

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
July 31, 2020

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

COMMITTEE MEMBERS ABSENT: Ken Fisher

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

- I. Chairperson Dan Koski called the meeting to order at 10:00 a.m.
- II. **Moved** by Larry Neuens and seconded by Michael Kunesh to approve the agenda as written. 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 June 5, 2020, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- V. **2019 Annual Report:** Cindy Wojtczak announced that all of the 2019 Annual Reports have been distributed. Commissioners voiced their approval and congratulated Nicole Barbiaux for her work.
- VI. **Communications:**
 - a. Dan Koski – July 13, 2020, letter to Town of Gardner Board Chairman, Mark Stevenson, welcoming the Town of Gardner as a member of the Bay-Lake Regional Planning Commission.

There was some discussion on having member communities attend meetings and the rules on member municipality participation. Larry Neuens expressed concern that the welcome letter did not contain the rules for discontinuing membership and Cindy Wojtczak explained that it was left out to avoid any negative tone.
 - b. WisDOT – July 9, 2020, letter to the Federal Highway Administration (FHWA) Wisconsin Division and the Federal Transit Administration (FTA) Region 5 office approving an amendment to the 2020-2023 Transportation Improvement Program (TIP) for the Sheboygan urbanized area.

- c. FHWA Wisconsin Division and FTA Region 5 – July 30, 2020, letter to Cindy Wojtczak approving the Commission’s request for a federal determination of conformity on proposed amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2020-2023* (2020-2023 TIP).
- d. Michael Kunesh took a moment to discuss the prospective new office building. Cindy Wojtczak then discussed the situation from her perspective regarding the building locations, potential utilities, and our current financial standing. Much discussion followed regarding the quality of the building and the different factors affecting this decision. The Commissioners agreed that we should tour the preferred location and then discuss making an offer on the building at a special Executive Committee meeting.

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

VII. **Approval of Contracts:** Cindy Wojtczak reviewed the following contract with committee members in attendance:

- a. 20017-11 EDA
COVID-19 Response Program
July 1, 2020, to June 30, 2022
\$400,000 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 5-2020** of the Bay-Lake Regional Planning Commission approving major and minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2020 – 2023* was presented by Jeffrey Agee-Aguayo. The major amendments involved transit capital items, including a change in funding source to transit facility and maintenance improvements in 2021, as well as the acquisition of eight (8) replacement buses (from three different funding sources) at Shoreline Metro in 2022. The minor amendment involved a small design project in 2020 leading to resurfacing of State Highway 42 within the Village of Howards Grove in 2024. A public hearing on the major amendments was held at the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on July 30, 2020, and the MPO advisory committees recommended approval of the major and minor amendments at that same meeting.

Moved by Mike Hotz and seconded by Larry Neuens that Resolution 8-2019 be approved. Motion carried, with all voting aye on a voice vote.

IX. Cindy Wojtczak presented the June 2020 Bills and Receipts.

Moved by Terry Brazeau and seconded by Tom Romdenne to accept the *June 2019 Bills and Receipts*, as presented. Motion carried, with all voting aye on a voice vote.

X. **GIS Tools for the Manitowoc County Highway Department:** Nicole Barbiaux presented the tools that she and the Manitowoc County Highway Department used to provide training to their field workers. This software training will increase the efficiency and quality of the data collection and presentation of the work that the field workers perform. Dan Koski asked how long it took to develop the app; Nicole Barbiaux responded that the discussion to develop the app took more time than the application's creation.

XI. **Upcoming Commission Meetings:**

- a. *Full Commission: September 11, 2020, Attend remotely or in person at the Green Bay Office*
- b. *Executive Committee: October 30, 2020, Attend remotely or in person at the Green Bay Office*

XII. **Moved** by Larry Neuens and seconded by Tom Romdenne that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 11:26 a.m.

Respectfully submitted,

Emily J. Pierquet
Recording Secretary