

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
COMMISSION MEETING  
June 8, 2007  
Commission Office  
Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Bill Clancy, Jaime Forest, Jim Gilligan, Mariah Goode, Mary Hanrahan, Don Glynn, Ed Kelley, Tom Kussow, Toni Loch, Don Markwardt, Cheryl Maxwell, Ron McDonald, Valerie Mellon, Flossie Meyer, Bruce Osterberg, Brian Papham, Yvonne Van Pembrook, Chuck Wagner and Star Young (for NyiaLong Yang)

MEMBERS EXCUSED: Chris Swan and Lois Trever

MEMBERS ABSENT: Mary Meyer

STAFF PRESENT: Richard Heath, Brenda Rehberg and Mark Walter

- I. Chairperson Jim Gilligan called the meeting to order at 12:30 p.m. Introductions were made. Flossie Meyer announced that she is resigning from the Commission (with this meeting being her last); she and her husband are moving out of state. Chairperson Jim Gilligan thanked Flossie for her service on the Commission.
- II. **Moved** by Yvonne Van Pembrook and seconded by Don Markwardt that the Commission approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Chuck Wagner and seconded by Alice Baumgarten that the Commission approve the minutes of the April 13, 2007, meeting. Motion carried, with all voting aye on a voice vote.
- IV. Chairperson Jim Gilligan asked if there was any public input; none was received.
- V. Chairperson Jim Gilligan asked if there were any guest presentations; none were presented.
- VI. Mark Walter presented the following communications to the Commission:
  - (a) A May 18, 2007, letter from Brown County Executive Tom Hinz, appointing Bill Clancy to the Commission for a two year term.
  - (b) A May 29, 2007, letter from Governor Jim Doyle, appointing Ron McDonald to the Commission with a term to expire October, 2012. Ron McDonald succeeds James Schramm.
  - (c) A May 10, 2007, notice of investigation and technical conference from the Public Service Commission of Wisconsin being held on June 1, 2007, pertaining to the Strategic Energy Assessment for the years January 1, 2008 through December 31, 2014.
  - (d) A May 21, 2007, notification from the U. S. Dept. of the Interior, Fish and Wildlife Service regarding the reopening and extension of the comment period on the Hine's emerald dragon fly critical habitat proposal and draft economic analysis.

- (e) An article from the Peshtigo Times reporting on Commission activities in Marinette County.
- (f) An April 23, 2007, memo from Laura Arbuckle, Department of Administration Division of Intergovernmental Relations, distributing the *Wisconsin's Fiscal Year 2008 Great Lakes Priorities* report.
- (g) A June 7, 2007, letter from NyiaLong Yang, appointing Star Young to serve as his alternate on the Commission.
- (h) A June 6, 2007, article from the Green Bay Press-Gazette announcing Toni Loch's appointment on the Commission.

VII. Committee Reports:

A. Mark Walter presented the Personnel Committee Report:

The Personnel Committee met on April 30, 2007, at the Commission Offices. Committee members reviewed and approved the Tuition Reimbursement policy with changes recommended by Committee members at is April 13, 2007, meeting. Committee members reviewed and approved the Commission's Disciplinary Action Form as well as and updated reference and Background Checks Policy. These policies/forms will be incorporated in to the Commission's updated Policy Manual.

Committee members recommended approval of the Commission's updated Policy Manual to the full Commission.

Mark Walter presented information on the Commission's current staffing levels and budget. Mark Walter recommended and committee members approved the Commission's Office Accounts Coordinator position revert to part-time status as defined within the Commission's Personnel Policies, effective June 1, 2007.

**Moved** by Chuck Wagner and seconded by Alice Baumgarten to accept the Personnel Committee Report. Motion carried, with all voting aye on a voice vote.

B. Mark Walter presented the Executive Committee Report:

The Executive Committee met on May 4, 2007, at the Four Seasons Resort in Pembine, WI.

Marinette County Board Chairperson, George Boulsey updated committee members on economic development activities in Marinette County.

Levy options for 2008 were reviewed and committee members recommended to the full Commission maintaining the Commission's levy rate at .0005%.

Committee members reviewed and recommended approval of the Commission's draft copy of the *2006 Annual Report*.

Committee members approved Resolution 7-2007: Resolution of the Bay-Lake Regional Planning Commission adopting the *City of Oconto 20-Year Comprehensive Plan* as part of the master plan for the region as the work of making the whole master plan progresses for the physical development of the region comprised of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto and Sheboygan, in the State of Wisconsin.

John Lefebvre, Marinette County Land Information Department Director and Erik Aleson,

Marinette County Park and Recreation Department Assistant Park Administrator, provided information on planning and development issues in Marinette County.

After lunch, committee members took a tour of the Four Seasons Resort and Miscauno Island and the Menominee River.

**Moved** by Cheryl Maxwell and seconded by Don Markwardt to accept the Executive Committee Report. Motion carried, with all voting aye on a voice vote.

C. Yvonne Van Pembroke presented the Intergovernmental Affairs Committee Report:

Yvonne Van Pembroke noted the two Executive Orders the Committee reviewed.

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 North Wood Flooring, LLC – Heartland Business Bank – Village of Coleman, WI	WI070529-010-B10854MT  Bay-Lake Lead	10.854  Dept. of Agriculture	Not Available
2 Group Home for Adolescent Minor Pregnant & Parenting Teens – Christian Group Home, Inc. – City of Green Bay	WI070530-011-B93550BN  Bay-Lake Lead	93.550  Dept. of Health & Human Services	F = 166,080.00 A = 7,261.36 O = 14,450.25 T = 187,791.61

\*Code: F=Federal; S=State; A=Applicant; L=Local; NS=Non-State; O=Other; M=Match; T=Total S/L = State & Local; GL=Guaranteed Loan

**Moved** by Cheryl Maxwell and seconded by Mary Hanrahan to support Bay-Lake Lead Executive Orders 1 and 2. Motion carried, with all voting aye on a voice vote.

Mark Walter presented the following contracts to the Intergovernmental Affairs Committee for recommendation of approval:

BLRPC Approval Date	Organization	County	Contract Number	Budget			Work Element	Project	Comment	Period	
				Contract Amount	Contract Reimbursement	BLRPC Match				start	end
6/8/2007	WDNR	Oconto	07009-09	\$ 17,640	\$ 17,640	\$ -	1600	Riverview Wildfire Protection Plan	Contract Split w/US Forest Service	5/1/2007	12/31/2007
6/8/2007	US Forest Service	Oconto	07016-10	\$ 17,640	\$ 17,640	\$ -	1600	T. Riverview CWPP	Contract Split w/WDNR	5/1/2007	12/31/2007
6/8/2007	Florence County	Florence	07015-03	\$ 2,281	\$ 2,281	\$ -	2100	Floodplain Ordinance		6/1/2007	12/31/2007
6/8/2007	WCMP	Region	07017-09	\$ 40,000	\$ 20,000	\$ 20,000	1430	WCMP Tech. Assistance (FY2008)		7/1/2007	6/30/2008
6/8/2007	WCMP	Region	07018-09	\$ 59,038	\$ 29,519	\$ 29,519	1430	Niagara Escarpment Model Ordinance		7/1/2007	6/30/2008
6/8/2007	T. Pierce	Kewaunee	06008-04	\$ 1,500	\$ 1,500	\$ -	2100	Zoning Ordinance	Contract Extension	6/1/2007	12/31/2007
Total				\$ 138,099	\$ 88,580	\$ 49,519					

**Moved** by Cheryl Maxwell and seconded by Don Glynn to approve the above contracts. Motion carried, with all voting aye on a voice vote.

The budget report was presented by Mark Walter.

Committee members discussed the Commission’s levy for 2008. Mark Walter noted that at the May 4, 2007, Executive Committee, committee members recommended that the Commission maintain its levy for calendar year 2008 at the same rate (.00050%) as it was in 2007. The Commission’s 2008 levy will be set at the July 13, 2007, Executive Committee meeting.

Committee members reviewed the Commission's *Annual Affirmative Action Program July 1, 2007- June 30, 2008* and recommended to the full Commission approval of Resolution 8-2007. **Moved** by Yvonne Van Pembrook and seconded by Alice Baumgarten to approve Resolution 8-2007: Resolution by the Bay-Lake Regional Planning Commission to adopt the *Affirmative Action Program* for July 1, 2007, to June 30, 2008. Motion carried, with all voting aye on a voice vote.

**Moved** by Alice Baumgarten and seconded by Cheryl Maxwell to accept the Intergovernmental Affairs Committee Report. Motion carried, with all voting aye on a voice vote.

D. Richard Heath presented the Work Program Committee Report:

Committee members reviewed Resolution 9-2007. Jeff Agee-Aguayo, provided a brief summary of the amendments to the *Year 2035 Sheboygan Area Transportation Plan (SATP)* and the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2007 – 2010*. Committee members recommended approval of Resolution 9-2007 to the full Commission.

Committee members reviewed Resolution 10-2007. Jeff Agee-Aguayo reviewed the Sheboygan Metropolitan Planning Organization (MPO) Public Participation Plan noting that background information was mailed to all Commissioners in their Commission packet. Committee members recommended approval of Resolution 10-2007 to the full Commission.

Brandon Robinson gave a PowerPoint presentation to update committee members on the Kewaunee County Comprehensive Planning process. The Town of Ahnapee and the Village of Luxemburg recently adopted their comprehensive plans and will be integrated into the county plan. Richard Heath provided an overview of the Village of Cleveland Comprehensive Plan. Committee members Recommended approval of Resolution 11-2007, 12-2007, and 13-2007 to the full Commission.

**Moved** by Tom Kussow and seconded by Don Markwardt to accept the Work Program Committee Report. Motion carried, with all voting aye on a voice vote.

- VIII. Action on Resolution 8-2007: Adoption of Affirmative Action Program July 1, 207 – June 30, 2008, was taken under Agenda Item VII(c).
- IX. **Moved** by Chuck Wagner and seconded by Yvonne Van Pembrook to approve Resolution 9-2007 of the Bay-Lake Regional Planning Commission endorsing amendments to the *Year 2035 Sheboygan Area Transportation Plan (SATP)* and the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2007-2010*. Motion carried, with all voting aye on a voice vote.
- X. **Moved** by Don Markwardt and seconded by Alice Baumgartento approve Resolution 10-2007 of the Bay-Lake Regional Planning Commission endorsing the *Sheboygan Metropolitan Planning Organization (MPO) Public Participation Plan*. Motion carried, with all voting aye on a voice vote.
- XI. **Moved** by Cheryl Maxwell and seconded by Flossie Meyer to approve Resolution 11-2007 of the Bay-Lake Regional Planning Commission adopting the *Town of Ahnapee 20-Year Comprehensive Plan* as part of the master plan for the region as the work of making the whole

master plan progresses for the physical development of the region comprised of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and Sheboygan, in the State of Wisconsin. Motion carried, with all voting aye on a voice vote.

XII. **Moved** by Jaime Forest and seconded by Alice Baumgarten to approve Resolution 12-2007 of the Bay-Lake Regional Planning Commission adopting the *Village of Luxemburg 20-Year Comprehensive Plan* as part of the master plan for the region as the work of making the whole master plan progresses for the physical development of the region comprised of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and Sheboygan, in the State of Wisconsin. Motion carried, with all voting aye on a voice vote.

XIII. **Moved** by Don Markwardt and seconded by Tom Kussow to approve Resolution 13-2007 of the Bay-Lake Regional Planning Commission adopting the *Village of Cleveland 20-Year Comprehensive Plan* as part of the master plan for the region as the work of making the whole master plan progresses for the physical development of the region comprised of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto, and Sheboygan, in the State of Wisconsin. Motion carried, with all voting aye on a voice vote.

XIV. Mark Walter noted that a copy of the Commission's updated *Policies and Procedures Manual* was mailed to all Commissioners in their Commission packet. At its April 30, 2007, meeting, the Personnel Committee recommended adoption of the *Policies and Procedures Manual* by the full Commission. **Moved** by Chuck Wagner and seconded by Cheryl Maxwell to adopt the Commission's Updated *Policies and Procedures Manual*. Motion carried, with all voting aye on a voice vote.

XV. Bills and Receipts: **Moved** by Don Glynn and seconded by Don Markwardt to accept the bills and receipts. Motion carried, with all voting aye on a voice vote.

XII. The Nominating Committee reported that all Commission officers were contacted as to their intentions to remain in their current positions.

The Nominating Committee nominated James Gilligan as Chairperson of the Commission. Don Markwardt asked three times if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Bill Clancy and seconded by Toni Loch that nominations be closed and a unanimous ballot be cast for James Gilligan as Chairperson of the Commission. Motion carried, with all voting aye on a voice vote.

The Nominating Committee nominated Cheryl Maxwell as Vice Chairperson of the Commission. Don Markwardt asked three times if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Bill Clancy and seconded by Toni Loch that nominations be closed and a unanimous ballot be cast for Cheryl Maxwell as Vice Chairperson of the Commission. Motion carried, with all voting aye on a voice vote.

The Nominating Committee nominated Lois Trever as Secretary-Treasurer of the Commission. Don Markwardt asked three times if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Bill Clancy and seconded by Toni Loch that nominations be closed and a unanimous ballot be cast for Lois Trever as Secretary-Treasurer of the Commission. Motion carried, with all voting aye on a voice vote.

XIII. Mark Walter distributed a Commission Committee Appointments list to all Commissioners. Currently, there are two temporary appointments on the Executive Committee, one from Brown

County and one from Manitowoc County. Commissioners from Brown County recommended Bill Clancy serve on the Executive Committee; Commissioners from Manitowoc County recommended Valerie Mellon serve on the Executive Committee.

The following Commissioners have been appointed to the Intergovernmental Affairs Committee to fill the temporary appointments in the following counties: Door County - Mariah Goode; Manitowoc County – Valerie Mellon; Sheboygan County – Ron McDonald.

The following Commissioners have been appointed to the Work Program Committee to fill the temporary appointments in Brown County – Bill Clancy and Toni Loch.

The following Commissioner has been appointed to the Nominating to fill the temporary appointment: Ron McDonald, Sheboygan County.

**Moved** by Yvonne Van Pembroke and seconded by Cheryl Maxwell to approve the appointments to the Executive Committee, Intergovernmental Affairs Committee, Work Program Committee and Nominating Committee for 2007-2008. Motion carried, with all voting aye on a voice vote.

XVI. The next meeting of the Executive Committee is July 13, 2007 in Manitowoc County.

The next meeting of the Commission is the Annual Commission Meeting on September 14, 2007, at the Commission Offices

X. **Moved** by Don Markwardt and seconded by Ed Kelley that the Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:26 p.m.

Respectfully submitted,

Brenda L. Rehberg  
Recording Secretary