

**MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
January 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 (via Phone)

STAFF PRESENT: Brandon Robinson, Heena Bhatt, Raquel Orta, \*Natalie Blackert, \*Bryce Thompson (\*Partial meeting)

- I. Chairperson Mike Hotz called the meeting to order at 10:05 a.m.
- II. **Agenda:** Moved by Dan Koski and seconded by Terry Brazeau to approve the agenda as written. Motion carried, with all voting aye on a voice vote.

Brandon Robinson introduced the new staff, Natalie Blackert, and Bryce Thompson.

- III. **Public Input:** Chairperson Mike Hotz called for any public input; none was received.

- IV. **Minutes:** Moved by Ann Hartnell and seconded by Stan Johnson that the minutes of the December 8, 2023, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.

V. **Communications:**

1. WisDOT – December 20, 2023, letter to Brandon Robinson approving the 2024 Bay-Lake Regional Planning Commission Rural Transportation Work Program.
2. WisDOT – January 1, 2024, letter to Brandon Robinson approving the 2024 MPO work program.

- VI. **Approve contracts:** Brandon Robinson presented four contracts for approval:

1. *24001-09 WisDot*  
2024 Rural Transportation Work Program  
January 1, 2024, to December 31, 2024  
\$ 83,419.82 fees with \$ 8,341.98 match

2. *24002-06 Marinette County*  
T Peshtigo Comprehensive Plan  
July 1, 2024, to June 30, 2025  
\$ 15,000 fees with no match
3. *24003-05 Manitowoc County*  
T Centerville Comprehensive Plan  
July 1, 2024, to June 30, 2025  
\$14,999 No match
4. *24004-10 Federal*  
Sheboygan 2024 MPO Work Program  
January 1, 2024, to December 31, 2024  
\$234,553.86 fees with \$ 33,080.06 match

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

- VII. Bills and Receipts for December 2023:** The December 2023 Bills and Receipts were reviewed and discussed by the Commission.

Moved by Dan Koski and seconded by Ann Hartnell to approve the December 2023 bills and receipts. Motion carried, with all voting aye on a voice vote.

- VIII. Staffing Update:** Brandon Robinson provided an update on Environmental Planner position. Mr. Robinson answered questions and discussed the application process for open positions. No action was taken.

- IX. Resolution 1-2024:** Heena Bhatt presented Resolution 1-2024 of the Bay-Lake Regional Planning Commission approving the Adjusted Urban Area Planning Boundary for the Sheboygan Metropolitan Planning Area.

**Moved** by Terry Brazeau and seconded by Dan Koski to approve Resolution 1-2024. Motion carried, with all voting aye on a voice vote.

- X. Property Encroachment/Office Parking Lot:** Brandon Robinson discussed the request from the new property owner of the adjacent property, which includes removing a light post and a portion of the parking lot. Mr. Robinson answered the commissioner's questions regarding other options and the attorney's advice. No action was taken.

**XI. Video Conferencing for Remote & Hybrid Meeting Participation:** Mike Hotz discussed the possible repercussions of video or phone participation of the commissioners. Brandon Robinson and the commissioners discussed several options and possible policy updates.

**Moved** by Ann Hartnell and seconded by Larry Neuens to approve the policy change recommendation as follows; the commissioners will attend meetings in person, the commissioner will be able to participate via phone upon suspension of rules however, the commissioner will not have voting rights. The recommendations will be presented in the next Full Commission meeting. Motion carried, with all voting aye on a voice vote.

**XII. Potential Amendments to the Commission's Employee Handbook and Policies and Procedures Manual:** Brandon Robinson presented Telework policy options for employees. Mr. Robinson and Commissioners discussed updating employee incentives for staff retention. No action was taken.

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

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

**XIV. 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 12:06 p.m.

Respectfully submitted,  
Raquel Orta  
Recording Secretary