

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
March 8, 2024

MEMBERS PRESENT: Ann Hartnell, Dennis Kroll, Michael Kunesh, Thomas Mandli, Tom Romdenne, Karl Ballestad, Terry Brazeau, Greg Grotegut, Stan Johnson, Dan Koski, Debra Noel, Ed Procek, *James Falkowski, *Larry Neuens, and *Mike Hotz (*By phone)

MEMBERS EXCUSED: Rich Wolosyn and Ryan Sorenson

ABSENT: Ed Kelley

STAFF PRESENT: Brandon Robinson, Sydney Swan, Raquel Orta, Heena Bhatt, Bryce Thompson, Natalie Blackert, and Lydia Semo

I. In place of Mike Hotz, Dan Koski called the meeting to order at 10:05 a.m.

Brandon Robinson introduced the new staff to the full commission.

II. **Approval of Agenda:** Moved by Ed Procek and seconded by Ann Hartnell to approve the agenda as amended. Motion carried, with all voting aye on a voice vote.

III. **Approval of Minutes:** Moved by Terry Brazeau and seconded by Stan Johnson that the minutes of the December 8, 2023, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.

IV. **Public Input:** Dan Koski called for any public input; none was received.

V. **Committee Reports:** Dan Koski presented the January 26, 2024, Executive Committee meeting report. At this meeting, communications were reviewed, one resolution was approved, and four contracts were approved. Topics discussed included the following:

- Minutes were approved.
- New employees introduced.
- Discussion on video conference for remote and hybrid meeting participation for the commissioners
- Discussion with potential amendments to the employee handbook on the telework policies.

- Bills and Receipts for November 2023 and December 2023 were reviewed and approved,

Moved by Ann Hartnell and seconded by Terry Brazeau to approve the January 26, 2024, Executive Committee meeting report. Motion carried with all voting aye on a voice vote.

VI. Guest Presentation: Tom Baron gave a presentation on the Economic Development Administration programs, mission and his role as the Economic Development Representative.

VII. Communications: None.

VIII. Contracts: Four contracts were presented for approval.

- **24007-03 Florence County**
Florence Co Outdoor Rec Plan
March 1, 2024, to December 31, 2024
\$16,215 fees with no match
- **24008-08 Sheboygan County**
C Sheboygan CDBG Economic Development
April 1, 2023, to December 31, 2024
\$15,000 fees with no match
- **24009-06 Marinette County**
C Marinette Shared Ride Taxi Admin 24
to January 31, 2025
\$ 5,000 fees with no match Pending
- **24010-06 Marinette County**
T Pound Zoning Map
March 7, 2024, to March 31, 2024
Time and Expense

Moved by Ed Procek and seconded by Terry Brazeau to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

IX. Bills and Receipts for January 2024 and February 2024: The Commissioners reviewed the January 2024 and February 2024 Bills and Receipts.

Moved by James Falkowski and seconded by Thomas Mandli to approve the January 2024 and February 2024 bills and receipts. Motion carried, with all voting aye on a voice vote.

X. Resolution 2-2024: Heena Bhatt presented Resolution 2-2024 of the Bay-Lake Regional Planning Commission approving several minor amendments to the Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP); Calendar Years 2024-2027.

Moved by Ed Procek and seconded by Dennis Kroll to approve Resolution 2-2024. Motion carried, with all voting aye on a voice vote.

XI. Electronic Attendance Policy for Commissioner Meeting Participation: Dan Koski read the draft Electronic Attendance Policy for the commissioners. Brandon Robinson discussed the policy further. Discussion on the draft followed.

Moved by James Falkowski and seconded by Ed Procek to send this item to the Executive Committee for further discussion. Motion carried, with 10 voting aye on a voice vote and 5 opposed.

XII. Draft 2023 Annual Report: Sydney Swan presented the draft *2023 Annual Report*.

Moved by Dennis Kroll and seconded by Ann Hartnell to approve the 2023 Annual Report with the financial section added when available and retired staff update. Final approval once the financial section is completed by the auditors. Motion carried, with all voting aye on a voice vote.

XIII. Quarterly Progress Report: Brandon Robinson presented the Quarterly Progress Report. No discussion.

XIV. Commissioner Reports: Terry Brazeau, Tomas Mandli, Ann Hartnell, Dan Koski and Ed Procek reported on happenings and updates in their counties.

XV. Upcoming Commission meetings include the following:

- A. The next Executive Committee meeting will be held April 26, 2024, at 10:00 a.m., at the Commission office in De Pere.
- B. The next Full Commission meeting will be held on June 14, 2024, at 10:00 a.m., at the Commission office in De Pere.

XVI. Adjournment: Moved by Ed Procek and seconded by Thomas Mandli that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:31 a.m.

Respectfully submitted,
Raquel Orta
Recording Secretary