

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

July 29, 2011

Lena Village Hall
Lena, WI

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

COMMITTEE MEMBERS EXCUSED: None

STAFF PRESENT: Rich Heath

GUESTS: Kevin Hamann, Ken Linzmeyer, Ed Young, Jim Kugel, J.J. Kugel, Don Glynn, Greg Sekela, Pat Virtues, Tim Magnin, and Bruce Mommaerts.

- I. Chairperson Cheryl Maxwell called the meeting to order at 10:00 a.m. Those in attendance introduced themselves.
- II. **Moved** by Mike Hotz and seconded by Lois Trever to approve the agenda. Motion carried, with all voting aye on a voice vote.
- III. **Moved** by Chuck Wagner and seconded by Val Mellon that the minutes of the April 15, 2011, 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. Kevin Hamman, Administrative Coordinator Oconto County, provided an update on the primary initiatives underway in the county. The county is completing its redistricting map based on the 2010 U.S. Census counts; the county's budget is in good shape; there are several economic development projects ongoing; and plans are underway to construct a new county jail. Ken Linzmeyer, Lena Village President, gave an overview of the major projects going on around the village, including a new village sign, business development opportunities, and the future expansion of Saputo Cheese.
- V. The following communications were presented for discussion.
 - a. A June 22, 2011 letter from Mark Gottlieb, Secretary of the Wisconsin Department of Transportation, stating the department's approval of the Commission's amendment (Resolution 5-2011) to the 2011-2014 *Transportation Improvement Program (TIP)* for the Sheboygan Metropolitan Planning Area.
 - b. An email to Angela Pierce from Adrienne Antoine, Program Manager, National Oceanic and Atmospheric Administration regarding a workshop on Coastal Habitats in a Changing Climate: Tools and Strategies for the Great Lakes to be held September 12-14, 2011 Ypsilanti, Michigan. The University Corporation for Atmospheric Research (UCAR) will be providing reimbursement for Angela's attendance at the conference.

Moved by Mike Hotz and seconded by Yvonne VanPembrook to approve Angela Pierce's attendance at the conference. Motion carried, with all voting aye on a voice vote.
- VI. There are four Governor's appointments to the Commission that still need to be filled or continued. Mike Hotz (Sheboygan County) and Tom Kussow (Oconto County) have submitted letters to the

Governor already; they have not heard anything to date from the Governor's office regarding their appointments. Rich Heath stated he has communicated with Greg Buckley, City Manager for the City of Two Rivers, on his willingness to serve on the Commission as a Governor's appointment from Manitowoc County. Mr. Buckley stated he will be submitting an application shortly for consideration by the Governor to serve on the Commission. There has been no further input provided by Kewaunee County officials as to anyone interested in serving on the Commission from that county.

VII. There were reports given on various planning and development activities being undertaken in Oconto County.

- a. Pat Virtues, Department Head, Oconto County Planning, Zoning and Solid Waste Department, provided an overview of several projects underway in his department. He stated the department handles town land use permits since the county administers countywide zoning for the unincorporated areas. Oconto County will begin updating its shoreland zoning ordinance but NR 115 has not been approved at the state level. Paul DeWitt noted that Door County opposes the new changes the state has made to NR 115. The county has applied for a grant to update their current Farmland Preservation Plan. Val Mellon asked if the county will need assistance in updating the plan. Mr. Virtues explained the success of their joint solid waste facility with Marinette County as well as their clean sweep program.
- b. Tim Magnin, Oconto County Emergency Management Director, explained that the *Oconto County Multi-Hazards Mitigation Plan* has been a good guideline in which the county has used to upgrade its emergency management procedures, including the Code Red System. The department is coordinating large-scale operations with the local municipalities, plus assisting them with changing from National Incident Management Systems (NIMS) to Annex, which is a coordinated, multidisciplinary, broad-based approach to prepare for, respond to, and recover from cyber-related Incidents impacting critical national processes and the national economy.
- c. Bruce Mommaerts, Executive Director, Oconto County Economic Development Corporation, gave a thorough update on his organization and some of its current initiatives. The economic development corporation is 35-years old and added tourism to its economic development functions in 1997. The *Oconto County 20-Year Comprehensive Plan* has been of great value in the creation of a strategic economic development plan. He explained the county's efforts to attract more tourism dollars through a comprehensive video and billboard campaign that also includes expanding information available through its website. Mr. Mommaerts noted there are a lot of obsolete buildings located throughout Oconto County and the difficulty in marketing them to businesses. His office assisted in getting an Aquatic and Invasive Species grant through the Wisconsin Department of Natural Resources to address this issue where it is already most prevalent in the county.

VIII. Rich Heath provided an overview of the contracts to be approved. He stated the contract with Miller Engineers and Scientists is part of the GLRI Beach Surveys and has been approved as a project expense by U.S. EPA staff. The two Coastal Management projects will begin once the state approves the department's budget. As a result, there will be a delay in billing towards them.

BLRPC Approval Date	Organization	County	Contract Number	Budget			Work Element	Project	Comment	Period	
				Contract Amount	Contract Reimbursement	BLRPC Match				start	end
7/29/2011	WCMP	Region	11011-09	\$ 40,000	\$ 20,000	\$ 20,000	NR	WCMP Tech. Assistance (FY2012)	Annual Grant Allocation	7/1/2011	6/30/2012
7/29/2011	WCMP	Region	11010-09	\$ 29,886	\$ 14,943	\$ 14,943	NR	WCMP Environmental Corridors Dataset Update	Provides uniformity across the region and information valuable for future projects	7/1/2011	6/30/2012
7/29/2011	Miller Engineers and Scientists	Region	10024-10c	\$ 160,000	\$ 160,000	\$ -	NR	Lake Michigan Sanitary Beach Surveys (GLRI)	EPA approved subcontract for Beach Engineering work not to exceed \$160,000	09/01/11	09/30/13
7/29/2011	C. Marinette	Marinette	11012-06	\$ 2,250	\$ 2,250	\$ -	RT	Shared-Ride Taxi Application	Annual assistance provided to the city to prepare their taxi application	09/01/11	01/31/12
Total				\$ 232,136	\$ 197,193	\$ 34,943					

Moved by Val Mellon and seconded by Yvonne VanPembrook to approve the contracts as presented. Motion carried, with all present voting aye on a voice vote.

- IX. The Personnel Committee recommended providing Income Continuation Insurance to employees at their May 9, 2011 meeting, and this was approved by the Full Commission on June 10, 2011. Rich Heath explained this is basically a budget neutral program from the Commission's standpoint except for the costs to establish and administer the program. Employees can choose to have a shorter elimination period than the Commission approved 180-day period that would be at their own expense. The monthly cost per person is determined by the Employee Trust Fund through a tabulation based on the elimination period options and each person's gross salary.

Moved by Mike Hotz and seconded by Chuck Wagner to approve Resolution 6-2011: Income Continuation Insurance. Motion carried, with all voting aye on a voice vote.

- X. Rich Heath reviewed information regarding changes to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2011 – 2014*. Amendments to the approved TIP are part of the administrative process to ensure projects are up to date as they are approved by the state and federal transportation departments.

Moved by Mike Hotz and seconded by Lois Trever to approve Resolution 7-2011: Endorsing several administrative modifications and several minor amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2011 – 2014*. Motion carried, with all voting aye on a voice vote.

- XI. Rich Heath provided committee members with a budget report that was included in their packets. The Commission has made a \$6,000 payment to NeighborWorks Green Bay for part of the rent owed to them from 2010. The second \$6,000 payment is due by December 31, 2011. The increase in pension contributions will begin on August 1, 2011. The required 5.8% contribution towards retirement is pre-tax and will have a significant impact on the net wages of staff ranging from \$163 per pay to \$54 per pay. The savings to the Commission is \$1,522 per month. Monthly income from outside sources is not covering our average monthly expenses. With the lack of levy funds, any match required for projects is not available and contributes to the monthly deficit. The lack of levy funds limits the Commission's ability to pursue funding sources/grants that require a cash and/or inkind match. The Commission's 2010 Audit has been completed by Schenk. Copies are available for those wanting a copy for their files. Staff continue to seek out new projects from throughout the region and from a number of funding sources.

Moved by Chuck Wagner and seconded by Lois Trever to approve the budget report. Motion carried, with all voting aye on a voice vote.

- XII. A draft of the Commission's 2010 Annual Report has been finished. The cost of printing the report and postage to send out 200 copies to the municipalities will be approximately \$850.00. Rich Heath asked that any revisions to the annual report be sent to him as soon as possible. A copy the annual report will be provided to the printers the first week of August.

Moved by Yvonne Van Pembrook and seconded by Val Mellon to approve the 2010 Annual Report. Motion carried, with all voting aye on a voice vote.

- XIII. A very preliminary draft of the Commission's 2012-2013 Work Program Narrative and 2012 tentative project list was provided in the mailing. Rich Heath stated we have allowed ample time to solicit input from the counties regarding those projects in which they will request assistance from the Commission. The budget portion of the work program will be completed during the month of August and presented at the September 9, 2011 Full Commission meeting. He asked the Commissioners to review the materials and give input on possible projects.
- XIV. Rich Heath asked that the Nominating Committee to be scheduled prior to the September 9, 2011 Commission in order to give them time to contact individuals to serve as the Commission's Chairperson, Vice-Chairperson, and Secretary/Treasurer positions for the 2011-2012 term. Current Nominating Committee members are Tom Kussow, Don Markwardt, and Ron McDonald. Rich Heath will first contact them to ensure they want to continue serving on the committee.
- Moved** by Chuck Wagner and seconded by Yvonne Van Pembrook to schedule the Nominating Committee to meet at 9:30 am. on September 9, 2011. Motion carried, with all voting aye on a voice vote.
- XV. Rich Heath provided an overview of the Bills and Receipts for June 2011.
- Moved** by Yvonne Van Pembrook and seconded by Val Mellon to approve the list of Bills and Receipts for June 2011. Motion carried, with all voting aye on a voice vote.
- XVI. The October 28, 2011, Executive Committee meeting will be held at a location in Florence County. The next meeting of the Full Commission will be September 9, 2011, at the Commission offices.
- XVII. **Moved** by Val Mellon and seconded by Chuck Wagner that the Executive Committee adjourn. Motion carried, with all voting aye on a voice vote. The Executive Committee adjourned at 12:05 p.m.

Respectfully submitted,

Richard Heath
Recording Secretary