

MINUTES
 BAY-LAKE REGIONAL PLANNING COMMISSION
 INTERGOVERNMENTAL AFFAIRS COMMITTEE
 December 14, 2007
 Heritage Hill State Park
 Green Bay, Wisconsin

MEMBERS PRESENT: Alice Baumgarten, Jim Gilligan, Don Glynn, Mary Hanrahan, Cheryl Maxwell, Valerie Mellon, Brian Papham, Yvonne Van Pembrook and NyiaLong Yang

MEMBERS EXCUSED: Mariah Goode and Ron McDonald

MEMBERS ABSENT: Chris Swan

STAFF PRESENT: Brenda Rehberg, Jim Van Laanen and Mark Walter

OTHERS PRESENT: Doug Mellon

1. Chairperson Yvonne Van Pembrook called the meeting to order at 9:30 a.m.
2. **Moved** by Don Glynn and seconded by Alice Baumgarten to approve the agenda as presented. Motion carried, with all voting aye on a voice vote.
3. **Moved** by Valerie Mellon and seconded by Mary Hanrahan that the minutes of the November 9, 2007, 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. Mark Walter presented the following contracts to the Intergovernmental Affairs Committee requested that the committee review and recommend approval of each contract separately:

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	\$ -					

Moved by Alice Baumgarten and seconded by Mary Hanrahan to recommend approval of contract 07025-04 with the Village of Luxemburg. Motion carried, with all voting aye on voice vote.

Mark Walter provided background information on Contract 07026-05 with Manitowoc County. Manitowoc County applied for and received a New Freedom grant to provide a Mobility Manager to coordinate all areas of transportation and to expand public transportation usage throughout Manitowoc County. Manitowoc County has requested the Commission act as the financial agent for this position. Valerie Mellon stated that this grant will serve as an interface between the City of Manitowoc Maritime Metro Transit service and Manitowoc County's Assist to Transport service adding that this is a one year grant and if successful, could continue for additional years. The Mobility Manager would be housed in the City of Manitowoc and the Commission would provide oversight and supervision. Mark Walter discussed some issues that need to be resolved such as who would provide the supervision? Would the Commission experience any monetary gain/loss while acting as the financial agent? Mark Walter

requested preliminary approval to proceed in working with the City of Manitowoc and Manitowoc County on this project.

Don Glynn stated that there is a need to provide rural transit service and asked how many people would utilize this service; Valerie Mellon responded that she did not have those numbers available. **Moved** by Don Glynn and seconded by Alice Baumgarten to recommend approval of contract 07026-05. Motion carried, with all voting aye on a voice vote.

6. Mark Walter distributed and reviewed the Budget Report with committee members including the Balance Sheet Previous Year Comparison as of November 30, 2007, Accounts Receivable Aging Summary, Profit and Loss YTD Comparison, BLRPC Work Elements and Revenues and the Monthly Expenses for 2007. Mark Walter reported that signed contracts exceed current expenses for 2007. Valerie Mellon asked for the status of replacing the Commission's Dodge Caravan; Mark Walter responded that the purchase of a new vehicle is in the Commission's Budget for 2008 and would like to explore the option of financing a vehicle.

7. Mark Walter noted that the Commission's *2008 Annual Budget and 2008-2010 Work Program Summary* was mailed to each member of the Commission. The *Preliminary 2008 Annual Budget and 2008-2010 Work Program Summary* was adopted at the September meeting of the Commission. Mark Walter briefly reviewed expenses for 2008 noting that the 2008 rates for health insurance are slightly less than when the Preliminary Budget was adopted in September. Mark Walter discussed potential projects for 2008. **Moved** by Alice Baumgarten and seconded by Cheryl Maxwell to recommend approval of the Commission's *2008 Annual Budget*. Motion carried, with all voting aye on a voice vote.

8. **Moved** by Jim Gilligan and seconded by Cheryl Maxwell that the Intergovernmental Affairs Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Brenda Rehberg
Recording Secretary