

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING  
July 14, 2006  
Sturgeon Bay City Council Chambers  
Sturgeon Bay, Wisconsin

COMMITTEE MEMBERS PRESENT: Jaime Forest, Jim Gilligan, Cheryl Maxwell, Greg Minikel (for Kevin Crawford), Rob Strong (for Paul Jadin), Lois Trever, Chuck Wagner and Yvonne Van Pembrook

STAFF PRESENT: Luann Rudolph, Jim Van Laanen and Mark Walter

OTHERS PRESENT: Ray Barrington (Door County Advocate), Phil Berndt (Door County Chamber/Visitors Bureau), Kevin O'Donnel (City of Sturgeon Bay) and Michael Serpe (Door County)

1. Chairperson Jim Gilligan called the meeting to order at 10:00 a.m.

2. Mark Walter distributed a revised agenda. Item X(a) of the agenda was revised to replace guest speaker Karen Raymore (Door County Chamber/Visitors Bureau) with Phil Berndt. **Moved** by Lois Trever and seconded by Cheryl Maxwell that the revised agenda be approved. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Chuck Wagner and seconded by Jaime Forest that the minutes of the May 12, 2006, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.

4. Chairperson Jim Gilligan introduced City of Sturgeon Bay Administrator Kevin O'Donnel and Door County Administrator Michael Serpe to those in attendance.

(a) Kevin O'Donnel announced an open house in August for the new City of Sturgeon Bay City Hall.

Mr. O'Donnel briefly discussed planning activities in the city of Sturgeon Bay including the possible update to the city's comprehensive plan; the status of the Sturgeon Bay bridge construction and the dredging being completed; expansion of Wal-Mart and the city's amendment to the ordinance regulating "Big Box" development.

(b) Michael Serpe discussed the challenges Door County is facing with respect to growth and the importance of working with regional planning commissions to address these challenges.

5. Mark Walter presented the following communications to the Executive Committee:

(a) A June 22, 2006, announcement from the Public Service Commission of Wisconsin notifying landowners of the application of American Transmission Company to construct a new transmission line in the Town of Sheboygan Falls, Wisconsin.

(b) A June 9, 2006, notice of hearing and request for comments from the Public Service Commission of Wisconsin on the *Strategic Energy Assessment for the Years January 1, 2006 through December 31, 2012*.

- (c) An April 18, 2006 notification from the Kewaunee County Board of Supervisors reappointment Brian Paplham to the Commission with a term to expire April 2008.
- (d) Newspaper articles from the Peshtigo Times, Sheboygan Press and The Review (Plymouth) related to Commission activities in the Region

With respect to the non-motorized trails in Sheboygan County, Cheryl Maxwell asked about the Commission’s involvement; Mark Walter stated that Jeff Agee-Aguayo is serving on a Citizens Advisory and Technical Committee as well as a Technical Sub-committee which utilizes work the Commission has already completed as part of the development of the non-motorized trails.

- (e) An April 2006 National Association of Development Organizations publication titled *Regional Strategies for Environmental Stewardship: Successfully Merging Environmental Protection with Regional Development*. Mark Walter directed committee members to page 20 of the report in which Angela Pierce of the Commission was interviewed for an article on the Commission’s Environmental Corridor Mapping project.
- (f) A notice of a July 28, 2006, mini-conference titled *Energy Options for Local Communities*. The Commission is co-sponsoring this mini-conference.

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

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 Sheboygan North & South: A New Direction – Sheboygan Area School District – Sheboygan Area School District	WI060621-011-B84215SH  Bay-Lake Lead	84.215  Department of Education	F = 1,599,031 A = 750,000 T = 2,349,031
2 Mink River & Rowley’s Bay Land Acquisition – WDNR	205.2006  State Lead	15.614  Department of the Interior	F = 1,000,000 T = 1,000,000

\*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 Cheryl Maxwell and seconded by Yvonne Van Pembrook to support Bay-Lake Lead Executive Order No. 1. Motion carried, with all voting aye on a voice vote.

**Moved** by Yvonne Van Pembrook and seconded by Jaime Forest to note the review and place on file State Lead Executive Order No. 2. Motion carried, with all voting aye on a voice vote.

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

BLRPC Approval Date	Organization	County	Contract Number	Budget			Work Element	Project	Comment	Period	
				Contract Amount	Contract Reimbursement	BLRPC Match				start	end
				7/14/2006	Marinette County	Marinette				06015-06	\$ 18,599
Total				\$ 18,599	\$ 18,599	\$ -					

**Moved** by Cheryl Maxwell and seconded by Lois Trever to approve the above contract. Motion carried, with all voting aye on a voice vote.

8. Mark Walter 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.

9. Mark Walter distributed a spreadsheet on the Commission's 2000-2006 levy history as well as the proposed levy for 2007. The levy alternatives were reviewed by the Commission at its meeting in June 2006 and at that time it was recommended to reduce the total levy by 10 percent in 2007 and provide a dollar value for all in-kind services provided to all counties in the region.

**Moved** by Cheryl Maxell and seconded by Yvonne Van Pembrook to reduce the levy for 2007 by 10 percent to all members and to provide Brown County with a higher level of in-kind services for 2007. This reduction will reduce the levy rate from 0.0006 percent to 0.0005 percent, subsequently; the Commission's total levy for 2007 is expected to be \$204,578. Motion carried, with all voting aye on a voice vote.

10. (a) Phil Berndt, Membership Director, Door County Chamber/Visitors Bureau distributed information on the Travel Green Wisconsin Program. Travel Green Wisconsin is a voluntary program that recognizes tourism businesses that have made a commitment to improve their operations in order to reduce their environmental impact. Door County is one of four counties chosen in Wisconsin to participate in this pilot program.

(b) Jim Van Laanen distributed the Door County Planning Studies and Grant Assistance map illustrating the Commission's planning and grant assistance in Door County.

Jim Van Laanen updated committee members on planning projects in the region including the All-Hazard Mitigation Plans for Brown, Manitowoc, Marinette and Sheboygan counties, Specialized Transportation Coordination Studies for all counties in the Region except Brown County (they are completing their own), Zoning Ordinance updates for the towns of Franklin and Pierce, comprehensive planning projects and the outdoor recreation planning projects.

11. Mark Walter reminded committee members that two copies of the Commission's monthly activity report for June 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.

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

13. (a) The next meeting of the Executive Committee will be August 11, 2006, in Oconto County.

(b) The next meeting of the full Commission will be September 8, 2006, at the Days Inn in Green Bay, WI.

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 12:00 p.m.

Respectfully submitted,

Mark A. Walter  
Recording Secretary