

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
Virtually via GoToMeeting
September 11, 2020

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

MEMBERS EXCUSED: Marc Holsen

MEMBERS ABSENT: Edwin Kelley

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

- I.** Chairperson Dan Koski called the meeting to order at 10:04 a.m. Dan Koski called for introductions for our recently appointed Commissioner from Kewaunee County, Donna Thomas, and for our new staff, Jeff Witte and Chris Garcia. Each of them was asked to provide the Commission with a little background on themselves. All were welcomed by the Chairperson.
- II.** **Moved** by Larry Neuens and seconded by Ann Hartnell to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III.** **Moved** by Mike Hotz and seconded by Tom Romdenne that the minutes of the June 12, 2020, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV.** **Public Input:** Chairperson Dan Koski asked if there was any public input; none was received.
- V.** **Nominating Committee Report and Election of Officers for 2020-2021:** Ed Procek explained that the committee did meet briefly, but since the meeting was not in compliance with the open meeting law, the meeting was immediately adjourned. Therefore, the nominations for officers would have to come from the floor of the full Commission.

Dan Koski reported that our current Executive Officers include Dan Koski, Manitowoc County – Chair, Mike Hotz, Sheboygan County – Vice Chair, and Terry Brazeau, Oconto County – Secretary/Treasurer, and that all three were eligible for reappointment.

Dan Koski called for nominations for Chairperson. Larry Neuens nominated Dan Koski for Chairperson; nomination was seconded by Ann Hartnell. Dan Koski called three times for any additional nominations for Chairperson; none were received. Dan Koski closed the nominations for Chairperson, and the Commissioners voted by roll call vote on the appointment of Dan Koski as Chairperson:

Karl Ballestad - Yes
Terry Brazeau - Yes
Mary Ellen Dobbins - Yes
James Falkowski - Yes
Ann Hartnell - Yes
Mike Hotz - Yes
Dan Koski – Abstained
Dennis Kroll - Yes
Michael Kunesh - Yes
Thomas Mandli - Yes
Larry Neuens - Yes
Ed Procek - Yes
Thomas Romdenne - Yes
Donna Thomas - Yes
Rich Wolosyn - Yes

Dan Koski was elected to the position of Chair, having received 14 Commissioners' votes and one abstention from himself.

Dan Koski called for nominations for Vice Chairperson. Terry Brazeau nominated Mike Hotz for Vice Chairperson; nomination was seconded by Tom Romdenne. Dan Koski asked for any other nominations; James Falkowski nominated Terry Brazeau for Vice Chairperson; nomination was seconded by Karl Ballestad. Dan Koski then called a third time for additional nominations for Vice Chairperson; no additional nominations were received. Dan Koski closed the nominations for Vice Chairperson and the Commissioners voted on the nominees by roll call vote.

Karl Ballestad – Terry Brazeau
Terry Brazeau – Abstained
Mary Ellen Dobbins – Mike Hotz
James Falkowski – Terry Brazeau
Ann Hartnell – Mike Hotz
Mike Hotz – Abstained

Dan Koski – Mike Hotz
Dennis Kroll – Terry Brazeau
Michael Kunesh – Terry Brazeau
Thomas Mandli – Mike Hotz
Larry Neuens – Mike Hotz
Ed Procek – Mike Hotz
Thomas Romdenne – Mike Hotz
Donna Thomas – Mike Hotz
Rich Wolosyn – Mike Hotz

Mike Hotz was elected to the position of Vice Chairperson, having received nine votes. Terry Brazeau received four votes, and there were two abstentions.

Dan Koski called for nominations for Secretary/Treasurer. Ed Procek nominated Terry Brazeau for Secretary/Treasurer; nomination was seconded by Tom Romdenne. Dan Koski called a second time for nominations and James Falkowski nominated Larry Neuens for Secretary/Treasurer, seconded by Ann Hartnell. Dan Koski then called a third time for nominations for Secretary/Treasurer and no additional nominations were received. Dan Koski closed the nominations for Secretary/Treasurer and the Commissioners voted by roll call.

Karl Ballestad – Terry Brazeau
Terry Brazeau – Abstained
Mary Ellen Dobbins – Terry Brazeau
James Falkowski – Larry Neuens
Ann Hartnell – Larry Neuens
Mike Hotz – Terry Brazeau
Dan Koski – Terry Brazeau
Dennis Kroll – Terry Brazeau
Michael Kunesh – Terry Brazeau
Thomas Mandli – Terry Brazeau
Larry Neuens – Abstained
Ed Procek – Terry Brazeau
Thomas Romdenne – Terry Brazeau
Donna Thomas – Terry Brazeau
Rich Wolosyn – Terry Brazeau

Terry Brazeau was elected to the position of Secretary/Treasurer, having received 11 votes. Larry Neuens received two votes, and there were two abstentions.

VI. Committee Appointments

Chairperson Dan Koski appointed the following Commissioners to the Executive Committee:

Florence County: Larry Neuens
Marinette County: Michael Kunesch
Oconto County: Terry Brazeau
Sheboygan County: Mike Hotz
Manitowoc County: Dan Koski
Kewaunee County: Tom Romdenne
Door County: Vacant
Brown County: Vacant

Chairperson Dan Koski appointed Ed Procek, Rich Wolosyn, and James Falkowski to the Nominating Committee.

Dan Koski Re-appointed members of the Finance & Personnel Committee to another 1-year term on the committee. One vacancy was filled by Mike Hotz. All members accepted the appointments.

VII. Communications: Cindy Wojtczak presented the communications to the Commission.

1. Governor Tony Evers – August 17, 2020, letter to Michael Kunesch to congratulate him on his reappointment to the Bay-Lake Regional Planning Commission.
2. Governor Tony Evers – August 17, 2020, letter to Richard Wolosyn to congratulate him on his reappointment to the Bay-Lake Regional Planning Commission.
3. Governor Tony Evers – August 19, 2020, letter to Donna Thomas to congratulate her on her appointment to the Bay-Lake Regional Planning Commission.
4. WEM – August 21, 2020, letter to Steve Steinhardt, Sheboygan County Emergency Management Director, announcing that Sheboygan County has met the required criteria for a multi-jurisdictional hazard mitigation plan. The plan was prepared by Bay-Lake Regional Planning Commission.
5. WEM – August 28, 2020, letter to Tim Magnin, Oconto County Emergency Management Director at the time, announcing that Oconto County has met the required criteria for a multi-jurisdictional hazard mitigation plan. The plan was prepared by Bay-Lake Regional Planning Commission.

Cindy Wojtczak also notified the Commissioners that an email was received announcing that James Falkowski will be reappointed by the Manitowoc County Board in September.

Ed Procek reported that Sheboygan County Board Chair, Vernon Koch asked the Sheboygan County Board that Ed Procek be reappointed, and that Rebecca Clark be appointed as his alternate.

Moved by Ed Procek and seconded by Mike Hotz to accept and file the communications. Motion carried, with all voting aye on a voice vote.

VIII. Approval of Contracts: Cindy Wojtczak reviewed the following contracts with commissioners in attendance:

1. 20018-05 Manitowoc County
Water Trail Plan
July 1, 2020, to June 30, 2021
\$9,800 fee with no match
2. 20020-07 Oconto County
T. Underhill Fire Station CDBG Admin
September 11, 2020, to December 31, 2022
\$15,000 fee with no match

Moved by Larry Neuens and seconded by Rich Wolosyn to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

IX. Resolution 6-2020 of the Bay-Lake Regional Planning Commission approving the *2020 Public Participation Plan Update* for the Sheboygan Metropolitan Planning Organization (MPO) was presented by Jeffrey Agee Aguayo, and he reviewed the plan document with the Commission. Mike Hotz asked what kind of discussion there was with the committee. Jeff Agee Aguayo replied that there were a few changes since the 2016 plan but nothing significant.

Moved by Mike Hotz and seconded by Ed Procek to approve Resolution 6-2020 as presented. Motion carried, with all voting aye on a voice vote.

X. Resolution 7-2020 of the Bay-Lake Regional Planning Commission approving the *Shoreline Metro Transit Asset Management (TAM) Plan: Calendar Year 2020*, and approving 2020 TAM targets for Shoreline Metro was presented by Jeffrey Agee Aguayo, and he reviewed the plan document with the Commission.

Moved by Ed Procek and seconded by Tom Romdenne to approve Resolution 7-2020 as presented. Motion carried, with all voting aye on a voice vote.

- XI.** Office Building Update: Cindy Wojtczak presented the new developments on the process for purchasing the 1861 Nimitz Drive property. Discussion followed.

- XII.** Cindy Wojtczak presented **Resolution 8-2020** of the Bay-Lake Regional Planning Commission confirming its desire to work with Denmark State Bank for the purpose of purchasing property located at 1861 Nimitz Drive, De Pere, Wisconsin, and with its future banking operations. Tom Romdenne asked what the interest rate was and what the terms are. Cindy responded that this involved a fixed rate loan for \$439,200 for 5 years at 3.85% interest.

Moved by Terry Brazeau and seconded by Ann Hartnell to move all bank accounts from Wells Fargo to Denmark State Bank. Motion carried, with 15 Commissioners voting aye on a voice vote and one abstention by James Falkowski.

Moved by Rich Wolosyn and seconded by Larry Neuens to approve Resolution 8-2020 as presented. Motion carried, with 14 Commissioners voting aye on a voice vote and 2 abstentions from Michael Kunesh and James Falkowski.

- XIII.** Cindy Wojtczak presented the preliminary *2022 Budget and 2021-2022 Work Program*.

Moved by Dennis Kroll and seconded by Tom Romdenne to approve the preliminary *2021 Budget and 2021-2022 Work Program*. Motion carried, with all voting aye on a voice vote.

XIV. Bills and Receipts

Dan Koski asked if there were any questions regarding the July 2020 and August 2020 Bills and Receipts.

Moved by Ed Procek and seconded by Ann Hartnell to approve the July 2020 and August 2020 bills and receipts. Motion carried, with all voting aye on a voice vote.

- XV.** Brandon Robinson presented the Quarterly Staff Activity Report.

Moved by Mike Hotz and seconded by Ed Procek to accept the report as presented. Motion carried, with all voting aye on a voice vote.

XVI. Commissioner Reports

- Ed Procek discussed Sheboygan's efforts to provide low income housing options, the new buses being awarded to Shoreline Metro, improvements to infrastructure in the city,

and changes in staffing at the Sheboygan County Economic Development Corporation (SCEDC).

- Larry Neuens commended the BLRPC staff on their efforts during the pandemic.
- Ann Hartnell discussed projects in the Village of Wausaukee.
- Thomas Mandli discussed Marinette County's NEWCAP housing project.

XVII. Upcoming Commission meetings include the following:

- A. The next meeting of the Commission's Executive Committee will be held October 30, 2020, at 10:00 a.m., Location TBD.
- B. The next full Commission meeting will be held on December 11, 2020, at 10:00 a.m., Location TBD.

XVIII. Moved by Ed Procek and seconded by James Falkowski that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:52 a.m.

Respectfully submitted,
Emily Pierquet
Recording Secretary