

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

October 9, 2009
Commission Offices
Green Bay, WI

COMMITTEE MEMBERS PRESENT: Bill Clancy, Paul DeWitt, Mike Hotz (via teleconference), Cheryl Maxwell, Val Mellon, Lois Trever, Yvonne Van Pembroke and Chuck Wagner

STAFF PRESENT: Rich Heath, Brenda Rehberg and Mark Walter

1. Chairperson Cheryl Maxwell called the meeting to order at 10:00 a.m.
2. Cheryl Maxwell noted that the agenda has been amended to add a staff report on the Commission's *Comprehensive Economic Development Strategy* Report and an update on the *Florence County Comprehensive Plan*. **Moved** by Chuck Wagner and seconded by Paul DeWitt to approve the amended agenda. Motion carried, with all voting aye on a voice vote.
3. **Moved** by Yvonne Van Pembroke and seconded by Lois Trever that the minutes of the August 14, 2009, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
4. There was no public input.
5. Mike Hotz presented the Personnel Committee report.

The Personnel Committee met on September 11, 2009. Mark Walter reported that after adding staff furloughs and an increase in staff contribution to health insurance premiums, the Commission is currently at a \$500,000 shortfall going into 2010. At the request of Personnel Committee Chair, Mike Hotz, Jim Van Laanen informally polled Commission staff to inquire if there are any employees that would be interested in the Commission offering an incentive to move from family to single coverage. For each person who goes from family to single coverage, the Commission would save approximately \$10,000 less incentive. Jim Van Laanen reported that there are two employees that may be interested in going from family to single coverage.

The Personnel Committee met on October 2, 2009, to approve changes in the Commission's dental coverage and a two week furlough for all employees at a cost savings of \$35,000. The Personnel Committee endorsed an increase in the employee contribution to health insurance premium from 5 percent to 7.5 percent beginning in 2010 at a cost savings of \$15,000. The Personnel Committee went in to closed session with staff without the Executive Director present to review staff concerns and answer any questions they may have. The Personnel Committee went in to closed session with the Executive Director to review priorities in staffing.

Mike Hotz announced that the Personnel Committee is meeting on October 21 and again on October 26 (if needed) to finalize all actions of the committee and bring them to a Special Executive Committee on October 30, 2009, at which time staffing levels for 2010 will be determined and staff will be informed as to the decision which will give staff a two month notice.

Paul DeWitt asked if it is definite that there will be employee layoffs; Cheryl Maxwell responded yes the Commission has determined that it is necessary for staff layoffs to meet its budget adding that

these are layoffs and not terminations. Val Mellon asked for clarification in staff layoffs versus staff terminations; Mark Walter responded that layoffs are temporary and employees who are laid off could be called back to the Commission if the workload and budget allow for it versus employee terminations which are permanent. Bill Clancy asked if Commissioners could take a cut in per diem, travel, or both; Yvonne Van Pembroke stated that she could give up either per diem or travel but not both. Mike Hotz commented that cutting per diem would amount to an approximate savings of \$5,000; Cheryl Maxwell recommends Commissioners decide if they want to turn in per diem. Mark Walter stated that at the last meeting of the full Commission, the Commission bylaws have been modified to meet less frequently beginning in 2010. With respect to mileage, Lois Trever stated that the Commission could lower the mileage rate a few cents less than what is set by the IRS. Cheryl Maxwell directed Mark Walter to explore lowering the mileage for Commissioners and the cost savings associated with that.

Mike Hotz recommended that action on all Commission cost saving measures take place at the Special Executive Committee meeting on October 30, 2009.

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

- (a) An August 10, 2009, letter from Jeanne Storm of the WI Dept. of Commerce inviting the Commission and its members to contribute to the process of developing the Consolidated Plan for the State of Wisconsin (a five-year expenditure plan for the disbursement of over \$49 million federal and state dollars to meet the critical affordable housing and community development needs of Wisconsin's low-and moderate-income citizens).

Chuck Wagner asked if the Commission is working with or is there an opportunity to work with the Oneida Tribe of Wisconsin; Mark Walter responded that the Commission is pursuing the possibility of a joint partnership with NeighborWorks Green Bay that will allow NeighborWorks to work outside of its region. After reviewing the HUD- and State-Funded Formula Programs 2009 Funds, Cheryl Maxwell asked if the Commission could provide assistance in areas where CAP does not cover and be economically viable for the Commission.

Cheryl Maxwell directed Mark Walter to examine assistance the Commission could provide for the following programs while being economically viable for the Commission and report back at the next Commission meeting: Housing Opportunities for People with AIDS (HOPWA), State Housing Assistance, State Homeless Prevention and the State Homeless Assistance.

- (b) A September 11, 2009, letter from the WisDOT Northeast Regional Office notifying those interested that the Wisconsin Department of Transportation Northeast Regional office in Green Bay has completed an Environmental Assessment (EA) for the US 41/WS 29 project in Brown County. Cheryl Maxwell asked if Commission staff have been directed to comment on this and, if not, will a comment be made from the Commission; Mark Walter responded that Commission staff will provide a comment.

- (c) A September 16, 2009, letter from Paul Vraney, WisDOT Northeast Regional Office, inviting the Commission to participate in the environmental review process for the USH 41 Memorial Drive to CTH M project in Brown County, Wisconsin. **Moved** by Val Mellon and seconded by Bill Clancy to accept the invitation to participate in the environmental review process. Motion carried, with all voting aye on a voice vote.

Cheryl Maxwell asked who on staff would be designated to this project; Mark Walter responded that he would write a letter accepting the invitation to become a participating agency in the

environmental aspects of the USH 41 Memorial Drive to CTH M project and that either Jim Van Laanen or Jeff Agee-Aguayo would be assigned to this project.

- (d) A September 22, 2009, memo from Sandra Beaupre, WisDOT Bureau of Planning & Economic Development Director, to MPO Directors and Transportation Planners providing planning activities for consideration in developing the 2010 Work Program. Mark Walter spoke about additional discretionary funding the Commission has applied for. The Commission could receive an additional \$74,000 in federal funding with a \$16,000 match provided by the Commission to provide transportation modeling.
- (e) A September 22, 2009, letter from Sandra Beaupre, WisDOT Bureau of Planning & Economic Development Director, providing the Commission's funding levels for 2010. Cheryl Maxwell requested Jim Van Laanen provide a report at the next Commission meeting on the 2010 Transportation Work Program.
- (f) A notice from WisDOT of a public information meeting scheduled for October 7 & 8 pertaining to the Aesthetic design for the US 41 Corridor. Mark Walter reported that he attended the meeting as a representative from the Commission.
- (g) An October 2, 2009, letter from David Jolicoeur, USDOT, approving the adjusted urban functional classification system for the Sheboygan Urbanized Area as depicted on the June 3, 2009 map.

7. Mark Walter presented the following contract addition for the committee's approval.

BLRPC Approval Date	Organization	County	Contract Number	Budget			Work Element	Project	Comment	Period	
				Contract Amount	Contract Reimbursement	BLRPC Match				start	end
10/9/2009	Delta Institute	Region	09017-11	\$ 6,000	\$ 6,000	\$ -	1400	Watershed Academy Phase IV		10/01/09	04/30/10
Total				\$ 6,000	\$ 6,000	\$ -					

Moved by Yvonne Van Pembroke 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 2009 budget report with committee members, including the A/R Aging Summary, Balance Sheet, 2009 Estimated Expenses and 2009 Estimated Budget Revenues. With respect to revenues, Mark Walter noted that the Commission is approximately 8 percent short of its 2009 Budget; Cheryl Maxwell asked where the additional 8 percent would come from; Mark Walter responded that the additional money would come from cash on hand which is approximately \$197,000. Cheryl Maxwell asked if there is enough cash on hand to cover Commission expenses; Mark Walter responded that there is sufficient cash on hand in addition to the amount it has in receivables to cover expenses. Val Mallon ask if the Commission's rent could be explored as a potential cost savings; Mark Walter responded that at the direction of Cheryl Maxwell, the staff did explore other options in terms of rental space and determined that at this time, the Commission's rent is below market. Val Mellon commented that after looking at the Commission's current expenses, it appears that the Commission does not have any frivolous costs. Cheryl Maxwell if the Commission has rented space on the 1st floor of the building; Mark Walter responded that due to no space being vacant on the first floor, the Commission did not rent space; however, the Commission did rent a climate controlled space at U-Haul for \$65/month that the Commission could consider removing from its budget.

Rich Heath commented that when preparing the 2010 Budget, the Commission needs to consider the unemployment costs in addition to vacation payouts for those employees being laid off. Cheryl Maxwell requested those amounts be emailed to her prior to the next Personnel Committee meeting.

Val Mellon asked if staff have been polled on what they could do to cut costs or possible areas where they could work more efficiently; Mark Walter responded that 80 percent of the Commission's budget is staffing. Staff have been asked on cost cutting measures such as furloughs and an increase employee contribution to health insurance premiums.

9. (a) Rich Heath provided a staff report on the Commission's *Comprehensive Economic Development Strategy (CEDS)*. The 2006 *CEDS* is being updated to cover the years 2010, 2011, and 2012 to coincide with the 3-year grant cycle in which planning money is awarded to the Commission by the Economic Development Administration (EDA). Rich Heath distributed a spreadsheet of Community Economic Development Project List for 2009. This project list is a result of the Commission soliciting all 185 units of government as well as Economic Development Directors in the Bay-Lake Region for their top five planning and development projects. Rich Heath distributed a spreadsheet on the 2009 Priority Project Scoring Results. The projects from the project list were scored by the Commission's Economic Development Advisory Committee. The *CEDS* will be reviewed at the November meeting of the full Commission and submitted to EDA at the end of November.

(b) Rich Heath distributed a planning summary on the *Florence County 20-Year Comprehensive Plan*. Florence County is the fifth of the five multi-jurisdictional plans prepared by the Commission. Florence County received a \$98,000 WI Dept. of Administration grant to complete the County Plan and six local plans. Commission staff involved in the planning process include: Rich Heath, Ker Van, Kim Miller and Tony Bellovary. This is a three-phase planning process; phase one is the completion of the county resource document (*Volume II*); phase two is completion of the six town plans and phase three will use *Volume II* and the six town plans to complete the *Florence County 20-Year Comprehensive Plan*. It is anticipated that the town plans will be completed by February 2010 and the *Florence County 20-Year Comprehensive Plan* will be completed by April 2010.

Cheryl Maxwell asked if this information is available on the Commission's website; Rich Heath responded that all draft material and final documents are available on the Commission's website. Cheryl Maxwell requested that open house notices regarding comprehensive planning be emailed to Commissioners.

10. Mark Walter noted that two copies of the Commission's monthly activity report for September has been mailed to all Commissioners.
11. 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.
12. Lois Trever opened the nominations for election of committee Chairperson. Yvonne Van Pembroke nominated Cheryl Maxwell for committee Chairperson. **Moved** by Bill Clancy and seconded by Chuck Wagner to nominations be closed and that a unanimous ballot be cast for Cheryl Maxwell as committee Chairperson. Motion carried, with all voting aye on a voice vote.

Cheryl Maxwell opened the nominations for election of committee Vice-Chairperson. **Moved** by Yvonne Van Pembroke to nominate Lois Trever as committee Vice-Chair. **Moved** Lois Trever to nominate Val Mellon as committee Vice-Chairperson. Val Mellon withdrew her name from the nomination of Vice-Chairperson. **Moved** by Yvonne Van Pembroke and seconded by Val Mellon that

nominations be closed and that a unanimous ballot be cast for Lois Trever as committee Vice-Chairperson. Motion carried, with all voting aye on a voice vote.

13. Mark Walter noted that draft agendas for the Personnel Committee and the Special Executive Committee meeting have been distributed to committee members. With respect to the October 21, 2009, Personnel Committee agenda, Cheryl Maxwell requested adding an agenda item for the Commission's continued projects and the remaining balances associated with those projects.

The next meetings of the full Commission will be held November 13, 2009, and December 11, 2009, in Green Bay. The next meeting of the Executive Committee will be January 8, 2010, in Green Bay.

14. **Moved** by Chuck Wagner and seconded by Paul DeWitt to adjourn. The meeting adjourned at 12:10 p.m.

Respectfully submitted,

Brenda Rehberg
Recording Secretary