

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
January 27, 2023  
Bay-Lake RPC Office, 1861 Nimitz Drive  
De Pere, WI

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

MEMBERS EXCUSED: None

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

- I. Chairperson Mike Hotz called the meeting to order at 10:04 a.m.
- II. **Moved** by Ann Hartnell and seconded by Terry Brazeau to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Public Input:** Chairperson Mike Hotz called for any public input; none was received.
- IV. **Moved** by Dan Koski and seconded by Donna Thomas that the minutes of the October 28, 2022, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **Communications:**
  1. WisDOT – December 19, 2022, letter to Cindy Wojtczak approving the 2022 Bay-Lake Regional Planning Commission Rural Transportation Work Program.
  2. WisDOT – December 30, 2022, letter to Cindy Wojtczak approving the 2022 MPO work program.
  3. WisDOT – December 14, 2022, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) approving the 2023-2026 Transportation Improvement Program for the Sheboygan Urbanized Area.

**VI. Approve contracts:** Cindy Wojtczak presented two contracts for approval:

1. *23007-08 City of Sheboygan*  
Broadway Reconstruction Wage Monitoring  
January 2023, to November 2023  
\$18,000 No match
2. *23008-08 City of Sheboygan*  
Kiwanis Park Recreation Trail Wage Monitoring  
January 2023, to October 2023  
\$10,000 No match

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

**VII. Resolution 1-2023:** Sydney Swan presented Resolution 1-2023 of the Bay-Lake Regional Planning Commission adopting the 2022 Comprehensive Economic Development Strategy (CEDS)

**Moved** by Terry Brazeau and seconded by Ann Hartnell to approve Resolution 1-2023. Motion carried, with all voting aye on a voice vote.

**VIII. Resolution 2-2023:** Jeff Agee- Aguayo presented Resolution 2-2023 of the Bay-Lake Regional Planning Commission approving several minor amendments to the Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP)

**Moved** by Dan Koski and seconded by Donna Thomas to approve Resolution 2-2023. Motion carried, with all voting aye on a voice vote.

**IX. Resolution 3-2023:** Jeff Agee- Aguayo presented Resolution 3-2023 of the Bay-Lake Regional Planning Commission approving Amendment #1 to the 2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program.

**Moved** by Ann Hartnell and seconded by Terry Brazeau to approve Resolution 3-2023. Motion carried, with all voting aye on a voice vote.

**X. 2022 Contract Closeouts:** Cindy Wojtczak presented EPA Grant closeout document information along with the new EPA Grant requirements and timeline. No Action taken.

**XI. Bylaws, Ethics Clause and Succession Clause:** Ann Hartnell spoke about the lack of Ethics Clause in the bylaws for board member's conduct and succession clause regarding the real property. This will be discussed further in a future meeting. No Action Taken

- XII. Main Street BounceBack Overview:** Jessica Missall presented a PowerPoint overview of the Main Street BounceBack program.
- XIII. Luxemburg-Casco School District Safe Routes to School:** Nicole Barbiaux presented the Luxemburg-Casco School District Safe Routes to School document that was prepared by staff. Nicole also discussed the Safe Transportation Alternative for Rural Schools grant program through Wisconsin Department of Transportation.
- XIV. Executive Director Retirement Planning:** Cindy Wojtczak's retirement was referred to the Finance and Personnel Committee meeting. Cindy will provide the committee with an updated job description and salary chart.
- XV. Bills and Receipts revised for November 2022**  
Due to a typo found in the November 2022 Bills & Receipts previously approved, Cindy Wojtczak presented the revised November 2022 Bills and Receipts to the Committee.
- Moved** by Ann Hartnell and seconded by Dan Koski to approve the revised November 2022 bills and receipts. Motion carried, with all voting aye on a voice vote.
- XVI. Bills and Receipts for December 2022**  
Cindy Wojtczak presented the December 2022 Bills and Receipts to the Commission.
- Moved by Terry Brazeau and seconded by Larry Neuens to approve the December 2022 bills and receipts. Motion carried, with all voting aye on a voice vote.
- XVII. Upcoming Commission meetings include the following:**
- A. The next Full Commission meeting will be held on March 10, 2023, at 10:00 a.m. Commission Office
  - B. The next meeting of the Commission's Executive Committee will be held April 28, 2023, at 10:00 a.m., at the Commission's Office
- XVIII. Moved** by Ann Hartnell and seconded by Terry Brazeau that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:47 a.m.

Respectfully submitted,  
Raquel Orta  
Recording Secretary