

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
September 13, 2024
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

MEMBERS PRESENT: Mike Hotz, Dan Koski, Tom Brandt, Rich Wolosyn, Larry Neuens, Thomas Romdenne, Stan Johnson, James Falkowski, Mike Kunesh, Thomas Mandli, Terry Brazeau, Dennis Kroll, Ed Procek, Ryan Sorenson

MEMBERS EXCUSED: Ann Hartnell, Debra Noel, Greg Grotegut, Karl Ballestad.

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

- I. **Call to order and introductions:** Chairperson Mike Hotz called the meeting to order at 10:02 a.m. Tom Brandt was introduced as the new commissioner representing Florence County.
- II. **Approval of Agenda:** Moved by Rich Wolosyn and seconded by Terry Brazeau to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III. **Approval of Minutes:** Moved by Ryan Sorenson and seconded by Larry Neuens that the minutes of the June 14, 2024, Commission meeting be approved as written. Motion carried, with all voting aye on a voice vote.
- IV. **Committee Reports:** Mike Hotz reported on the, July 26, 2024, Executive Committee meeting. The minutes from the April 26, 2024, meeting was approved. At this meeting, there was (1) one communication, no new contracts, and no new resolutions. Topics discussed included the following:
 - Heena Bhatt’s interview with WPR.
 - 2025 Indirect Rate
 - Green Tier membership with WDNR.
 - Several Policy and Procedure amendments.
 - Electronic Attendance Policy
 - LGIP (Local Government Investment Pool); and
 - Bills and Receipts for June 2024 were reviewed and approved

Moved by Ryan Sorenson and seconded by Larry Neuens to approve the Committee Report as presented. Motion carried, with all voting aye on a voice vote.

V. Nominating Committee Report and Election of Officers for 2024-2025:

Ed Procek gave the Nominating Committee report. The Nominating Committee consists of Ed Procek, Rich Wolosyn and Thomas Mandli.

Election for Chairperson

Mike Hotz was nominated as Chairperson during the Nominating Committee meeting.

Ed Procek asked if there were any other nominations; no additional nominations were received.

Moved by Ryan Sorenson and Seconded by Dan Koski to close nominations and cast a unanimous ballot for Mike Hotz. Motion carried, with all voting aye on a voice vote.

Mike Hotz was elected Chairperson.

Election for Vice Chairperson

Dan Koski expressed his interest in retaining his position as vice-chair.

Ed Procek asked if there were any other nominations; no additional nominations were received.

Moved by Thomas Mandli and Seconded by Terry Brazeau to close nominations and cast a unanimous ballot. Motion carried, with all voting aye on a voice vote.

Dan Koski was elected Vice Chairperson.

Election for Secretary-Treasurer

Ann Hartnell expressed her interest in retaining her position as Secretary-Treasurer.

Ed Procek asked if there were any other nominations; no additional nominations were received.

Moved by Dan Koski and seconded by Larry Neuens to close nominations and cast a unanimous ballot for Ann Hartnell as Secretary-Treasurer. Motion carried, with all voting aye on a voice vote.

Ann Hartnell was elected Secretary-Treasurer.

Ed Procek thanked Thomas Mandli and Rich Wolosyn for their service on the Nominating Committee.

VI. Committee Appointments: Newly elected Chairperson Mike Hotz appointed the following Commissioners to the Executive Committee:

Florence County: Larry Neuens

Marinette County: Ann Hartnell (Secretary-Treasurer)

Oconto County: Terry Brazeau

Sheboygan County: Mike Hotz (Chairperson)

Manitowoc County: Dan Koski (Vice Chairperson)

Kewaunee County: Stan Johnson

Door County: Vacant

Brown County: Vacant

Chairperson Mike Hotz reappointed Ed Procek, Rich Wolosyn, and Thomas Mandli to the Nominating Committee.

Chairperson Mike Hotz reappointed members of the Finance & Personnel Committee to another one-year term on the committee. These included Larry Neuens, Dennis Kroll, Mike Kunesh, Dan Koski, and Mike Hotz. All members accepted the appointments.

VII. Communications: None
No action was taken.

VIII. Approval of Contracts: Brandon Robinson reviewed the following contract with Commissioners in attendance:

1. 24018-06 Marinette County
City of Marinette Shared Ride Taxi Grant Application '25
August 8, 2024, to January 1, 2025
\$ 5,000 fees with no match

Moved by Mike Kunesh and seconded by Dan Koski to approve the contract as presented. Motion carried, with all voting aye on a voice vote.

IX. Bills and Receipts: Bills and Receipts for July 2024 and August 2024 Bills were reviewed by the commissioners. Corrections to a couple of the descriptions for the August 2024 report were noted.

Moved by Terry Brazeau and seconded by Larry Neuens to approve the July 2024 and August 2024 bills and receipts. Motion carried, with all voting aye on a voice vote.

X. Resolution 6-2024: Heena Bhatt presented Resolution 6-2024 of the Bay-Lake Regional Planning Commission approving Sheboygan Metropolitan Planning Area Boundary Adjustment.

Moved by Ryan Sorenson and seconded by Ed Procek to approve Resolution 6-2024. Motion carried, with all voting aye on a voice vote.

XI. Resolution 7-2024: Heena Bhatt presented Resolution 7-2024 of the Bay-Lake Regional Planning Commission approving the 2024 Public Participation Plan for the Sheboygan Metropolitan Planning Organization (MPO)

Moved by Ryan Sorenson and seconded by Ed Procek to approve Resolution 7-2024. Motion carried, with all voting aye on a voice vote.

XII. Resolution 8-2024: Brandon Robinson presented Resolution 8-2024 of the Bay-Lake Regional Planning Commission approving participation in the Green Tier Legacy Charter. Discussion followed.

Moved by Ryan Sorenson and seconded by Thomas Mandli to approve Resolution 8-2024. Motion carried, with the majority of ayes and (1) one nay on a voice vote.

XIII. Preliminary 2025-2026 Work Program and 2025 Budget: Brandon Robinson presented the 2025-2026 Work Program and 2025 Budget, highlighting the changes in the budget process, possible new hires for 2025, Levy Rate calculations, the commission operating principles and strategic plan, outreach efforts, and technology upgrade for data storage. Mr. Robinson explained that there may be some changes to the budget items in the final 2025 budget. Mike Hotz and Brandon discussed the possibility of a special committee for the strategic plan in 2025.

Moved by Ryan Sorenson and seconded by Dan Koski to approve the Preliminary 2025-2026 Work Program and 2025 Budget. Motion carried, with all voting aye on a voice vote.

XIV. Parking Lot Update: Brandon Robinson provided an update on the south 30 feet of the parking lot. The new adjacent lot owner required that Bay Lake remove the light post; the light bulbs were retained. Mr. Robinson explained that the new lot owners plan to remove

the south parking spaces and build a warehouse. Discussion followed on how the changes affect the commission and the possibility of adding parking spaces to the west. No action was taken.

XV. Quarterly Project Report: Brandon Robinson presented the Quarterly Progress Report. Discussion followed. No action was taken

XVI. Commissioner Reports: Several commissioners reported on happenings and updates in their counties. Discussion followed.

XVII. Upcoming Commission meetings include the following:

- A. The next meeting of the Commission’s Executive Committee will be held October 25, 2024, at 10:00 a.m., at the Commission office.
- B. The next full Commission meeting will be held on December 13, 2024, at 10:00 a.m., at the Commission office.

XVIII. Moved by Dan Koski and seconded by Dennis Kroll that the full Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 11:47 a.m.

Respectfully submitted,
Raquel Orta
Recording Secretary