

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
September 8, 2006
Days Inn City Centre
Green Bay, Wisconsin

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

MEMBERS EXCUSED: Mike Hotz (for Jim Schramm) and NyiaLong Yang

MEMBERS ABSENT: Chris Swan

STAFF PRESENT: Richard Heath, Brenda Rehberg and Mark Walter

- I. Chairperson Jim Gilligan called the meeting to order at 12:35 p.m.
- II. **Moved** by Don Glynn and seconded by Flossie Meyer that the Commission approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Chuck Wagner and seconded by Lois Trever that the Commission approve the minutes of the June 9, 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. Mark Walter presented the following communications to the Commission:
 - (a) A notification from the Milwaukee County Circuit Court Branch 29 and Claim Form providing detailed information on a Settlement the Commission is entitled to through its advertisement in the Milwaukee Journal Sentinel, Inc (MJS). By completing the Claim Form, the Commission may receive a credit towards the purchase of Commercial advertising in the MJS. **Moved** by Chuck Wagner and seconded by Cheryl Maxwell to authorize completing of the Claim Form. Motion carried, with all voting aye on a voice vote.
 - (b) An August 17, 2006, notification from the Public Service Commission of Wisconsin, providing information on the construction and operation of the proposed new transmission lines by American Transmission Company, connecting the Cranberry Substation to the Lakota Road Substation which affect Vilas, Forest, and Florence Counties.
 - (c) An invitation to attend a dedication and open house on September 16, 2006, for the city of Sturgeon Bay's new municipal building.
 - (d) An invitation to attend the Green Bay Metropolitan Sewerage District Open House on September 16, 2006.
 - (e) Newspaper articles related to Commission activities in the region.
- VI. Committee Reports:
 - A. Mark Walter presented the Executive Committee Report.

The Executive Committee met on August 11, 2006, at the Black Bear Trail Golf Course in Suring, WI.

The Executive Committee approved the hiring of Luann Rudolph and Ker Vang as additional planning staff with the Commission.

Kevin Hamann, Administrative Coordinator for Oconto County, presented information on the growth occurring in Oconto and the issues developing as a result of the growth.

Bruce Mommaerts, Oconto County Economic Development Corporation Executive Director, provided information on Economic Development issues in Oconto County.

Jamie Broehm, Oconto County Planner, updated committee members on the Oconto County Comprehensive Planning process with assistance being provided by the Commission.

Mark Teuteberg, Oconto County Office of Land Information Systems (OLIS) Administrator/County Survey, discussed the various activities of the OLIS department.

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

B. Mark Walter presented the Personnel Committee Report.

The Personnel Committee met on August 23, 2006, at the Commission offices.

Mark Walter distributed a full draft of the Commission’s Personnel Policy for their review. Committee members discussed retaining a local attorney to review the policy manual. Mark Walter will obtain bids by a local attorney for their review in the beginning of 2007.

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

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

Yvonne Van Pembroke presented the following Executive Orders for the committees review.

PROJECT/ APPLICANT/AREA	SAI NUMBER	CFDA NUMBER	COSTS
1 Water Quality Management Planning 205(j), 604(b) – WDNR – Statewide	283.2006 State Lead	66.454 Environmental Protection Agency	<u>F = 239,130</u> T = 239,130
2 RCRA Subtitle C Hazardous Waste Management Program – WDNR – Statewide	285.2006 State Lead	66.801 Environmental Protection Agency	<u>F = 2,030,047</u> T = 2,030,047

*Code: A=Applicant; F=Federal; GL=Guaranteed Loan; L=Local; M=Match; NS=Non-State; O=Other; PI = Program Income; S=State; T=Total;

Moved by Cheryl Maxwell and seconded by Jaime Forest to send a letter to the WDNR (pertaining to Executive Order No. 1) noting the fact that the Commission receives no funding for its approximate 40 sewer service area plan amendments and sewer extension reviews per year and should be added to the list of contractors receiving funding . Motion carried, with all voting aye on a voice vote.

Moved by Cheryl Maxwell and seconded by Mary Meyer 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 Pembroke 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
9/8/2006	Ayres Assoc	Region	06019-11	\$ 21,000	\$ 21,000	\$ -	2300	Orthophotography Consortium Partners	Pass through refund to counties	09/01/06	12/31/06
9/8/2006	C.Marinette	Marinette	06020-06	\$ 2,250	\$ 2,250	\$ -	2100	C.Marinette Shared Ride Taxi Grant Appl.		09/01/06	01/31/07
Total				\$ 23,250	\$ 23,250	\$ -					

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

The budget report was reviewed by committee members.

Mark Walter updated committee members on the Commission's office space in particular three major costs associated with the move including a phone system, networking and moving. **Moved** by Mary Hanrahan and seconded by Greg Minikel that the cost of the Commission's phone system not exceeds \$11,000; the cost of the Commission's networking not exceeds \$3,204; and the moving costs not exceed \$5,617.94. Motion carried, with all voting aye on a voice vote.

Committee members reviewed the Commission's *Preliminary 2007-2009 Work Program* and the *Preliminary 2007 Annual Budget*. **Moved** by Lois Trever and seconded by Cheryl Maxwell to approve the Commission's *Preliminary 2007-2009 Work Program*. Motion carried, with all voting aye on a voice vote. **Moved** by Tom Kussow and seconded by Chuck Wagner to approve the Commission's *Preliminary 2007 Annual Budget*. Motion carried, with all voting aye on a voice vote.

Resolution 6-2006 was reviewed by committee members. **Moved** by Cheryl Maxwell and seconded by Mary Meyer to approve Resolution 6-2006: Resolution of the Bay-Lake Regional Planning Commission reaffirming the desire of the Commission to continue as an Economic Development District Program of EDA for CY2007. Motion carried, with all voting aye on a voice vote.

Mark Walter announced several conferences the Commission is involved with including the Northwoods Economic Summit II, the Wisconsin Counties Association Annual Conference, the Housing Mini-Conference and the Regional Economic Development Conference.

Yvonne Van Pembroke was re-elected Chairperson and Jim Gilligan was re-elected as Vice-Chairperson of the Intergovernmental Affairs Committee. **Moved** by Don Markwardt and seconded by Greg Minikel to accept Yvonne Van Pembroke as Chairperson and Jim Gilligan as Vice-Chairperson of the Intergovernmental Affairs Committee. Motion carried, with all voting aye on a voice vote.

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

D. Lois Trever presented the Work Program Committee Report:

Richard Heath provided an overview of the Commission's *Preliminary 2007-2009 Work Program* and *Preliminary 2007 Annual Budget*.

Angela Pierce provided an update on the 2006 Wisconsin Coastal Management Projects including a document being prepared by the Commission titled *A Guide to Hazard Mitigation Planning for Great Lakes Coastal Communities* which is expected to be completed in June 2007.

Angela Pierce updated the committee on the EPA Critical Habitats Study recently underway for northeast Wisconsin. The Commission is working with WDNR staff, county officials, and select others in preparing a study identifying critical habitat information for communities to reference during their planning activities. This is a multi-step process expected to take one year to complete.

Angela Pierce discussed the Wisconsin Coastal Management Program grant applications being submitted for Coastal funding including: 1) a continuation of a project recently completed on public access points to the bay from the city of Marinette to the city of Green Bay; and 2) a cost of community services study for a community in the region using *Community Viz* software.

Lois Trever was re-elected Chairperson and Mary Meyer was re-elected as Vice-Chairperson of the Work Program Committee. **Moved** by Ed Kelley and seconded by Don Markwardt to accept Lois Trever as Chairperson and Mary Meyer as Vice-Chairperson of the Work Program Committee. Motion carried, with all voting aye on a voice vote.

Moved by Cheryl Maxwell and seconded by Mary Meyer to accept the Work Program Committee Report. Motion carried, with all voting aye on a voice vote.

- VII. Action on Resolution 6-2006 was taken under Agenda Item VI(C).
- VIII. Mark Walter showed a presentation on the stages of construction of the Commission's new office space adding that the Commission is scheduled to move into its new office the week of November 27.
- IX. Action on the adoption of the Commission's *Preliminary 2007-2009 Work Program* and the *Preliminary 2007 Annual Budget* was taken under Agenda Item VI(C).
- X. Mark Walter provided a brief report on the August 2006 meeting of the Association of Wisconsin Regional Planning Commissions (AWRPC). AWRPC has been asked by the Economic Development Association to coordinate a Regional Economic Development Conference. This one-day conference scheduled for March 14, 2007, is focused on regional economic development initiatives.
- 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 nominated James Gilligan as Chairperson of the Commission. Cheryl Maxwell asked if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Lois Trever and seconded by Flossie Meyer that nominations be closed and a unanimous ballot be cast for James Gilligan as Chairperson of the Commission. Motion carried, with all voting aye on a voice vote.

The Nominating Committee nominated Cheryl Maxwell as Vice Chairperson of the Commission. Jim Gilligan asked if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Yvonne Van Pembroke and seconded by Alice Baumgarten that nominations be closed and a unanimous ballot be cast for Cheryl Maxwell as Vice Chairperson of the Commission. Motion carried, with all voting aye on a voice vote.

The Nominating Committee nominated Lois Trever as Secretary-Treasurer of the Commission. Jim Gilligan asked if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Yvonne Van Pembroke and seconded by Cheryl Maxwell that nominations be closed and a unanimous ballot be cast for Lois Trever as Secretary-Treasurer of the Commission. Motion carried, with all voting aye on a voice vote.

XIII. The next meeting of the Commission is November 10, 2006, at the Days Inn in Green Bay, Wisconsin.

XIV. The next meeting of the Executive Committee is October 13, 2006, in Florence County.

XV. **Moved** by Jaime Forest and seconded by Ed Kelley 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