

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
JOINT MEETING OF THE EXECUTIVE COMMITTEE AND
FINANCE & PERSONNEL

July 25, 2025
Bay-Lake RPC Office, 1861 Nimitz Drive
De Pere, WI

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

OTHERS PRESENT: Art Lewis

STAFF PRESENT: Brandon Robinson and Raquel Orta

- I.** Chairperson Mike Hotz called the meeting to order at 10:01 a.m. Ann Hartnell introduced her alternate, Art Lewis.
- II.** **Agenda:** Moved by Larry Neuens and seconded by Stanford Johnson to approve the agenda as written. Motion carried, with all voting aye on a voice vote.
- III.** **Minutes:** Moved by Terry Brazeau and seconded by Ann Hartnell that the minutes of the May 15, 2025, Executive Committee meeting be approved. Motion carried, with all members of the Executive Committee voting aye on a voice vote.
- IV.** **Minutes:** Moved by Dan Koski and seconded by Dennis Kroll that the minutes of the May 17, 2024, Finance & Personnel Committee meeting be approved. Motion carried, with all members of the Finance & Personnel voting aye on a voice vote.
- V.** **Communications:** None
- VI.** **New Contracts:** None. Brandon Robinson updated the commission of funding and Coastal Management feedback.
- VII.** **Bills and Receipts for June 2025:** Bills and Receipts were presented to the commission. Moved by Larry Neuens and seconded by Ann Hartnell to approve the June 2025 bills and receipts. Motion carried, with all voting aye on a voice vote.
- VIII.** **2026 Indirect Rate:** Raquel Orta presented the Indirect Rate of 136.7%. Discussion followed. Moved by Larry Neuens and seconded by Dan Koski to approve the 136.7% Indirect Rate. Motion carried, with all voting aye on a voice vote.

IX. Office Equipment: Brandon Robinson presented purchasing and lease options for a new copy machine. Discussion followed.

Moved by Terry Brazeau and seconded by Ann Hartnell to approve the purchase of a new copy machine from James Imaging Systems for \$7,945.29. Motion carried, with all voting aye on a voice vote.

X. Office Loan Refinancing: Brandon Robinson presented bank options for refinancing the building mortgage. No action was taken.

XI. Employee Manual Amendments: Brandon Robinson presented the addition of employee benefit, Parental Leave policy. Discussion followed to clarify language on the policy.

Moved by Ann Hartnell and seconded by Dennis Kroll to approve the employee benefit Parental Leave pending clarification of “worked hours”. Motion carried, with all voting aye on a voice vote.

XII. Closed Session: Re-evaluate Brandon Robinson

Moved by Mike Hotz and seconded by Ann Hartnell to convene in closed session at 10:54am. Motion carried, with all signifying aye on a roll call vote.

Moved by Mike Hotz and seconded by Dan Koski to reconvene in open session at 11:33 a.m. Motion Carried, with all signifying aye on a roll call vote.

Moved by Mike Hotz and seconded by Dan Koski to move Brandon Robinson from Pay Grade 26, Step 3 to Pay Grade 26, Step 4, \$115,342.12, effective August 1, 2025. Motion Carried, with a roll call vote.

XIII. Upcoming Commission Meetings:

1. Nominating Committee, September 12, 2025, at 9:00 a.m. at the Commission Office
2. Full Commission: September 12, 2025, at 10:00 a.m. at the Commission Office
3. Executive Committee: October 31, 2025, at 10:00 a.m. at the Commission Office

XIV. Moved by Ann Hartnell and seconded by Dan Koski that the Joint Meeting of the Executive Committee and Finance & Personnel Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 11:43 a.m.

Respectfully submitted,
Raquel Orta
Recording Secretary