

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
March 9, 2007
Ellwood H. May Environmental Park
Sheboygan, WI

COMMITTEE MEMBERS PRESENT: Jim Gilligan, Don Glynn (for Lois Trever), Cheryl Maxwell, Greg Minikel (City of Manitowoc Public Works), Yvonne Van Pembroke and Chuck Wagner

COMMITTEE MEMBERS EXCUSED: Jaime Forest

COMMITTEE MEMBERS ABSENT: Paul Jadin

STAFF PRESENT: Jeff Agee-Aguayo, Richard Heath, Brenda Rehberg, and Mark Walter

OTHERS PRESENT: Mary Ebeling (Sheboygan County Planning and Resources Dept.), Ron McDonald (Sheboygan Parking & Transit Utility), Valerie Mellon, and Keith Schachel (Town of Wilson Chairperson)

1. Chairperson Jim Gilligan called the meeting to order at 10:00 a.m.
2. **Moved** by Cheryl Maxwell and seconded by Chuck Wagner that the agenda be approved. Motion carried, with all voting aye on a voice vote.
3. **Moved** by Chuck Wagner and seconded by Greg Minikel that the minutes of the January 12, 2007, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
4. Chairperson Jim Gilligan asked if there was any public input. Keith Schachel was present and thanked Richard Heath and Commission staff for their involvement with the Town of Wilson Comprehensive Planning process.
5. Mark Walter presented the following communications to the Executive Committee:
 - (a) An appointment notification from Governor Jim Doyle appointing Valerie Mellon to the Commission as a joint appointment with a term to expire October 1, 2012. Ms. Mellon replaces Kevin Crawford.
 - (b) An appointment notification from Governor Jim Doyle reappointing Don Glynn to the Commission as a joint (County Board/Governor) appointment with a term to expire October 1, 2012.
 - (c) An appointment notification from Governor Jim Doyle reappointing Mary Meyer to the Commission as a joint (County Board/Governor) appointment with a term to expire October 1, 2012.
 - (d) Various newspaper articles related to Commission activities in the Bay-Lake Region.

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

| PROJECT/ APPLICANT/AREA | SAI NUMBER | CFDA NUMBER | COSTS |
|--|----------------------------|---|--|
| 1 LUST Program (4/1/07 – 9/30/07) - WI Dept. of Commerce, Division of Environmental & Regulatory Services – Statewide | 021.2007 State Lead | 66.805 Environmental Protection Agency | F = 433,600 <u>S = 43,400</u> T = 477,000 |
| 2 LUST Program (10/1/07 – 9/30/09) – WI Dept. of Commerce, Division of Environmental & Regulatory Services – Statewide | 022.2007 State Lead | 66.805 Environmental Protection Agency | F = 1,594,400 <u>S = 160,200</u> T = 1,754,600 |

*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 Don Glynn to note that State Lead Executive Orders 1 and 2 have been reviewed and placed on file. Motion carried, with all voting aye on a voice vote.

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

| BLRPC Approval Date | Organization | County | Contract Number | Budget | | | Work Element | Project | Comment | Period | |
|---------------------------|--------------|-----------|--------------------|--------------------|---------------------------|----------------|-----------------|---|---------|----------|-----------|
| | | | | Contract Amount | Contract Reimbursement | BLRPC Match | | | | start | end |
| 3/9/2007 | C. Marinette | Marinette | 07007-06 | \$ 27,750 | \$ 27,750 | \$ - | 2300 | Zoning Ordinance Updates | | 4/1/2007 | 5/31/2008 |
| 3/9/2007 | C. Marinette | Marinette | 07008-06 | \$ 1,800 | \$ 1,800 | \$ - | 2500 | C. Marinette Shared Ride Taxi Admin. | | 4/1/2007 | 3/31/2008 |
| Total | | | | \$ 29,550 | \$ 29,550 | \$ - | | | | | |

Moved by Cheryl Maxwell and seconded by Yvonne Van Pembroke to approve the above contracts. Motion carried, with all voting aye on a voice vote.

8. Mark Walter reviewed the 2007 budget report with committee members including the Balance Sheet, Accounts Receivable Aging Summary, Profit & Loss Year-To-Date Comparison, Estimated Budget Revenues and Monthly Expense Report.

Cheryl Maxwell asked if the Commission borrowed money to meet its 2006 obligations; Mark Walter responded that the Commission had sufficient funds in 2006 and did not borrow money.

Moved by Yvonne Van Pembroke and seconded by Chuck Wagner to accept the 2007 Budget Report. Motion carried, with all voting aye on a voice vote.

9. Mark Walter provided background information on the Memorandum of Understanding between the East Central Wisconsin RPC and the Bay-Lake RPC, explaining that East Central Wisconsin RPC will be the main applicant for this project. Mark Walter reviewed the communities in the Bay-Lake Region that would benefit from this project and noted that there must be 100 percent participation from all municipalities before the application goes forward.

Moved by Greg Minikel and seconded by Yvonne Van Pembroke to approve the Memorandum of Understanding between the East Central Wisconsin Regional Planning Commission and the Bay-Lake Regional Planning Commission Pertaining to an Application by the Northeast Wisconsin Stormwater Consortium. Motion carried, with all voting aye on a voice vote.

10. (A) Mark Walter noted that David Kuckuk would provide an overview of Maywood Environmental Park during the tour of the park.

(B) Mary Ebeling, Non-Motorized Transportation Pilot Program (NMTTP) Manager with the Sheboygan County Planning and Resources Department, distributed and reviewed information on the NMTTP. Mary Ebeling gave background information on the project, noting that in July 2005, Sheboygan County was one of four jurisdictions in the U.S. that was selected to participate in the NMTTP. As part of the NMTTP, Sheboygan County will receive up to \$25 million over four years to develop a network of non-motorized transportation facilities. Ms. Ebeling spoke about the Commission's involvement in the project, including Jeff Agee-Aguayo's participation on the NMTTP Citizens Advisory and Technical Committee as well as the NMTTP Technical Subcommittee. Mark Walter asked if there was a goal in terms of reducing the number of motorized trips; Mary Ebeling responded that currently, one percent of all trips in Sheboygan County are non-motorized and would like to see that number increase by one percent per year. Valerie Mellon asked how the reduction in motorized trips is measured; Mary Ebeling responded that there are a number of ways including evaluating the number of students utilizing the safe routes to school program as well as analysis of surveys over time.

(C) Ron McDonald was present to discuss the route restructuring of the Sheboygan Transit System and thanked Jeff Agee-Aguayo for his assistance in the process. In addition, Ron McDonald briefly discussed bringing the county elderly and disabled transportation program in-house and the challenges associated with that process.

(D) Richard Heath provided committee members with an update of Commission activities in Sheboygan County, and distributed a Sheboygan County planning studies and grants activities map. Currently, the Commission is in the process of completing the Town of Wilson Comprehensive Plan; Keith Schachel asked if the Commission could oversee the implementation of the Comprehensive Plan and verify that the town is following the plan as intended; Richard Heath stated that the next step in the planning process is implementation of the comprehensive plan, which the Commission will perform upon request.

Jeff Agee-Aguayo provided an update on Sheboygan MPO activities, including the completion of the *Year 2035 Sheboygan Area Transportation Plan (SATP)* and the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2007-2010* (with an amendment being completed in 2007) at the end of 2006. The Commission has provided assistance to Sheboygan County with its Non-Motorized Transportation Pilot Program and will complete a Boarding and Alighting Survey in the fall of 2007 for the Sheboygan Transit System. Jeff Agee-Aguayo also discussed the Sheboygan County All-Hazards Mitigation Plan and its anticipated adoption in the summer of 2007.

11. Mark Walter reminded committee members that two copies of the Commission's monthly activity report for February 2007 were mailed to all Commissioners as well as emailed to all county clerks in the region, and reminded committee members to share the February 2007 monthly activity report with their respective county boards.

12. Mark Walter distributed the bills and receipts to committee members. **Moved** by Don Glynn and seconded by Cheryl Maxwell to approve the bills and receipts. Motion carried, with all voting aye on a voice vote.

13. (a) The next meeting of the full Commission will be April 13, 2007, at the Commission offices in Green Bay, WI.

(b) The next meeting of the Executive Committee will be held in Marinette County, WI on May 4, 2007 (*please note that the meeting date has been moved up one week*).

Mark Walter requested a meeting of the Commission's Personnel Committee to review updates to the Commission's Employee Manual. The next meeting of the Personnel Committee is scheduled for April 2, 2007, at 10:00 a.m. at the Commission's offices.

14. Moved by Chuck Wagner and seconded by Yvonne Van Pembrook that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Committee adjourned at 11:39 a.m. for lunch followed by a tour of Maywood Environmental Park given by Dave Kuckuk.

Respectfully submitted,

Brenda L. Rehberg
Recording Secretary