

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
April 18, 2025
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

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

STAFF PRESENT: Brandon Robinson, Sydney Swan and Raquel Orta

- I.** Chairperson Mike Hotz called the meeting to order at 10:02 a.m.
- II.** **Agenda:** Moved by Larry Neuens and seconded by Ann Hartnell to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III.** Public Input: None received.
- IV.** **Minutes:** Moved by Stanford Johnson and seconded by Terry Brazeau that the minutes of the January 31, 2025, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- V.** **2024 Financial Audit:** Leah Lasecki of CliftonLarsonAllen LLP was on hand to present the Commission's 2024 Financial Audit. Ms. Lasecki reported that the audit went very well. Ms. Lasecki explained a change implemented this year in GASB 101 uncompensated absences. She also discussed the single audit for this year. Discussion followed.

Moved by Terry Brazeau and seconded by Ann Hartnell that the 2024 Financial Audit be approved as presented. Motion carried, with all voting aye on a voice vote.

- VI.** **Communications:** Brandon Robinson presented the communications. Discussion followed
 - 1. Email from U.S. Equal Employment Opportunity Commission Milwaukee Area Office to Brandon Robinson. Notice of Charge of Discrimination March 27, 2025
 - 2. Letter from U.S. Equal employment Opportunity Commission to Mr. James J Falkowski regarding Determination of Charge. Issued March 27, 2025
 - 3. Email from Steve C Steinhardt to Brandon Robinson regarding Important Federal Funding Update. FEMA Advisory – April 4, 2025
 - 4. Email from Harish Patel – Public Records Request

5. WisDOT – April 4, 2025, Letter to Linda Swann and Kelley Brookins approving the amendment to the 2025-2028 Transportation Improvement Program (TIP) for the Sheboygan urbanized area.

VII. New Contracts: Brandon Robinson presented two new contracts. Discussion followed regarding funding. No action taken.

1. *25015-07 Oconto County*
Hazard Mitigation Plan
March 20, 2025, to August 22, 2026
\$ 29,934 fees with no match
2. *25016-10 EDA*
Partnership Planning Grant (3-year grant)
Pending
\$ 210,000 (\$ 210,000 BLRPC match)

VIII. Bills and Receipts for March 2025: The March 2025 Bills and Receipts were reviewed. Discussion followed.

Moved by Terry Brazeau and seconded by Larry Neuens to approve the March 2025 bills and receipts. Motion carried, with all voting aye on a voice vote.

IX. Final approval of 2024 Annual report: Syndey Swan presented the updates to the final 2024 Annual Report.

Moved by Ann Hartnell and seconded by Stanford Johnson to approve the final 2024 Annual Report. Motion carried, with all voting aye on a voice vote.

X. Staffing Update: Brandon Robinson notified the Commission of the loss of the Community Assistance Planner and the update of the hiring process to fill the position. Discussion followed.

XI. Levy Rate/ Budget Dialog: Brandon Robinson had a preliminary discussion regarding the 2026 Levy Rate and possible determining factors including matching program and grant dollars. Mr. Robinson discussed projects on hold in the current budget as the commission awaits new guidance for the federal program/project funding. Following discussion by the committee it was recommended that a special Executive Committee meeting be considered to discuss levy rate and budget if more information becomes available.

XII. Upcoming Commission meetings include the following:

- A. The next Full Commission meeting will be held on June 13, 2025, at 10:00 a.m. Commission Office
- B. The next meeting of the Commission's Executive Committee will be held July 25, 2025, at 10:00 a.m., at the Commission's Office.

XIII. 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 11:58 a.m.

Respectfully submitted,
Raquel Orta
Recording Secretary