

MINUTES  
 BAY-LAKE REGIONAL PLANNING COMMISSION  
 INTERGOVERNMENTAL AFFAIRS COMMITTEE

September 8, 2006  
 Days Inn, City Centre  
 Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Jim Gilligan, Don Glynn, Mary Hanrahan, Cheryl Maxwell, Greg Minikel (for Kevin Crawford), Brian Papham, and Yvonne Van Pembrook

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

MEMBERS ABSENT: Chris Swan

STAFF PRESENT: Brenda Rehberg and Mark Walter

1. Chairperson Yvonne Van Pembrook called the meeting to order at 10:05 a.m.
2. **Moved** by Cheryl Maxwell and seconded by Don Glynn to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
3. **Moved** by Jim Gilligan and seconded by Alice Baumgarten that the minutes of the June 9, 2006, Intergovernmental Affairs Committee meeting be approved as presented. Motion carried, with all voting aye on a voice vote.
4. Chairperson Yvonne Van Pembrook asked if there was any public input; none was received.
5. Yvonne Van Pembrook 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 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;

With respect to Executive Order No. 1, Mark Walter requested the Commission provide a comment on this project based on the fact that the Commission receives no funding for its approximate 40 sewer service area plan amendments and sewer extension reviews per year as required by the WDNR.

**Moved** by Cheryl Maxwell and seconded by Mary Hanrahan to recommend to the full Commission the review of State Lead Executive Order Nos. 1 and 2 with a letter to the WDNR (Executive Order No. 1) noting the fact that the Commission receives no funding for its sewer service area reviews and should be added to the list of contractors receiving funding. Motion carried, with all voting aye on a voice vote.

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

Item VI Bay-Lake RPC Contracts for Approval at September 8, 2006 Commission Meeting

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
9/8/2006	C.Marquette	Marquette	06020-06	\$ 2,250	\$ 2,250	\$ -	2100	C.Marquette Shared Ride Taxi Grant Appl.		09/01/06	01/31/07
Total				\$ 23,250	\$ 23,250	\$ -					

**Moved** by Cheryl Maxwell 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.

7. Mark Walter distributed and reviewed the Budget Report with committee members including the Balance Sheet Previous Year Comparison as of August 31, 2006, Accounts Receivable Aging Summary, Profit and Loss YTD Comparison, BLRPC Work Elements and Revenues and the Monthly Expenses Report for 2006.

With respect to the Accounts Receivable Aging Summary 2005 Levy and 2006 Levy totaling \$3,126, Mark Walter noted that these receivables may need to be written off as bad debt and explained that these receivables are for the 2005 and 2006 levy from Washington Island. Don Glynn asked if there could be a compromise between the Commission and Washington Island to pay their dues; Mark Walter stated that he is continuing to request the past dues and will make every effort to negotiate the past dues with Washington Island.

8. Mark Walter provided committee members with an update on the Commission's new office space and noted that there are three major costs associated with the move including: 1) phone system; 2) networking; and 3) moving costs.

Mark Walter discussed the costs associated with the Commission's phone system noting that the Commission is working with Neighborhood Housing Services (NHS) to have a complete phone system. Due to the fact that the Commission's current phones are approximately 18 years old, the Commission will need to install new phones in its offices. NHS has received two quotes for a new phone system ranging in price from \$25,000 to \$28,000 for a complete system to cover the entire building. The Commission's portion of a new phone system will be approximately \$11,000.

With respect to networking, Mark Walter stated that the networking costs will be approximately \$3,204 which covers the cost of network cable in the Commission offices as well as connecting to NHS conference area. Alice Baumgarten asked if there will be a backup system on site; Mark Walter responded that there will be a backup system in-house should the Commission's network go down.

With respect to moving costs, Mark Walter distributed a spreadsheet on moving costs provided by three movers. After reviewing the moving costs, committee members recommended contracting with Bekins-Economy Movers to provide moving services to the Commission only after references have been verified.

**Moved** by Don Glynn and seconded by Alice Baumgarten to recommend to the full Commission that the cost of the Commission's phone system not exceed \$11,000; the cost of the Commission's networking not exceed \$3,204; and the moving costs not exceed \$5,617.94. Motion carried, with all voting aye on a voice vote.

9. Mark Walter distributed a *Preliminary 2007-2009 Work Program* and a *Preliminary 2007 Annual Budget* for the committee's review and recommendation to the full Commission. These documents are

preliminary reports for the committees review and recommendation to the full Commission with the final reports being adopted by the Commission in December.

Mark Walter directed committee members to Table 2 (2006-2009 Project Schedule) of the Work Program. This table identifies current and potential projects through 2009. **Moved** by Cheryl Maxwell and seconded by Jim Gilligan to recommend to the full Commission approval of the *Preliminary 2007-2009 Work Program*. Motion carried, with all voting aye on a voice vote.

With respect to the *Preliminary 2007 Annual Budget*, Mark Walter stated that the Commission is required to adopt a budget on or before October 1, 2006. Mark Walter directed committee members to the projected revenues for 2007 (Table 7). To date, the Commission has signed approximately 56 percent of the identified revenues for 2007. Mark Walter briefly reviewed Table 8 which identifies the 2006-2009 Projected Expenses including a three percent cost of living increase; a new line item to allow for utilities (previously included in the Commission's lease); capital outlay which allocates money for the purchase of a Commission vehicle; and repair and maintenance which allocates money for cleaning services (previously included in the Commission's lease). Anticipated expenses total \$1,097,505 and anticipated revenues total \$1,261,480. Alice Baumgarten asked about the cost of water and taxes; Mark Walter stated that NHS is paying for water and since the Commission is tax exempt, it does not pay taxes. **Moved** by Cheryl Maxwell and seconded by Jim Gilligan to recommend to the full Commission approval of the *Preliminary 2007 Annual Budget*.

10. Resolution 6-2006 was reviewed by committee members. **Moved** by Don Glynn and seconded by Mary Hanrahan to recommend approval of 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.

11. Mark Walter briefly discussed the Northwoods Economic Summit II scheduled for October 3, 2006 at the Four Seasons Resort in Pembine, WI. The Commission's Assistant Director/Principal Planner, Richard Heath will be attending this event noting that this conference is a follow-up discussion to the initial Summit held in October 2005 and helps guide future economic growth for those in Northeast Wisconsin.

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

The Wisconsin Counties Association Annual Conference is September 18 and 19 in La Crosse, WI and Commission staff Josh Schedler and Mark Walter will be conducting a Creative Regional Initiatives workshop at the conference.

Mark Walter invited committee members to the Commission's Housing Mini-Conference being held at the Town of Scott Town Hall on September 20. This mini-conference is a final in a series of housing mini-conferences conducted by the Commission which addresses the Housing Chapter of community and county comprehensive plans.

13. Mark Walter provided a brief report on the August 2006 Association of Wisconsin Regional Planning Commissions (AWRPC) Directors meeting. 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, and is focused on regional economic development initiatives.

14. Mark Walter noted that at the June 2006 meeting of the Intergovernmental Affairs committee, the committee did not act on the election of committee officers and recommended the committee do so at this time.

Jim Gilligan opened the nomination for election of committee Chairperson. Cheryl Maxwell nominated Yvonne Van Pembrook for committee Chairperson. **Moved** by Cheryl Maxwell and seconded by Alice Baumgarten that nominations be closed and that a unanimous ballot be cast for Yvonne Van Pembrook as committee Chairperson. Motion carried, with all voting aye on a voice vote. Yvonne Van Pembrook accepted the position of committee Chairperson, and thanked committee members and Commission staff for their support.

Yvonne Van Pembrook opened the nomination for election of committee Vice-Chairperson. Cheryl Maxwell nominated Jim Gilligan for committee Vice-Chairperson. **Moved** by Cheryl Maxwell and seconded by Don Glynn that nominations be closed and that a unanimous ballot be cast for Jim Gilligan as committee Vice-Chairperson. Motion carried, with all voting aye on a voice vote. Jim Gilligan accepted the position of committee Vice-Chairperson, and thanked committee members.

15. **Moved** by Alice Baumgarten and seconded by Greg Minikel that the Intergovernmental Affairs Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:50 a.m.

Respectfully submitted,

Brenda L. Rehberg  
Recording Secretary