

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 26, 2024
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

MEMBERS PRESENT: Mike Hotz, Ann Hartnell, Dan Koski, Terry Brazeau, Stan Johnson, and Larry Neuens

STAFF PRESENT: Brandon Robinson, Sydney Swan, Raquel Orta

Others Present: Ed Procek

- I. Chairperson Mike Hotz called the meeting to order at 10:00 a.m.
- II. **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. **Minutes:** Moved by Terry Brazeau and seconded by Dan Koski that the minutes of the January 26, 2024, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- IV. **2023 Financial Audit:** Leah Lasecki of CliftonLarsonAllen LLP was on hand to present the Commission's 2023 Financial Audit. Ms. Lasecki reported that the audit went very well and there were no findings. Ms. Lasecki indicated the commission had a decline in cash and provided a detailed explanation.

Moved by Terry Brazeau and seconded by Ann Hartnell to approve the 2023 Financial Audit. Motion carried, with all voting aye on a voice vote.
- V. **Communications:**
 1. WisDOT – April 17, 2024, letter to Glenn Fulkerson and Kelley Brookins approving the amendment to the 2024-2024 Transportation Improvement Program (TIP) for the Sheboygan urbanized area.
 2. Letter from the attorney regarding the parking lot.
- VI. **Approve contracts:** Brandon Robinson presented four contracts for approval:

1. *24011-08 Sheboygan Co*
City of Sheboygan Comp Plan Update
July 1, 2024, to December 31, 2025
\$ 61,672 fees with no match
2. *24012-10 WDNR*
C Sheboygan Urbanized Area Sewer Service Plan Update
February 1, 2024, to December 31, 2024
\$ 30,000 fees with no match

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

- VII. Bills and Receipts for March 2024:** The March 2024 Bills and Receipts were reviewed and discussed by the Commission.

Moved by Ann Hartnell and seconded by Stan Johnson to approve the March 2024 bills and receipts. Motion carried, with all voting aye on a voice vote.

- VIII. Staffing Update:** Brandon Robinson provided an update on the Planner I/II job posting. Mr. Robinson announced the appointment of a new commissioner, Tom Brandt, for Florence County. No action was taken.

- IX. 2023 Annual Report:** Sydney Swan presented the 2023 Annual Report. Ms. Swan highlighted the staffing updates and the financial statement. Distribution of the report was discussed.

Moved by Terry Brazeau and seconded by Dan Koski to approve the 2023 Annual Report. Motion carried, with all voting aye on a voice vote.

- X. Process and Fees for Sanitary Sewer Reviews:** Brandon Robinson discussed the process and time it takes to conduct reviews. Discussion on the fee amount for the reviews followed.

Moved by Ann Hartnell and seconded by Dan Koski to approve to continue charging the \$400.00 fee for the Sanitary Sewer Reviews regardless of the entity requesting the review. Motion carried, with all voting aye on a voice vote.

- XI. Electronic Attendance Policy for Commissioner Meeting Participation:** Mike Hotz and the commissioners discussed possible policy updates.

Moved by Stan Johnson and seconded by Dan Koski to address changes to the proposed policy at the next Executive Committee meeting. Motion carried, with all voting aye on a voice vote.

XII. Upcoming Commission meetings include the following:

- A. The next Full Commission meeting will be held on June 14, 2024, at 10:00 a.m. Commission Office
- B. The next meeting of the Commission's Executive Committee will be held July 26, 2024, at 10:00 a.m., at the Commission's Office

XIII. Moved by Dan Koski 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 12:03 p.m.

Respectfully submitted,
Raquel Orta
Recording Secretary