

MINUTES
 BAY-LAKE REGIONAL PLANNING COMMISSION
 INTERGOVERNMENTAL AFFAIRS COMMITTEE

June 9, 2006
 Quality Inn & Suites
 Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Jim Gilligan, Don Glynn, Mary Hanrahan, Mike Hotz (for James Schramm), Cheryl Maxwell, Greg Minikel (for Kevin Crawford), Chris Swan and Yvonne Van Pembrook

MEMBERS EXCUSED: Brian Papham

MEMBERS ABSENT: NyiaLong Yang

STAFF PRESENT: Brenda Rehberg and Mark Walter

GUESTS PRESENT: Ed Wackowski (Sheboygan Parking & Transit Utility)

1. Vice-Chairperson Jim Gilligan called the meeting to order at 10:07 a.m. Committee members and guests introduced themselves. Mark Walter introduced Alice Baumgarten to committee members. Ms. Baumgarten is the county board appointee from Marinette County and replaces Florence Magnuson who served on the Commission from 1994-2006.

Chris Swan announced an open house at the Swan House located on Walnut Street and a fundraiser at Bay Beach in Green Bay on August 25, 2006, to help a single mother college student.

2. **Moved** by Don Glynn and seconded by Mike Hotz to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.

3. **Moved** by Mike Hotz and seconded by Don Glynn that the minutes of the April 7, 2006, Intergovernmental Affairs Committee meeting be approved as presented. Motion carried, with all voting aye on a voice vote.

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; none were presented.

6. Jim Gilligan presented the following Executive Orders to the Intergovernmental Affairs Committee for review and recommendation of approval:

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

With respect to Executive Order No. 1, Cheryl Maxwell asked if this grant covers more than Oconto County; Mark Walter stated that this grant is specific to Oconto County.

Given the fact that there are new members on the Intergovernmental Affairs Committee, Chris Swan requested a review of the Executive Order review process; Mark Walter provided committee members with the Executive Order Review process.

Moved by Don Glynn and seconded by Cheryl Maxwell to recommend support of Bay-Lake Lead Executive Order No. 1. Motion carried, with all voting aye on a voice vote.

Moved by Mike Hotz and seconded by Cheryl Maxwell 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.

7. Mark Walter presented the following contracts to the Intergovernmental Affairs Committee for recommendation of approval:

Item IX Bay-Lake RPC Contracts for Approval at June 9, 2006 Commission Meeting

| 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 |
| 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 | |
| Total | | | | \$ 501,651 | \$ 451,744 | \$ 49,907 | | | | | |

Mike Hotz asked what impact the Oconto County project will have on the Commission's staffing needs; in response to the increase in projects, Mark Walter replied that the Commission's Office Accounts Coordinator, Rich Malone, will have more involvement with grant administration and the Personnel Committee, at its morning meeting, recommended to the full Commission the hiring of an additional planner. Greg Minikel asked who would provide the contract reimbursement for the Oconto County project; Mark Walter stated that Oconto County received a grant from the Wisconsin Department of Administration in the amount of \$125,000 for this project and the remaining funds will come from the communities in Oconto County.

Don Glynn asked if there will be an extension on the Smart Growth legislation; Mark Walter stated that most of the action that has been taken on the Smart Growth statute is to repeal it and not extend the deadline. Chris Swan asked if there are any marketing plans in place alerting communities of the 2010 deadline; Mark Walter replied that the Commission continues to alert communities of the 2010 Smart Growth deadline and offers its assistance to communities with the planning process. Mark Walter added that of the eight counties in the Bay-Lake Region, only Brown County has an adopted smart growth plan in place; Kewaunee County is currently in the process of completing its Smart Growth plan which is scheduled for adoption in 2007. Don Glynn noted that Oconto County has not yet approved the Oconto County comprehensive plan contract with the Commission; the Oconto County Board will meet on June 22 to review and take action on the project.

Moved by Mike Hotz and seconded by Mary Hanrahan to recommend to the full Commission approval of the above contracts. Motion carried, with all voting aye on voice vote.

8. Mark Walter distributed and reviewed the Budget Report with committee members including the Balance Sheet Previous Year Comparison as of May 31, 2006, Accounts Receivable Aging Summary, Profit and Loss YTD Comparison, BLRPC Work Elements and Revenues and the Monthly Expenses Report for 2006. Mark Walter reviewed Commission budget revenues noting that the Commission has met approximately 94 percent of its budget compared with 85 percent at this time last year.

With respect to the Accounts Receivable Aging Summary contract 0503710, Mike Hotz asked for the status of the project; Mark Walter explained that this is a prepaid account (which gives the appearance of a past due account) and not an unsettled account. Mike Hotz asked how many hours of vacation an employee can accrue; Mark Walter replied an employee can accrue a maximum of 240 hours per year. Mike Hotz asked if sick leave gets paid out when an employee terminates employment; Mark Walter stated that when an employee terminates employment, they are ineligible for employee compensation; however, when an employee retires, unused sick leave credits are converted to a dollar amount which pays for health insurance premiums.

9. Resolution 5-2006 was reviewed by committee members. Yvonne Van Pembroke asked if there have been any significant changes from the Commission's *2005-2006 Affirmative Action Program*; Mark Walter responded that there have been no significant changes from last year's Affirmative Action Program. Chris Swan recommended including the notification of Community Based Organizations as part of an effort to recruit all people interested in planning positions. Mike Hotz asked what the Commission does for its county board, governor, and county/board appointees to encourage minority appointment; Mark Walter responded that the Commission does encourage the appointment of minority representation to the Commission by the County Boards and the Governor. Chris Swan commented that for most counties in the region, county boards do not have minority representation on their boards and that makes it difficult for county boards to appoint a minority to the Commission and asked how the Commission would amend this process; Mark Walter responded that the composition of the Commission is determined by State Statute and Commission bylaws adding that the Commission would need to amend its bylaws if it wants to change its representation.

Moved by Mike Hotz and seconded by Jim Gilligan to recommend to the full Commission 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 inclusion of Community Based Organization as an Affirmative Action Goal. Motion carried, with all voting aye on a voice vote.

10. Mark Walter distributed a spreadsheet on the Commission's 2000-2006 levy history and levy alternatives for 2007 and provided committee members with an update on Brown County Planning Commission's (BCPC) request to the Commission that the Commission again reduce its levy for 2007. At the May 12, 2006, Executive Committee, committee members approved 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 within the County. Mike Hotz asked if this in-kind commitment will be an annual event; Mark Walter responded that this is a one time occurrence.

Mike Hotz recommended providing in-kind assistance to the remaining counties in the region; Mark Walter responded that the Commission will continue to provide in-kind services to all counties in the region, however, in-kind service provided to Brown County will be on a contract basis. Chris Swan recommended adding a dollar value to in-kind services provided to all counties in the region.

Moved by Chris Swan and seconded by Mike Hotz to recommend to the Executive Committee that the Commission reduce the total levy by 10 percent in 2007 and provide a dollar value to all in-kind services provided to all counties in the region if Brown County maintains its membership with the Commission. Motion carried, with all voting aye on a voice vote.

11. Mark Walter reviewed the Intergovernmental Affairs Committee Appointments for 2006-2007. Chairperson Yvonne VanPembroke asked each committee member their preference of committees: Greg Minikel – Intergovernmental Affairs (I.A), Jim Gilligan – I.A., Don Glynn – I.A., Mary Hanrahan - I.A., Alice Baumgarten – I.A., Cheryl Maxwell – I.A., Mike Hotz – I.A., Yvonne VanPembroke – I.A. Yvonne Van Pembroke noted that Chris Swan departed early from the meeting and will be asked about committee preference at a later time. **Moved** by Cheryl Maxwell and seconded by Greg Minikel to accept the Intergovernmental Affairs committee members. Motion carried with all voting aye on a voice vote.

12. **Moved** by Mike Hotz and seconded by Don Glynn that the Intergovernmental Affairs Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:34 a.m.

Respectfully submitted,

Brenda L. Rehberg
Recording Secretary