

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
July 28, 2023
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

MEMBERS PRESENT: Mike Hotz, Ann Hartnell, Dan Koski, Terry Brazeau, and Larry Neuens.

EXCUSED: Donna Thomas

STAFF PRESENT: Brandon Robinson, Sydney Swan, *Raquel Orta, *Heena Bhatt, *Makayla Lesperance, and *Izzy Fuller.
* Present for only partial meeting.

- I. Chairperson Mike Hotz called the meeting to order at 10:00 a.m.
- II. **Approval of Agenda:** Moved by Ann Hartnell and seconded by Dan Koski to approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Public Input:** Chairperson Mike Hotz called for any public input; none was received.
- IV. **Approval of Minutes:** Moved by Ann Hartnell and seconded by Larry Neuens that the minutes of the May 16, 2023, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **Communications:** Brandon Robinson presented communications to the commission.
 1. WisDOT – July 11, 2023, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) approving amendments to the 2023-2026 Transportation Improvement Program for the Sheboygan Metropolitan Planning Area.

No Action was taken.

- VI. **Approve contracts:** Brandon Robinson presented ten contracts for approval:
 1. 23009-02 Door County
T Washington Comp Plan
July 1, 2023, to June 30, 2024
\$ 25,000 fees with no match

2. 23010-02 Door County
T Gibraltar Trail Feasibility Study
August 1, 2023, to December 31, 2025
\$120,470 with no match
PENDING

3. 23012-06 Marinette County
City of Marinette Shared Ride Taxi Grant Admin '23
April 11, 2023, to March 31, 2024
\$ 5,000 fees with no match
PENDING

4. 23014-09
Regional Transportation (TAPHO)
Transportation Access to Public Health Options
April 1, 2023, to March 31, 2025
\$ 108,000 (\$21,600 BLRPC match)

5. 23015-02 Door County
V Sister Bay Comp Plan
July 1, 2023, to June 30, 2024
\$ 39,700 fees with no match

6. 23016-02 Door County
T Egg Harbor Comp Plan
July 1, 2023, to June 30, 2024
\$ 22,500 fees with no match

7. 23017-02 Manitowoc County
Manitowoc Co Hazard Mitigation Plan
August 1, 2023, to January 31, 2025
\$27,300 with no match
PENDING

8. 23019-11 Coastal
WCMP Technical Assistance '23-'24
July 1, 2023, to June 30, 2024
\$ 60,000 (\$30,000 BLRPC match)

9. 23021-11 New North, Inc
Public Service Commission of Wisconsin (PSC)
Broadband, Equity, Access, and Deployment (BEAD) Local Planning Grant
August 1, 2023, to December 31, 2025
\$5,000 per participating county, up to \$40,000 with no match
PENDING

10. *23022-06 Marinette County*
C Marinette Shared Ride Taxi Grant Application 2024
September 1, 2023, to January 31, 2024
\$5,000 with no match
PENDING

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

VII. Bills and Receipts for June 2023

June 2023 Bills and Receipts were reviewed.

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

VIII. Resolution 12-2023: Heena Bhatt presented Resolution of Bay-Lake Regional Planning Commission approving one minor amendment to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2023-2026*

Moved by Dan Koski and seconded by Terry Brazeau to approve resolution 12-2023. Motion carried with all voting aye on a voice vote.

IX. Resolution 13-2023: Heena Bhatt presented Resolution of the Bay-Lake Regional Planning Commission approving Amendment #2 to the *2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*.

Moved by Ann Hartnell and seconded by Larry Neuens to approve resolution 13-2023. Motion carried with all voting aye on a voice vote.

X. 2024 Indirect Rate: Brandon Robinson presented the indirect rate calculated for 2024 based on the financial statement actuals from 2022.

Moved by Dan Koski and seconded by Terry Brazeau to approve the 2024 Indirect Rate. Motion carried with all voting aye on a voice vote.

XI. Waterfront Toolkit: Izzy Fuller presented the 2023 Waterfront Toolkit.

No action was taken.

XII. Report on AWRPC Annual Meeting: Brandon Robinson presented the report on the AWRPC Annual Meeting on June 16, 2023.

XIII. Personnel:

Moved by Terry Brazeau and seconded by Ann Hartnell to convene in closed session to discuss personnel matters. Motion carried with all voting aye on a voice vote at 10:55 a.m.

Moved by Dan Koski and seconded by Ann Hartnell to reconvene into open session. Motion carried with all voting aye on a voice vote at 11:11 a.m.

Finance and Personnel Committee will meet on September 8, 2023, to meet with Brandon Robinson for 90-day review and to meet with each staff member.

XIV. Upcoming Meetings:

- A. Nominating Committee: September 8, 2023, De Pere Office
- B. Full Commission: September 8, 2023, De Pere office
- C. Executive Committee: October 27, 2023, De Pere Office

XV. Adjournment: Moved by Larry Neuens and seconded by Ann Hartnell that the executive committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:20 am.

Respectfully submitted,
Raquel Orta
Recording Secretary