

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
**EXECUTIVE COMMITTEE MEETING**  
January 13, 2006  
BLRPC Office in Green Bay

COMMITTEE MEMBERS PRESENT: Jim Gilligan, Cheryl Maxwell, Jaime Forest, Lois Trever, Chuck Wagner, Bill Handlos (for Kevin Crawford), and John Zoeller

COMMITTEE MEMBERS ABSENT: Rob Strong

STAFF PRESENT: Mark Walter, Richard Heath, Jeff Agee-Aguayo, and Angela Pierce

- I. Chairperson Jim Gilligan called the meeting to order at 10:01 a.m.
- II. **Moved** by John Zoeller and seconded by Chuck Wagner that the agenda be approved. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Lois Trever and seconded by John Zoeller that the minutes of the Special Executive Committee meeting of December 19, 2005 be approved with the change that Bill Handlos was present representing Mayor Kevin Crawford and not Mike Hotz. Motion carried, with all voting aye on a voice vote.
- IV. **Moved** by Chuck Wagner and seconded by John Zoeller to approve the minutes from the December 19, 2005 Personnel Committee meeting as presented. Motion carried, with all voting aye on a voice vote.
- V. Chairperson Jim Gilligan asked if there was any public input. There was no one from the public present to speak.
- VI. Mark Walter presented the following communications to the Executive Committee:
  - (a) A December 20, 2005 letter from the Wisconsin Department of Natural Resources indicating conditional approval of the Manitowoc-Two Rivers Sewer Service Area Amendment.
  - (b) A December 28, 2005 letter from the Public Service Commission of Wisconsin informing the public that a draft Environmental Impact Statement is available for the American Transmission Company's construction of a substation in Central Wisconsin with transmission lines extending to Shawano and Marathon Counties to the west and Oconto, Waupaca, and Outagamie Counties to the East and South.
  - (c) A December 9, 2005 letter from the Bay Area Community Council notifying Mark Walter that he was elected to a 3-year term on the council's board of directors ending December 31, 2008.
  - (d) A December 2005 email from Nan Nelson of the Green Bay Area Chamber of Commerce requesting the support from businesses and organizations regarding a community-wide effort to denounce recent inflammatory racist comments made by several local officials and to begin promoting a more positive and welcoming image of the area. **Moved** by Cheryl Maxwell and seconded by Lois Trever for the BLRPC to support this effort. Jim Gilligan said his name could be used in support of this project as well. Motion carried, with all voting aye on a voice vote.
  - (e) A January 2006 notice from the Wisconsin Department of Transportation approving the 2006 MPO work program and authorizing work to proceed on the transportation activities designated for funding. Total program is \$108,125 with \$86,500 coming from the Federal Highway Authority, \$10,812.50 from WisDOT, and the remaining \$10,812.50 coming from the Commission's local levy.

(f) A January 6, 2006 letter from the Wisconsin Department of Transportation indicating their approval of the Commission's 2006 Rural Transportation Work Program. The Federal Highway Administration is awarding \$66,306; WisDOT is providing an additional \$8,288, with the Commission contributing \$8,288 for a total of \$82,882.

(g) A January 10, 2006 letter from the Economic Development Administration (EDA) of the U.S. Department of Commerce giving notice that the Commission's 2006 Comprehensive Economic Development Strategy (CEDS) Annual Report was approved.

VII. Mark Walter presented the following Executive Orders to the Executive Committee for review:

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 Nonpoint Source Implementation – Section 319 Incremental Funds, WDNR, Amendment to Current Grant – Statewide	345.2005  State Lead	66.460  Environmental Protection Agency	F = 43,000 <u>S = 28,667</u> T = 71,667
2 Door County 2006 85.21 Specialized Transportation Assistance – Door County – Door County	WI051214-016- B00000DR  Bay-Lake Lead	Department of Transportation	S = 71,575 <u>L = 14,315</u> T = 85,890
3 Oconto County 2006 85.21 Specialized Transportation Assistance – Oconto County – Oconto County	WI051215-017- B00000OC  Bay-Lake Lead	Department of Transportation	S = 76,676 <u>L = 15,335</u> T = 92,011
4 Kewaunee County 2006 85.21 Specialized Transportation Assistance – Kewaunee County – Kewaunee County	WI051229-018- B00000KW  Bay-Lake Lead	Department of Transportation	S = 51,865 <u>L = 10,373</u> T = 62,238
5 The Wisconsin K-16 AmeriCorps* VISTA Service-Learning Project – State of Wisconsin	365.2005  State Lead	94.013  Corporation for National Service	<u>F = 484,493</u> T = 484,493

\*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

Received After Commission Mailing

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
6 Sheboygan County 2006 85.21 Specialized Transportation Assistance – Sheboygan County – Sheboygan County	WI060106-001- B00000SH  Bay-Lake Lead	Department of Transportation	S = 217,771 <u>L = 43,554</u> T = 261,325
7 New Rural Business Initiative: Microenterprise Development Continuum of Services including Business Education and Business (Technical) Assistance	4.2006  State Lead	10.769  Department of Agriculture	F = 95,000 <u>A = 100,000</u> T = 195,000

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**Moved** by John Zoeller and seconded by Cheryl Maxwell to support Bay-Lake lead Executive Orders No. 2, 3, 4, and 6. Motion carried, with all voting aye on a voice vote.

**Moved** by Cheryl Maxwell and seconded by Lois Trever to support State lead Executive Orders No. 1, 5, and 7. Motion carried, with all voting aye on a voice vote.

VIII. Mark Walter distributed and reviewed the following contract additions for approval:

BLRPC Approval	Date	Organization	County	Budget			BLRPC	Work Element	Project	Comment	Period	
				Contract Number	Contract Amount	Contract Reimbursement					Match	start
1/14/2005	EDA	Region	06001-10	\$ 103,256	\$ 51,628	\$ 51,628	1300	EDA District Continuation Planning Grant	25% Cash Match 25% In-Kind Match	01/01/06	12/31/06	
1/14/2005	WDOT	Region	06002-09	\$ 82,881	\$ 74,593	\$ 8,288	1100	2005 Rural Transportation Work Program	Project is in 2005 Budget and Work Program	01/01/06	12/31/06	
1/14/2005	FHWA	Sheboygan	06003-10	\$ 108,125	\$ 97,313	\$ 10,813	1200	Sheboygan 2005 MPO Work Program	Project is in 2005 Budget and Work Program	01/01/06	12/31/06	
Total				\$ 294,262	\$ 223,534	\$ 70,729						

**Moved** by John Zoeller and seconded by Lois Trever to approve the above contracts. Motion carried, with all voting aye on a voice vote.

- IX. Mark Walter briefly reviewed the budget reports with committee members to include the 2005 Balance Sheet, Accounts Receivable Aging Summary, Profit & Loss Year-To-Date Comparison, 2006 Estimated Budget Revenues, and 2005 Expenses by Ledger Account.

Mr. Walter notified the committee that the Town of Sevastopol has sent the Commission an RFP to do their comprehensive plan. It is due in February. Egg Harbor has requested information from the Commission on comprehensive planning as well. Neither community is a member of the Commission. Since the Commission only works with member municipalities, they would have to become a member in order for staff to complete their comprehensive plans or to do other types of work for them. If one of the two communities becomes a member, it would push Door County over the 50 percent geographic threshold and would require the county to become a member. This has not happened before in the state, so this action could be setting a precedent. If Door County were to become a member, it would mean an additional \$15-16,000 in levy revenue for the Commission. Mr. Walter will keep the committee abreast of the situation.

There was some discussion on the Commission's current budget situation. Mr. Walter informed the committee members that the Commission had to take a \$50,000 short term loan to meet year-end expenses. That loan will be repaid once the levy money is received in February. Cash flow is a problem at the end of the year due to the fact there is a good amount of money outstanding from contracts that have been completed. On a more positive note, Mr. Walter did state that 78 percent of the Commission's budget is already confirmed, up from 65 percent under contract for this time last year.

Mr. Walter discussed leasing as an option for obtaining equipment because it would help the Commission maintain a more balanced cash flow by eliminating large one-time cash payments for new equipment. Bill Handlos thought that buying was better because it is inevitable that the Commission will use equipment well past its normal lease period, therefore saving the Commission money. Leasing could end up costing the Commission more in the long run because of the interest costs. Mr. Handlos suggested that each contract should have a specific line item for capital improvements such as computers and software. Mr. Walter responded that the Commission has in the past designated funds for computers and office equipment from large contracts. Mr. Walter will review our contract proposals again to see if it is possible to begin building a capital improvement fund for future large expenditures.

- X. Resolution 1-2006: Jeff Agee-Aguayo spoke briefly about the contents of the resolution. The resolution is an endorsement by the BLRPC of the updated cooperative agreement for continued transportation planning for the Sheboygan Metropolitan Planning Area between the State of Wisconsin Department of Transportation, the Bay-Lake Regional Planning Commission, and the Sheboygan Transit Commission. Mr. Agee-Aguayo directed the committee members to the 12 activities to be conducted by the MPO on pages 2 and 3 of the agreement. There are no significant changes from past years except the agreement states the MPO will now take the lead on preparing and updating the Transit Development Program (TDP). Bill Handlos had questions on points 2 and 5 under Article IX and asked Mr. Walter to make sure they were correct. **Moved** by Chuck Wagner

and seconded by John Zoeller to approve Resolution 1-2006. Motion carried, with all voting aye on a voice vote.

- XI. Resolution 2-2006: Angela Pierce covered some of highlights of the resolution. The resolution states the BLRPC is adopting the Manitowoc-Two-Rivers Urbanized Area 2015 Areawide Sewer Service Area Plan Amendment to include the Village of Mishicot. The amendment was important to include areas in Northeast Two Rivers and the Village of Mishicot. Mishicot has had numerous problems over the years with their sanitary sewer. This amendment addresses those issues and gives them ample opportunity for future industrial and residential development. **Moved** by Bill Handlos and seconded by Cheryl Maxwell to approve Resolution 2-2006. Motion carried, with all voting aye on a voice vote.
- XII. Mark Walter distributed the handout for the John Brogan Award for Outstanding Environmental Achievement. The deadline for nominations is February 24, 2006. Bill Handlos stated that the Manitowoc Utility should be considered for this award. They have made an \$80 million investment to reduce emissions in a non-attainment area. Mr. Walter said that could be a possibility.
- XIII. A list of meeting locations and dates was distributed to the committee for review. Mr. Walter said the committee has to decide on when to hold Executive Committee meetings in Kewaunee, Oconto, and Florence Counties because they did not have to facilitate a meeting in 2005, plus determine a date for the April meeting and decide upon a location for the June meeting. The following schedule was approved: Executive Committee meetings will be held in Brown County in March; Kewaunee County in May; Door County in July; Oconto County in August; and Florence County in October. Due to Good Friday on April 14<sup>th</sup>, the April Commission meeting date has been moved from April 14<sup>th</sup> to the 7<sup>th</sup>, 2006. This meeting, as well as the June 9<sup>th</sup>, 2006 Commission meeting, will be held at the Quality Inn and Suites, 321 S. Washington Street, Green Bay because the Days Inn City Centre is not available on these two Commission meeting dates.
- XIV. Monthly Activity Report: Mark Walter stated the Commission's December monthly activity report was mailed to the committee members. There were no questions or comments.
- XV. Mark Walter distributed and reviewed the bills and receipts with committee members. **Moved** by John Zoeller and seconded by Cheryl Maxwell to approve the bills and receipts. Motion carried, with all voting aye on a voice vote.
- XVI. The next Commission meeting:
  - (a) The next full Commission meeting will be February 10, 2006 at the Days Inn in Green Bay, Wisconsin.
  - (b) The next meeting of the Executive Committee will be March 10, 2006 in Brown County.
- XVII. **Moved** by John Zoeller and seconded by Chuck Wagner to adjourn the Executive Committee. Motion carried, with all voting aye on a voice vote. The Committee adjourned at 11:57 a.m.

Respectfully submitted,  
Richard L. Heath  
Recording Secretary