

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
COMMISSION MEETING  
September 14, 2007  
Commission Office  
Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Eric Corroy (for Chuck Wagner), Mike Fleck (for Bill Clancy), Stephanie Foley (for Toni Loch), Jim Gilligan, Don Glynn, Mariah Goode, Ed Kelley, Tom Kussow, Cheryl Maxwell, Ron McDonald, Valerie Mellon, Bruce Osterberg, Jane Swan (for Chris Swan), Lois Trever, and Yvonne Van Pembrook

MEMBERS EXCUSED: Jaime Forest, Mary Hanrahan, Mary Meyer and Brian Paplham

MEMBERS ABSENT: Don Markwardt and NyiaLong Yang

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

OTHERS PRESENT: Dan Hereth (Congressman Steve Kagen's Office)

- I. Chairperson Jim Gilligan called the meeting to order at 12:28 p.m.
- II. **Moved** by Lois Trever and seconded by Tom Kussow that the Commission approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Don Glynn and seconded by Alice Baumgarten that the Commission approve the minutes of the June 8, 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. Chairperson Jim Gilligan presented a service award to Jeff Agee-Aguayo. On July 13, 2007, Jeff celebrated 20 years of service with the Commission; in honor of his years of service, Jim Gilligan presented Jim with a clock; Jeff thanked the Commission.
- VI. Mark Walter presented the following communications to the Commission:
  - (a) An August 14, 2007, letter from Bill Clancy designating Mike Fleck to serve as his alternate on the Commission.
  - (b) An August 14, 2007, letter from the third grade students at Danz Elementary thanking Jeff Agee-Aguayo for his presentation on planning to the third grade class.
  - (c) An August 22, 2007, memorandum from the U.S. Environmental Protection Agency seeking applications for the 8<sup>th</sup> Annual Clean Air Excellence Awards.
  - (d) A June 11, 2007, letter from Toni Loch designating Stephanie Foley to serve as her alternate on the Commission.

VII. Committee Reports:

A. Mark Walter presented the Personnel Committee Report:

The Personnel Committee on September 14, 2007, at the Commission Offices. Committee members reviewed a communication from Luann Rudolph requesting a two step increase in salary. Committee members recommended that Luann Rudolph receive a 2-step increase in salary from a Planner I at Grade 13 Step 1 at \$38,051 to Grade 13 Step 3 at \$40,981.

Mark Walter discussed the need to establish a policy on sick leave carryover accrual and indicated that the commission had discussed the need to set limits on the amount of sick leave that can be accrued by individual employees due to a change in General Accounting Standards that has led to the Commission tracking this as a long-term liability. Committee members reviewed a letter from GIS, Planning and Administrative staff expressing concern over the establishment of a cap on sick leave accrual. The Personnel Committee directed Mark Walter to develop a proposal for the committee's review.

Mark Walter presented information on the costs to establish a Direct Deposit System for payroll. The Personnel Committee recommended establishing a Direct Deposit System for payroll.

The Personnel Committee recommended that the Commission approve a 2.5 percent Cost of Living Adjustment for salaries and merit block for 2008.

**Moved** by Cheryl Maxwell and seconded by Yvonne Van Pembrook 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 August 10, 2007, at the Resch Center in Green Bay, WI.

Committee members reviewed the Commission's 2007-2009 Project Schedule as well as a draft of the Commission's 2008 Budget. The final budget is scheduled for approval by the Commission in December.

Committee members approved Resolution 16-2007: Resolution of the Bay-Lake Regional Planning Commission adopting the *Town of Union 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.

Chuck Lamine, Brown County Planning Commission Director, gave a powerpoint presentation on the Brown County's Comprehensive Plan recommendation of a model Traditional Neighborhood Development. Barb Fleisner, Green Bay Area Chamber of Commerce Vice President of Economic Development, discussed the Advance Program of the Green Bay Area Chamber of Commerce. Derek Lord, City of Green Bay Economic Development, provided committee members with a powerpoint presentation on the Military Avenue project and the Sustainable Greater Green Bay Initiative.

**Moved** by Lois Trever and seconded by Jim Gilligan 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:

Mike Friis of the Wisconsin Department of Administration was present and provided committee members with an overview of the assistance provided by the WDOA.

Yvonne Van Pembrook reported that effective immediately, the State of Wisconsin is opting out of the review of federal grants as governed by Executive Order 12372.

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
9/14/2007	V. Sister Bay	Door	07021-02	\$ 2,000	\$ 2,000	\$ -	2300	Mapping Services		08/01/07	12/31/07
9/14/2007	C. Marinette	Marinette	07022-06	\$ 2,250	\$ 2,250	\$ -	2100	C. Marinette Shared Rrde Taxi Grant Appl.		09/01/07	01/31/08
9/14/2007	WisDOT	Florence	07023-09	\$ 17,125	\$ 17,125	\$ -	1200	Florence State Routes to School Plan			
Total				\$ 21,375	\$ 21,375	\$ -					

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

The 2007 budget report was presented by Mark Walter.

Committee members reviewed the *Preliminary 2008 Annual Budget and 2008-2010 Work Program Summary*. The Commission is obligated to adopt the budget by October 1 of each year.

Committee member reviewed and recommended to the full Commission approval of Resolution 17-2007: Resolution of the Bay-Lake Regional Planning Commission recognizing October 2007 as Community Planning Month throughout the Bay-Lake Region in Conjunction with the State of Wisconsin and National Community Planning Month.

Mark Walter announced upcoming conferences including the Northwoods Economic Summit III on October 2, the Wisconsin Counties Association Conference on October 7 & 8 and the Niagara Escarpment Resource Network Meeting on September 21. Mark Walter encouraged Commissioners attendance at these conferences.

Yvonne Van Pembrook was re-elected Chairperson and Jim Gilligan was re-elected as Vice-Chairperson of the Intergovernmental Affairs Committee.

Luann Rudolph gave a powerpoint presentation on the Sustainable Greater Green Bay Task Force.

**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.

D. Lois Trever presented the Work Program Committee Report:

Richard Heath presented the *Preliminary 2008 Budget and 2008-2010 Work Program Summary*. Identified revenues are approximately \$1,370,000 and projected expenses are approximately \$1,109,000. Final revenues will be determined at the end of 2007. Rich Heath reviewed the breakdown of revenue sources as well as a list of expenses for 2008.

Angela Pierce provided an overview of the Coastal Management and Natural Resource Programs. The Commission will begin developing a zoning guide for the escarpment in Northeast Wisconsin. Ms. Pierce distributed a copy of *A Guide to Hazards Mitigation Planning for Wisconsin Coastal Communities* which was prepared by the Commission.

Rich Heath provided a brief overview on the *Town of Peshtigo 20-Year Comprehensive Plan*. Committee members recommended approval to the full Commission Resolution 18-2007.

Lois Trever was re-elected Chairperson and Mary Meyer was re-elected as Vice-Chairperson of the Work Program Committee.

**Moved** by Tom Kussow and seconded by Alice Baumgarten to accept the Work Program Committee Report. Motion carried, with all voting aye on a voice vote.

- VIII. **Moved** by Lois Trever and seconded by Tom Kussow to approve adoption of the *Preliminary 2008 Budget and 2008-2010 Work Program Summary*. Motion carried, with all voting aye on a voice vote.
- IX. **Moved** by Don Glynn and seconded by Cheryl Maxwell to approve Resolution 17-2007: Resolution of the Bay-Lake Regional Planning Commission recognizing October 2007 as Community Planning Month throughout the Bay-Lake Region in conjunction with the State of Wisconsin and National Community Planning Month. Motion carried, with all voting aye on a voice vote.
- X. **Moved** by Lois Trever and seconded by Bruce Osterberg to approve Resolution 18-2007: Resolution of the Bay-Lake Regional Planning Commission adopting the *Town of Peshtigo 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. Motion carried, with all voting aye on a voice vote.
- XI. **Moved** by Ed Kelley and seconded by Mike Fleck to accept the bills and receipts. Motion carried, with all voting aye on a voice vote.
- XII. The next meetings of the full Commission are November 9, 2007, at the Commission Offices and December 14, at a location yet to be determined.
- XIII. The next meeting of the Executive Committee is October 12, 2007 in Florence County.
- VIII. **Moved** by Don Markwardt and seconded by Ed Kelley that the Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Brenda L. Rehberg  
Recording Secretary