

NOTES
BAY-LAKE REGIONAL PLANNING COMMISSION
INTERGOVERNMENTAL AFFAIRS COMMITTEE

April 11, 2008
Commission Office
Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Jim Gilligan, Cheryl Maxwell and Valerie Mellon

MEMBERS ABSENT: Don Glynn and Chris Swan

MEMBERS EXCUSED: Mary Hanrahan, Mariah Goode Ron McDonald, Brian Papham and Yvonne Van Pembroke, NyiaLong Yang

STAFF PRESENT: Brenda Rehberg and Mark Walter

OTHERS PRESENT: Peter Schleinz (Northeast Wisconsin Stormwater Consortium Vice-Chair)

NOTE: There was not a quorum present at the April 11, 2008, meeting of the Intergovernmental Affairs Committee. Therefore, action items were not formally approved by the Intergovernmental Affairs Committee, but rather were “accepted”.

1. Vice-Chairperson Jim Gilligan, noting that a quorum was not present, called the meeting to order at 10:09 a.m.
2. **Moved** by Alice Baumgarten and seconded by Cheryl Maxwell that the agenda be accepted.
3. **Moved** by Cheryl Maxwell and seconded by Valerie Mellon that the minutes of the February 8, 2008, Intergovernmental Affairs Committee be accepted.
4. Vice-Chairperson Jim Gilligan asked if there was any public input; none was received.
5. Vice-Chairperson Jim Gilligan asked if there were any guest presentations; Peter Schleinz, Northeast Wisconsin Stormwater Consortium (NEWSC) Vice-Chair, was present to provide committee members with an overview of NEWSC. Peter Schleinz distributed a Municipal Separate Storm Water System (MS4) Permit 2006-2007 Annual Report Executive Summary to committee members. In January 2008, NEWSC posted a position for a one-year NEWSC Coordinator. In March 2008, with approval by the Commission’s Executive Committee, the Commission interviewed for the position of NEWSC Coordinator. The Commission will provide staffing, support and facilities for the NEWSC Coordinator on a part-time basis.

Valerie Mellon noted that the city of Manitowoc is very supportive of NEWSC and appreciates the assistance it provides to the city such as the drafting of ordinances. Cheryl Maxwell asked if the city of Marinette is a member of NEWSC; Mark Walter distributed a list of NEWSC municipal and county members, adding that the city of Marinette is not a member of NEWSC. Peter Schleinz stated that he would welcome a representative from the city to attend the next NEWSC meeting to see if participation in NEWSC would be a benefit to the city. Committee members recommended the Commission notify communities in the Bay-Lake Region of NEWSC. Valerie Mellon stated that this is a good opportunity for the Commission adding that as a regional entity, the Commission could help forge a relationship on a regional basis.

Mark Walter distributed a March 23, 2008, article from the Milwaukee Journal Sentinel regarding mining in the Menominee River. Committee members discussed the devastating affects mining would have on the Menominee River. Mark Walter stated he would keep committee members updated on this issue as new information becomes available.

6. Mark Walter presented the following contract 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 | Manitowoc | 08010-09 | \$ 10,286 | \$ 10,286 | \$ - | 1600 | Point Beach State Forest Regional Assessment | | 4/1/2008 | 12/31/2008 |
| Total | | | | \$ 10,286 | \$ 10,286 | \$ - | | | | | |

Moved by Cheryl Maxwell and seconded by Alice Baumgarten to recommend approval of the above contract.

7. Mark Walter reviewed the 2008 budget report with committee members including the Balance Sheet, Accounts Receivable Aging Summary, Profit & Loss Year-To-Date Comparison, Estimated Budget Revenues and Expense Report. The Commission’s signed Revenues are 99 percent of expected expenses. Mark Walter discussed potential projects including preparing the Florence County Comprehensive Plan and TIF plans adding that the Commission may need to explore the need to hire a Limited Term Employee (LTE). Jim Gilligan recommended a meeting of the Personnel Committee. Cheryl Maxwell asked if it is feasible to hire a quality LTE to which Mark Walter responded affirmatively. Cheryl Maxwell asked if our current offices have the space available to house an LTE; Mark Walter responded that there are options that the Commission would explore when looking at housing an LTE.

Mark Walter updated committee members on the status of purchasing a vehicle for the Commission. Due to the fact that the Commission does not have a guarantor, the Commission is unable to receive financing through a dealer for a vehicle and due to the high interest rate offered by the bank, Mark Walter recommended purchasing a vehicle with cash.

(a) Mark Walter reported that the Commission has completed its audit for 2007. Mark Walter distributed the Commission’s *Annual Financial Report, December 31, 2007*, to committee members for their review noting that this report is intended solely for the information and use of the Executive Committee. The financial report recommended “...the Commission continue reviewing the adjusting and closing entries along with the financial report prepared by Schenck. While it may not be cost beneficial to hire additional staff to prepare these items, a thorough review of this information by appropriate staff of the Commission is necessary to obtain an adequate understanding of the Commission’s financial report”. In response to this recommendation by Schenck, Mark Walter stated that the cost for additional staff time and training to prepare year end closing entries and reports outweigh the benefits to be received.

Moved by Valerie Mellon and seconded by Alice Baumgarten to recommend to the full Commission acceptance of the *Annual Financial Report, December 31, 2007*. Cheryl Maxwell stated that it is imperative that Commissioners know what this report says and recommended a discussion of this report by the Commission’s Executive Committee.

8. Mark Walter, noting the absence of time available to discuss the Commission’s *2007-2010 Strategic Plan* Goals and Actions, requested committee members review each of the four goals and strategies of the plan, and provide input on the priority/timeline of each of the action steps of the plan. Discussion will continue at the next meeting of the full Commission.

9. Mark Walter distributed series of flyers pertaining to sustainability forums in the Bay-Lake Region adding that these forums are in keeping with the Commission's Strategic Plan.

10. Mark Walter provided a brief report on the Wisconsin Comprehensive Planning Program 2008-2009 Grant Cycle and announced that Florence and Sheboygan County's comprehensive planning grant applications were approved.

11. **Moved** by Cheryl Maxwell and seconded by Alice Baumgarten that the Intergovernmental Affairs Committee adjourn. The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Brenda L. Rehberg
Recording Secretary