

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
FULL COMMISSION MEETING
September 12, 2025
Bay-Lake RPC Office, 1861 Nimitz Dr
De Pere, WI 54115

MEMBERS PRESENT: Mike Hotz, Ann Hartnell, Thomas Brandt, Tom Romdenne, Stanford Johnson, Debra Noel, Thomas Mandli, Terry Brazeau, Dennis Kroll, Ed Procek, Richard Wolosyn, Greg Grotegut, Ryan Sorenson, and Larry Neuens.

MEMBERS EXCUSED: Dan Koski, James Falkowski

STAFF PRESENT: Brandon Robinson, Sydney Swan, Raquel Orta, Natalie Blackert and Bryce Thompson

- I.** Chairperson Mike Hotz called the meeting to order at 10:03 a.m.
- II. Approval of 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. Approval of Minutes:** Moved by Thomas Mandli and seconded by Terry Brazeau that the minutes of the June 13, 2025, Full Commission meeting be approved. Motion carried, with all voting aye on a voice vote.
- IV. Committee Reports:** Chairperson Mike Hotz reported on the joint meeting of the Executive Committee and Finance & Personnel Committee on July 25, 2025. There were no new contracts and no resolutions. Topics discussed included the following:
 - 2026 Indirect Rate was approved at 136.7%.
 - New copy machine was approved.
 - Amendments to Employee Manual, addition of Parental Leave Policy was approved.
 - Discussion of the office building refinancing.
 - Brandon Robinson's performance review in closed session, pay grade increase was approved.

Moved by Ann and seconded by Larry Neuens to approve the committee report as presented. Motion carried, with all voting aye on a voice vote.

V. Nominating Committee Report and Election of Officers for 2025-2026:

The Nominating Committee consists of Ed Procek, Rich Wolosyn and Thomas Mandli. Ed Procek, was selected to be chairperson of Nominating Committee.

Election for Chairperson

Ann Hartnell and Terry Brazeau expressed interest in being chairperson and accepted their nominations.

Ed Procek asked if there were any other nominations; no additional nominations were received.

Votes were tallied by Brandon Robinson and Raquel Orta.

Terry Brazeau was elected Chairperson on an 8-7 vote.

Election for Vice Chairperson

Ann Hartnell expressed interest in the Vice-Chair position and accepted the nomination.

Ed Procek asked if there were any other nominations; no additional nominations were received.

Moved by Mike Hotz and seconded by Ryan Sorenson to close nominations and cast a unanimous ballot for Ann Hartnell. Motion carried, with all voting aye on a voice vote.

Ann Hartnell was elected Vice-Chairperson.

Election for Secretary-Treasurer

Mike Hotz expressed interest in the Secretary-Treasurer position and accepted the nomination.

Ed Procek asked if there were any other nominations; no additional nominations were received.

Moved by Dennis Kroll and seconded by Ann Hartnell to close nominations and cast a unanimous ballot for Mike Hotz. Motion carried, with all voting aye on a voice vote.

VI. 2025- 2026 Committee Appointments: Newly elected Chairperson Terry Brazeau appointed the following commissioners to Executive Committee.

Marinette County: Ann Hartnell (Vice-Chairperson)

Oconto County: Terry Brazeau (Chairperson)

Sheboygan County: Mike Hotz (Secretary-Treasurer)
Kewaunee County: Debra Noel
Manitowoc County: Dan Koski
Florence County: Larry Neuens
Door County: Vacant
Brown County: Vacant

Chairperson, Terry Brazeau, reappointed Ed Procek, Thomas Mandli, and Rich Wolosyn to the Nominating Committee.

Chairperson, Terry Brazeau, reappointed member Dennis Kroll, Mike Hotz, Mike Kunesh Dan Koski, and Larry Neuens to the Finance & Personnel Committee.

All members accepted the appointments.

VII. Communications: Brandon Robinson presented several articles regarding the BayshoreTrail Study. No action taken.

VIII. Approved contracts:

- 25020-01 Brown County
Town of Scott Comprehensive Plan
September 1, 2025, to December 31, 2026
\$38,500 fees with no match
- 25021-06 Marinette County
City of Peshtigo TAP Grant Writing
September 10, 2025, to October 31, 2025
\$3,000 fees with no match
- 25022-11 WI Coastal Management
Coastal Resiliency Plan
July 1, 2025, to December 31, 2026
\$88,250 WCMP (\$53,342 BLRPC match)
- 25023-11 WI Coastal Management
Technical Assistance for 2025-2026
July 1, 2025, to June 30, 2026
\$60,000 WCMP (\$30,000 BLRPC match)

Moved by Ed Procek and seconded by Rich Wolosyn to approve the contracts as presented. Motion carried, with all voting aye on a voice vote.

- IX. Bills and Receipts:** Terry Brazeau asked if there were any questions regarding July 2025 and August 2025 bills and receipts. Question regarding the payroll invoice amount was answered.

Moved by Ann Hartnell and seconded by Larry Neuens to approve the July 2025 and August 2025 bills and receipts as presented. Motion carried, with all voting aye on a voice vote.

- X. Office Loan Refinancing:** Brandon Robinson presented the mortgage refinancing options to the Commission. The current 5-year term is ending in October 2025. Discussion followed.

Moved by Ann Hartnell and seconded by Greg Grotgut to approve Brandon Robinson extending the mortgage loan with Bank First. Motion carried, with all voting aye on a voice vote.

- XI. Adoption of Preliminary 2026 – 2027 Work Program and 2026 Budget:** Brandon Robinson presented the 2026-2027 Work Program and 2026 Budget. Discussion followed.

Moved by Ryan Sorenson and seconded by Ann Hartnell to approve the Preliminary 2026 – 2027 Work Program and 2026 Budget. Motion carried, with all voting aye on a voice vote.

- XII. Staff Presentation TAPHO:** Natalie Blackert and Bryce Thompson presented the Transportation Access to Public Health Options Study. No action was taken.

- XIII. Quarterly Project Report:** Brandon Robinson presented the Quarterly Project Report. No action was taken.

- XIV. Commissioner Reports:** Stan Johnson of Kewaunee County announced this meeting was his last, Ed Procek and Ryan Sorenson of Sheboygan County, Terry Brazeau of Oconto County, Thomas Mandli of Marinette County, reported on happenings and updates in their counties and discussion followed.

- XV. Upcoming Commission meetings include the following:**
- A. The next meeting of the Commission’s Executive Committee will be held October 31, 2025, at 10:00 a.m., at the Commission office.
 - B. The next full Commission meeting will be held on December 12, 2025, at 10:00 a.m., at the Commission office.

XVI. Adjournment: Moved by Ann Hartnell and seconded by Thomas Mandli that the Full Commission meeting adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 12:14 p.m.

Respectfully submitted,
Raquel Orta
Recording Secretary