

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
WORK PROGRAM COMMITTEE
November 10, 2006
Days Inn, City Centre
Green Bay, Wisconsin

MEMBERS PRESENT: Jaime Forest, Ed Kelley, Don Markwardt, Flossie Meyer, Mary Meyer, Lois Trever, Rob Strong, and Bruce Osterberg

MEMBERS EXCUSED: Chuck Wagner

MEMBERS ABSENT: Thomas Kussow

STAFF PRESENT: Richard Heath

I. Committee Chairperson Lois Trever called the meeting to order at 10:01 a.m. The Work Program Committee welcomed back Bruce Osterberg of Florence County. Mr. Osterberg was a Commissioner a few years ago and has been recently reappointed to serve another term.

II. **Moved** by Jaime Forest and seconded by Ed Kelley that the agenda be approved as presented. Motion carried, with all voting aye on a voice vote.

III. **Moved** by Ed Kelley and seconded by Don Markwardt that the minutes of the September 8, 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 a brief overview of the Commission's *2007-2009 Work Program*. Jeff Agee-Aguayo needs to have the work program approved annually for his Sheboygan MPO Program. Mr. Heath stated the *2007-2009 Work Program* is divided into multiple work categories comprised of regional activities, local assistance, and commission administration. Within each of those categories, the individual programs are listed based on project type.

At the end of the *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. The content of these tables probably change weekly, but we wanted to reflect as closely as possible current and potential projects with staff lead and contract amount.

The **motion** was made by Don Markwardt and seconded by Mary Meyer to approve Resolution 8-2006 adopting the *2007-2009 Work Program* as presented. Motion carried, with all voting aye on a voice vote.

VI. Richard Heath distributed a draft copy of the *2006 Comprehensive Economic Development Strategy Annual Report* often times referred to as the CEDS. As indicated in the title, the report is completed each year to make the Commission eligible for the Economic

Development Administration's (EDA) annual planning grant of \$51,628. The Bay-Lake Regional Planning Commission was designated an economic development district by EDA in 1979. To maintain that designation by EDA, a CEDS is to be submitted annually that contains the information stated in the guidelines.

The *2006 CEDS Annual Report* looks similar to the 2005 document with a few minor revisions. The process for developing the CEDS began back in March 2006 with a survey being sent to each community soliciting community economic development projects. Area economic development officials provided valuable local information for the report. The Economic Development Advisory Committee oversaw development of the document including ranking projects submitted by each community to proofing the draft. The new guidelines stated additional information is to be included in this year's report such as incorporating other statewide and regional plans and providing data on industry clusters in the region and whether they are growing or declining. A copy of the approved CEDS is to be submitted to EDA by December 31, 2006. Individual counties no longer need to approve the CEDS but the resolution adopting the CEDS needs to specifically state the counties covered by the document.

The **motion** was made by Mary Meyer and seconded by Don Markwardt to approve Resolution 9-2006 adopting the *2006 CEDS Annual Report* as presented. Motion carried, with all voting aye on a voice vote.

- VII. Chairperson, Lois Tever asked if there were any questions or comments regarding the Commission's monthly work activity report for October 2006. It was pointed out the Town of Niagara is not in Oconto County. There were no further questions on the report.
- VIII. **Moved** by Ed Kelley and seconded by Mary Meyer that the Work Program Committee adjourn. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 11:05 a.m.

Respectfully submitted,
Richard Heath
Recording Secretary