

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
COMMISSION MEETING  
June 9, 2006  
Quality Inn & Suites  
Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Jaime Forest, Jim Gilligan, Don Glynn, Mary Hanrahan, Mike Hotz (for Jim Schramm), Ed Kelley, Don Markwardt, Cheryl Maxwell, Flossie Meyer, Mary Meyer, Greg Minikel (for Kevin Crawford), Rob Strong (for Paul Jadin), Lois Trever, Yvonne Van Pembroke and Chuck Wagner

MEMBERS EXCUSED: Tom Kussow, Brian Paplham and Chris Swan

MEMBERS ABSENT: NyiaLong Yang

STAFF PRESENT: Richard Heath, Brenda Rehberg and Mark Walter

I. Chairperson Jim Gilligan called the meeting to order at 12:35 p.m. Mark Walter introduced Alice Baumgarten to the Commission. Ms. Baumgarten is the county board appointee from Marinette County and replaces Florence Magnuson who served on the Commission from 1994-2006.

II. **Moved** by Don Glynn and seconded by Cheryl Maxwell that the Commission approve the agenda. Motion carried, with all voting aye on a voice vote.

III. **Moved** by Don Markwardt and seconded by Lois Trever that the Commission approve the minutes of the April 7, 2006, 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. Chairperson Jim Gilligan asked if there were any guest presentations; none were presented.

VI. Mark Walter presented the following communications to the Commission:

- (a) A May 25, 2006, notice of hearing and scheduling order from the Public Service Commission of Wisconsin, pertaining to the American Transmission Company LLC application, to construct a new electric transmission line in Sheboygan County.
- (b) A copy of draft bylaws from the North East Wisconsin Public Safety Communication. Mark Walter noted that these bylaws are for information only and are part of the intergovernmental cooperation agreement in accordance with Wisconsin Statutes 66.30.
- (c) A June 1, 2006, letter from Jerri Meyer, Florence County Clerk, reappointing Ed Kelley to serve on the Commission with a term to expire April 2008.
- (d) A June 1, 2006, article from the Green Bay Press Gazette on the Port of Green Bay which references an economic impact study of the port which was completed by the Commission in 2006.

VII. Mark Walter provided an update on the new office space lease with Neighborhood Housing Services, Inc. (NHS). At the May 12, 2006, Executive Committee meeting, committee members accepted the proposed lease (which was mailed to all Commissioners in the May 5, 2006, Commission mailing packet) between NHS and the Commission with a change to Section 2(a) of the agreement that any delay in occupancy after 30 days NHS will reimburse the Commission for rental costs incurred. Rob Strong discussed the rehabilitation that is occurring in neighborhood.

VIII. Committee Reports:

A. Mark Walter presented the Personnel Committee Report.

The Personnel Committee met on June 9, 2006, at the Quality Inn & Suites.

Committee members reviewed information on the Administrative Assistant's position reclassification and recommended reclassifying the Administrative Assistant position from a Grade 9 to a Grade 11. Additional duties have been added to the classification reflecting the greater initiative and independence required for the position.

Mark Walter presented a communication by Katie Hess announcing her resignation from the Commission with a last day of employment of June 15, 2006. Committee members accepted her resignation with regret. With the increase in work load and Katie Hess' resignation, Mark Walter recommended recruiting and filling a vacant Community Planner position ranging from the Step 1 Planner I level to a Step 3 Planner II level with a corresponding salary range of \$35,096 to \$46,488. Because of the independent nature of the work, the position requires someone with experience, and the staff does not recommend filling this position as an entry level position.

In addition to the Community Planner position, Personnel Committee members also authorized Commission staff to hire an additional Community Planner if workload demands increase and funding becomes available.

Committee members reviewed the recommendation to promote Brandon Robinson from a Planner II at a Grade 16 Step 4 to a Planner III Grade 18 Step 1 with a salary of \$49,367 effective June 1, 2006.

**Moved** by Mike Hotz and seconded by Cheryl Maxwell 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 May 12, 2006, at the Kewaunee County Administration Building.

Resolution 4-2006 honoring Florence Magnuson upon her resignation as a Commissioner was approved.

Mark reviewed the draft lease agreement (which was mailed to all Commissioners in the May 5, 2006, Commission mailing packet) between Neighborhood Housing Services, Inc. (NHS) and the Commission and accepted the proposed lease agreement with a change to Section 2(a) of the agreement that if there is any delay in occupancy over 30 days, NHS will reimburse the Commission for rental costs incurred.

Mark Walter provided committee members with a report on Brown County Planning Commission's request to the Commission that the Commission again reduce its levy for 2007. Committee members recommended reducing total BLRPC levy by 10 percent in 2007 for all members equaling \$9,282 for Brown County and commit to providing an additional \$30,000 of in-kind staff time for projects with the county.

The committee accepted a draft copy of the Commission's *2005 Annual Report*.

John Rogers, Kewaunee County Economic Development Corporation Executive Director was present to provide information on the newly formed Economic Development Corporation for Kewaunee County.

Mark Kanz, Kewaunee County Promotion and Recreation Department Director provided committee members with a report on Kewaunee County parks, economic development and tours and promotions.

Brandon Robinson provided a status report on the comprehensive plans being completed by the Commission for the towns of Ahnapee, Luxemburg, Pierce, Red River; the village of Luxemburg, the city of Kewaunee and Kewaunee County.

**Moved** by Chuck Wagner and seconded by Flossie Meyer 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 presented the following Executive Orders for the committees review.

PROJECT/ APPLICANT/AREA		SAI NUMBER	CFDA NUMBER	COSTS
1	Housing Preservation Grant – NEWCAP, Inc. – Oconto County	WI060601-010-B10433OC  Bay-Lake Lead	10.433  Dept. of Agriculture	F = 91,000 T = 91,000
2	FY06 SRF, Capitalization Grant – WDNR – Statewide	166.2006  State Lead	66.458  Environmental Protection Agency	F = 23,673,870 M = 4,734,774 T = 28,408,644

\*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 and seconded by Mary Meyer to support Bay-Lake Lead Executive Order No. 1. Motion carried, with all voting aye on a voice vote.

**Moved** by Yvonne Van Pembrook and seconded by Mike Hotz to note the review of and place on file State Lead Executive Order No. 2. Motion carried, with all voting aye on a voice vote.

Yvonne Van Pembrook presented the following contracts 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
6/9/2006	WCMP	Region	06011-09	\$ 40,000	\$ 20,000	\$ 20,000	1430	Technical Assistance		7/1/2006	6/30/2007
6/9/2006	WCMP	Region	06012-09	\$ 59,814	\$ 29,907	\$ 29,907	1430	Coastal Hazard Guide		7/1/2006	6/30/2007
6/9/2006	Oconto County	Oconto	06013-07	\$ 400,000	\$ 400,000	\$ -	2100	Oconto County Comprehensive Plan		7/1/2006	11/30/2009
6/9/2006	V. Crivitz	Marinette	06014-06	\$ 1,837	\$ 1,837	\$ -	2300	Crivitz Mapping	Replaces Contract 05034-06	6/1/2006	10/30/2006
<b>Total</b>				\$ 501,651	\$ 451,744	\$ 49,907					

With respect to contract 06013-07, Don Glynn noted that Oconto County has not yet approved the Oconto County comprehensive planning contract with the Commission; the Oconto County Board will meet on June 22 to review and take action on the project.

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

The budget report was reviewed by committee members.

Committee members recommended to the full Commission Resolution 5-2006 with the inclusion of Community Based Organizations as part of an effort to recruit all people interested in planning

positions. **Moved** by Mike Hotz and seconded by Cheryl Maxwell to approve Resolution 5-2006: Resolution by the Bay-Lake Regional Planning Commission to adopt the Affirmative Action Program for July 1, 2006 to June 30, 2007 with the recommended inclusion of Community Based Organizations. Motion carried, with all voting aye on a voice vote.

Committee members discussed Commission membership issues and the 2007 Levy and Budget. **Moved** by Mary Meyer and seconded by Cheryl Maxwell to recommend to the July 14, 2006, Executive Committee that the Commission reduce the total levy by 10 percent in 2007 and provide a dollar value for all in-kind services provided to all counties in the region if Brown County maintains its membership with the Commission.

Mark Walter reviewed the Intergovernmental Affairs Committee Appointments for 2006-2007 and noted that if there was to be any change in committee structure, it needed to be addressed at this meeting. Yvonne Van Pembroke polled the members of the Intergovernmental Affairs committee and members expressed their desire to remain on the Intergovernmental Affairs Committee. **Moved** by Yvonne Van Pembroke and seconded by Don Glynn to maintain the Intergovernmental Affairs Committee members. Motion carried, with all voting aye on a voice vote.

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

D. Mary Meyer presented the Work Program Committee Report:

Tony Bellovary provided committee members with a Powerpoint presentation on geographic information systems (GIS) activities. Mr. Bellovary showed a GIS video which provided 3-D mapping examples and explained the significance of having the capabilities of providing such detailed information for all types of planning activities.

Richard Heath reported on community planning activities and distributed a planning and grants activities map for each county in the region for the committee's information.

Richard Heath provided committee members with a status report on the All-Hazard Mitigation Plans being completed for five counties in the region including Florence, Marinette, Brown, Manitowoc and Sheboygan Counties.

The Work Program Committee Appointments for 2006-2007 was reviewed. Committee members expressed their desire to remain on the Work Program Committee for 2006-2007

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

IX. Action on Resolution 5-2006 was taken under Agenda Item VIII(C).

X. Rob Burke, Door County UW-Extension continued discussions with the Commission concerning the Commission's strategic plan. Mr. Burke distributed and reviewed a draft copy of the Commission's *2006-2010 Strategic Plan* including Appendices. Jaime Forest asked what the Commission's next step is in implementing goals listed in the plan; Mark Walter responded that the Commission will next identify the priority action steps adding that the strategic goals for the staff should be separate from that of the Commission. Mark Walter will format the plan for presentation at the Commission's annual meeting in September.

**Moved** by Mary and seconded by Don Markwardt to approve the Commission's *2006-2010 Strategic Plan*. Motion carried, with all voting aye on a voice vote.

XI. **Moved** by Don Glynn and seconded by Chuck Wagner to accept the bills and receipts. Motion carried, with all voting aye on a voice vote.

XII. The Nominating Committee reported that all Commission officers were contacted as to their intentions to remain in their current positions. All agreed to remain, but formal nominations were not made.

XIII. Committee appointments were acted on under Agenda Item VIII(C) and VIII(D).

XIII. The next meeting of the Executive Committee is scheduled for July 14, 2006, in Door County. The next Commission meeting is the Annual Commission Meeting, which will be held September 8, 2006, at the Days Inn in Green Bay, Wisconsin.

IX. **Moved** by Don Markwardt and seconded by Mary Meyer that the Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Brenda L. Rehberg  
Recording Secretary