

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
COMMISSION MEETING
September 9, 2011
Commission Office
Green Bay, Wisconsin

MEMBERS PRESENT: Jim Abrahamson, Alice Baumgarten, Chuck Wagner, Ed Kelley, Tom Kussow, Don Markwardt, Cheryl Maxwell, Larry Neuens (for Bruce Osterberg), Ron McDonald, Mike Hotz, Val Mellon, Mary Meyer, Ed Procek, Lois Trever, and Paul DeWitt

MEMBERS EXCUSED: Bill Clancy

MEMBERS ABSENT: Don Glynn and Yvonne VanPembrook

STAFF PRESENT: Richard Heath, Richard Malone, and Jeff Agee-Aguayo

- I. Chairperson Cheryl Maxwell called the meeting to order at 10:01 a.m.
- II. **Moved** by Tom Kussow and seconded by Jim Abrahamson that the Commission agenda be approved as sent. Motion carried, with all present voting aye on a voice vote.
- III. **Moved** by Lois Trever and seconded by Don Markwardt that the Commission approve the minutes of the June 10, 2011, meeting. Motion carried, with all present voting aye on a voice vote.
- IV. Chairperson Cheryl Maxwell asked if there was any public input; none was received.
- V. The Commission continues to wait for the Governor's office to reappoint Tom Kussow (Oconto County) and Mike Hotz (Sheboygan County) as Commissioners. Greg Buckley has submitted an application to be the Governor's appointment for Manitowoc County. Eric Corroy was interested in being the Governor's representative for Kewaunee County. There has been no follow-up with Mr. Corroy as to his current level of interest in serving on the Commission. Chuck Wagner will check with Eric Corroy to see if he is still willing to be a Commissioner.
- VI. Rich Heath distributed the following communications that were received after the Commission mailing:
 - A. A copy of the Northwoods Economic Summit VII brochure. The annual conference will be held on October 4, 2011, at UW-Marquette. Commission staff have served on the conference steering committee each of the past seven years.
 - B. A copy of the news article from the *Sheboygan Press* regarding the Commission's involvement in completing an update to the *City of Sheboygan Hazard Mitigation Plan*.
 - C. A copy of an email from Dean Haen, Green Bay Port Director, requesting assistance from the Commission to update the *2005 Port Opportunities Study* completed by Commission under its Regional Transportation Program. Rich Heath stated that the Port is a department within Brown County, and the Commission has completed several studies for the Port over the years. Mr. Heath stated that this is a difficult decision because of the necessity to rebuild the bridge with Brown County but at the same time be sensitive to the membership issue. Rich Heath thought that a memorandum of understanding for this particular project would demonstrate a willingness to cooperate but not overstep the non-membership relationship with the county.

Larry Neuens noted that members may drop out if the Commission started doing work for non-members. Mike Hotz stated that Commission has done work in non-member counties, but the individual communities were members or became members in order to have projects

completed. Rich Heath agreed that membership should be mandatory in order for local units of government to receive services from the Commission. That type of situation has not been a problem in the past. Chuck Wagner asked how one would assess a membership fee to the Port of Green Bay as a department within the county? Cheryl Maxwell explained the need to generate revenue and also to rebuild the relationship with Brown County. Mike Hotz strongly disagreed, with the premise of completing projects for non-members, asking what the value of membership would then be. Ron McDonald asked do we know what a consultant would charge for this project. Val Mellon will provide Rich Heath some information on consultant rates recently charged to the City of Manitowoc for an engineering project. Mike Hotz and Chuck Wagner jointly commented that no membership should mean no work. Jim Abrahamson stated that this stance would most likely permanently sever the Commission's relationship with Brown County; Chuck Wagner responded by stating that he disagreed with this conclusion.

Moved by Val Mellon and seconded by Larry Neuens to have Rich Heath contact the Brown County Executive and show what the county could save by having the Commission do the work, but at the same time underscoring that membership is mandatory in order to complete the port study. Motion carried, with a majority present voting aye on a voice vote and Jim Abrahamson and Cheryl Maxwell voting no.

VII. Committee Reports:

A. An overview of the Executive Committee meeting held on July 29, 2011, in Lena was provided by Cheryl Maxwell. Presentations were given by Kevin Hamann, Administrative Coordinator; Tim Magnin, Emergency Management Coordinator; Pat Virtues, Planning and Solid Waste Director; and Bruce Mommaerts, Executive Director, Oconto County Economic Development Corporation. Discussion focused on the Commission's finances and that the first of two \$6,000 lease payments had been made to NeighborWorks Green Bay. New contracts were approved totally \$72,136 in Commission revenues. Resolutions for the Income Continuation Program and Sheboygan TIP admission modifications were also approved. A very preliminary draft of the Commission's *2012-2013 Work Program* was provided for discussion. The Commission's *2010 Annual Report* has been finalized, and will be sent to the printers within the next week. Lunch and a tour of Saputo Cheese followed the meeting.

Moved by Chuck Wagner and seconded by Mary Meyer to approve the report from the July 29, 2011, Executive Committee. Motion carried, with all voting aye on a voice vote.

VIII. Rich Heath presented the following contracts to the Commission for review and approval:

BLRPC Approval Date	Organization	County	Contract Number	Budget			Work Element	Project	Comment	Period	
				Contract Amount	Contract Reimbursement	BLRPC Match				start	end
9/9/2011	Delta Institute	Region	11014-11	\$ 10,000	\$ 10,000	\$ -	NR	Water Trails as part of the Lake Michigan Road End Study	This grant is a continuation of annual activities under the Lake Michigan Academy	8/1/2011	7/30/2012
9/9/2011	Sheboygan County	County	11013-08	\$ 30,000	\$ 30,000	\$ -	CA	Update of County's Farmland Preservation Plan	The update is paid for through a grant received from the Wisconsin DATCP.	9/1/2011	10/31/2012
9/9/2011	UW-Oshkosh	Region	11015-10	\$ 45,000	\$ 45,000	\$ -	NR	Administration of GLRI Grant	Commission will be assisting the university with additional beach surveys.	9/1/2011	12/31/2014
Total				\$ 75,000	\$ 75,000	\$ -					

Chuck Wagner stated there may be a delay in funding for the Farmland Preservation grants, since the Land and Water Resources Committee has not approved the budget from which these funds are allocated.

Moved by Lois Trever and seconded by Don Markwardt to approve the contracts as presented.

Motion carried, with all present voting aye on a voice vote.

- IX. Rich Heath distributed an updated summary of the Commission's budget and related project notes. The payments made for unemployment compensation continue to be a big drag on the budget and cash flow. With each Federal unemployment extension, there are new conditions associated with the extension. This could result in more funds going to pay unemployment for former employees than paying other monthly expenses. The Commission continues to monitor its costs, remain current on projects, and is working to secure new projects in order to continue meeting its financial obligations. With some projects billed bi-monthly and quarterly, it has been difficult to generate enough revenue each month to cover average monthly expenses. Mike Hotz asked when the line of credit would be paid. Mr. Heath responded that the credit balance would be paid in early 2012 with levy funds. There was discussion on further reducing costs for the remainder of 2011 and into 2012. The cost of Commission meetings was reviewed and some alternatives were discussed, such as carpooling, having meetings conducted electronically, and scheduling fewer meetings.

A list of new projects was presented by Rich Heath and was discussed with the Commissioners. Without sufficient local match due to declining levy revenues, it is not possible to pursue projects that require the Commission to provide cash and/or in-kind contributions for the grant.

- X. Rich Heath stated that a copy of the Commission's *Preliminary 2012-2013 Work Program and 2012 Budget* was provided as part of the Commission mailing. Don Markwardt asked about a plan to repay the line of credit. Mr. Heath explained that with the lack of levy funding the line of credit is used as extension of the levy dollars to cover expenses during the course of the year. It is repaid annually when the county levies are received by the Commission. Rich Heath noted that between now and the December's meeting, there will be a number of changes to anticipated revenues. All known expenses have been accounted for in this preliminary budget, but other costs may still arise before the final 2012 budget is approved.

Moved by Chuck Wagner and seconded by Don Markwardt to approve the *Preliminary 2012-2013 Work Program and 2012 Budget*. Motion carried, with all present voting aye on a voice vote.

- XI. Don Markwardt, Chairman of the Nominating Committee, said he has made contact with the current officers and each has agreed to continue in their current positions for another year.

Don Markwardt asked three times if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Lois Trever and seconded by Larry Neuens that nominations be closed and that a unanimous ballot be cast for Cheryl Maxwell as Chairperson of the Commission. Motion carried, with all voting aye on a voice vote.

The Nominating Committee nominated Chuck Wagner as Vice Chairperson of the Commission. Don Markwardt asked three times if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Lois Trever and seconded by Mike Hotz that nominations be closed and a unanimous ballot be cast for Chuck Wagner as Vice Chairperson of the Commission. Motion carried, with all voting aye on a voice vote.

The Nominating Committee nominated Lois Trever as Secretary-Treasurer of the Commission. Don Markwardt asked three times if there were any other nominations from the floor; no additional nominations were offered. **Moved** by Chuck Wagner and seconded by Ed Procek that nominations be closed and a unanimous ballot be cast for Lois Trever as Secretary-Treasurer of the Commission. Motion carried, with all voting aye on a voice vote.

- XII. Rich Heath distributed a current list of committees and the Commissioners that serve on them. Cheryl Maxwell asked if anyone wanted to be removed from a committee or switch to a different committee. Everyone seemed satisfied with their committee assignments, so they will remain the same for 2012. Mike Hotz asked that a notation be made indicating that Paul DeWitt and Bill Clancy are non-voting members of the Executive Committee.

Moved by Don Markwardt and seconded by Chuck Wagner that the committee assignments remain the same for 2012. Motion carried, with all present voting aye on a voice vote.

XIII. Rich Heath noted that a copy of the Bills and Receipts for July and August 2011 were included as part of the mailing. Lois Trever asked what is Cadre'; Rich Heath responded that Cadre' is a temporary employment service that was used to employ Marla Lawnicki over the past four months.

Moved by Ed Kelley and seconded by Larry Neuens to accept the bills and receipts as presented. Motion carried, with all voting aye on a voice vote.

XIV. A presentation by staff from Cineviz, Inc. took place following the meeting.

XV. Rich Heath stated that there were extra copies of the Commission's 2010 Annual Report and 2010 Audit, if anyone would like to take a copy for their reference. Mr. Heath sent around a contact list and asked each Commissioner to review it to ensure that their information is correct.

XVI. The next meeting of the Executive Committee is October 28, 2011, in Florence County, with a meeting location to be determined. The next full Commission meeting is December 9, 2011, in Green Bay.

XVII. **Moved** by Chuck Wagner and seconded by Ron McDonald to adjourn the meeting at 11:31 a.m.

Respectfully submitted,
Richard Heath
Recording Secretary