

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
January 31, 2025
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

MEMBERS PRESENT: Mike Hotz, Ann Hartnell, Dan Koski, Terry Brazeau, Debra Noel
(for Stanford Johnson) and Larry Neuens (Virtual)

MEMBERS EXCUSED: Stanford Johnson

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

- I.** Chairperson Mike Hotz called the meeting to order at 10:12 a.m.
- II.** **Agenda:** Moved by Ann Hartnell and seconded by Terry Brazeau to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III.** **Minutes:** Moved by Larry Neuens and seconded by Ann Harnell that the minutes of the October 25, 2024, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- IV.** **Communications:** Brandon Robinson presented the communications. Heena Bhatt provided further details on the WisDOT communications. Discussion followed. No action.
 1. WisDOT – December 20, 2024, letter to Brandon Robinson approving the 2025 Bay-Lake Regional Planning Commission Rural Transportation Work Program.
 2. WisDOT – December 31, 2024, letter to Brandon Robinson approving the 2025 MPO work program.
 3. WisDOT- December 26, 2024, letter to Wisconsin Metropolitan Planning Organizations, notice of intent.
 4. Letter from Karl Ballestad, Oconto County, to the Commission Chairman (Mike Hotz) resigning from their position in the Commission.
 5. Email from James Falkowski

- V. **Approved contracts:** Brandon Robinson presented ten contracts for approval. Mike Hotz inquired about the potential federal funding freeze and what the impact may be. Discussion followed. Mr. Robinson assured the commissioners he will keep them informed as we await guidance from the federal agencies.

1. *24022-07 Oconto County*
Town of Little River Comp Plan
July 1, 2025, to December 31, 2026
\$ 20,000 fees with no match
2. *25001-09 Wisconsin DOT*
2025 Rural Transportation Work Program
January 1, 2025, to December 31, 2025
\$ 83,420 fees with \$ 8,342 match
3. *25003-11 Oneida County*
Oneida Nation SS4A
February 1, 2025, to April 30, 2026
\$ 70,005 fees with no match
4. *25004-10 FHWA / Wisconsin DOT*
Sheboygan 2025 MPO Work Program
January 1, 2025, to December 31, 2025
\$229,416 fees with \$ 27,510 match
5. *25005-09 Wisconsin DNR*
SSA Plan Updates: C Manitowoc/TR, C Marinette, Oconto County WS
January 1, 2025, to December 31, 2026
\$20,500 fees with no match (2025) Manitowoc/Two Rivers/ Mishicot
\$29,500 fees with no match (2026) Marinette, Oconto County West Shore
6. *25006-08 Sheboygan County*
Sheboygan Stormwater Education 2025
February 1, 2025, to February 1, 2026
\$3,500 fees with no match
7. *25007-08 Sheboygan County*
City of Sheboygan Economic Development Job Creation
January 1, 2025, to December 31, 2025
\$15,000 fees with no match
8. *25008-08 Sheboygan County*
City of Sheboygan Shoreline Metro TDP
February 1, 2025, to May 31, 2026
\$49,371 fees with no match

9. 25009-05 Manitowoc County
City of Manitowoc Metro TDP
February 1, 2025, to May 31, 2026
\$48,397 fees with no match

10. 25010-09 Wisconsin Emergency Management
Pre-Disaster Flood resilience Grant
February 1, 2025, to December 31, 2026
\$71,654 fees with \$17,914 match

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

- VI. Bills and Receipts for December 2024:** The December 2024 Bills and Receipts were reviewed. Larry Neuens requested further details on credit card charges. Discussion followed.

Moved by Larry Neuens and seconded by Dan Koski to approve the December 2024 bills and receipts. Motion carried, with all voting aye on a voice vote.

- VII. Resolution 1-2025:** Heena Bhatt presented Resolution 1-2025 of the Bay-Lake Regional Planning Commission approving the *Shoreline Metro Transit Asset Management (TAM) Plan: Calendar Year 2025* and approving 2025 TAM targets for Shoreline Metro.

Moved by Terry Brazeau and seconded by Dan Koski to approve Resolution 1-2025. Motion carried, with all voting aye on a voice vote.

- VIII. Commissioner Handbook Updates:** Brandon Robinson presented the updates to the handbook including the change of paid Holidays and the addition of another day to the telework policy. The electronic participation policy for commissioners, amendment to the bylaws, will be brought to the Full Commission for approval. Mr. Robinson informed the commissioners that the Commissioner Handbook is now available electronically and future changes will be found on the commissioner's portal.

Moved by Ann Hartnell and seconded by Terry Brazeau to approve the updates to the commissioner handbook. Motion carried, with all voting aye on a voice vote.

- IX. Insurance Policies:** Brandon Robinson provided the commissioners with an update on the insurance policies and agent. Discussion followed. No action.

- X. Schedule of 2025 Commission Tasks:** Brandon Robinson presented the Bay-Lake Regional Planning Commission tasks and goals for 2025. Mr. Robinson highlighted outreach efforts to Door and Brown County, Strategic Plan, levy, office mortgage

refinancing and expanding the parking lot, discussion followed. Also discussed, Commissioners up for re-appointment for October 2025. No action.

XI. Upcoming Commission meetings include the following:

- A. The next Full Commission meeting will be held on March 14, 2025, at 10:00 a.m. Commission Office
- B. The next meeting of the Commission's Executive Committee will be held ***April 18, 2025**, at 10:00 a.m., at the Commission's Office. * Rescheduled.

XII. Remote Attendance Policy:

- A. Moved by Mike Hotz and seconded by Ann Hartnell to go into Closed Session at 11:30 a.m. Motion carried with roll call vote.
Terry Brazeau, Aye
Dan Koski, Aye
Debra Noel, Aye
Ann Hartnell, Aye
Mike Hotz, Aye
Larry Neuens, virtual attendee, was excused from the meeting prior to Closed Session.
- B. Moved by Mike Hotz and seconded by Terry Brazeau to reconvene into Open Session at 11:54 a.m. Motion carried with roll call vote.
Terry Brazeau, Aye
Dan Koski, Aye
Debra Noel, Aye
Ann Hartnell, Aye
Mike Hotz, Aye
Larry Neuens, did not return virtually for open session.
- C. Moved by Terry Brazeau and seconded by Dan Koski for the Executive Director to contact Bay Lake attorney and direct them to discuss the matter of the remote attendance policy with Manitowoc County Corporation Counsel. Motion carried, with all voting aye on a voice vote.

XIII. Moved by Ann Hartnell and seconded by Debra Noel that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 11:58 a.m.

Respectfully submitted,
Raquel Orta
Recording Secretary