

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

March 10, 2006

Northeast Wisconsin Technical College-Business Assistance Center
Green Bay, Wisconsin

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

COMMITTEE MEMBERS EXCUSED: Jim Gilligan and Rob Strong (for Paul Jadin)

STAFF PRESENT: Richard Heath, Brenda Rehberg and Mark Walter

OTHERS PRESENT: Paul Ehrfurth (Green Bay Area Chamber of Commerce) and Jim Jolly (Brown County Land Conservation Department)

1. Vice-Chairperson Cheryl Maxwell called the meeting to order at 10:00 a.m.
2. **Moved** by Lois Trever and seconded by Chuck Wagner that the agenda be approved. Motion carried, with all voting aye on a voice vote.
3. **Moved** by Lois Trever and seconded by Bill Handlos that the minutes of the January 13, 2006, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
4. Vice Chairperson Cheryl Maxwell asked if there was any public input. Bill Handlos announced his resignation as a Commission alternate from Manitowoc County.
5. Mark Walter presented the following communications to the Executive Committee:
 - (a) A February 13, 2006, letter from Suzanne Haik Terrell, Economic Development Administration Deputy Assistant Secretary for External Affairs and Communications, approving the Commission's application for an EDA investment of \$51,628.
 - (b) A February 6, 2006, letter from Tim Finch, Sheboygan County Finance Director, approving the Commission's request for the full levy amount for the 2006 budget year.
 - (c) A February 22, 2006, letter from John Zoeller of Florence County, submitting his letter of resignation as a commissioner. **Moved** by Lois Trever and seconded by Jaime Forest to accept John Zoeller's resignation with regret. Motion carried, with all voting aye on a voice vote.
 - (d) A February 23, 2006, invitation from Governor Jim Doyle, inviting public officials to attend the 39th Annual Governor's Conference on Emergency Management and Homeland Security on April 4th and 5th in Lake Geneva. The Commission's GIS Coordinator, Tony Bellovary, is requesting to attend this conference.
Moved by Chuck Wagner and seconded by Yvonne Van Pembroke to approve Tony Bellovary attending the Governor's Conference on Emergency Management and Homeland Security. Motion carried, with all voting aye on a voice vote.

- (e) A March 8, 2006, letter from Frank Busalacchi, Wisconsin Department of Transportation Secretary confirming the appointment of Jeff Agee-Aguayo to the Local Roads and Streets Council beginning in March of 2006 representing Wisconsin's regional entities (RPC's and MPO's).
- (f) A copy of a January 11, 2006, letter from Carol Godiksen, The American Council of Engineering Companies of Wisconsin Executive Director, to Kirk Contrucci, Ayres Associates, congratulating Ayres Associates on winning a Best of State Award in the ACEC WI 2006 Engineering Excellence Awards Competition for the Wisconsin Regional Mapping Initiative project. Mark Walter stated that Ayres Associates has invited the Commission to attend the awards banquet on March 24 at the American Club in Kohler, Wisconsin.

6. Resolution 3-2006: Resolution of the Bay-Lake Regional Planning Commission honoring John Zoeller upon his resignation as a Commissioner was presented to committee members. John Zoeller served on the Commission since July 1983. Mark Walter stated that a plaque has been prepared for Mr. Zoeller and will be presented to him at the Florence County Board of Supervisors meeting.

Moved by Lois Trever and seconded by Jaime Forest to approve Resolution 3-2006. Motion carried, with all voting aye on a voice vote.

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

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 Forest Stewardship Program –WDNR – Statewide	40.2006 State Lead	10.678 Dept. of Agriculture	F = <u>522,600</u> T = 522,600
2 Oconto County Section 5310 of the Federal Transit Act – Oconto County Commission on Aging, Inc. – Oconto County	WI060223-003-B00000OC Bay-Lake Lead	Section 5310 Federal Transit Act	F = 31,174 O = <u>7,793</u> T = 38,967
3 Leaking Underground Storage Tank – WI Dept. of Commerce – Statewide	38.2006 State Lead	66.805 Environmental Protection Agency	F = 797,200 S = <u>89,500</u> T = 886,700
4 State Energy Program Formula Grant – WI Dept. of Administration – Statewide	42.2006 State Lead	81.041 Department of Energy	F = 773,000 A = <u>154,646</u> T = 927,646
5 Gypsy Moth Suppression – WDNR – Statewide	49.2006 State Lead	10.664 Department of Agriculture	F = <u>77,000</u> T = 77,000

*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 Lois Trever and seconded by Yvonne Van Pembroke to support Bay-Lake Lead Executive Order No. 2. Motion carried, with all voting aye on a voice vote.

Moved by Yvonne Van Pembrook and seconded by Bill Handlos, to note that State Lead Executive Orders 1, 3, 4 and 5 were reviewed and placed on file. Motion carried, with all voting aye on a voice vote.

8. 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
3/10/2006	T. Red River	Kewaunee	06005-04	\$ 2,000	\$ 2,000	\$ -	2300	Zoning Map Updates	Time & Materials	2/13/2006	12/31/2006
3/10/2006	C. Marinette	Marinette	06006-06	\$ 1,800	\$ 1,800	\$ -	2500	C. Marinette Shared Ride Taxi Admin.		4/1/2006	3/31/2007
3/10/2006	R.A.Smith & Associates, Inc.	Region	06007-11	\$ 3,450	\$ 3,000	\$ 450	2300	GIS Training - ArcGIS Concepts	Cooperative Project to provide training for 3 staff and 20 others in GIS	3/24/2006	4/24/2006
Total				\$ 7,250	\$ 6,800	\$ 450					

Moved by Yvonne Van Pembrook and seconded by Jaime Forest to approve the above contracts. Motion carried, with all voting aye on a voice vote.

9. Mark Walter briefly reviewed the 2006 budget report with committee members including the Balance Sheet, Accounts Receivable Aging Summary, Profit & Loss Year-To-Date Comparison, Work Elements and Revenues and the 2006 Expenses.

10. Mark Walter distributed an office space lease comparison between P & N, Inc. and Neighborhood Housing Services for the committee's review and recommendation. At the February 2006 Commission meeting, the Commission recommended proceeding with finding new office space for the Commission due to the proposed rent increase by the Commission's current landlord P & N, Inc. At the request of the Commission, Mark Walter provided Executive Committee members with the cost of utilities, cleaning, moving costs plus a proposed lease with Neighborhood Housing Services of Green Bay.

Bill Handlos stated that given the cost savings proposed by Neighborhood Housing Services, he recommends relocating the Commission office. Chuck Wagner asked what the possible negative aspects to relocating are; Mark Walter stated relocating includes staff downtime and there are also costs associated with relocating such as the purchase of stationary and office furniture.

Moved by Bill Handlos and seconded by Jaime Forest to recommend to the full Commission to begin negotiating with Neighborhood Housing Services, Inc. for new office space. Motion carried, with all voting aye on a voice vote.

11. Mark Walter presented the Commission's Annual Financial Report which completed the audit of the Commission's financial records for the year ended December 31, 2005. Mark Walter noted there were no audit findings or questioned costs in the 2005 financial report.

Moved by Chuck Wagner and seconded by Yvonne Van Pembrook to accept the BLRPC Annual Financial Report, December 31, 2005. Motion carried, with all voting aye on a voice vote.

12. (a) Jim Jolly, Brown County Land Conservation Department, presented information on well contamination issues in Brown County. Mr. Jolly distributed and reviewed information on well contamination including information on the most recent wells contaminated in the community of Wayside as a result of animal waste spreading. Despite the compliance with the Nutrient Management Standard 590 Plan by the dairy farmer, animal waste spreading resulted in several wells being contaminated with a risk to human health.

Mr. Jolly stated that the Nutrient Management Standard 590 Plan provides a guideline to follow, however, the plan itself is not enough.

Bill Handlos asked what the alternatives to spreading animal waste on fields are; Jim Jolly responded that one alternative to waste spreading is turning animal waste into energy, however, that is an expensive operation which is not affordable to the average farmer. Jim Jolly stated that Brown County has the highest concentration of dairy cows per acre of cropland in Wisconsin and for every cow, there needs to be approximately three acres of land to spread the waste that a cow generates adding that there is not enough land in Brown County to spread the animal waste. Jim Jolly encouraged committee members to discuss with their county the issue of taking a regional approach to agricultural waste.

(b) Paul Ehrfurth of the Green Bay Area Chamber of Commerce welcomed everyone to the Business Assistance Center which recently opened its doors at the Northeast Wisconsin Technical College (NWTC) campus in November 2005. The Business Assistance Center will house start-up, home businesses with a growth potential of employing 20 to 30 people. Funding for the Business Assistance Center was provided by the Economic Development Administration and NWTC.

(c) Mark Walter distributed a 1980-2006 Brown County Planning Studies map and a Brown County Grant Assistance map illustrating the Commission's planning assistance in Brown County.

13. Mark Walter reminded committee members that two copies of the Commission's monthly activity report for February 2006 were mailed to all Commissioners as well as emailed to all county clerks in the region, and reminded committee members to share the monthly activity report with their county boards.

14. Mark Walter distributed and reviewed the bills and receipts with committee members. **Moved** by Yvonne Van Pembroke and seconded by Jaime Forest to approve the bills and receipts. Motion carried, with all voting aye on a voice vote.

15. (a) The next meeting of the full Commission will be April 7, 2006, at the Quality Inn & Suites in Green Bay, WI.

(b) The next meeting of the Executive Committee will be May 12, 2006, in Kewaunee County.

16. Moved by Chuck Wagner and seconded by Yvonne Van Pembroke that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Committee adjourned at 12:05 p.m.

Respectfully submitted,

Brenda L. Rehberg
Recording Secretary