

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
FULL COMMISSION MEETING  
June 9, 2023

MEMBERS PRESENT: Karl Ballestad, Terry Brazeau, James Falkowski, Ann Hartnell, Mike Hotz, Dan Koski, Dennis Kroll, Michael Kunesch, Thomas Mandli, Larry Neuens, Ed Procek, Tom Romdenne

MEMBERS EXCUSED: Donna Thomas, Greg Grotegut

ABSENT: Ryan Sorenson, Ed Kelley, Rich Wolosyn

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

- I. Chairperson Mike Hotz called the meeting to order at 10:06 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 Terry Brazeau and seconded by Tom Romdenne that the minutes of the March 10, 2023, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. **Chairperson Mike Hotz called for any public input;** Keith Langenhahn, Field Services Representative of Wisconsin Counties Association reported on updates from Madison including budget agreements on Education
- V. **Committee Reports:** Larry Neuens presented the April 21, 2023, and May 16, 2023, Finance & Personnel Committee meeting report. The Executive Director and Assistant Director applicants were interviewed and chosen during these meetings. Brandon Robinson was promoted to the position of Executive Director and Sydney Swan was promoted to the Assistant Director position. The Committee also established goals and measurements for the Executive Director.

Chairperson Mike Hotz presented the April 21, 2023, Executive Committee meeting report. Leah Lasecki from Clifton Larson gave an update on the Financial Audit and commented that the Commissions financial position continues to improve. Closed session, staffing update, Decision was made to offer Brandon Robinson the Executive Director position. One new contract was approved, 5 communications were reviewed, and 3 resolutions approved. Cindy Wojtczak and Jeff Agee-Aguayo gave their notice of retirement. Discussion was had on building security and maintenance. Mike Hotz

presented the May 16, 2023, special Executive Committee meeting. There were no communications or resolutions to approve. Building security quotes were provided at this meeting. The Brownfield contract was signed. Sydney Swan provided information and clarification on the Stantec role with the Brownfield project

**VI. Communications:** No Communications were received.

**VII. Contracts:** None presented.

**VIII. Resolution 9-2023:** Heena Bhatt presented Resolution 9-2023 by the Bay-Lake Regional Planning Commission approving major and minor amendments to the Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2023 – 2026

**Moved** by Ed Procek and seconded by Dan Koski to approve Resolution 9-2023. Motion carried, with all voting aye on a voice vote.

**IX. Resolution 10-2023:** Brandon Robinson presented Resolution 10-2023 of the Bay-Lake Regional Planning Commission to approve the BLRPC Title VI Program/Limited English Proficiency (LEP) Plan

**Moved** by Dennis Kroll and seconded by Ann Hartnell to approve Resolution 10-2023. Motion carried, with all voting aye on a voice vote.

**X. Resolution 11-2023:** Brandon Robinson presented Resolution 11-2023 of the Bay-Lake Regional Planning Commission to adopt the Affirmative Action Program for July 1, 2023, to June 30, 2024

**Moved** by Ann Hartnell and seconded by Thomas Romdenne to approve Resolution 11-2023. Motion carried, with all voting aye on a voice vote.

**XI. 2024 Levy Rate:** Brandon Robinson discussed the current levy rate for membership to the Commission, which has been at the same rate for the past several years and proposed to keep it as is for the 2024 levy.

**Moved** by Terry Brazeau and seconded by Ed Procek to keep the levy rate at 0.0006% for the year 2024. Motion carried with all voting aye on a voice vote.

**XII. Quarterly Project Report:** Brandon Robinson reviewed the Quarterly Project Report, focusing on a few highlights from the past quarter.

**XIII. Bills and Receipts for April 2023 and May 2023**

The Commissioners in attendance reviewed the April 2023 and May 2023 Bills and Receipts. Discussion followed regarding the balance in the bank and what is insured. Clarification was made on the balance amount in the checking account.

**Moved** by Karl Ballestad and seconded by Ann Hartnell to approve the April 2023 and May 2023 bills and receipts. Motion carried, with all voting aye on a voice vote.

**XIV. Commissioner Reports**

- Ann Hartnell, Thomas Mandli and Michael Kunesh reported on happenings from Marinette County.
- James Falkowski reported on happenings from Manitowoc County
- Ed Procek reported on happenings from Sheboygan County including the announcement of the new county administrator, Alayne Krause.
- Larry Neuens reported on happenings from Florence County.

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

- A. The next Executive Committee meeting will be held July 28, 2023, at 10:00 a.m., at the Commission office in De Pere.
- B. The next Full Commission meeting will be held on September 8, 2023, at 10:00 a.m., at the Commission office in De Pere.

**XVI. Moved** by Terry Brazeau and seconded by Ann Hartnell that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 11:50 a.m.

Respectfully submitted,  
Raquel Orta  
Recording Secretary