

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
WORK PROGRAM COMMITTEE
September 14, 2007
Commission Offices
Green Bay, Wisconsin

MEMBERS PRESENT: Eric Corroy (for Chuck Wagner), Mike Fleck (for Bill Clancy), Stephanie Foley (for Toni Loch), Ed Kelley, Tom Kussow, Mary Meyer, Bruce Osterberg, and Lois Trever

MEMBERS EXCUSED: Jaime Forest

MEMBERS ABSENT: Don Markwardt

STAFF PRESENT: Richard Heath and Angela Pierce

- I. Committee Chairperson Lois Trever called the meeting to order at 10:02 a.m.
- II. **Moved** by Ed Kelley and seconded by Tom Kussow that the agenda be approved as presented. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Tom Kussow and seconded by Bruce Osterberg that the minutes of the June 8, 2007 meeting be approved as presented. Motion carried, with all voting aye on a voice vote.
- IV. Lois Trever asked if there was any public input; none was received.
- V. Richard Heath presented the *Preliminary 2008 Budget and 2008-2010 Work Program Summary*. The summary was sent out as part of the Commission packet. The Commission reviews and revises the budget and adopts the work program in December. Mr. Heath highlighted parts of the summary. The Executive Committee at its July 2007 meeting approved a fixed levy rate of .0005% for 2008. This resulted in a levy of \$235,780 compared to \$218,948 in 2007, an increase of 7.69% or \$16,832. For budget year 2008, the Commission's identified revenues are approximately \$1,370,236 and projected expenses are approximately \$1,109,033, compared to the estimates for 2007 of \$1,358,052 and \$1,102,724, respectively. Actual revenues may vary depending on the success of the Commission in obtaining state and federal aids and contracts for services.

Staff salaries comprise approximately 56 percent of the total budget or approximately \$626,212. Fringe benefits total about 26 percent of the budget or approximately \$282,719. Expenses for project consultants, audits, internet services, telephone, utilities and other services comprise about 4 percent of the budget or approximately \$45,444. Offices Supplies, Printing, Duplicating and Computer Supplies Software, and Hardware comprise about 3 percent of the budget, or approximately \$37,289. Conferences, Membership, and Publications comprise 2 percent of the budget, or approximately \$16,648 and consists of registration fees, tuition payments, and publications expenses. Among the remaining expenses, the Commission plans to purchase a new staff vehicle for approximately \$15,000 accounting for less than two percent of the budget.

Of the projected revenues of \$1,370,236 required to support the Commission's 2008 Work Program, federal funds comprise 30 percent; state funds, 9 percent; the levy, 20 percent; local government contracts for services, 38 percent; and miscellaneous, approximately 3 percent. Approximately 78 percent of the required revenues are either signed or continuing contracts; 1

percent are firm revenues, and the other 21 percent are probable revenues. A list of work elements and projected revenues were reviewed. A colored bar chart illustrates the type, number, and projected timeline for each of the projects underway and anticipated to start in 2008.

Moved by Tom Kussow and seconded by Mary Meyer that the Work Program Committee recommends approval of the *Preliminary 2008 Budget and 2008-2010 Work Program Summary* by the full Commission. Motion carried, with all voting aye on a voice vote.

- VI. Angela Pierce provided a brief overview of the Coastal Management and Natural Resource Program. Coastal Management funded the Niagara Escarpment Zoning Overlay project. Work will begin shortly on preparing a zoning guide for the escarpment in Northeast Wisconsin, more specifically Brown, Door, and Kewaunee counties. Ms. Pierce distributed the recently completed *Guide to Hazards Mitigation Planning for Wisconsin Coastal Communities*. Preparation of the guide was funded by Coastal Management in 2006. A list of potential projects is being generated for the 2008 grant cycle in which applications are due in November. Angela presented options for four projects-Public Access Study for the Green Bay East Shore that would complement the study completed for the east side of the bay; a recreational and cultural inventory update for the Bay-Lake Region; a coastal geocaching project; and a guide to viewshed protection strategies. If there are additional projects your communities or counties are considering, please contact Angela for more project development guidance.
- VII. A brief overview of the Town of Peshtigo 20-Year Comprehensive Plan was provided by Richard Heath. He distributed the town's future land use map. The City of Peshtigo and the Town of Peshtigo participated in a joint planning process. The city adopted their plan in April. The two communities received grants from Wisconsin Coastal Management and the Wisconsin Department of Administration to complete their plans. The town's comprehensive plan will become a part of the Commission's Regional Comprehensive Plan.
- Moved** by Bruce Osterberg and seconded by Tom Kussow that the Work Program Committee recommends approval of Resolution 18-2007 by the full Commission. Motion carried, with all voting aye on a voice vote.
- VIII. There were no comments on the August 2007 Monthly Work Program Activity Report.
- IX. **Moved** by Ed Kelley and seconded by Tom Kussow that the Work Program Committee retain Lois Trever as chairperson and Mary Meyer as Vice-Chairperson. **Moved** by Tom Kussow and seconded by Ed Kelley that nominations be closed and a unanimous ballot be cast for Lois Trever and Mary Meyer. Motion carried, with all voting aye on a voice vote.
- X. Luann Rudolph, Commission's Community Planner, gave a presentation on the Greater Green Bay Sustainable Communities Initiative.
- XI. **Moved** by Ed Kelley and seconded by Bruce Osterberg that the Work Program Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Richard L. Heath
Recording Secretary