$20,000 fee with no match

**Moved** by Mike Hotz and seconded by Terry Brazeau to approve the contract as presented. Motion carried, with all voting aye on a voice vote.

**VIII. Resolution 1-2022:** Jeffrey Agee-Aguayo presented Resolution 1-2022 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 Terry Brazeau to approve Resolution 1-2022.  
Motion carried, with all voting aye on a voice vote.

**IX. Building Maintenance Plan:** Nicole Barbiaux presented the Building Maintenance Plan that the staff have been creating since the purchase of the Commission's office building. Discussion followed regarding a few updates and purchasing the neighbor's portion of the parking lot.

**X. Bills and Receipts for December 2021**

Cindy Wojtczak presented the December 2021 Bills and Receipts to the Commission.

**Moved** by Mike Hotz and seconded by Larry Neuens to approve the December 2021 bills and receipts. Motion carried, with all voting aye on a voice vote.

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

- A. The next Full Commission meeting will be held on March 11, 2022, at 10:00 a.m., virtually via GoToMeeting
- B. The next meeting of the Commission's Executive Committee will be held April 29, 2022, at 10:00 a.m., at the Commission's office

**XII. Moved** by Larry Neuens and seconded by Terry Brazeau that the executive committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:16 a.m.

Respectfully submitted,  
Emily Pierquet  
Recording Secretary