

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

May 4, 2007
Four Seasons Resort
Pembine, WI

COMMITTEE MEMBERS PRESENT: Jaime Forest, Jim Gilligan, Cheryl Maxwell, Valerie Mellon, Lois Trever, Yvonne Van Pembroke and Chuck Wagner

COMMITTEE MEMBERS EXCUSED: Rob Strong (for Paul Jadin)

STAFF PRESENT: Brenda Rehberg and Mark Walter

OTHERS PRESENT: Erik Aleson (Marinette Co. Park and Rec. Dept.), Alice Baumgarten, George Bousley (Marinette County Board Chair), John Lefebvre (Marinette County Land Information Dept.), Mary Meyer

1. Chairperson Jim Gilligan called the meeting to order at 10:00 a.m.
2. Mark Walter noted that the May 4, 2007, agenda has been revised. Item XII of the agenda has been revised to remove Don Clewley from the agenda who was unable to attend the Executive Committee meeting. **Moved** by Lois Trever and seconded by Chuck Wagner that the revised agenda be approved. Motion carried, with all voting aye on a voice vote.
3. **Moved** by Cheryl Maxwell and seconded by Lois Trever that the minutes of the March 9, 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. George Bousley was present to discuss economic development in Marinette County. George Bousley briefly updated committee members on the Northwood Flooring business expansion, business development on Hwy 41, ferry service from Door County to Marinette County and Discover WI. George Bousley thanked Mark Walter for the assistance provided by the Commission in preparing the *Marinette County All-Hazards Mitigation Plan*.
5. Mark Walter presented the following communications to the Executive Committee:
 - (a) An April 17, 2007, letter from Laura Arbuckle, WDOA Division Administrator, announcing that the Commission's WCMP Technical Assistance grant application was selected for funding at \$20,000.
 - (b) An April 17, 2007, letter from Laura Arbuckle, WDOA Division Administrator, announcing that the Commission's Niagara Escarpment Overlay Zoning Guide grant application to WCMP was selected for funding at \$29,519.
 - (c) Various newspaper articles related to Commission activities in the Bay-Lake Region.
 - (d) An appointment notification from Governor Jim Doyle reappointing Chuck Wagner to the Commission as a joint (County Board/Governor) appointment with a term to expire October 1, 2012.

- (e) An appointment notification from Governor Jim Doyle appointing Mariah Goode to the Commission as a joint (County Board/Governor) appointment with a term to expire October 1, 2012.
- (f) An appointment notification from Governor Jim Doyle appointing Toni Loch to the Commission as a joint (County Board/Governor) appointment with a term to expire October 1, 2012.
- (g) A May 2, 2007, Brown County Planning Commission Board of Directors agenda. Item 5 of the agenda includes a discussion regarding 2008 Brown County funding for the Commission. Mark Walter reported that at the May 2 meeting it was recommended to maintain membership on the Commission for 2008.
- (h) Executive Order #197 creating the Capital Area Regional Planning Commission which has jurisdiction in Dane County.

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

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 S&M Tool, Inc. Loan Guarantee – Heartland Business Bank – City of Green Bay, WI	WI070501-008-B10854BC Bay-Lake Lead	10.854 Dept. of Agriculture	<u>GL = 644,000</u> T = \$644,000
2 Greater Wisconsin HIV Dental Services Initiative – AIDS Resource Center of Wisconsin (ARCW) – 51 counties in northern and western Wisconsin including Brown County	WI070502-009-B93928BC Bay-Lake Lead	93.928 Dept. of Health & Human Services	F = 400,000 A = 25,000 S = 15,000 <u>PI = 15,000</u> T = \$455,000

*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 Chuck Wagner to support Bay-Lake Lead Executive Order No. 1. Motion carried, with all voting aye on a voice vote.

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.

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
5/4/2007	T. Red River	Kewaunee	07013-04	\$ 2,000	\$ 2,000	\$ -	2100	Zoning Mapping		5/1/2007	12/31/2007
5/4/2007	C. Two Rivers	Manitowoc	07014-05	\$ 60,000	\$ 60,000	\$ -	2100	Comprehensive Plan		6/1/2007	12/31/2009
Total				\$ 62,000	\$ 62,000	\$ -					

Moved by Yvonne Van Pembrook and seconded by Chuck Wagner 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. Mark Walter reviewed proposed contracts for 2007 and noted that due to the Commission's existing workload, the Commission may need to subcontract any future contracts the Commission receives in 2007. Yvonne Van Pembrook asked if the existing workload will see a decrease in the near future; Mark Walter responded that with the 2010 deadline for comprehensive plans to be completed, there does not appear to be a decrease in workload anytime soon.

9. Mark Walter distributed information on the Commission's 2008 levy including a history of the Commission's levy by county and proposed 2008 levy. Mark Walter recommended that the Commission hold the levy rate at .0005% which would be approximately \$236,490. **Moved** by Chuck Wagner and seconded by Lois Trever to recommend maintaining the Commission's levy rate at .0005%. Motion carried, with all voting aye on a voice vote.

10. Mark Walter noted that a draft copy of the Commission *2006 Annual Report* was mailed to all members of the Commission for their review and approval at this meeting. Distribution of the Commission's final *2006 Annual Report* will be at the June 8, 2007, Commission meeting. **Moved** by Cheryl Maxwell and seconded by Jaime Forest to approve the Commission's draft Annual Report. Motion carried, with all voting aye on a voice vote.

11. **Moved** by Lois Trever and seconded by Chuck Wagner to approve Resolution 7-2007: Resolution of the Bay-Lake Regional Planning Commission adopting the *City of Oconto 20-Year Comprehensive Plan* as part of the master plan for the region as the work of making the whole master plan progresses for the physical development of the region comprised of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto and Sheboygan, in the State of Wisconsin.

12. (A) John Lefebvre, Marinette County Land Information Department Director, was present to discuss planning and development issues in Marinette County including the 2006 plat book; the preparation of the county comprehensive plan to be completed by 2009; recently receiving a brownfield site assessment grant; and a 911 wireless grant.

(B) Erik Aleson, Marinette County Park and Recreation Department Assistant Park Administrator, provided an update on the Marinette County Outdoor Recreation Plan which was prepared with assistance from the Commission and scheduled for adoption by the Marinette County Board in June 2007. Erik Aleson thanked the Commission, especially Luann Rudolph, for their assistance with the planning process and thanked John Lefebvre for assistance with the grant application. Once adopted, this plan will make Marinette County eligible for WDNR Stewardship grants.

(C) Mark Walter distributed a Marinette County Planning Studies and Grants activities map which displays Commission activities in Marinette County. Most recently, the Commission has been assisting the City of Marinette and Town of Wagner with the preparation of their zoning ordinances; the city and town of Peshtigo with the completion of their comprehensive plan; Marinette County with the preparation of the All-Hazard Mitigation Plan and the Town of Peshtigo with a stewardship fund grant application.

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

14. Mark Walter distributed the bills and receipts to committee members. **Moved** by Chuck Wagner and seconded by Cheryl Maxwell 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 June 8, 2007, at the Commission offices in Green Bay, WI.

(b) The next meeting of the Executive Committee will be held in Manitowoc County, WI on July 13, 2007.

16. 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 11:45 a.m. for lunch followed by a pontoon boat tour of Miscauno Island and the Menominee River.

Respectfully submitted,

Brenda L. Rehberg
Recording Secretary