

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

January 28, 2011

Commission Office
Green Bay, WI

COMMITTEE MEMBERS PRESENT: Bill Clancy, Mike Hotz, Cheryl Maxwell, Val Mellon, Lois Trever, Yvonne Van Pembrook and Chuck Wagner

COMMITTEE MEMBERS ABSENT: Paul DeWitt

STAFF PRESENT: Rich Heath and Brenda Rehberg

- I. Chairperson Cheryl Maxwell called the meeting to order at 10:03 a.m.
- II. **Moved** by Chuck Wagner and seconded by Lois Trever to approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Lois Trever and seconded by Mike Hotz that the minutes of the November 12, 2010, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
- IV. Cheryl Maxwell asked if there was any public input; none was received.
- V. Rich Heath presented the following communications to the Executive Committee:
 - (a) A January 13, 2011, letter from Sandra Paske, Public Service Commission (Commission) of Wisconsin Secretary, appointing Richard Heath to the LinkWISCONSIN Broadband Regional Planning Team in Region 5. Rich Heath provided committee members with background information on the Broadband Mapping and Planning project.
Moved by Lois Trever and seconded by Yvonne Van Pembrook to commend Rich Heath on his recent appointment to the LinkWISCONSIN Broadband Regional Planning Team in Region 5. Motion carried, with all voting aye on a voice vote.
 - (b) A January 20, 2011, letter from Pam Krauel, Town of Egg Harbor Clerk, notifying the Commission of the Town's intention of withdrawing from the Commission effective January 1, 2012. Ms. Krauel cited the lengthy timeline for developing the Town's Smart Growth Plan in addition to unsatisfactory work performed by Commission on the Town's Code of Ordinances. Rich Heath reported that the employee who performed the work with the Town of Egg Harbor is no longer with the Commission. Chuck Wagner encouraged open communication with the Town of Egg Harbor citing the fact that the employee that performed the work on the referenced projects is no longer with the Commission. Rich Heath stated that he will request to meet with the Town of Egg Harbor to discuss their membership.
 - (c) A December 28, 2010, letter to Governor-Elect Scott Walker from AWRPC Chair Kamran Mesbah, providing information on the efforts by AWRPC to assist with the State's initiatives. Rich Heath reported that the next meeting of the AWRPC is February 10, 2011.

VI. Rich Heath reported that at the November 17, 2010, Finance Committee, the committee recommended to the full Commission extending life insurance to the Commission's laid off staff (Tony Bellovary and Kim Miller) under the Commission's Minnesota Life Insurance policy for up to 36-months or until they receive life insurance from another employer. The monthly premiums are paid for by Mr. Bellovary and Ms. Miller; the Commission is responsible for administration costs of processing checks and making the monthly premium payment. Since this item was inadvertently omitted from the December full Commission meeting, Rich Heath is requesting approval from the Executive Committee.

Moved by Yvonne Van Pembrook to approve extending life insurance to Tony Bellovary and Kim Miller, at their cost, for up to 36-months or until they receive life insurance from another employer. Motion carried, with all voting aye on a voice vote.

VII. Rich Heath reported that the terms for Mike Hotz and Tom Kussow expired in October 2010; at this time, a letter of interest from Mr. Hotz and Mr. Kussow is needed and should be sent to the Governor's Appointment Secretary regarding their desire to remain as a Commissioner. With respect to Mr. NyiaLong Yang (Manitowoc County Governor's Appointee) and Mary Hanrahan (Kewaunee County Governor's Appointee), Mr. Heath reported he has made contact with Kewaunee and Manitowoc counties noting a need to have these openings filled and wanted their input on names.

VIII. Rich Heath noted that every Commissioner was mailed a draft copy of the Commission's amended By-laws. At the December 2010 full Commission meeting, the Commission tabled revision to Article III Section 2: Non-Member Counties.

Mike Hotz stated that the issue in question is whether or not to allow non-paying counties voting privileges and expressed concern over the negative effect this may have on the paying counties.

Val Mellon asked if the Commission will continue to pay mileage and per diem to non-paying counties; Cheryl Maxwell responded that Commissioner's from non-paying counties are encouraged to participate and the Commission will continue to pay mileage; however, it will not pay per diem.

Moved by Val Mellon and seconded by Chuck Wagner to reduce a non-paying county to one non-voting Commissioner who is elected or appointed by the County Board. Motion carried, with all voting aye on a voice vote.

With respect Article II Section 6: Meeting Quorum, Mike Hotz, recommended including the Nominating Committee to the list of the Commission's committees. **Moved** by Mike Hotz and seconded by Chuck Wagner to add the Nominating Committee to the committee list contained in Article II Section 6 Meeting Quorum. Motion carried, with all voting aye on a voice vote.

IX. Rich Heath presented the following contract additions for the committee's approval.

BLRPC Approval Date	Organization	County	Contract Number	Budget			Work Element	Project	Comment	Period	
				Contract Amount	Contract Reimbursement	BLRPC Match				start	end
1/28/2011	WisDOT	Region	1101-09	\$ 74,776	\$ 67,298	\$ 7,478	RT	2011 Rural Transportation Work Program	Annual program with funding provided by WisDOT and FHWA	01/01/11	12/31/11
1/28/2011	WisDOT/FHWA	Sheboygan	11002-10	\$ 149,090	\$ 129,194	\$ 19,896	MPO	Sheboygan 2011 MPO Work Program	Annual program with funding provided by WisDOT and FHWA	01/01/11	12/31/11
1/28/2011	C. of Sheboygan	Sheboygan	11003-10a	\$ 2,500	\$ 2,500	\$ -	MPO	Transit Local Share of the Sheboygan 2011 MPO Work Program		01/01/11	12/31/11
1/28/2011	WDNR	Region	11004-09	\$ 2,898	\$ 2,898	\$ -	GIS	Ice Age Trail Map Updates	Last Phase of this multi-year project	01/01/11	03/31/11
Total				\$ 229,264	\$ 201,890	\$ 27,374					

Moved by Chuck Wagner and seconded by Yvonne Van Pembrook to approve the above contracts. Motion carried, with all voting aye on a voice vote.

- X. Rich Heath provided committee members with a budget report. The Commission continues to make half payments per month for its lease and is continuing to work with NeighborWorks Green Bay to reduce the monthly lease. The Commission's 2010 will be completed in early February.
- XI. Cheryl Maxwell provided the January 28, 2011, Finance Committee report and an update on the Commission's lease. Beginning December 1, 2010, the Commission's monthly lease rate is \$4,292.75 or \$51,513 per year. As of February 1, 2011, back rent owed is \$19,066. The Finance Committee continues communicating with NeighborWorks the importance of resolving this issue and recommends providing NeighborWorks with an offer amending the current lease.

Moved by Mike Hotz and seconded by Val Mellon to approve the following offer to NeighborWorks Green Bay: 1) to reduce its monthly lease rate to \$2,400 month; 2) a rate freeze on the lease for 2011 and 2012; 3) a payout of \$12,000 in back rent owed (current balance is \$19,066), and an analysis of the HVAC system. Motion carried, with all voting aye on a voice vote.

Val Mellon and Yvonne Van Pembrook thanked Rich Heath for his efforts in resolving the issues with the lease. Bill Clancy asked if the Commission is employing legal counsel; Cheryl Maxwell responded that the Commission is employing legal counsel.

- XII. A copy of the bills and receipts for December 2010 was mailed to all Commissioners. **Moved** by Chuck Wagner and seconded by Val Mellon to approve the bills and receipts. Motion carried, with all voting aye on a voice vote..
- XIII. Rich Heath provided the Executive Committee with an update on the Commission's marketing efforts including a new logo, new website that is in the process of being populated, updated marketing brochure and meeting with the department heads for each member county.
- XIV. Rich Heath stated that it is important for the Commission to expand its customer base. Committee members expressed the desire to have the Executive Committee more connected with state and regional agencies and would travel to Madison to meet with state official as a means to promote the Commission. The following meeting locations have been selected for the Executive Committee and their list of speakers to invite is as follows:

2011 MEETING DATE	TYPE OF MEETING	MEETING LOCATION	GUEST SPEAKER (INVITED)
January 28	Executive Committee	Commission Office	
March 11	Full Commission	Commission Office	Paul Jadin, Dept. of Commerce
April 29	Executive Committee	WisDOT Office, Green Bay	Mike Berg, WisDOT
June 10	Full Commission	Commission Office	Senator Dave Hansen
July 29	Executive Committee	Oconto County	State Representatives John Nygren and Jeff Mursau
September 9	Full Commission	Commission Office	
October 28	Executive Committee	Florence County	WDNR Regional Office
December 9	Full Commission	Green Bay	Cathy Stepp, Secretary of WDNR

XV. The next meeting of the full Commission will be March 11, 2011, at the Commission offices.

The next meeting of the Executive Committee will be held on April 29, 2011, at a location to be determined.

XVI. **Moved** by Mike Hotz and seconded by Chuck Wagner that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Committee adjourned at 11:35 a.m.

Respectfully submitted,

Brenda Rehberg
Recording Secretary