

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
WORK PROGRAM COMMITTEE
September 8, 2006
Days Inn
Green Bay, Wisconsin

MEMBERS PRESENT: Jaime Forest, Edwin Kelley, Thomas Kussow, Don Markwardt, Flossie Meyer, Mary Meyer, Lois Trever, and Chuck Wagner

MEMBERS EXCUSED: Rob Strong (for Paul Jadin)

MEMBERS ABSENT: None

STAFF PRESENT: Angela Pierce and Richard Heath

- I. Committee Chairperson Lois Trever called the meeting to order at 10:02 a.m.
- II. **Moved** by Chuck Wagner and seconded by Mary Meyer that the agenda be approved as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Don Markwardt and seconded by Chuck Wagner that the minutes of the June 9, 2006 meeting be approved as presented. Motion carried, with all voting aye on a voice vote.
- IV. Chairperson Lois Trever asked if there was any public input; none was received.
- V. Richard Heath, Assistant Director/Principal Planner, provided an overview of the Commission's *Preliminary 2007-2009 Work Program* and *Preliminary 2007 Annual Budget*. He stated the 2007-2009 Work Program is divided out into work categories comprised of regional activities, local assistance, and commission administration. Within each of those categories, the individual programs are listed. Under regional activities, there are Jim Van Laanen's regional transportation program, Jeff Agee-Aguayo's Sheboygan MPO program, Richard Heath's economic development program, and Angela Pierce's natural resources program. For local assistance, Brandon Robinson, Luann Rudolph, and Ker Vang will be primarily working in areas identified under this work program category. Activities in local assistance include comprehensive planning, all hazard mitigation planning, ordinance review and development, and grant writing and administration.

Because of the deadline for completion of local comprehensive plans is growing closer, many local communities and counties have been contacting the Commission for planning services. It is anticipated that comprehensive planning and ordinance review and development will comprise a large percent of the work load now through December 31, 2009. Work recently began on Oconto County's Comprehensive Plan and involves 16 of the local communities. This is a three-year process that will include updating the county's ordinances. Florence, Marinette, Manitowoc, and Sheboygan counties will begin their county planning processes in 2007. Thomas Kussow asked what advantage Oconto County has in completing their plan. Oconto and Door counties have contacted the Commission regarding completion of their county all hazard mitigation plans.

At the end of the Preliminary 2007-2009 Work Program, there are two large tables (1 and 2) that reflect a multi-year project schedule (2006-2009) with individual staff members identified as leading each project. Table 3 is a list of work elements with funding status, contract period, and revenue source included. R. Heath asked the members of the Work Program to review the Preliminary 2007-2009 and comment on its contents.

The Preliminary 2007 Annual Budget was also reviewed with the committee. R. Heath stated it is required that the Commission approves a budget each year. For budget year 2007, the Commission's identified revenues of approximately \$1,261,500 and project expenses to be around \$1,097,500, compared to the estimates for 2006 of \$1,287,100 and \$1,003,317 respectively. Of the projected revenues of \$1,261,500, federal funds comprise 30 percent; state funds 9 percent; the levy at 20 percent; local government contracts 37 percent, and miscellaneous of 3 percent. At this time, 56 percent of the budget is either signed or continuing contracts; 1 percent are firm revenues; and 43 percent are probable.

Table 1 is an historical review of levy rates, revenues, and expenses from 1997-2007. The levy rate has been dropping from a high of .0011 in 1997 to .0005 in 2007. Revenues generated by the levy have consistently remained around the \$200,000 level during the past ten years. The percent of the annual budget comprised of the levy has steadily declined from 29 percent in 1997 to 17 percent for 2007. The largest expense line item is for payroll (56 percent), followed by fringe benefits (26 percent) and leases (5 percent). The budget is divided out by work program and funding sources for that particular work area. Table 9 illustrates projected expenses for 2006 thru 2009.

The motion was made by Chuck Wagner and seconded by Don Markwardt to recommend to the full Commission approval of the *Preliminary 2007-2009 Work Program* and *Preliminary 2007 Annual Budget* as presented. Motion carried, with all voting aye on a voice vote.

- VI. A. Angela Pierce, Natural Resource Planner II, provided an update on the 2006 Wisconsin Coastal Management Projects (WCMP). The technical assistance grant through Coastal Management began July 1st. As part of the grant, the Commission is preparing *A Guide to Hazard Mitigation Planning for Great Lakes Coastal Communities*.
- B. A. Pierce also provided the committee with a handout describing the EPA Critical Habitats Study recently underway for northeast Wisconsin. The Commission is working with Wisconsin DNR staff, county officials, and select others in preparing a study identifying critical habitat information for communities to reference during their planning activities. The process will begin by identifying keystone species within the project area. Once those species have been recognized, the vital features of their environment/habitat will be identified and cataloged. Those areas will be researched to determine the elements/features which are most necessary for survival of these species. The last step will be to map these areas using the most relevant GIS layers available. This is a multi-step process expected to take one year to complete.
- C. The deadline for submission of grants to the Wisconsin Coastal Management Program is November 3rd. A. Pierce stated two projects have already been identified and applications for funding will be submitted to WCMP. The first is a continuation of a project recently completed on public access points to the bay from the city of Marinette to the city of Green Bay. The application will continue the inventory up the west side of the bay from

the city of Green Bay to the city of Sturgeon Bay. The study will seek to identify road-ends and public sites that have been converted to private use through encroachment, abandonment, and other methods. The second is a cost of community services study for a community in the region using *Community Viz* software. Jaime Forest asked if there was a possibility of using WCMP funding to look at design standards to protect viewsheds. Edwin Kelley responded there are standards already in place. The Wisconsin DNR and the Wisconsin Lakes Association, along with some local zoning ordinances already have requirements in place that regulate size and location of structures along waterways and lakes. J. Forest asked if it were possible to conduct a study to compile all these standards.

VII. Vice-Chairperson Mary Meyer asked if there were any questions or comments regarding the Commission's monthly work activity report for August 2006. There were no questions on the report.

VIII. Election of committee chairperson and vice-chairperson. Don Markwardt made the motion seconded by Flossie Meyer that Lois Trever and Mary Meyer continue in their current positions as chairperson and vice-chairperson. Edwin Kelley made the motion seconded by Thomas Kussow that nominations be closed and unanimous ballot be cast for Lois Trever as Chairperson and Mary Meyer as Vice-Chairperson of the Work Program Committee. Motion carried, with all voting aye on a voice vote.

VIII. **Moved** by Chuck Wagner and seconded by Don Markwardt that the Work Program Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:49 a.m.

Respectfully submitted,
Richard Heath
Recording Secretary