

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
October 25, 2024
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

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

OTHERS PRESENT: Ed Procek

STAFF PRESENT: Brandon Robinson, Heena Bhatt, Raquel Orta and Lydia Bernhoft

EXCUSED ABSENT: Dan Koski

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 Stan Johnson to approve the agenda. Motion carried, with all voting aye on a voice vote.

III. Approval of Minutes: Moved by Stan Johnson and seconded by Ann Hartnell that the minutes of the July 26, 2024, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.

IV. Communications: Heena Bhatt presented the communications.

1. EPA Region 5- October 1, 2024, letter to Glenn Fulkerson (FHWA) completed its review of the of the conformity of the conformity analysis of the 2025-2028 TIP.
2. WisDOT – October 3, 2024, letter to Glenn Fulkerson (FHWA) and Kelley Brookins (FTA) completed its review of the draft Sheboygan Metropolitan Planning Area Transportation Improvement Program for calendar years 2025-2028
3. FHWA and FTA – October 16, 2024, letter to Brandon Robinson concurring with Assessment of Conformity for the 2025-2028 Sheboygan Metropolitan Planning Area Transportation Improvement Program

No action necessary. Communications filed as presented.

V. Approve contracts: Brandon Robinson presented one contract for approval.

1. *24019-11 Coastal*
WCMP Technical Assistance 2024-2025
July 1, 2024, to June 30, 2025
\$ 60,000 (\$30,000 BLRPC match)

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

VI. Bills and Receipts for September 2024: Bills and Receipts were reviewed.

Moved by Ann Hartnell and seconded by Stan Johnson to approve the September 204 bills and receipts. Motion carried, with all voting aye on a voice vote.

VII. Resolution 9-2024: Heena Bhatt presented Resolution 9-2024 Bay-Lake Regional Planning Commission to approve the *2025 Regional Transportation Work Program*.

Moved by Larry Neuens and seconded by Dennis Kroll to approve Resolution 9-2024. Motion carried with all voting aye on a voice vote.

VIII. Resolution 10-2024: Heena Bhatt presented Resolution 10-2024 of the Bay-Lake Regional Planning Commission to approve the *2025 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*.

Moved by Stan Johnson and seconded by Ann Hartnell to approve Resolution 10-2024. Motion carried with all voting aye on a voice vote.

IX. Resolution 11-2024: Heena Bhatt presented Resolution 11-2024 of the Bay-Lake Regional Planning Commission approving the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2025 – 2028*, determining air quality conformity for the *2050 Sheboygan Area Transportation Plan (SATP)* and its implementing *2025 – 2028 TIP*, and certifying the Metropolitan Transportation Planning Process for the Sheboygan Metropolitan Planning Area.

Moved by Larry Neuens and seconded by Ann Hartnell to approve Resolution 11-2024. Motion carried with all voting aye on a voice vote.

X. Resolution 12-2024: Heena Bhatt presented Resolution 12-2024 of the Bay-Lake Regional Planning Commission approving Highway Safety Improvement Program 2025 Performance Measure Targets for the Sheboygan Metropolitan Planning Area.

Moved by Ann Hartnell and seconded by Dennis Kroll to approve resolution 12-2024.
Motion carried with all voting aye on a voice vote.

- XI. Wisconsin Coastal Management Application:** Lydia Bernhoft presented the 2025-2026 Coastal Management (WCMP) 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 coastal resiliency. This proposed project is a \$88,250 grant, with a 60% (\$53,000) match by Bay-Lake RPC.

No action taken.

- XII. Amendments to the Commission's Employee Handbook:** Brandon Robinson presented changes to the paid Holiday schedule for employees. Discussion followed. Mr. Robinson will report back with the Holiday schedule as long as the paid holidays stay at 10.5 a year.

No action taken.

- XIII. Electronic Attendance Policy Update:** Mike Hotz discussed the updated policy for electronic attendance. Discussion followed.

Moved by Stan Johnson and Larry Neuens to approve the remote electronic policy with the change in item 3 to "with the exception being, closed session". Motion carried with all voting aye on a voice vote.

- XIV. Upcoming Commission meetings** include the following:
- A. The next Full Commission / Holiday Lunch will be held on December 13, 2024, at 10:00 a.m., at the Commission's office.
 - B. The next Executive Commission meeting will be held on January 31, 2025, at 10:00 a.m., at the Commission's 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 was adjourned at 11:38 p.m.

Respectfully submitted,
Raquel Orta
Recording Secretary