

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
December 08, 2023
Bay-Lake RPC Office, 1861 Nimitz Dr
De Pere, WI 54115

MEMBERS PRESENT: Karl Ballestad, Terry Brazeau, James Falkowski, Mike Hotz, Stan Johnson, Dan Koski, Dennis Kroll, Ann Hartnell, Thomas Mandli, Larry Neuens, Debra Noel, Ed Procek, Ryan Sorenson, and Tom Romdenne

MEMBERS EXCUSED: Greg Grotegut, Rich Wolosyn, Michael Kunesh

MEMBERS ABSENT: Ed Kelley

STAFF PRESENT: Brandon Robinson, Sydney Swan, Raquel Orta, Heena Bhatt

- I. Chairperson Mike Hotz called the meeting to order at 10:01 a.m.
- II. **Approval of Agenda: Moved** by Ed Procek and seconded by Larry Neuens to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Approval of Minutes: Moved** by Tom Romdenne and seconded by Terry Brazeau that the minutes of the September 8, 2023, Commission meeting be approved. Motion carried, with all voting aye on a voice vote.
- IV. **Public Input:** Chairperson Mike Hotz called for any public input; none was received.
- V. **Closed Session: Moved** by Larry Neuens and seconded by Ann Hartnell to go into closed session. Motion carried with all voting aye on voice vote. Commission entered closed session at 10:03 a.m.
- VI. **Reconvene: Moved** by Terry Brazeau and seconded by James Falkowski to reconvene into open session. Motion carried with all voting aye on voice vote. Commission reconvened into open session at 10:13 a.m.
- VII. **Committee Reports:** Chairperson Mike Hotz introduced the new commissioner for Kewaunee County, Debra Noel, and the new Transportation Planner, Brian Dickson. Mike Hotz reported on the, October 27, 2023, Executive Committee meeting. At this

meeting, there was one contract, and four resolutions approved. Topics discussed included the following:

- Office security was discussed. The front door and security system upgrade need.
- Staffing Updates
- Bills and Receipts for September 2023 were reviewed and approved, and
- The committee went into closed session to discuss personnel matters.
- The committee reconvened into open session and adjourned.

VIII. Communications: Brandon Robinson shared an article highlighting the Waterfront Toolkit Project from Wisconsin Counties magazine. Brandon recognized Izzy Fuller's efforts in the planning of the project.

IX. Approve contracts:

- 23026-08 City of Sheboygan
Kiwanis Park Pickleball courts Wage Monitoring
\$7,500 Time and Expense
Pending
- 23027-05 Manitowoc County
Farmland Preservation Plan Update
January 1, 2024, to December 31, 2024
\$10,000 fees with no match

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

X. Bills and Receipts: Chairperson Mike Hotz asked if there were any questions regarding the October 2023 and November 2023 Bills and Receipts. Larry asked about the Stantec expense; Sydney Swan explained this invoice is paid then reimbursed to us by the EPA.

Moved by Ryan Sorenson and seconded by Ann Hartnell to approve the October 2023 and November 2023 bills and receipts as presented. Motion carried, with all voting aye on a voice vote.

XI. 2024 Budget and 2024-2025 Work Program: Brandon Robinson presented the *2024 Budget and 2024-2025 Work Program*. The preliminary was adopted on September 9, 2023. Mr. Robinson reviewed changes in the final *2024 Budget and 2024-2025 Work Program*.

Key changes included updated Commissioner information, changes in staffing, an increase in revenue due to additional contracts signed, increased expenses due to additional staff, and the addition of health care costs and information that wasn't available in September when initial budget was presented and approved.

Moved by Dennis Kroll and seconded by Karl Ballestad to approve the final *2024 Budget and 2024-2025 Work Program*. Motion carried, with all voting aye on a voice vote.

XII. Resolution 20-2023: Brandon Robinson presented **Resolution 20-2023 of the Bay-Lake Regional Planning Commission adopting the following Comprehensive Plans as part of the master plan for the region** as the work of updating the whole master plan progresses for the physical development of the region comprised of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and Sheboygan, in the State of Wisconsin.

- Village of Luxemburg Comprehensive Plan (March 2023)
- Village of Mishicot Comprehensive Plan (April 2023)
- Town of Jacksonport Comprehensive Plan 2023-2043 (June 2023)
- Town of Gibraltar Comprehensive Plan (July 2023)

Brandon Robinson answered questions regarding outreach to Brown and Door County for membership to the Commission. Brandon also shared the anticipated 2024 comprehensive plans for other communities.

Moved by Ed Procek and seconded by Ryan Sorenson to approve Resolution 20-2023 as presented. Motion carried, with all voting aye on a voice vote.

XIII. Office Security: Brandon Robinson presented the safety concerns of the Commission Building. Brandon discussed the status of the door and security and possible solutions and options.

XIV. Commissioner Portal: Brandon Robinson presented the commissioners with their credentials for the online Commissioner Portal. Brandon went over everything that is available on the website to the commissioners.

XV. Quarterly Project Report: The commissioners reviewed the Quarterly Project Report. Sydney Swan highlighted several conferences that were attended by staff in the past quarter.

XVI. Commissioner Reports: Tom Mandli, Larry Neuens, Ed Procek, Ryan Sorenson reported on happenings and updates in their counties.

XVII. Upcoming Commission meetings include the following:

- A. The next meeting of the Commission's Executive Committee will be held January 26, 2024, at 10:00 a.m., at the Commission office.
- B. The next full Commission meeting will be held on March 8, 2024, at 10:00 a.m., at the Commission office.

XVIII. Adjournment: Moved by Ryan Sorenson and seconded by Ann Hartnell that the Full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:53 p.m.

Respectfully submitted,
Raquel Orta
Recording Secretary