

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
October 27, 2023
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

MEMBERS PRESENT: Ann Hartnell, Mike Hotz, Dan Koski, Larry Neuens, Stan Johnson, and Dennis Kroll (for Terry Brazeau)

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

OTHERS PRESENT: Micheal Kunesh

- I. Chairperson Mike Hotz called the meeting to order at 10:03 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 Dan Koski that the minutes of the July 28, 2023, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V. **Communications:**
 1. WisDOT – October 19, 2023, letter to Glenn Fulkerson (FHWA) completed its review of the draft Sheboygan Metropolitan Planning Area Transportation Improvement Program for calendar years 2024-2027
 2. FHWA and FTA – October 24, 2023, letter to Brandon Robinson concurring with Assessment of Conformity for the 2024-2027 Sheboygan Metropolitan Planning Area Transportation Improvement Program

No action necessary. Communications filed as presented.
- VI. **Approve contracts:** Brandon Robinson presented one contract for approval.

1. *23025-06 Marinette County*
Marinette Co Hazard Mitigation Plan
October 4, 2023, to May 1, 2024
\$ 27,481.17

Moved by Larry Neuens and seconded by Ann Hartnell to approve the contract as presented. Motion carried, with all voting aye on a voice vote.

VII. Bills and Receipts for September 2023

Brandon Robinson presented the September 2023 Bills and Receipts to the Commission.

Moved by Dennis Kroll and seconded by Larry Neuens to approve the September 2023 bills and receipts. Motion carried, with all voting aye on a voice vote.

VIII. Resolution 15-2023: Heena Bhatt presented Resolution 15-2023 of the Bay-Lake Regional Planning Commission to approve the *2024 Regional Transportation Work Program*.

Moved by Ann Hartnell and seconded by Dan Koski to approve Resolution 15-2023. Motion carried with all voting aye on a voice vote.

IX. Resolution 16-2023: Heena Bhatt presented Resolution 16-2023 of the Bay-Lake Regional Planning Commission to approve the *2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*.

Moved by Larry Neuens and seconded by Dennis Kroll to approve Resolution 16-2023. Motion carried with all voting aye on a voice vote.

X. Resolution 17-2023: Heena Bhatt presented Resolution 17-2023 of the Bay-Lake Regional Planning Commission approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2024-2027*, determining air quality conformity for the *2050 Sheboygan Area Transportation Plan (SATP)* and its implementing *2024-2027 TIP*, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area.

Moved by Ann Hartnell and seconded by Larry Neuens to approve Resolution 17-2023. Motion carried with all voting aye on a voice vote.

XI. Resolution 18-23: Heena Bhatt presented Resolution 18-2023 of the Bay-Lake Regional Planning Commission approving Highway Safety Improvement Program 2024 Performance Measure Targets for the Sheboygan Metropolitan Planning Area.

Moved by Dan Koski and seconded by Ann Hartnell to approve resolution 18-2023. Motion carried with all voting aye on a voice vote.

XII. Resolution 19-23: Brandon Robinson presented Resolution 19-2023 of the Bay-Lake Regional Planning Commission to approve the BLRPC Title VI and Non-Discrimination Program/Limited English Proficiency (LEP) Plan: 2023 Update

Moved by Stan Johnson and seconded by Larry Neuens to approve resolution 19-2023. Motion carried with all voting aye on a voice vote.

XIII. Wisconsin Coastal Management Application: Brandon Robinson presented the 2024-2025 Coastal Management (WCMP) grant increase and grant application for review prior to submission. The Wisconsin Coastal Management Program Technical Assistance Grant is a \$60,000 grant, with a 50% (\$30,000) match by Bay Lake RPC. The Bay-Lake RPC staff are currently preparing a WCMP grant application for a public outreach and educational initiative. This proposed project is a \$60,000 grant, with a 50% (\$30,000) match by Bay-Lake RPC.

Moved by Larry Neuens and seconded by Dennis Kroll to approve the increase from \$25,000 to \$30,000 for the Wisconsin Coastal Management Applications. Motion carried with all voting aye on a voice vote.

XIV. Amendments to the Commission's Employee Handbook, Policies and Procedures Manual, and Financial Management Procedures Manual: Brandon Robinson presented the changes to the monthly payroll from bi-weekly to semi-monthly.

Moved by Ann Hartnell and seconded by Dan Koski to approve the amendments as presented. Motion carried with all voting aye on a voice vote.

XV. Office Security: Brandon Robinson discussed the need to upgrade the security system and front door.

Moved by Larry Neuens and Ann Hartnell to authorize the staff to obtain quotes for security cameras and new front door. Motion carried with all voting aye on a voice vote.

XVI. Upcoming Commission meetings include the following:

- A. The next Full Commission / Holiday Lunch will be held on December 8, 2023, at 10:00 a.m., at the Commission's office.
- B. The next Executive Commission meeting will be held on January 26, 2024, at 10:00 a.m., at the Commission's office.

Larry Neuens asked Brandon Robinson for the outcome of the surveys mailed out to the communities. Brandon provided a synopsis of the results.

XVII. Staffing/Commissioner Update: Brandon Robinson updated the commission on the changes in staffing. Debra Noel is the new commissioner for Kewaunee County. She is replacing Donna Thomas as the Governor's appointment. Interviews are in progress for the Planner I position; two offers were declined. Nicole Barbiaux gave her resignation, and the GIS Specialist position will be posted. Mr. Robinson discussed the Commissioner's attendance and participation procedures in the By Laws.

Moved by Larry Neuens and seconded by Dan Koski to convene in closed session to discuss personnel matters. Motion carried with a roll call vote at 11:30am.

Moved by Larry Neuens and seconded by Ann Hartnell to reconvene into open session. Motion carried with a roll call vote at 12:23 p.m.

XVIII. Adjournment: 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 adjourned at 12:30 p.m.

Respectfully submitted,
Raquel Orta
Recording Secretary