

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
April 13, 2007
Commission Office
Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Jaime Forest, Jim Gilligan, Mary Hanrahan, Mike Hotz (for Jim Schramm), Don Glynn, Valerie Mellon, Bruce Osterberg, Lois Trever, NyiaLong Yang, Ed Kelley, Tom Kussow, Don Markwardt, Cheryl Maxwell, Flossie Meyer, Mary Meyer, Brian Papham, Yvonne Van Pembroke, and Chuck Wagner

MEMBERS EXCUSED: Chris Swan and Rob Strong (for Paul Jadin)

MEMBERS ABSENT: None

STAFF PRESENT: Richard Heath and Mark Walter

- I. Chairperson Jim Gilligan called the meeting to order at 12:18 p.m.
- II. **Moved** by Chuck Wagner and seconded by Mike Hotz that the Commission approve the agenda with one revision. The City of Oconto Comprehensive Plan, Resolution 7-2007 will not be acted on at this meeting. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Don Glynn and seconded by Yvonne Van Pembroke that the Commission approve the minutes of the February 9, 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. Jerry Murphy, Executive Director of New North, Inc., gave a presentation to the Commission members on this newly formed regional economic development organization. Mr. Murphy was hired to be New North's Executive Director in January of 2006. New North is a public-private partnership with a mission to create economic development opportunities through the marketing of Northeast Wisconsin. New North covers 18 counties in Northeast Wisconsin and includes the eight counties within the Bay-Lake Region.
- VI. Mark Walter presented the following communications to the Commission:
 - (a) A Certificate of Appreciation was provided to Tony Bellovary on March 8, 2007 by the Wisconsin Land Information Association for participation in the Strategic Planning process for GIS in Wisconsin.
 - (b) A Green Bay Press Gazette article noting the appointment of Don Glynn, Valerie Mellon, and Mary Meyer to the Bay-Lake Regional Planning Commission with terms expiring October 1, 2012.
 - (c) A letter from Richard Lehmann, Legal Counsel for the Association of Wisconsin Regional Planning Commissions announcing the formation of the Capital Area Regional Planning Commission through the office of the governor.

- (d) A letter from the Economic Development Administration of the U.S. Department of Commerce notifying the Bay-Lake Regional Planning Commission it has approved the Commission's annual planning grant in the amount of \$51,628.00.
- (e) An article from the Green Bay Press Gazette reporting on the population growth within Brown County. Mark Walter was quoted in it.

VII. Committee Reports:

A. Mark Walter presented the Personnel Committee Report:

The Personnel Committee met earlier this morning to discuss reimbursement to staff for taking classes to further expand their knowledge base for their job responsibilities. Mark provided the committee members with some information utilized by other departments to address continuing education. The Personnel Committee approved to reimburse staff \$500 per semester and a maximum of \$1,000 per year for classes. Classes must be pre-approved by the Executive Director in order to receive reimbursement. The policy would also include a clause that requires the employee to repay a certain amount of the reimbursement if they would leave within so many years of receiving that reimbursement.

Moved by Cheryl Maxwell and seconded by Don Glynn to accept the Personnel Committee Report. Motion carried, with all voting aye on a voice vote.

B. Mark Walter presented the Executive Committee Report:

The Executive Committee met on March 9, 2007 at the Ellwood H. May Environmental Park on the northern edge of the City of Sheboygan.

The Executive Committee approved two state lead executive orders, and two contracts with City of Marinette for updating their zoning ordinances and to continue administration of their shared ride taxi program. The Executive Committee also approved the Memorandum of Understanding between the East Central Wisconsin Regional Planning Commission and the Bay-Lake Regional Planning Commission pertaining to an application submitted by the Northeast Wisconsin Stormwater Consortium.

Reports were given by Mary Ebeling, Non-Motorized Transportation Pilot Program (NMTPP) Manager with the Sheboygan County Planning and Resources Department highlighted that program; Ron McDonald, Transit Director, talked about route restructuring of the Sheboygan Transit System; Richard Heath provided committee members with an update of Commission activities in Sheboygan County and distributed a Sheboygan County planning studies and grants activities map; and Jeff Agee-Aguayo provided an update on Sheboygan MPO activities.

After lunch, David Kuckuk provided a tour of the Maywood Environmental Park including the maple syrup making process.

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

C. Yvonne Van Pembrook presented the Intergovernmental Affairs Committee Report:

Yvonne Van Pembrook noted the three Executive Orders the Committee reviewed.

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 Capitalization Grant, Clean Water Fund Program (6/1/07 – 9/30/10) - WI Dept. of Natural Resources – Statewide	052.2007 State Lead	66.458 Environmental Protection Agency	F = 28,935,759 S = <u>5,787,152</u> T = 34,722,911
2 Coastal Zone Management Program Administration Grant (7/1/07 – 12/31/08) – WI Dept. of Administration, Division of Intergovernmental Relations – Ashland, Bayfield, Brown, Door, Douglas, Iron, Kenosha, Kewaunee, Manitowoc, Marinette, Milwaukee, Oconto, Ozaukee, Racine, Sheboygan	040.2007 State Lead	11.419 Dept. of Commerce	F = 2,289,000 S = 915,170 L = 868,690 O = <u>314,140</u> T = 4,387,000
3 Superfund Site Assessment (4/1/07 – 3/31/09) – WI Dept. of Natural Resources	041.2007 State Lead	66.802 Environmental Protection Agency	F = <u>788,000</u> T = 788,000

*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 Yvonne Van Pembrook and seconded by Cheryl Maxwell to approve the Executive Orders with a letter of support being submitted for Executive Order #2. Motion carried, with all voting aye on a voice vote.

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
4/13/2007	WDNR	Oconto	07009-09	\$ 40,000	\$ 40,000	\$ -	1600	Riverview WildFire Protection Plan		4/1/2007	12/31/2007
4/13/2007	Manitowoc County	Manitowoc	07011-05	\$ 520,000	\$ 520,000	\$ -	2100	County Comp Plan	Multi-Jurisdictional	6/1/2007	12/31/2009
4/13/2007	Marinette County	Marinette	07012-06	\$ 290,000	\$ 290,000	\$ -	2100	County Comp Plan	Multi-Jurisdictional	6/1/2007	12/31/2009
Total				\$ 850,000	\$ 850,000	\$ -					

Moved by Yvonne Van Pembrook and seconded by Mike Hotz to approve the above contracts. Motion carried, with all voting aye on a voice vote.

The budget report was presented by Mark Walter. A copy of the Commission’s 2006 audit report was distributed for review. There was discussion on vehicle replacement and the aging of accounts. **Moved** by Tom Kussow and seconded by Lois Trever to accept the 2006 audit report. Motion carried, with all voting aye on a voice vote.

After much discussion, the Committee agreed upon a charge of \$75 per sewer service area review requested with an evaluation of this fee after one year. The Commission expects to review close to 100 sewer service area amendments in 2007. **Moved** by Yvonne Van Pembrook and seconded

by Alice Baumgarten to establish a \$75 fee for Sewer Service Reviews. Motion carried, with all voting aye on voice vote.

Mark Walter distributed a brochure for the annual NADO conference scheduled for May 2-4, 2007 at the Concourse Hotel in Madison. The Regional Development Conference will be held on May 2nd in conjunction with the NADO conference.

Mark Walter distributed and discussed a handout that lists the comprehensive planning grants each community and county has received since 2000 in the Bay-Lake Region. Mr. Walter noted that of the nearly \$2.4 million awarded, the Commission has developed or assisted in the preparation of a number of grants totaling almost \$1.5 million. For the 2007 grant cycle, the Commission assisted with both the Manitowoc County and the Marinette County comprehensive planning applications. Manitowoc County will receive \$405,000 and Marinette was awarded \$164,000.

Moved by Mike Hotz and seconded by Don Glynn to accept the Intergovernmental Affairs Committee Report. Motion carried, with all voting aye on a voice vote.

D. Richard Heath presented the Work Program Committee Report:

A list of comprehensive planning grants received by each community and county within the Bay-lake Region since 2000 was prepared and distributed to the Committee members. A map of the state created by Wisconsin Department of Administration highlights which communities and counties have received planning grants since 2000 was also distributed. Brandon Robinson and Jim Van Laanen gave an update on the Kewaunee County planning process. Richard Heath updated the Committee on the Oconto County planning process. The Commission is working with Door County Planning Department staff on preparing background data for the county's comprehensive plan. Mark Walter will be meeting with the new planning director for Sheboygan County in the next couple of weeks to see if the county will be contracting with the Commission to prepare background information for the county's comprehensive plan.

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.

VIII. **Moved** by Don Markwardt and seconded by Ed Kelley to approve Resolution 2-2007 adopting the Town of Luxemburg 20-Year Comprehensive Plan as part of the of the Bay-Lake Regional Planning Commission master plan for the region. Motion carried, with all voting aye on a voice vote.

IX. **Moved** by Lois Trever and seconded by Mary Meyer to approve Resolution 3-2007 adopting the Town of Pierce 20-Year Comprehensive Plan as part of the of the Bay-Lake Regional Planning Commission master plan for the region. Motion carried, with all voting aye on a voice vote.

X. **Moved** by Chuck Wagner and seconded by Lois Trever to approve Resolution 4-2007 adopting the City of Kewaunee 20-Year Comprehensive Plan as part of the of the Bay-Lake Regional Planning Commission master plan for the region. Motion carried, with all voting aye on a voice vote.

XI. **Moved** by Don Markwardt and seconded by Lois Trever to approve Resolution 5-2007 adopting the Town of Centerville 20-Year Comprehensive Plan as part of the of the Bay-Lake Regional

Planning Commission master plan for the region. Motion carried, with all voting aye on a voice vote.

XII. **Moved** Cheryl Maxwell and seconded by Alice Baumgarten to approve Resolution 6-2007 adopting the City of Peshtigo 20-Year Comprehensive Plan as part of the of the Bay-Lake Regional Planning Commission master plan for the region. Motion carried, with all voting aye on a voice vote.

XIII. Bills and Receipts: **Moved** by Bruce Osterberg and seconded by Flossie Meyer to accept the bills and receipts. Motion carried, with all voting aye on a voice vote.

XIV. The next meeting of the Executive Committee is May 4, 2007 in Marinette County. Location to be determined.

The next meeting of the Commission is June 8, 2007, at the Commission Offices

X. **Moved** by Don Glynn and seconded by Mike Hotz that the Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:52 p.m.

Respectfully submitted,
Richard L. Heath
Recording Secretary