

**MINUTES**  
**BAY-LAKE REGIONAL PLANNING COMMISSION**  
**FINANCE & PERSONNEL COMMITTEE MEETING**  
May 17, 2024  
Bay-Lake RPC Office, 1861 Nimitz Dr., De Pere

COMMITTEE MEMBERS PRESENT: Michael Kunesh, Dan Koski, Dennis Kroll, and  
Larry Neuens. Ed Procek

EXCUSED: Mike Hotz

STAFF PRESENT: Brandon Robinson, Raquel Orta

- I. **Call to Order:** Larry Neuens called the meeting to order at 10.05 a.m.
- II. **Approval of Agenda:** Moved by Dan Koski and seconded by Dennis Kroll that the agenda be approved as presented. Motion carried, with all voting aye on a voice vote.
- III. **Approval of Minutes:** Moved by Dan Koski and seconded by Dennis Kroll that the minutes of the November 14, 2023, meeting be approved, with 4 voting aye on a voice vote and 1, Ed Procek, abstaining from voting.
- IV. **Policies and Procedures Manual Amendments:** Brandon Robinson proposed the addition of the Remote Work policy. Discussion included employee responsibilities, equipment, days worked from home and disciplinary action. Brandon Robinson also discussed changes to the Grievance Policy. Discussion included an outside HR, unbiased mediator and grievance process.  
  
Motion was made by Micheal Kunesh and seconded by Dan Koski to approve the Remote Work policy for six-month trial and recommend it to the Executive Committee. Motion was carried unanimously.  
  
Motion was made by Dan Koski and seconded by Ed Procek to recommend to the Executive Committee. Motion was carried unanimously.
- V. **Parking Lot Options:** Brandon Robinson shared the update of the parking lot. The discussion followed with several suggestions on how to handle the change to the parking lot.  
  
Motion was made by Dan Koski and seconded by Micheal Kunesh with recommendation to discuss with legal counsel and inquire with Town on setbacks.
- VI. **Investment of RPC Funds:** Brandon Robinson discussed options for investing the commission's savings into the Local Government Investment Pool or other types of investments. Discussion followed.  
  
Moved by Michael Kunesh and seconded by Dennis Kroll to recommend to the Executive Committee. Motion carried, with all voting aye on a voice vote.
- VII. **Staffing Update:** Brandon Robinson announced Sydney Swan's fifth year at the commission. Mr. Robinson updated the commission of upcoming interviews for the open position.

VIII. Adjournment: Moved by Dan Koski and seconded by Michael Kunesch that the meeting of the Finance & Personnel Committee be adjourned. Motion carried, with all voting aye on a voice vote. Meeting adjourned at 11:46 am.

Respectfully submitted,  
Raquel Orta  
Recording Secretary