

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

MEMBERS PRESENT: Mike Hotz, Ann Hartnell, Dennis Kroll (Alternate for Terry Brazeau), Larry Neuens, Debra Noel, Dan Koski

STAFF PRESENT: Brandon Robinson, Raquel Orta and Sydney Swan

EXCUSED ABSENT: Terry Brazeau

- I. Vice Chairperson Ann Hartnell called the meeting to order at 10:00 a.m.
- II. **Approval of Agenda:** Moved by Larry Neuens and seconded by Mike Hotz to approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Approval of Minutes:** Moved by Mike Hotz and seconded by Dan Koski that the minutes of the July 25, 2025, Joint Meeting of the Executive Committee and Finance and Personnel be approved. Motion carried, with all voting aye on a voice vote.
- IV. **Communications:** Brandon Robinson presented communications:
 1. Bank First – October 1, 2025, “Loan Maturity Notice”
 2. Office of the Governor – October 16, 2025, Al Stranz appointment notice for Oconto County
- V. **Approved contracts:** Brandon Robinson presented one contract for approval.
 1. *25024-05 Manitowoc County*
T Two Rivers Comprehensive Plan
November 1, 2025, to December 31, 2026
\$ 14,850 Fees with no match

Moved by Mike Hotz and seconded by Dan Koski to approve the contract as presented. Motion carried, with all voting aye on a voice vote.

VI. Bills and Receipts for September 2025: Bills and Receipts were reviewed.

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

VII. Resolution 6-2025: Brandon Robinson presented Resolution 6-2025 Bay-Lake Regional Planning Commission to approve the *2026 Regional Transportation Work Program*.

Moved by Larry Neuens and seconded by Dan Koski to approve Resolution 6-2025. Motion carried with all voting aye on a voice vote.

VIII. Resolution 7-2025: Brandon Robinson presented Resolution 7-2025 of the Bay-Lake Regional Planning Commission to approve the *2026 Sheboygan Metropolitan Planning Area Unified Planning Work Program*.

Moved by Mike Hotz and seconded by Dan Koski to approve Resolution 7-2025. Motion carried with all voting aye on a voice vote.

IX. Resolution 8-2025: Brandon Robinson presented Resolution 8-2025 of the Bay-Lake Regional Planning Commission approving the minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2025 – 2028*

Moved by Dennis Kroll and seconded by Mike Hotz to approve Resolution 8-2025. Motion carried with all voting aye on a voice vote.

X. Resolution 9-2025: Brandon Robinson presented Resolution 9-2025 of the Bay-Lake Regional Planning Commission approving the Sheboygan Metropolitan Planning Organization Functional Classification System.

Moved by Mike Hotz and seconded by Dan Koski to approve resolution 9-2025. Motion carried with all voting aye on a voice vote.

XI. Wisconsin Coastal Management Application: Brandon Robinson presented the 2026-2027 Coastal Management (WCMP) grant application for review prior to submission. The Wisconsin Coastal Management Program Technical Assistance Grant is a \$60,000 grant, with a 50% (\$30,000) match by Bay Lake RPC. The Bay-Lake RPC staff are currently preparing a WCMP grant application for Comprehensive Natural Resources Outreach and Creative Outreach, for \$93,392 40%/60% match. This application is looking at the natural resource element, land use inventory and outreach.

No action taken.

XII. 2026 Budget Review: Brandon Robinson presented Cost of Living options for 2026 and wage increases for 2026. Discussion followed.

No action taken.

XIII. Port Grant Administration: Brandon Robinson presented the Brown County Port Grant Administration for their Port Expansion project. Bay Lake RPC would be assisting with wage rate reporting and wage monitoring for the project starting in early 2026 if selected. Discussion followed.

No action taken.

XIV. Office Loan Refinancing: Brandon Robinson presented the mortgage refinancing of the Commission Office building. New mortgage amount is \$3,100 a month. Discussion followed.

No action taken

XV. Upcoming Commission meetings include the following:

- A. The next Full Commission / Holiday Lunch will be held on December 12, 2025, at 10:00 a.m., at the Commission's office.
- B. The next Executive Commission meeting will be held on January 30, 2026, at 10:00 a.m., at the Commission's office.

XVI. Adjournment: Moved by Larry Neuens and seconded by Dan Koski that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting was adjourned at 11:41 p.m.

Respectfully submitted,
Raquel Orta
Recording Secretary