

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
December 14, 2007
Heritage Hill State Historical Park
Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Bill Clancy, Jim Gilligan, Don Glynn, Mary Hanrahan, Ed Kelley, Tom Kussow, Toni Loch, Don Markwardt, Cheryl Maxwell, Valerie Mellon, Mary Meyer, Bruce Osterberg, Brian Paplham, Lois Trever, Yvonne Van Pembroke, Chuck Wagner and NyiaLong Yang

MEMBERS EXCUSED: Jaime Forest, Mariah Goode and Ron McDonald

MEMBERS ABSENT: Chris Swan

STAFF PRESENT: Jeff Agee-Aguayo, Rich Heath, Brenda Rehberg, Brandon Robinson, Jim Van Laanen and Mark Walter

OTHERS PRESENT: Doug Mellon

- I. Chairperson Jim Gilligan called the meeting to order at 10:25 a.m.
- II. Mark Walter stated that an amended agenda was mailed to all Commissioners noting that the agenda was amended to add Agenda Item IX – Resolution 21-2007. **Moved** by Cheryl Maxwell and seconded by Lois Trever that the Commission approve the amended agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Chuck Wagner and seconded by Don Markwardt that the Commission approve the minutes of the November 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. Mark Walter presented the following communications to the Commission:
 - (a) A November 30, 2007, news release from WisDOT announcing that WisDOT is joining with Kohler Company to consider an event-only interchange on I-43.
 - (b) A December 1, 2007, article in the Sheboygan Press announcing the resignation of Sheboygan County’s planning director, Jim Hulbert.
 - (c) A December 1, 2007, article in the Sheboygan Press announcing the retirement of Jim Gilligan from the Sheboygan County Board. Mark Walter announced that Mr. Gilligan’s tenure with the Commission expires in October 2008.
 - (d) Additional articles recognizing Commission activities in the Bay-Lake Region.
- VI. Committee Reports:
 - A. Mark Walter presented the Personnel Committee Report:

The Personnel Committee met on November 6, 2007, at the Commission offices. Committee members reviewed a draft policy establishing a limit on accrual of sick leave as a benefit for continuation of health benefits upon retirement. Committee members recommended the

Commission establish a policy to limit accrual of sick leave as a benefit for continuation of health benefits upon retirement as presented to be effective 12/31/04 pending staff review and comment. Mark Walter noted staff reviewed the proposed policy and requested that a sick leave accrual as a benefit for time off with pay not be effected by this policy.

Mark Walter presented information on the Commission’s current staffing levels. Tony Bellovary’s salary was increased from a Grade 13 Step 3 at \$40,981 to a Grade 13 Step 4 at \$42,446.

Moved by Don Glynn and seconded by Cheryl Maxwell to accept the Personnel 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
12/14/2007	V. Luxemburg	Kewaunee	07025-04	\$ 4,500	\$ 4,500	\$ -	2100	TID Plan Amendment		01/01/08	05/31/08
12/14/2007	Manitowoc County	Manitowoc	07026-05	\$ 56,000	\$ 56,000	\$ -	2100	Mobility Manager		01/01/08	12/31/08
Total				\$ 60,500	\$ 60,500	\$ -					

With respect to contract number 07026-05, Valerie Mellon provided members with a project description as well as a description of the Commission’s involvement in the project. **Moved** by Cheryl Maxwell and seconded by Mary Hanrahan to approve the above contracts. Motion carried, with all voting on a voice vote.

The 2007 budget report was presented by Mark Walter.

Committee members reviewed and recommended approval of the Commission’s *2008 Annual Budget*. Committee members discussed the need to replace the Commission’s Dodge Caravan in 2008. **Moved** by Don Glynn and seconded by Alice Baumgarten to approve the Commission’s *2008 Annual Budget*. Motion carried, with all voting aye on a voice vote.

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

C. Rich Heath presented the Work Program Committee Report:

Resolution 20-2007 of the Bay-Lake Regional Planning Commission adopting the *Kewaunee County 20-Year Comprehensive Plan* as Part of the Making of the Bay-Lake Regional Master Plan was reviewed by committee members. Brandon Robinson provided the Commission with an overview of the Kewaunee County Planning Process. The planning process began in September 2004 and ended in November 2007 with the adoption of the comprehensive plan by Kewaunee County Board of Supervisors. Chuck Wagner thanked Commission staff, especially Brandon Robinson and Jim VanLaanen for their work done on the Kewaunee County comprehensive planning process. **Moved** by Lois Trever and seconded by Tom Kussow to approve Resolution 20-2007. Motion carried, with all voting aye on a voice vote.

Resolution 21-2007 of the Bay-Lake Regional Planning Commission approving an administrative modification to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2007-2010* was reviewed by committee members. Jeff Agee-Aguayo distributed and reviewed an updated financial plan for the *2007-2010 Sheboygan Metropolitan Planning Area TIP*. **Moved** by Lois Trever and seconded by Bill Clancy to approve Resolution 21-2007. Motion carried, with all voting aye on a voice vote.

Rich Heath provided committee members with an overview of the Commission's *2008 Annual Budget*.

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

- VII. Action on approving the Commission's *2008 Annual Budget* was taken under Agenda Item VI(B).
- VIII. Action on Resolution 20-2007: adopting the *Kewaunee County 20-Year Comprehensive Plan*, was taken under Agenda Item VI(C).
- IX. Action on Resolution 21-2007: approving an administrative modification the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2007-2010*, was taken under Agenda Item VI(C).
- X. **Moved** by Lois Trever and seconded by Tom Kussow to accept the bills and receipts. Motion carried, with all voting aye on a voice vote.
- XI. The next meeting of the Executive Committee is January 11, 2008, at the Commission offices.
The next meeting of the full Commission is February 8, 2008, at the Commission Offices.
- XII. **Moved** by Alice Baumgarten and seconded by Lois Trever that the Commission adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 10:50 a.m.

Respectfully submitted,

Brenda L. Rehberg
Recording Secretary