

**Draft MINUTES**  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
July 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, Kyle Robison

Others Present: Ed Procek

- I. Chairperson Mike Hotz called the meeting to order at 10:01 a.m. Kyle Robison was introduced as the Commission’s new Community Assistance Planner.
- II. **Agenda:** Moved by Terry Brazeau 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 Larry Neuens and seconded by Dan Koski that the minutes of the April 26, 2024, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- IV. **Communications:** Brandon Robinson presented the communications to the Commission. Brandon highlighted the Wisconsin Public Radio interview that discussed the Safe Streets & Roads for All Grant Program with Heena Bhatt, the Commission’s Transportation Planner.
  1. WisDOT – July22, 2024, letter to Glenn Fulkerson and Kelley Brookins approving the amendment to the 2024-2024 Transportation Improvement Program (TIP) for the Sheboygan urbanized area.
- V. **Approve contracts:** There were no new contracts.
- VI. **Bills and Receipts for June 2024:** The June 2024 Bills and Receipts were reviewed and discussed by the Commission.

Moved by Larry Neuens and seconded by Ann Hartnell to approve the June 2024 bills and receipts. This motion was carried unanimously.

**VII. 2025 Indirect Rate:** Brandon Robinson presented the 2025 indirect rate prepared by the Commission's CPA representative. Mr. Robinson answered questions regarding indirect hours and hours towards projects.

Moved by Terry and seconded by Dan Koski to approve the 2025 Indirect rate. This motion was carried unanimously.

**VIII. Green Tier:** Lydia Semo, Environmental Planner, presented the Green Tier WDNR program. The committee members asked questions regarding the membership cost and the program. Ms. Semo, Brandon Robinson and Sydney Swan answered questions and addressed any potential concerns.

Moved by Ann Hartnell and seconded by Dan Koski to approve membership in Green Tier. This motion was carried unanimously.

**IX. Policies and Procedures Manual Amendments:**

A. Telework Policy: Brandon Robinson presented the updated Telework Policy. Discussion on the policy followed. Mr. Robinson answered questions and addressed the amendments suggested by the Committee members.

**Moved** by Ann Hartnell and seconded by Terry Brazeau to approve to the Telework Policy with the following amendments: 1) The employee *may* work from home in the event the office is closed due to bad weather, *or chose to use vacation*; and 2) repeat violations or misuse of the telework policy by staff *may* result in disciplinary action. Motion carried, with all voting aye on a voice vote.

B. Grievance Policy: Brandon Robinson presented the updated Grievance Policy. Mr. Robinson discussed the collaboration with an HR service. Discussion on the policy followed. Committee members discussed progressive discipline and what the Commission defines that as.

**Moved** by Stan Johnson and seconded by Larry Neuens to approve the Grievance Policy as presented. Motion carried, with all voting aye on a voice vote.

C. Financial Management Procedures: Brandon Robinson presented the updated Financial Management Policy. Mr. Robinson discussed the changes made to the policy that reflect the processes and procedures presently in effect. Policy updates including levy determination, investments, and cash reserves were discussed by several Commissioners and Mr. Robinson.

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

- D. **Electronic Attendance Policy for Commissioner Meeting Participation:** Mike Hotz opened the discussion for feedback on the Electronic Attendance Policy. The Committee members, along with Commissioner Ed Procek, discussed the value of in-person attendance at meetings, the pros and cons of the proposed policy, technology and infrastructure concerns, and the expense of purchasing new equipment and dedicated staff time. Staff will continue to explore options to enhance the office's sporadic internet service, along with appropriate equipment needs. All Commissioners in attendance indicated that a price threshold needs to be factored into the decision-making process if service and equipment upgrades are deemed necessary.

Moved by Larry Neuens and seconded by Terry Brazeau to table the discussion until staff gathers costs for possible service and equipment upgrades. Motion carried, with all voting aye on a voice vote.

- X. **Investment of Commission Funds: Resolution 5-2024** Bay-Lake Regional Planning Commission to Participate in the State of Wisconsin Local Government Investment Pool: Brandon Robinson presented the State of Wisconsin LGIP. Discussion followed and an amount was discussed to put into the fund.

Moved by Dan Koski and seconded by Ann Hartnell to approve Resolution 5-24 Bay-Lake Regional Planning Commission to Participate in the State of Wisconsin Local Government Investment Pool. This motion was carried unanimously.

Moved by Larry Neuens and seconded by Terry Brazeau to invest \$250,000 into the State of Wisconsin Local Government investment Pool. This motion was carried unanimously

- XI. **Parking Lot Update:** Brandon Robinson gave an update on the attorney communication regarding the parking lot. No action was needed.

- XII. **Preliminary Budget:** Brandon Robinson presented the Preliminary 2025 Budget. Mr. Robinson highlighted the levy and preliminary revenues and expenses. No action was taken.

- XIII. **Upcoming Commission Meetings:**

- A. Nominating Committee, September 13, 2024, Commission Office, at 9:00 a.m.
- B. The next Full Commission meeting will be held on September 13, 2024, at 10:00 a.m. Commission Office

C. The next meeting of the Commission's Executive Committee will be held October 25, 2024, at 10:00 a.m., at the Commission's Office

**XIV. Moved** by Larry Neuens and seconded by Dan Koski that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 12:35 p.m.

Respectfully submitted,  
Raquel Orta  
Recording Secretary