

**MINUTES**  
**BAY-LAKE REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
October 30, 2020

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

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

OTHERS PRESENT: James Falkowski

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 amended, changing the typo of the meeting date from October 30, 2019, to October 30, 2020. 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. **Approval of Minutes**  
**Moved** by Mike Hotz and seconded by Tom Romdenne that the minutes of the August 25, 2020, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.

V. **Approval of Minutes**  
**Moved** by Mike Hotz and seconded by Larry Neuens that the minutes of the September 14, 2020, Executive Committee meeting be approved as written. Motion carried, with all voting aye on a voice vote.

VI. **Communications**

- a. WisDOT – August 31, 2020, letter to Glenn Schlender, District Superintendent of the Luxemburg-Casco School District, approving the 2020-2024 Transportation Alternative Program (TAP) project, *Luxemburg-Casco School District – Safe Routes to School Planning*.
- b. WisDOT – October 26, 2020, letter to Glenn Fulkerson, Division Administrator of the Federal Highway Administration (FHWA), determining that BLRPC has demonstrated conformity of its Update to the Year 2045 SATP and the Year 2021-2024 TIP.

- c. FHWA/FTA – October 29, 2020, letter to Cindy Wojtczak determining that the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2021-2024* (2021 - 2024 TIP) meets the requirements of the transportation conformity regulations.
- d. Marc Holsen – October 22, 2020, email to Cindy Wojtczak to announce his resignation from his position at Manitowoc County, and thus from the Bay-Lake Regional Planning Commission as a Manitowoc County Commissioner.
- e. Bob Ziegelbauer – October 21, 2020, letter to Cindy Wojtczak voicing his disapproval of the course of action Bay-Lake Regional Planning Commission followed to purchase the property on Nimitz Drive.

**Moved** by Larry Neuens and seconded by Mike Hotz to share the letter from Michael Kunesh's lawyer and any other related information pertaining to the Commission's process to acquire the new office building with Bob Ziegelbauer, and to confirm the nullity of the broker agreement with Michael Kunesh. This motion includes having Chairman Dan Koski send a letter to Bob Ziegelbauer, inviting him to meet for further discussion. Motion carried with five voting aye by voice vote and one abstention by Michael Kunesh.

**Moved** by Mike Hotz and seconded by Michael Kunesh to accept and file all communications. Motion carried, with all voting aye on a voice vote.

## VII. **New Contracts**

Sydney Swan reviewed the following contracts with committee members in attendance:

- 1. *20021-05 Manitowoc County*  
C. Manitowoc CDBG Grant Admin, Rahr-West Museum Elevator  
October 1, 2020, to October 31, 2022  
\$18,500 fee with no match
- 2. *20022-05 Manitowoc County*  
C. Manitowoc CDBG Grant Admin, Custer Street Reconstruction  
October 1, 2020, to October 31, 2022  
\$15,000 fee with no match
- 3. *20023-05 Manitowoc County*  
C. Manitowoc CDBG Grant Admin, S. 30th St. Reconstruction  
October 1, 2020, to October 31, 2022  
\$15,000 fee with no match

4. *20024-07 Oconto County*  
New Beginnings Close Grant Admin  
October 1, 2020, to October 31, 2022  
\$20,000 fee with no match

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

Sydney Swan also reviewed the following disaster recovery microloan contract with committee members in attendance:

5. *Disaster Recovery Microloan*  
Oconto Lanes Bowling Alley  
October 20, 2020, to April 30, 2024  
\$20,000 loan

**Moved** by Michael Kunesh and seconded by Terry Brazeau to approve the Disaster Recovery Microloan to Oconto Lanes Bowling Alley. Motion carried, with all voting aye on a voice vote.

#### VIII. **New Staffing Changes**

Brandon Robinson presented the proposed staffing changes. The proposal includes the hiring of one Environmental or Natural Resource Planner to a permanent full time position, since there is currently no Natural Resource Planner on staff. It also includes one Economic Development planner for a limited term of employment, either on a part-time or full-time basis dependent upon the workload. This LTE Economic Development planner would be funded by EDA CARES Act funding, and would help our current Economic Development planner manage current and upcoming projects, which are expected to exceed our current workload capacity.

**Moved** by Michael Kunesh and seconded by Larry Neuens to approve the hiring of one LTE Economic Development Planner and one full time Environmental/Natural Resource Planner. Motion carried, with all voting aye on a voice vote.

#### IX. **New Building Status and Related**

Brandon Robinson gave a status report of the new building and noted that we moved in on October 22<sup>nd</sup>. The Town of Lawrence is still determining what our tax-exempt status will mean for the Commission's property taxes.

No action was taken.

- X. Jeffrey Agee-Aguayo presented Resolution 9-2020: Resolution of the Bay-Lake Regional Planning Commission to approve the *2021 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*. Jeffrey Agee-Aguayo reviewed key elements of the *2021 MPO Work Program*, as well as the budget and staff hours allocated to the program in 2021.

**Moved** by Mike Hotz and seconded by Tom Romdenne to approve Resolution 9-2020. Motion carried, with all voting aye on a voice vote.

- XI. Jeffrey Agee-Aguayo presented Resolution 10-2020: Resolution of the Bay-Lake Regional Planning Commission approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Year 2021-2024*, determining air quality conformity for the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)* and its implementing *2021-2024 TIP*, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area. Jeffrey Agee-Aguayo reviewed key elements of the *2021-2024 TIP* with committee members in attendance.

**Moved** by Mike Hotz and seconded by Tom Romdenne to approve Resolution 10-2020. Motion carried, with all voting aye on a voice vote.

- XII. Brandon Robinson presented Resolution 11-2019: Resolution of the Bay-Lake Regional Planning Commission to approve the *2021 Regional Transportation Work Program*. Brandon Robinson reviewed key elements of the *2021 Regional Transportation Work Program* with the committee members in attendance.

**Moved** by Tom Romdenne and seconded by Larry Neuens approve Resolution 11-2020. Motion carried, with all voting aye on a voice vote.

XIII. **Wisconsin Coastal Management Applications**

Brandon Robinson presented the 2021 Wisconsin Coastal Management Program applications that the BLRPC staff have submitted. The Wisconsin Coastal Management Program Technical Assistance Grant is a \$40,000 grant, with a 50% match by BLRPC. This program is used to conduct outreach and public education, attend workshops and conferences, and get involved with local environmental committees to keep up to date on current coastal issues.

The Environmental Corridors Update is a \$25,000 grant, with a 50% match by BLRPC. This will be an update to current records, but will be transformed into an online database that can be updated over time to make this information readily available to our communities.

Brandon Robinson submitted a grant application for the Town of Gardner Comprehensive Plan Update. This plan is \$12,500, with a 50% match coming from the Town of Gardner.

**XIV. Bills & Receipts**

Chairperson Dan Koski asked if there were any questions regarding the September 2020 Bills and Receipts. None were received.

**Moved** by Tom Romdenne and seconded by Michael Kunesh to accept the *September 2020 Bills and Receipts*, as presented. Motion carried, with all voting aye on a voice vote.

**XV. Upcoming Commission Meetings:**

- a. Full Commission: 10:00 a.m., December 11, 2020, Location TBD
- b. Executive Committee: 10:00 a.m., January 29, 2021, Location TBD

**XVI. 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 11:40 a.m.

Respectfully submitted,

Emily J. Pierquet  
Recording Secretary