

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING

June 11, 2021

Bay-Lake RPC Office, 1861 Nimitz Drive

De Pere, WI

Also conducted via teleconference using Go to Meeting

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

MEMBERS EXCUSED: Tom Romdenne

MEMBERS ABSENT: Ed Kelley

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

- I. Chairperson Dan Koski called the meeting to order at 10:03 a.m.
- II. **Moved** by Larry Neuens and seconded by Ed Procek to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Rich Wolosyn and seconded by Michael Kunesh that the minutes of the March 12, 2021, 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. Keith Langenhahn discussed legislation that would put a hold on redistricting for two years.
- V. **Committee Reports:** Chairperson Dan Koski presented the April 30, 2021, Executive Committee meeting report. At that meeting, Leah Lasecki reviewed the 2020 Financial Audit, five communications were reviewed, and two contracts were approved. The Executive Committee gave their final approval of the 2020 Financial Audit.

Larry Neuens presented the April 30, 2021, Finance and Personnel Committee meeting report. At that meeting, the committee discussed Membership for individual communities and the employee reimbursement policy.

VI. Communications:

1. WDNR – April 28, 2021, letter to Jeffrey Agee-Aguayo approving two amendments to the Village of Luxemburg sewer service area.
2. WisDOT – May 7, 2021, announcing the solicitation of projects for the 2022-2027 program cycle, with a deadline for final applications on October 15, 2021.
3. EPA – May 26, 2021, letter to Cindy Wojtczak accepting the 2019 Single Audit Report for Bay-Lake Regional Planning Commission.
4. WisDOT – June 1, 2021, email to Jeffrey Agee-Aguayo sharing the eligibility list for the Northeast Region Local Bridge program for the 2022-2027 program cycle.

VII. New Contracts: Cindy Wojtczak reviewed the following contracts.

1. 21014-08 City of Plymouth, Sheboygan County
Comprehensive Plan Update
July 1, 2021, to December 31, 2022
\$31,300 fee with no match
2. 21015-08 City of Plymouth, Sheboygan County, Unsigned
Downtown Design Guidelines
July 1, 2021, to June 30, 2022
\$9,300 fee with no match
3. 21016-02 Town of Gardner, Door County
Comprehensive Plan Update
July 1, 2021, to June 30, 2022
\$12,500 fee with no match
4. 21017-04 Village of Luxemburg, Kewaunee County, Unsigned
Comprehensive Plan Update
January 1, 2022, to December 31, 2022
\$25,000 fee with no match
5. 21018-04 Village of Luxemburg, Kewaunee County, Unsigned
Sewer Service Area Plan Update
January 1, 2022, to December 31, 2022
\$12,700 fee with no match

VIII. Resolution 4-2021 of the Bay-Lake Regional Planning Commission Supporting the Addition of Specific Reference in Wis. Stat. §70.11(2) to Property Owned by Regional Planning Commissions as Exempt from Real Property Taxes.

Moved by Rich Wolosyn and seconded by Ann Hartnell to approve Resolution 4-2021. Motion carried by a roll call vote with 13 voting yes and one voting nay.

- IX. Resolution 5-2021** of the Bay-Lake Regional Planning Commission approving two minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2021 – 2024*. Ann Hartnell asked about an amount not matching on the resolution to the amount on the tables shown so it could be corrected.

Moved by Mike Hotz and seconded by Ed Procek to approve Resolution 5-2021 with the correction. Motion carried, with all voting aye on a voice vote.

- X. 2022 Levy Rate:** Cindy Wojtczak discussed the 2022 levy rate and proposed that it remain unchanged at 0.00060%. Mike Kunesh asked if our levy rate was comparable to other planning commissions. Cindy Wojtczak responded that Bay-Lake RPC has the second-lowest levy rate. Much discussion followed.

Moved by Mike Kunesh and seconded by Tom Romdenne that the 2022 levy rate be approved. Motion carried, with all voting aye on a voice vote.

- XI. Funding Opportunity Portal:** Sydney Swan presented the new Funding and Grant Opportunities portal created by the Bay-Lake RPC staff. This portal is designed to make it easier for communities and local businesses to find relevant grants and funding for their needs, including a calendar with deadlines for all the programs. The portal went live in April 2021, and at the time of this meeting the site received 1,864 views, averaging about 29 per day, the most visited section being the Community/Economic Development grant section.

- XII. Quarterly Project Report:** Brandon Robinson presented the Quarterly Project Report, focusing on a few highlights from the past quarter. Jeffrey Agee-Aguayo presented the activities related to the Sheboygan MPO.

- XIII. Bills and Receipts for April and May 2021:** Chairperson Dan Koski asked if there were any questions regarding the April and May 2021 Bills and Receipts.

Moved by Ann Hartnell and seconded by James Falkowski to approve the April and May 2021 bills and receipts. Motion carried, with all voting aye on a voice vote.

- XIV. Commissioner Reports:**

Ed Procek discussed the following topics regarding Sheboygan County:

1. Amsterdam Dunes recognized as wetland mitigation site
2. Workforce shortage affected by housing and transportation issues

3. Clean sweep on June 18 and 19
4. Several road construction projects
5. Ryder Cup and NASCAR
6. Customs at the airport
7. Housing
8. Metro ridership and providing more transportation options
9. Detention center pressures
10. Broadband issues discussed at the Heads of Government meeting
11. Steve Bauer's passing

Ed Procek also discussed starting the nominations process for the upcoming Commission officers election in September.

Thomas Mandli discussed housing development for workers in Marinette and the refurbished courthouse.

Ann Hartnell discussed projects in Wausaukee.

Rich Wolosyn inquired about a maintenance plan for the Commission office. Cindy Wojtczak and Brandon Robinson discussed the current building maintenance plan that is in progress.

Michael Kunesh mentioned the planned discussion on developing a reserve account at a future meeting and discussed the status of the southern bridge project in Brown County.

Mike Hotz asked about the vacancies in Sheboygan and Manitowoc counties. Cindy Wojtczak discussed the responsibility of the Sheboygan County Board to fill one of the vacancies, and the Governors appointment in Manitowoc County.

- XV.** Upcoming Commission meetings include the following:
- A. The next Executive Committee meeting will be held July 30, 2021, at 10:00 a.m., at the Commission office in De Pere.
 - B. The next full Commission meeting will be held on September 10, 2021, at the Commission office in De Pere.
- XVI.** **Moved** by Mike Hotz and seconded by Ann Hartnell that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:45 a.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary