

**MINUTES**  
**BAY-LAKE REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
June 5, 2020

COMMITTEE MEMBERS PRESENT: Thomas Romdenne, Mike Hotz, Terry Brazeau, Larry Neuens, Dan Koski, and Michael Kunesh

COMMITTEE MEMBERS ABSENT: Ken Fisher

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

OTHERS PRESENT: Leah Lasecki (CLA) and James Falkowski (BLRPC Commissioner)

- I. Chairperson Dan Koski called the meeting to order at 10:02 a.m.
- II. **Moved** by Larry Neuens and seconded by Thomas Romdenne to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
- III. **Public Input.** Chairperson Dan Koski asked if there was any public input; none was received.
- IV. **Moved** by Mike Hotz and seconded by Terry Brazeau that the minutes of the January 31, 2020, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. **2019 Financial Audit.** Leah Lasecki presented the draft 2019 BLRPC Financial Audit to the committee. Ms. Lasecki reviewed the auditing process and explained the changes for 2019 and their effects. Leah Lasecki described the need for a single audit and its impact, which will not have a big effect on the bottom line, stating that the Bay-Lake Regional Planning Commission “had another great year.”  
  
Larry Neuens asked why the net pension asset is uncontrollable. Ms. Lasecki explained that since the net pension comes from the Wisconsin Retirement System (WRS), it is something that the Commission cannot control.  
  
**Moved** by Terry Brazeau and seconded by Mike Hotz that the 2019 Financial Audit be approved and finalized. Motion carried, with all voting aye on a voice vote.
- VI. **2019 Annual Report.** Cindy Wojtczak presented the draft 2019 Annual Report for approval. Since no changes have been made or requested, approval of the draft report in June by the full Commission will suffice to finalize the 2019 Annual Report with the numbers from the approved 2019 Financial Audit. No action was taken.

VII. **Communications.** Three communications were discussed:

- A. WisDOT – Copy of an April 14, 2020, letter to Derek Muench, City of Sheboygan Director of Transit & Parking, to confirm funding for the City of Sheboygan’s Purchase of Revenue Rolling Stock for Shoreline Metro Public Transit System project from the 2020-2024 Congestion Mitigation & Air Quality (CMAQ) program.
- B. Cindy Wojtczak – May 15, 2020, letter to the Economic Development Administration (EDA) to express support for the Sheboygan County Economic Development Corporation Foundation’s (SCEDCF) request for EDA funds associated with the CARES Act for the development of the Fresh Tech Innovation Hub.
- C. Dan Koski – May 29, 2020, letter to EDA accepting the invitation from EDA to apply for supplemental funding to prevent, prepare for, and respond to the impacts of the coronavirus.

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

VIII. **Staffing.** Cindy Wojtczak announced the two new hires, Jeff Witte and Chris Garcia who will be starting on June 8, 2020, and July 6, 2020, respectively. Committee members discussed their qualifications and where they will be fitting in with the current staff and workload.

IX. **New Contracts.** Cindy Wojtczak reviewed the following contracts with committee members in attendance:

- 1. *20007-08 City of Sheboygan, Sheboygan County*  
2020-2021 Planning & Grant Administration Services  
January 1, 2020, to December 31, 2021  
\$10,000 fee with no match
- 2. *20009-08 Sheboygan County*  
Stormwater Outreach  
February 1, 2020, to August 31, 2021  
\$3,000 fee with no match
- 3. *20010-08 City of Sheboygan, Sheboygan County*  
Payroll Monitoring – Transit Facility Roof Replacement  
May 1, 2020, to November 30, 2020  
\$7,500 fee with no match

4. *20011-05 Manitowoc County*  
GIS Technical Assistance  
May 18, 2020, to June 1, 2021  
\$5,000 fee with no match
5. *20012-06 City of Marinette, Marinette County*  
Comprehensive Plan  
July 1, 2020, to June 30, 2021  
\$45,000 fee with no match
6. *20013-05 City of Manitowoc, Manitowoc County*  
Water Trail Plan  
July 1, 2020, to June 30, 2021  
\$40,000 fee with no match
7. *20014-11 Wisconsin Coastal Management*  
Coastal Resiliency Program  
July 1, 2020, to June 30, 2021  
\$59,702 Program:
  - \$29,851 WCMP and UW Sea Grant
  - \$12,000 match by UW Sea Grant
  - \$17,851 match by Bay-Lake RPC
8. *20015-08 City of Sheboygan, Sheboygan County*  
Payroll Monitoring – Kiwanis Park Recreational Trail  
July 1, 2020, to June 30, 2021  
\$10,000 fee with no match
9. *20016-07 Village of Lena, Oconto County*  
Code of Ordinances Update  
August 1, 2020, to July 31, 2021  
\$20,000 fee with no match

Dan Koski asked a question regarding field collection apps, which led to some discussion.

**Moved** by Larry Neuens and seconded by Mike Hotz that all of the above noted contracts be approved as presented. Motion carried, with all voting aye on a voice vote.

- X. Mid-Year Membership.** Cindy Wojtczak discussed the current protocol for communities requesting membership mid-year. After much discussion, the committee decided to continue with the Commission's current protocol.

- XI. **Resolution 2-2020** of the Bay-Lake Regional Planning Commission to adopt the Affirmative Action Program for July 1, 2020 to June 30, 2022. Cindy Wojtczak reviewed the Affirmative Action Plan and commented that it needed to be updated every two years. Ms. Wojtczak reviewed changes to the cover, pages 7 and 8 and Table 4. Ms. Wojtczak stated that she will send out a new Table 4 with updated information on the Commissioners.

**Moved** by Mike Hotz and seconded by Tom Romdenne that Resolution 2-2020 be approved. Motion carried, with all voting aye on a voice vote.

- XII. Cindy Wojtczak presented the **March and April 2020 Bills and Receipts**.

**Moved** by Terry Brazeau and seconded by Tom Romdenne to accept the *March and April 2020 Bills and Receipts* as presented. Motion carried, with all voting aye on a voice vote.

- XIII. Upcoming Commission meetings include the following:

- A. The next full Commission meeting will be held at 10:00 a.m. on June 12, 2020 (Commissioners may either attend this meeting remotely via GoToMeeting or in person at the office in Green Bay).
- B. The next Executive Committee meeting will be held at 10:00 a.m. on July 31, 2020 (Executive Committee members may either attend this meeting remotely via GoToMeeting or in person at the office in Green Bay).

- XIV. **Moved** by Mike Hotz and seconded by Terry Brazeau that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:42 a.m.

Respectfully submitted,

Emily J. Pierquet  
Recording Secretary