

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
October 28, 2022  
Bay-Lake RPC Office, 1861 Nimitz Drive  
De Pere, WI

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

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, Jeffrey Agee-Aguayo, Sydney Swan, Nicole Barbiaux and Raquel Orta

- I. Chairperson Mike Hotz called the meeting to order at 10:01 a.m.
- II. **Moved** by Larry Neuens and seconded by Ann Hartnell to approve the agenda as amended. Motion carried, with all voting aye on a voice vote.
- III. **Public Input:** Chairperson Mike Hotz called for any public input; none was received. Ann Hartnell requested the bylaws be reviewed and updated at an upcoming meeting for Ethics Clause and Succession Clause. Ms. Wojtczak noted that this would be included be included in the January 2023 Executive Agenda for discussion.
- IV. **Moved** by Terry Brazeau and seconded by Dan Koski that the minutes of the August 19, 2022, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **Communications:**
  1. WisDOT – October 10, 2022, letter to Glenn Fulkerson (FHWA) concurring with Bay-Lake Regional Planning Commission’s Draft Assessment of Transportation Conformity of the Year 2023-2026 TIP with Respect to the Eight-Hour 2008 and 20215 Ozone National Ambient Air Quality Standards.
  2. WisDOT – October 24, 2022, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) concurring with Bay-Lake Regional Planning Commission’s Assessment of Conformity for the 2023-2026 Sheboygan Metropolitan Planning Area Transportation Improvement Program.
  3. FHWA and FTA – October 26, 2022, letter to Cindy Wojtczak concurring with Assessment of Conformity for the 2023-2026 Sheboygan Metropolitan Planning Area Transportation Improvement Program.

**No action necessary.** Communications filed as presented.

**VI. Approve contracts:** Cindy Wojtczak presented one contract for approval and one grant application for review prior to submission:

1. *22030-02 Town of Union, Door Co*  
Zoning Ordinance Update  
November 2022 to July 31, 2023  
\$ 14,445 fee with no match
2. *Wisconsin Costal Management* (Review prior to submission)  
Technical Assistance  
July 1, 2023 to June 30, 2024  
\$ 20,000 fee with a \$ 20,000 match

**Moved** by Ann Hartnell and seconded by Donna Thomas to approve the contract as presented. Motion carried, with all voting aye on a voice vote.

**VII. Resolution 7-2022:** Jeffrey Agee-Aguayo presented Resolution 7-2022 of the Bay-Lake Regional Planning Commission to approve the 2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.

**Moved** by Larry Neuens and seconded by Terry Brazeau to approve Resolution 7-2022. Motion carried with all voting aye on a voice vote.

**VIII. Resolution 8-2022:** Jeffrey Agee-Aguayo presented Resolution 8-2022 of the Bay-Lake Regional Planning Commission approving the Sheboygan Metropolitan Planning Area Transportation Program (TIP): Calendar Years 2023-2026, determining air quality conformity for the Update to the Year 2045 Sheboygan Area Transportation Plan (SATO) and its implementing 2023-2026 TIP, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area.

**Moved** by Dan Koski and seconded by Ann Hartnell to approve Resolution 8-2022. Motion carried with all voting aye on a voice vote.

**IX. Resolution 9-2022:** Brandon Robinson presented Resolution 9-2022 of the Bay-Lake Regional Planning Commission to approve the 2023 Regional Transportation Work Program.

**Moved** by Larry Neuens and seconded by Dan Koski to approve Resolution 9-2022. Motion carried with all voting aye on a voice vote.

- X. Resolution 10-22:** Jeffrey Agee-Aguayo presented Resolution 10-2022 of the Bay-Lake Regional Planning Commission approving Highway Safety Improvement Program 2023 Performance Measure Targets for the Sheboygan Metropolitan Planning Area.

Jeff Agee-Aguayo provided a handout that showed crash statistics for the Metro Planning Area compared to State levels.

**Moved** by Ann Hartnell and seconded by Donna Thomas to approve resolution 10-2022. Motion carried with all voting aye on a voice vote

- XI. CDBG Project Presentation:** Sydney Swan gave an overview of the CDBG projects the Commission staff worked on over the past two years. No action was taken.

- XII. Environmental Corridors of the Bay-Lake Region:** Nicole Barbiaux gave an overview of the environmental corridor work we've done and what data was available to our members on our website. No action was taken.

- XIII. Bills and Receipts for September 2022**

Cindy Wojtczak presented the September 2022 Bills and Receipts to the Commission.

**Moved** by Donna Thomas and seconded by Larry Neuens to approve the September 2022 bills and receipts. Motion carried, with all voting aye on a voice vote.

- XIV. Upcoming Commission meetings** include the following:

- A. The next Full Commission / Holiday Lunch will be held on December 9, 2022, at 10:00 a.m., at the Woods Golf Course.
- B. The next Executive Commission meeting will be held on January 27, 2023, at 10:00 a.m., at the Commission's office.

- XV. Staffing Update:** Cindy Wojtczak stated that the part-time Administrative Assistant position will be changed to a full-time position. Cindy Wojtczak also gave an update on the current candidates for the Environmental Planner position.

**Moved** by Ann Hartnell and seconded by Terry Brazeau to convene in closed session to discuss personnel matters. Motion carried with all voting aye on a voice vote.

**Moved** by Larry Neuens and seconded by Dan Koski to reconvene in open session. Motion carried with all voting aye on a voice vote.

**XVI. Moved** by Terry Brazeau and seconded by Ann Hartnell that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 12:26 p.m.

Respectfully submitted,  
Raquel Orta  
Recording Secretary