

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
May 16, 2023  
Bay-Lake RPC Office, 1861 Nimitz Drive  
De Pere, WI

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

STAFF PRESENT: Cindy Wojtczak, Brandon Robinson, Nicole Barbiaux, Sydney Swan and Raquel Orta

- I. Chairperson Mike Hotz called the meeting to order at 2:40 p.m.
- II. **Approval of Agenda:** 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. **Public Input:** Chairperson Mike Hotz called for any public input; none was received.
- IV. **Approval of Minutes:** Moved by Ann Hartnell and seconded by Dan Koski that the minutes of the April 21, 2023, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **Building/ Property Security Quotes:** Nicole Barbiaux presented fence/gate quotes along with the other expenses for the gate.

**Moved** by Larry Neuens and seconded by Ann Hartnell to approve the 1.C: Pipe Frame Barrier Gate at \$4,000. with a post on each side and lock to secure the gate.

Larry Neuens amended the motion and seconded by Ann Hartnell to approve the 1.C: Pipe Frame Barrier Gate up to \$5,000 all inclusive. Motion carried, with all voting aye on a voice vote.

Nicole presented options to update the cameras and alarm system. Nicole will provide the commission with more information at a later commission meeting.

**VI. Brownfield Contract:** Sydney Swan presented the Brownfield contract and comparisons. Cindy Wojtczak recommended that Mike Hotz sign the contract since she will be retiring June 2, 2023.

Motion by Dan Koski and seconded by Ann Hartnell to approve Stantec contract as presented. Motion carried, with all voting aye on a voice vote.

**VII.** Upcoming Commission meetings include the following:

- A. The next full Commission meeting will be held on June 9, 2023, at 10:00 a.m., at the Commission office.
- B. The next regular meeting of the Commission's Executive Committee will be held on July 28, 2023, at 10:00 a.m., at the Commission office.

**VIII. Staffing Update:**

**Moved** by Larry Neuens and seconded by Terry Brazeau to go into closed session. Motion carried, with all voting aye on a roll call vote. The committee went into closed session at 3:30 p.m.

**Moved** by Larry Neuens and seconded by Ann Hartnell to return to open session. Motion carried, with all voting aye on a voice vote. The committee returned to open session at 3:40 p.m.

Recommendation out of closed session by Larry Neuens and Terry Brazeau to promote Sydney Swan to Assistant Director at Grade 24, six-month trial period.

Moved by Ann Hartnell and seconded by Dan Koski to promote Sydney Swan to Assistant Director at Grade 24, six-month trial period, effective June 3, 2023.

**IX. Adjournment:** **Moved** by Larry Neuens and seconded by Ann Hartnell that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 3:50p.m.

Respectfully submitted,  
Raquel Orta  
Recording Secretary