

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING

August 11, 2006  
Black Bear Trail Golf Course  
Suring, WI

COMMITTEE MEMBERS PRESENT: Jim Gilligan, Florence Magnuson (for Cheryl Maxwell), Lois Trever, Chuck Wagner and Yvonne Van Pembrook

COMMITTEE MEMBERS EXCUSED: Jaime Forest, Greg Minikel (for Kevin Crawford), Rob Strong (for Paul Jadin)

STAFF PRESENT: Richard Heath, Brenda Rehberg and Mark Walter

OTHERS PRESENT: Jamie Broehm (Oconto County Planning), Don Glynn (BLRPC Commissioner), Kevin Hamann (Oconto County Administrative Coordinator), Bruce Mommaerts (Oconto County Economic Development Corporation), Leland Rymer (Oconto County Board Chair), and Mark Teuteberg (Office of Land Information)

1. Chairperson Jim Gilligan 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 Chuck Wagner and seconded by Lois Trever that the minutes of the July 14, 2006, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
4. Chairperson Jim Gilligan introduced Oconto County Board Chairperson Leland Rymer to those in attendance. Mr. Rymer welcomed the Commission to Oconto County.
5. Mark Walter presented the following communications to the Executive Committee:
  - (a) A July 19, 2006, Public Notice from the U.S. Department of Homeland Security of an application from the WisDOT for construction of a movable highway bridge over a navigable waterway of the United States.
  - (b) A July 24, 2006, letter from Pamela Krauel, Town of Egg Harbor Clerk, informing the Commission of the Town's intention to hire the Commission to prepare its Smart Growth Comprehensive Plan.

Mark Walter noted that the Town of Egg Harbor has agreed to become a member of the Commission this year. Mr. Walter noted that he spoke with Charlie Most, Door County Board Chair, and Michael Serpe, Door County Administrator about Door County becoming a member in 2007. Charlie Most indicated that he would bring a resolution to the County Board in November 2006 so that Door County would become a member of the Commission for 2007.
  - (c) A July 11, 2006 Newspaper articles from The Review (Plymouth) related to Commission activities in the Region.

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

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 2007-2011 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area – Brown County Planning Commission – City of Green Bay	WI060724-012-B20205BN -B20500BN -B20507BN  Bay-Lake Lead	20.205 20.500 20.507  Dept. of Transportation	Planning Document Only
2 Utility and Street Construction – City of Oconto – City of Oconto	WI060724-013-B107600C  Bay-Lake Lead	10.760  Dept. of Agriculture	F = 872,000 <u>A = 218,000</u> T = 1,090,000
3 Leaking Underground Storage Tank – WDNR – Statewide	241.2006  State Lead	66.805  Environmental Protection Agency	<u>F = 862,600</u> T = 862,600
4 Nonpoint Source Imple., Sec. 319 (Incremental Funds) – WDNR – Statewide	253.2006  State Lead	66.460  Environmental Protection Agency	F = 2,591,600 <u>S = 1,727,733</u> T = 4,319,333
5 Regulation of Underground Petroleum Product Storage Tank – WI Dept. of Commerce – Statewide	245.2006  State Lead	66.804  Environmental Protection Agency	F = 186,000 <u>S = 62,000</u> T = 248,000
6 FFY'06 Justice Assistance Grant Program – WI Office of Justice Assistance – Statewide	228.2006  State Lead	16.580  Dept. of Justice	<u>F = 2,982,833</u> T = 2,982,833

\*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

With respect to Bay-Lake Lead Executive Order No. 1, Mark Walter noted that due to the fact that it is a planning document and not a request for federal funding, this Executive Order is for information only.

**Moved** by Lois Trever and seconded by Yvonne Van Pembrook 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 Florence Magnuson to note the review of and place on file State Lead Executive Order Nos. 3 - 6. 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
8/11/2006	FHWA	Sheboygan	06003-10	\$ 11,513	\$ 9,210	\$ 2,303	1200	Sheboygan 2006 MPO Work Program	Amendment to complete SATP	01/01/06	12/31/06
8/11/2006	T. Egg Harbor	Door	06017-02	\$ 30,000	\$ 30,000	\$ -	2100	T. Egg Harbor Comp Plan		09/01/06	02/28/08
8/11/2006	Brown County Planning	Brown	06016-01	\$ 14,492	\$ -	\$ 14,492	1430	Cost of Services Study	Joint Project	07/01/06	06/30/07
8/11/2006	R.A.Smith & Associates, Inc.	Region	06018-11	\$ -	\$ -	\$ -	2300	GIS Training - ArcGIS Concepts @ UW-Oshkosh	Cooperative Project to provide training in GIS - Pass through \$	7/24/2006	8/24/2006
Total				\$ 56,005	\$ 39,210	\$ 16,795					

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

8. (a) 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.

With respect to the Commission's revenues, Mark Walter noted that the Commission has met 98.6 percent of its total yearly revenue in terms of signed and firm contracts adding that 71 percent of the 2007 yearly revenue has already been identified.

(b) Mark Walter distributed a recommendation on the community planner staffing for the committee's discussion and action. Based on the interviews conducted for the vacant community planner on July 20 and July 21 and based on the review of the current and proposed budget, revenues and project workload, Mark Walter is recommending for the committee's review and approval the following: 1) hire Luann Rudolph as a Community Planner I, Grade 13 Step 1 beginning August 16, 2006, with an annual salary of \$36,943; and 2) hire Ker Vang as a Community Planner I, Grade 13 Step 3 with a deferred starting date beginning December 18, 2006, with an annual salary of \$39,787. Mark Walter provided background information on Ms. Rudolph and Mr. Vang to committee members. Mark Walter stated that he spoke with Ms. Rudolph and Mr. Vang regarding the community planner positions, and both have verbally expressed interest in working for the Commission. Jim Gilligan stated that he was very impressed with all of the candidates that interviewed for the community planner position.

**Moved** by Yvonne Van Pembroke and seconded by Florence Magnuson to hire both Luann Rudolph and Ker Vang as Community Planners I. Motion carried, with all voting aye on a voice vote.

9. Mark Walter distributed a spreadsheet on the Commission's 2007-2009 Projected Expenses as well as the Commission's 2006-2009 Project Schedule. The final 2007-2010 budget is scheduled to be adopted by the Commission at the December 8, 2006, Commission meeting.

Mark Walter directed committee members attention to the projected expenses spreadsheet and noted that in terms of capital outlay (account number 8000), the Commission is looking at replacing one of its vehicles. Chuck Wagner suggested that when replacing a Commission vehicle, the Commission should research flexible fuel vehicles; Mark Walter stated that currently one of the Commission vehicles does allow for flexible fuel and when replacing its vehicles, staff will research replacing the vehicle that allows for flexible fuel.

10. (a) Kevin Hamann, Administrative Coordinator for Oconto County presented information on the growth occurring in Oconto County and the issues that have been developing as a result of the growth. Oconto County is the 10<sup>th</sup> fastest growing county in the state, particularly in the southern portion of the county. According to a report by the Department of Administration in 2006 Oconto County increased its population by 3,000 persons over a three year period, or 1.4 persons a day. This growth puts a strain on services that Oconto County is providing such as law enforcement, highway improvements and human services. Mr. Hamann discussed Oconto County's efforts to address this service need while minimizing any increase in taxes.

(b) Bruce Mommaerts, Oconto County Economic Development Corporation (OCEDC) Executive Director, provided information on Economic Development issues in Oconto County. Bruce Mommaerts briefly discussed the Marinette/Oconto County Community Development Zone Program which is a tax benefit initiative designed to encourage private investment and to improve employment opportunities. Mr. Mommaerts discussed development issues in the village of Suring including the construction of a library

and learning center (which will house the workforce development center) and the assistance provided by the Commission with the Evenflo plant closing. In addition Mr. Mommaerts discussed tourism revenue in Oconto County and the addition of a hotel. Looking at the future, Mr. Mommaerts discussed the development of infrastructure in unincorporated areas using non-traditional ways and requested Commission's assistance with this issue.

(c) Jamie Broehm, Oconto County Planner, updated committee members on the Oconto County Comprehensive Planning process with assistance provided by the Commission. In 2005, with assistance provided by the Commission, Oconto County submitted a successful comprehensive planning grant application for communities to have a §66.1001 compliant comprehensive plan. This is a three year planning project that involves completing comprehensive plans for 17 communities in Oconto County. Jamie Broehm distributed an Oconto County comprehensive planning status map as well as a planning clusters map. To gain as much citizen involvement as possible during the planning process, Oconto County has been divided into three regional clusters: natural resources in the northern portion, agriculture in the central portion and increased development in the southern portion. It is expected that the community plans will be completed by the end of 2007.

(d) Mark Teuteberg, Oconto County Office of Land Information Systems (OLIS), Administrator/County Surveyor, distributed and reviewed information on the responsibilities of Oconto County OLIS Department including surveying services, geographic information systems, maintain property listing, conducting the county land sale of tax deed parcels, acting as land information office and maintaining an accurate list and description of all parcels of real property in Oconto County. Mr. Teuteberg discussed assistance provided by the Commission in its efforts to update the Oconto County mapping.

(e) Mark Walter distributed an Oconto County planning studies and planning grants activities map which illustrates planning assistance provided by the Commission in Oconto County.

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

12. Mark Walter distributed the bills and receipts to committee members. **Moved** by Chuck Wagner and seconded by Yvonne Van Pembroke 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 September 8, 2006, at the Days Inn in Green Bay, WI.

(b) The next meeting of the Executive Committee will be October 13, 2006, in Florence County.

14. Moved by Chuck Wagner and seconded by Lois Trever 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,

Brenda L. Rehberg  
Recording Secretary