

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
February 8, 2008
Commission Office
Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Bill Clancy, Jim Gilligan, Mary Hanrahan, Ed Kelley, Tom Kussow, Don Markwardt, Cheryl Maxwell, Ron McDonald, Valerie Mellon, Mary Meyer, Brian Papham, Bob Ryan (for Jaime Forest), Yvonne Van Pembrook, Chuck Wagner and Star Young (for NyiaLong Yang)

MEMBERS EXCUSED: Don Glynn, Mariah Goode, Toni Loch, Lois Trever and Chris Swan

MEMBERS ABSENT: Bruce Osterberg

STAFF PRESENT: Jeff Agee-Aguayo, Brenda Rehberg and Mark Walter

OTHERS PRESENT: Doug Mellon

- I. Chairperson Jim Gilligan called the meeting to order at 12:23 p.m.
- II. **Moved** by Cheryl Maxwell and seconded by Alice Baumgarten that the Commission approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Chuck Wagner and seconded by Tom Kussow that the Commission approve the minutes of the December 14, 2007, meeting. Motion carried, with all voting aye on a voice vote.
- IV. Chairperson Jim Gilligan asked if there was any public input; none was received.
- V. Mark Walter presented the following communications to the Commission:
 - (a) A January 16, 2008, email from Stan Tibbs, Easter Seals Project ACTION, announcing that Manitowoc County has been selected to attend the 2008 Mobility Planning Services Institute on April 21-24, 2008, in Washington, DC. All costs, including travel, associated with attending this event are being paid for by Easter Seals Project ACTION. Mark Walter announced that Jeff Agee-Aguayo will be attending this training along with staff from the city of Manitowoc, Manitowoc County and a Manitowoc County resident active in transportation issues. **Moved** by Don Markwardt and seconded by Cheryl Maxwell approving Jeff Agee-Aguayo's attendance at this event. Motion carried, with all voting aye on a voice vote.
 - (b) A January 2008 announcement from the Wisconsin Department of Transportation, inviting the public to attend an informational meeting on the Mosel I-43 Interchange Study February 13, 2008. Jeffrey Agee-Aguayo and Ron McDonald provided background information on the study for an event-only interchange. Bob Ryan asked if there are any event-only interchanges like this one in Wisconsin; Jeff Agee-Aguayo responded that there are not currently any in Wisconsin. Commission members wondered how this will impact other DOT projects in the State.

- (c) An invitation to attend the 6th Annual Northeastern Wisconsin Global Trade Conference on March 18, 2008, in Appleton, WI. Mark Walter stated that Richard Heath will be attending this conference and invited Commissioners to attend as well. The cost to attend the one day conference is \$70, and would be paid for by the Commission. Jim Gilligan and Cheryl Maxwell requested to be registered for this conference. **Moved** by Tom Kussow and seconded by Chuck Wagner approving the registration of Jim Gilligan and Cheryl Maxwell for this conference. Motion carried, with all voting aye on a voice vote.
- (d) A February 5, 2008, letter from the U.S. Department of Homeland Security, inviting Angela Pierce to participate in the Department of Homeland Security, Federal Emergency Management Agency (FEMA), National Evaluation of the Pre-Disaster Mitigation Program during the week of March 9-14, 2008. The National Evaluation will take place in Leesburg, Virginia. All costs associated with this evaluation are being paid for by FEMA. **Moved** by Cheryl Maxwell and seconded by Mary Hanrahan approving Angela Pierce's attendance at this event. Motion carried, with all voting aye on a voice vote.
- (e) A February 5, 2008, letter from Judy Ferris, Oconto County Clerk, informing the Commission that Lois Trever's term on the Commission will expire April 30, 2008, and recommending that the Commission either re-appoint Ms. Trever or recommend a new appointment for the position. **Moved** by Yvonne Van Pembroke and seconded by Mary Meyer to write a letter to the Oconto County Board of Supervisors supporting the re-appointment of Lois Trever to the Commission. Motion carried, with all voting aye on a voice vote.
- (f) An EPA WaterSense Promotional Partners Partnership Agreement seeking the Commission's partnership in the program. Mark Walter reviewed the partnership agreement with committee members. Committee members agreed that the concept of the partnership is a good idea, however, there were questions raised specifically to the following goals of Section II of the Partnership Pledge:
- Goal 4: Would the Commission be able to provide EPA with data without burdening its staff?
 - Goal 5: How would the Commission ensure that authorized representatives comply with the WaterSense logo?
 - Goal 6: Would the Commission need to add the WaterSense logo to the Commission's materials (such as the newsletter and annual report)?
 - Committee members added that it is also important to know how this agreement will benefit the Commission.
- Commission members recommended deferring support of this agreement until the March meeting of the Executive Committee pending the receipt of further information.
- (g) An announcement for the *Fostering Sustainability in De Pere* forum. Mark Walter stated that he will be attending this event, noting that the Commission is being asked to participate in more of these events.

VI. Committee Reports:

A. Mark Walter presented the Executive Committee Report:

The Executive Committee met on January 11, 2008, at the Commission offices.

The 2008 budget report was reviewed including accounts receivable that are 90 days overdue consisting of: the 2005 & 2006 Levy for the Town of Washington (in the amount of \$3,126); and Contract 52054 with WisDOT (in the amount of \$4,744). Committee members directed Mark Walter to send a final request for payment from an attorney's office for the levy amounts owed to the Commission by the Town of Washington. With respect to Contract 52054, Committee members recommended that Mark Walter write the amount off to the Commission's marketing budget.

Mark Walter provided an update on the vehicle replacement, and recommended 24-month financing for the Commission's next vehicle. Committee members authorized 24-month financing for a vehicle, and recommended that Mark Walter begin searching for a vehicle replacement.

Committee members reviewed portions of the Commission's adopted *BLRPC 2007-2010 Strategic Plan*; in particular, Goals 1 and 2 of the Strategic Plan, and requested Mark Walter develop a list of goals/actions for 2007 for the committee's review.

The 2008 Executive Committee meeting locations were established.

Moved by Chuck Wagner and seconded by Mary Meyer to accept the Executive Committee Report. Motion carried, with all voting aye on a voice vote.

B. Yvonne Van Pembroke presented the Intergovernmental Affairs Committee Report:

Mark Walter presented the following contracts to the Intergovernmental Affairs Committee for recommendation of approval:

BLRPC Approval Date	Organization	County	Contract Number	Budget			Work Element	Project	Comment	Period	
				Contract Amount	Contract Reimbursement	BLRPC Match				start	end
2/8/2008	C. Manitowoc	Manitowoc	08003-05	\$ 39,950	\$ 39,950	\$ -	1400	Transit Development Program		2/1/2008	5/31/2009
2/8/2008	C. Marinette	Marinette	08004-06	\$ 2,000	\$ 2,000	\$ -	2500	C. Marinette Shared Ride Taxi Admin.		03/01/08	02/28/09
2/8/2008	WDNR	Marinette	08005-09	\$ 39,970	\$ 39,970	\$ -	1600	I. Stephenson Wildfire Protection Plan		3/1/2008	3/31/2009
2/8/2008	T. Gardner	Door	08006-02	\$ 23,841	\$ 23,841	\$ -	2100	Comprehensive Plan		3/1/2008	4/30/2009
Total				\$ 105,761	\$ 105,761	\$ -					

Moved by Cheryl Maxwell and seconded by Mary Hanrahan to approve the above contracts. Motion carried, with all voting on a voice vote.

The 2008 budget report was presented. Mark Walter noted that in 2008, the Commission will replace three of its computers at an approximate total cost of \$2,000, and will also be replacing its Dodge Caravan.

Committee members reviewed a spreadsheet containing a list of approximately 50 committees (non-project related) in which the staff participate. This spreadsheet can be used as a tool to promote the Commission and the expertise of Commission staff.

The Intergovernmental Affairs Committee reviewed a map illustrating the Status of Community Comprehensive Plans in the Bay-Lake Region (February 2008). Two counties, Florence and Sheboygan County, and the Town of Wausaukee submitted applications to the Department of Administration for the 2008 Wisconsin Comprehensive Planning Grants. Announcements on successful grant applications will be made at the end of February.

Moved by Cheryl Maxwell and seconded by Alice Baumgarten to accept the Intergovernmental Affairs Committee Report. Motion carried, with all voting aye on a voice vote.

- C. Mary Meyer, with assistance from Jeff Agee-Aguayo, presented the Work Program Committee Report:

Angela Pierce gave a staff report on Wisconsin Coastal Management Program (WCMP) planning activities, and distributed a list of grant applications in the Bay-Lake Region recommended for funding for 2008-2009.

Angela Pierce updated committee members on the Commission's involvement in Multi-Hazards Mitigation Planning. The Commission has assisted with grant submission and/or plan development for multi-hazards mitigation plans for the City of Sheboygan, the counties of Brown, Florence, Manitowoc, Marinette, Oconto and Sheboygan, and for the Oneida Nation of Wisconsin.

Ker Vang provided committee members with a powerpoint presentation on the Safe Routes to School Program (SRTS) in Florence County.

Jeffrey Agee-Aguayo discussed the Maritime Metro (City of Manitowoc) Transit Development Program (TDP) and Manitowoc County Mobility Manager with committee members. The planning process for the TDP Update will begin soon, with anticipated completion around mid-2009.

Jeffrey Agee-Aguayo updated committee members on activities in the Sheboygan Metropolitan Planning Organization (MPO) program, including the SAFETEA-LU Compliance Amendment to the *Year 2035 Sheboygan Area Transportation Plan (SATP)* and an update on the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2008 – 2011*.

Moved by Chuck Wagner and seconded by Don Markwardt to accept the Work Program Committee Report. Motion carried, with all voting aye on a voice vote.

- VII. **Moved** by Ed Kelley and seconded by Mary Meyer to accept the bills and receipts. Motion carried, with all voting aye on a voice vote.

- VIII. The next meeting of the Executive Committee is March 14, 2008, in Door County.

The next meeting of the full Commission is April 11, 2008, at the Commission Offices.

- IX. **Moved** by Chuck Wagner and seconded by Valerie Mellon that the Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:10 p.m.

Respectfully submitted,

Brenda L. Rehberg
Recording Secretary