

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
E-Mail: BrownCountyCountyBoard@co.brown.wi.us
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
AUGUST 27 – 31, 2018**

MONDAY, AUGUST 27, 2018

- | | | |
|-----------|--|---|
| *10:00 am | Planning Commission Bd. of Dir. – Transportation Subcmte | GB Metro Transportation Center
901 University Avenue |
| *5:30 pm | Land Conservation Subcommittee | Room 200, Northern Building
305 E. Walnut Street |
| *5:45 pm | Planning, Development & Transportation Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, AUGUST 28, 2018

(No Meetings)

WEDNESDAY, AUGUST 29, 2018

(No Meetings)

THURSDAY, AUGUST 30, 2018

- | | | |
|----------|----------------------------------|---|
| *5:30 pm | Education & Recreation Committee | Neville Public Museum
210 Museum Place |
|----------|----------------------------------|---|

FRIDAY, AUGUST 31, 2018

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, August 27, 2018
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

(Voting)

Dave Betts	_____	Doug Martin (Chair)	_____
Geoff Farr	_____	Rebecca Nyberg	_____
Sean Gehin	_____	Marty Piette	_____
Steve Grenier	_____	Eric Rakers	_____
Matt Halada	_____	Brandon Robinson	_____
Ed Kazik	_____	Andy Smits	_____
Patty Kiewiz	_____	Nick Uitenbroek (Vice-Chair)	_____
Tom Klimek	_____	Vacant – Oneida Nation	_____

(Non-voting)

Mary Forlenza (FHWA – Madison)	_____
Diane Paoni (WisDOT – Madison)	_____
William Wheeler (FTA Region 5)	_____

ORDER OF BUSINESS

1. Approval of the August 20, 2018 Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding revisions to the MPO's Surface Transportation Block Grant (STBG) funding distribution plan that was approved in October of 2017.
3. Any other matters.
4. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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LAND CONSERVATION SUBCOMMITTEE
Norbert Dantinne, Chair; Dave Kaster, Vice Chair
Steve Deslauriers, Bernie Erickson, Alex Tran
Citizen Rep: Stan Kaczmarek

LAND CONSERVATION SUBCOMMITTEE
Monday, August 27, 2018
5:30 PM
***Tour of Register of Deeds and**
Planning Department starting at 5:00 PM
Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

***NOTE TIME & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 23, 2018.

Comments from the Public

Land Conservation Department

1. Budget Status Financial Report for July 2018 (unaudited).
2. Open Positions Report.
3. Budget Adjustment (18-89): Any increase in expenses with an offsetting increase in revenue.
4. Directors Report.
 - a. Targeted Performance Standard Update.
 - b. September LCC Tour Discussion.

Other

5. Such Other Matters as Authorized by Law.
6. Adjourn.

Norb Dantinne, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE
Bernie Erickson, Chair; Dave Kaster, Vice Chair
Norbert Dantine, Steve Deslauriers, Alex Tran

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
Monday, July 23, 2018
Approx. 5:45 PM (Or to follow Land Con)
***Tour of Register of Deeds and
Planning Department starting at 5:00 PM**
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

***NOTE TIME & LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 23, 2018.

Comments from the Public

Consent Agenda

1. Harbor Commission Minutes of June 11, 2018.
2. Planning Commission Board of Directors Minutes of June 6, 2018.
3. Solid Waste Board Minutes of June 18, 2018.
4. Airport Budget Status Financial report for July 2018 – Unaudited.
5. Planning Commission Budget Status Financial Reports for June & July 2018 – Unaudited.
6. Property Listing - Budget Status Financial Reports for June & July 2018 – Unaudited.
7. Zoning - Budget Status Financial Reports for June & July 2018 – Unaudited.
8. Register of Deeds Budget Status Financial Report for July 2018 - Unaudited.
9. UW-Extension Budget Status Financial Report for July 2018 – Unaudited.

Communications

10. Communication from Supervisor Dantine re: To have LIO look into streaming some ads on the website for a fee to raise revenue for the LIO. *Referred from August County Board.*

Discussion / Presentation Items / Director's Report

Register of Deeds

11. Register of Deeds Director's Report.

Public Works

12. Summary of Operations.
13. Public Works Director's Report.

UW-Extension

14. UW-Extension Director's Report.

Airport

15. 12-Hour Shift Report.
16. Open Positions Report.
17. Airport Director's Report.

Port & Resource Recovery

18. South Landfill Timeline and Response to the Observed Groundwater Enforcement Standard Exceedances.
19. Port & Resource Recovery Director's Report.

Action Items

- ~~20. Public Works Recommendation and Approval for Architectural and Engineering Services for the Jail Expansion and Medical Examiner's Office – RFP Project #2236. **Item to go before Sept Public Safety.**~~
21. Public Works Budget Adjustment Request (18-92): Reallocation between two or more departments, regardless of amount.
22. Public Works Budget Adjustment Request (18-97): Any allocation from a department's fund balance.
23. Public Works Budget Adjustment Request (18-98): Reallocation⁶ between two or more departments, regardless of amount.
24. UW-Extension Budget Adjustment Request (18-83): Any increase in expenses with an offsetting increase in revenue.
25. Resolution Regarding Additional Hours for the LTE Master Garden Volunteer Coordinator in the UW Extension Table of Organization.
26. Resolution Regarding Addition of a .34 LTE 4H Program Coordinator and .26 LTE 4H After-School Instructors UW Extension Table of Organization.
27. Airport Resolution Regarding Changes to the Airport Department Table of Organization.
28. Port & Resource Recovery Budget Adjustment Request (18-95): Any allocation from a department's fund balance.

Land Information – No agenda items.

Other

29. Acknowledging the bills.
30. Such other matters as authorized by law.
31. Adjourn.

Bernie Erickson, Chair

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EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair
Paul Ballard, Vice Chair
David Landwehr, Kathy Lefebvre, Ray Suennen

EDUCATION & RECREATION COMMITTEE

Thursday, August 30, 2018

5:30 p.m.

(Tour of Facility @ 5:00 p.m.)

2nd floor Mezzanine

Neville Public Museum

210 Museum Place

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA

* NOTE LOCATION*

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 26, 2018.

Comments from the Public

Consent Agenda

1. Neville Public Museum Governing Board Minutes of August 13, 2018.
2. Golf Course Budget Status Financial Report for June 2018 (Unaudited).
3. Museum Budget Status Financial Report for July 2018 (Unaudited).
4. Parks Department Budget Status Financial Report for July 2018 (Unaudited).
5. Parks Department for July 2018 Field Staff Reports.
6. NEW Zoo Budget Status Financial Report for July 2018 (Unaudited).
7. NEW Zoo Monthly Activity Reports.

Communications

8. Communication from Supervisor Tran re: Request for the Education and Recreation Committee and Library Board to create a master plan for the \$20 million set aside for library construction, and for the plan to include a new library in the Stadium District housed within a mixed and multi-development building (i.e. Commercial/Residential) For September County Meeting. *Referred from August County Board.*
9. Late Communication from Supervisor Lefebvre re: I would like discussion on funding for Fox River Trail (i.e. donations, walk/run) to help defray county maintenance not covered by State Rails to Trails funding.
10. Communication from Supervisor Van Dyck re: Direct staff to draft a RFI for a possible public/private development on the Museum Campus parking lot. *Referred from August County Board.*

Discussion / Presentation Items / Superintendent's Report / Director's Report

Golf Course

11. Superintendent's Report.

Library

12. Director's Report.

Zoo & Park Management

13. Standing Item – Fairgrounds Strategic and Master Plan – Parks Department.
14. Director's Report – Parks Management.
15. Director's Report – NEW Zoo.

Museum

16. Director's Report.

Action Items

17. Request for Approval re: Fee Waiver for the October 28, 2018 Stump Farm Race at the Reforestation Camp held by Ashwaubenon Nordic Ski Team.
18. Request for Approval re: Acceptance of Project 2255, Roof Replacements at Reforestation Camp & Pamperin Park (bid tabulation included)
19. Resolution to Approve an Underground Pipeline Easement regarding the Mountain Bay State Trail.
20. Resolution to Approve Land Use Agreement regarding the Fox River State Trail.

Other

21. Audit of Bills.
22. Such other matters as authorized by law.
23. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

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AUGUST 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 4:00 pm Admin Cmte 6:30 pm	2	3	4
5	6 Executive Cmte 5:30 pm	7	8	9	10	11
12	13	14 Veterans Recognition Subcmte 4:30 pm	15 Board of Supervisors 7:00 pm	16	17	18
19	20	21	22 Mental Health Treatment Subcommittee 12:00 Human Svc 5:30 pm @ADRC	23	24	25
26	27 Land Con 5:30 pm PD&T 5:45 pm	28	29	30 Ed & Rec 5:30 pm	31	

BROWN COUNTY COMMITTEE MINUTES

- Criminal Justice Coordinating Board (July 12, 2018)
- Harbor Commission (June 11, 2018)
- Housing Authority (July 16, 2018)
- Solid Waste Board (June 18, 2018)
- Veterans' Recognition Subcommittee (August 14, 2018)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Criminal Justice Coordinating Board was held on July 12, 2018 at 8:00 am in the Karen H. Dorau Memorial Conference Room at the Brown County District Attorney's Office, 300 East Walnut Street, Green Bay, Wisconsin.

Members Present: Chair Judge Atkinson
Human Services Chair Designee Joan Brusky
Brown County Sheriff John Gossage
Director of Human Services Erik Pritzl
Probation and Parole Rep. Jennifer Hornacek
Citizen Representative Bob Srenaski
Public Safety Committee Chair Pat Buckley
District Attorney Designee Michele Andresen
Jail Lt. John Mitchell
GBPD Chief Andrew Smith
Public Defender Jeffrey Cano
Citizen Representative Christopher Zahn

Members Excused: County Executive Troy Streckenbach
Citizen Representative Tim Mc Nulty

Others Present: Treatment Court Supervisor Mark Vanden Hoogen
District Court Administrator Tom Schappa

1. Call Meeting to Order.

The meeting was called to order by Judge Atkinson at 8:00 am.

Judge Atkinson introduced himself and said Judge Walsh had been his designee on this Board for many years but he is now stepping in as Chair. He also talked about the structure of the minutes and asked those present to introduce themselves. In the future he would like the minutes to list the members and then the excused members and then others present.

2. Approve/modify Agenda.

Motion made by Joan Brusky, seconded by Pat Buckley to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. Approve/modify Minutes of May 10, 2018.

Motion made by Joan Brusky, seconded by Michele Andresen to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Jail population numbers (Lt. John Mitchell).

Lt. Mitchell reported the jail is currently at 86% capacity and they are in the process of bringing 17 inmates back from other counties. Those 17 were selected strategically so they can avoid transports out until August 13 if there are no changes in court schedules. Currently there are 16 inmates at Outagamie, 23 at Oconto and 5 at Green Lake, but after the 17 are brought back those numbers will be reduced. They will continue to monitor the jail population and if they continue to have space they will bring more back next week. There are also currently 24 feds in the jail.

5. CJCB Chairperson and officer position structure.

Judge Atkinson does not think it is required by law that the presiding Judge is automatically the Chair of this Board and the Board can decide what method to use to determine the Chair. He also noted there is no statutory requirement for counties to have a Criminal Justice Coordinating Board. There is a requirement that there be a State Criminal Justice Coordinating Board, but only a recommendation that there be county Boards. He noted this Board was created by the Board of Supervisors but in the creating document, there is no specification as to who the Chair of the Board should be; the document only specifies what the Board is to do and who is to be on the Board.

Director of Health and Human Services Erik Pritzl asked if the CJCJ is required as part of having grants like the TAD grant that is currently in place. It was indicated that a CJCJ is not required, but it is highly encouraged when applying for grants. Judge Atkinson said just because he is acting as Chair right now, does not mean the Board has to appoint him as Chair. Buckley feels having the judge preside over the committee is a good structure because the Judge is one step removed from the rest of the areas represented on the Board and can probably bring a more objective look at the issues being discussed. It is Buckley's preference that the chairmanship of this Board stays with the Judge. Judge Atkinson noted in the last minutes there was some discussion regarding electing a Vice Chair for this Board and asked for input. TAD Grant Coordinator Mark Vanden Hoogen felt a Vice Chair would be appropriate and Bob Srenaski suggested that this Board take some time to think about this and then have a motion made at the next meeting to formalize the structure. Buckley feels the way the Board currently runs without a Vice Chair seems fine and he does not feel a Vice Chair is necessary if the Judge is able to send a designee to the meeting if he cannot attend.

6. Data Requests: Protocol between committee members and county departments.

Srenaski said this was directed as a result of data information that he was seeking from various parts of the criminal justice system and there were objections. This has been resolved as suggested by Judge Walsh that any requests be made as a public citizen in the form of an open records request and not as a member of this group. Srenaski finds this satisfactory and has no objections to this directive.

7. Criminal Justice System Efficiency Improvement Work Group.

Srenaski said the position of the work group has not changed since the last meeting and it is still his belief that this work group would best be situated under the Criminal Justice Department if one is formed. This position is consistent with a note in the January 11, 2018 minutes that says in the event a Criminal Justice Department is created, the person in charge of that Department should be coming to these CJCJ meetings and forward any problems and that having this position in the table of organization would alleviate the need for this Board to form various subgroups and do all kinds of independent work. The work group that was approved is being held in abeyance at this time while waiting to see if the Criminal Justice Department is approved.

8. Next steps on Criminal Justice Department recommendation: County committee presentation.

Mark Vanden Hoogen said there is not much to update on this. There will be a joint meeting later today with the Public Safety Committee and Human Services Committee to discuss this proposal further and to determine if the idea will be moved forward or sent back to this Board.

9. New Treatment Court grant project: Family Drug Treatment Court proposals.

Pritzl recalled at the last meeting several grant opportunities were discussed. One was for a Family Drug Treatment Court and one was for a Juvenile Treatment Court. The Human Services Department was to review this and if there was support at the Department level, this Board felt they would support it too. As this was discussed further between treatment court staff and CPS staff, it became clear that all of the pieces are not lined up to put this together as a grant proposal at this time. There are some data questions such as how many families could be served and how many families are currently served in the treatment courts that have overlap with CPS or youth justice and some other things. Human Services can review the grant requirements right now and then start to build the pieces so that when the grant opens up again they can have all of the data collected and apply. Pritzl also noted this would require an investment in staff and infrastructure and he does not know where this would fit with other changes being made right now.

10. Treatment Courts.

Vanden Hoogen said there are currently 23 participants in the Drug Court, 20 in the Veterans Court, 21 in the Heroin Court, 19 in the Mental Health Court and 56 in the diversion program. Five people will be graduating from the Mental Health Court on July 20. Vanden Hoogen pointed out that during the time these individuals have been involved in the Mental Health Court the number of police contacts to these individuals has decreased by 99% and there has also been a 92% decrease in the number of jail days for these individuals during the time they were participating in the treatment court. Vanden Hoogen invited all to attend the graduation ceremony which will happen at 11:30 am on July 20 in Branch 1.

Brusky asked Vanden Hoogen what the difference is between the treatment courts and the diversion program. Vanden Hoogen explained that the treatment courts are designed for high risk, high need individuals who have had a lot of criminal justice involvement and have a cycle of recidivism. The treatment courts provide a lot of structure, a lot of guidance and a lot of referral to support services. The diversion program is for more low risk, low need individuals who do not have any or very little prior involvement in the criminal justice system. The root cause is addressed and then they are diverted from the criminal justice system. The number of people who come into the treatment courts from the diversion program is very, very small.

11. Future agenda items, if any.

Pritzl recalled he mentioned youth corrections at the last meeting and feels that should be brought here for periodic updates due to the amount of changes going on at the state level with the looming closure of Lincoln Hills and Copper Lake which is supposed to be happening in a few years. There are different approaches being explored and Pritzl feels counties have to start preparing and he would ask that youth detention and secure detention be included on future agendas on a periodic basis to hear updates on utilization and capacity and number of any youth that are being shipped out. Lt. Mitchell said at this time there are not any juveniles being shipped out. Pritzl said it is rare for juveniles to be shipped out and noted that the Sheriff's Office does a tremendous job managing the population along with the youth justice team from Human Services.

12. Other such matters as authorized by law.

Brusky informed she has been appointed to the WCA steering committee for judicial and public safety. She has reached out to Judge Walsh, Judge Zuidmulder, DA Lasee and Sheriff Gossage to see if there were any topics they would like her to submit. She submitted three topics and said the issue Sheriff Gossage suggested, protective status for county jailers, is on the agenda for the next meeting. The other issues she submitted were additional funding for public defenders and getting additional Assistant DAs and these items will potentially be on future agendas. She noted that WCA is a pretty powerful lobbying group and if anyone on this Board has any issues they would like her to bring forward, she would be willing to do that.

13. Adjourn.

Motion made by Pat Buckley, seconded by Mark Vanden Hoogen to adjourn at 8:32 am. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist



PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY
GREEN BAY, WI 54304
PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN
DIRECTOR

MINUTES OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, June 11, 2018**
2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:30 am.

2) Roll Call:

Present: President Tom Klimek
Commissioner Ron Antonneau
Commissioner Tim Feldhausen
Commissioner Bryan Hyska
Commissioner Wes Kornowske
Commissioner Mike Vizer
Commissioner Hank Wallace

Excused: Commissioner Pete Diemer
Commissioner Bernie Erickson

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Patti Cole, Brown County P&RR

- 3) Approval/Modification – Meeting Agenda – *Request for Approval*
A motion to approve the Agenda was made by Ron Antonneau and seconded by Bryan Hyska. Unanimously approved.
- 4) Approval/Modification – Minutes of April 4 Meeting – *Request for Approval*
A motion to approve the minutes of April 4, 2018 was made by Ron Antonneau and seconded by Mike Vizer. Unanimously approved.
- 5) Announcements/Communication
Dean Haen introduced the newest member of the Harbor Commission (HC): Wes Kornowske. The rest of the Commissioners introduced themselves.

The Port Symposium on April 4 went very well. Commissioners reported comments and suggestions that participants shared with them about the Symposium.

Preparations are underway for the Wisconsin Commercial Ports Association (WCPA) annual meeting on August 16-17 in Superior, WI.

- 6) Cell Tower – 2nd Amendment to Option and Ground Lease Agreement
Mr. Haen presented the changes that were made to the terms of the 2nd amendment to the Cell Tower Agreement. Commissioner Feldhausen shared some concerns with paragraphs 6. Non-Compete, 8. Landlord Statements, 9. Confidentiality and 14. Tenant's Securitization Rights. Mr. Haen will bring his suggested changes back to Corporation Counsel for review before the signing date. **A motion to approve the 2nd Amendment, pending any revisions by Corporation Counsel, was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.**
- 7) Status of Pulliam Plant Property
Mr. Haen stated that attempts to meet with WEC Energy Group (the parent organization of WPS) have been unsuccessful. Mr. Haen would like to discuss the future of the coal-fueled WPS Pulliam Power Plant in Green Bay which will be decommissioned within the next several years, to let them know that the Port of Green Bay is very interested in ensuring that part of the sizable property would be used for its highest and best use as industrial port property. The property has the deepest draft in the harbor, significant acreage, located at the mouth of the Fox River, both rail and highway interchange access. The property could be put to multiple port uses, including an intermodal terminal among others. The Commissioners support and continue to encourage Mr. Haen and Brown County to take the initiative to set up meetings to tell the owner and the community about the Port's vision for the property and to envision options for possible uses of the land. Commission directed staff to meet with C. Reiss Coal and draft a formal meeting request letter to WEC Energy Group.
- 8) Renard Island RFP
Mark Walter reported that five qualified bids were received to develop an End-Use Plan for Renard Island. Three companies have been invited for interviews at the end of June.
- 9) Leo Frigo Bridge Clearance
The US Coast Guard sent the Port a notification that the official vertical clearance of the Leo Frigo Bridge is 120' in the center.
- 10) Tonnage Report
Mr. Haen reported that the March/April tonnage was lower than in previous years due to the weather and late ice breaking. The tonnage report for May will be released soon, and it should show a rebound with better figures than last year.
- 11) Director's Report
Mr. Haen reported that the first Economic Impact Study of Great Lakes Ports since 2010 has been completed and will be released in July. The Port of Green Bay's

Economic Impact Information will be released a month or two later. Mr. Haen suggested holding a media event for the release.

The Port of Green Bay was recognized with two awards:

1. **Award of Excellence** from American Association of Port Authorities (AAPA) for the 2018 Communications Competition entries by Noelle Cutler of Leonard and Finco for the Port of Green Bay about Ice Breaking Awareness Outreach.
 2. **Special Accomplishment Award** from Greater Green Bay Chamber at the 2018 Business Recognition Lunch "in honor and recognition of Port of Green Bay for contributions made to Northeast Wisconsin". The award noted that this past winter, the Port of Green Bay was instrumental in creating public awareness about ice breaking and safety in order to import much needed materials, such as 120,000 tons of petroleum and 390,000 tons of salt to the area. The actions taken and the infrastructure it provided, helped ensure the safety of the public and access to important commodities.
- 12) Acknowledgement of Bills
A motion to acknowledge the payment of bills was made by Hank Wallace and seconded by Ron Antonneau. Unanimously approved.
- 13) Such Other Matters as Authorized by Law – Update
The next meeting is **tentatively scheduled for July 9**, but the date may change due to the annual budget process.
- 14) Adjourn
A motion to adjourn the Harbor Commission meeting at 11:40 am was made by Mike Vizer and seconded by Ron Antonneau. Unanimously approved.

Tom Klimek, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, July 16, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 310
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Chair, Tom Diedrick – Vice Chair, Sup. Andy Nicholson (arrived at 3:37 p.m.), Ann Hartman and John Fenner

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Dave Wouters, Sue Mills and Wayne Micksch

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 18, 2018, meeting of the Brown County Housing Authority Project Based Voucher Advisory Sub-committee.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the May 18, 2018, meeting of the Brown County Housing Authority Project Based Voucher Advisory Sub-committee. Motion carried.

2. Approval of the minutes from the May 21, 2018, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the minutes from the May 21, 2018, meeting of the Brown County Housing Authority. Motion carried.

3. Approval of the minutes from the June 25, 2018, special meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by T. Diedrick to approve the June 25, 2018, special meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
For the month of June, there were 98 preliminary applications.
 - B. Unit Count
The unit count for June was 2,827
 - C. Housing Assistance Payments Expenses
The June HAP expense totaled \$1,300,617
 - D. Housing Quality Standard Inspection Compliance
Of 355 inspections conducted for June, 188 passed initial inspection, 67 passed reinspection, 81 failed and there were 19 no shows.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
In June, there were 361 port outs with an associated housing assistance payment expense of \$326,750. ICS was overspent by \$573.81 and FSS was overspent by \$85.50.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
There were 68 active FSS participants, with 43 participants in level one, 15 participants in level two, two participants in level three and eight participants in level four. There were zero new contracts, two graduates, 36 active escrow accounts and 43 homeowners.
- G. VASH Reports (new VASH and active VASH)
There were zero new VASH Participants for June for a total of 29 total VASH participants.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
There were two new investigations assigned with 17 active investigations. There were 123 new applications processed, all which were approved, with one pending further information. The breakdown for fraud investigations by municipality is as follows: Green Bay - 84 percent, De Pere - 11 percent, and Howard - 5 percent.
- I. Quarterly Langan Denials report
There were three denials made by Langan and Associates. Reasons for denial included possession of THC and two with disorderly conducts convictions. These were initially missed because in one the household member was added after the initial background was done, the second was pending and was found guilty after ICS had done their background check, and third was found on a website ICS does not have access to.
- J. Quarterly Active Cases Breakdown
Case breakdown is as follows:
Head of household is elderly or disabled is at 55 percent; Head of household is not elderly or disabled but has earned income is 32 percent; Head of household is not elderly, disabled, has no earned income but with dependents, 11 percent; and Head of household is not elderly, disabled, no earned income and no dependents is 2 percent.
- K. Quarterly End of Participation
The second quarter of 2018 had a total of 103 terminations, of which 32 percent were voluntary terminations, followed by family obligations violations at 13 percent and port outs that have been absorbed at 15 percent.
- L. Quarterly Customer Service Satisfaction
78 percent indicated customer service was excellent, 16 percent very good, seven percent good, one fair and one poor. This achieves the goal of 90 percent per quarter at either excellent or very good.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file the Report on Housing Choice Voucher Rental Assistance Program. Motion carried.

5. ICS's Annual Report for 2017.

P. Leifker handed out a copy of ICS's 2017 Annual report. He informed Authority members this is an overview of the program participation broken down with HCV participation, FSS participation, homeowner participation and customer satisfaction surveys for the entire 2017 year. All of the information is comparable to what it was the past three years and is a good reference for program demographics.

C. Goddard asked if there was anything in the report that would make them want to do anything different. P. Leifker stated not in terms of program evaluation. However, next year will mark the fifth year of these annual reports, so it will then include correlations to previous years' data so one can easily see trends.

A motion was made by A. Hartman, seconded by A. Nicholson to receive and place on file ICS's Annual Report for 2017. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

6. Consideration with possible action regarding Family Unification Program Vouchers.

R. Hallet reminded Authority members that last month it was reported the BCHA had the opportunity to apply for Family Unification Program (FUP) Vouchers. These vouchers have an application deadline of July 26, 2018. At the last meeting it was discussed how many vouchers were needed in the community for this program as well as the Mainstream program. At that time information was not yet available to indicate the level of community need and approval was given to apply for up to 200 additional vouchers for either FUP and/or the Mainstream program. The Mainstream voucher application has been submitted requesting from HUD a total of 175 vouchers. That would leave 25 for FUP vouchers if the Authority were to maintain the 200 limit. R. Hallet explained that the need for Mainstream Vouchers was found to be up to 400 individuals. This is not taking into consideration the possibility of some people being double counted if they have applied for various programs and further does not account for the fact that some of these people may not meet the requirements to qualify for a voucher. Considering those factors, she is estimating approximately 200 vouchers are needed for the Mainstream. Information was provided to Authority members regarding the justification of these numbers. She reminded everyone the Mainstream vouchers are for non-elderly individuals with disabilities who are transitioning out of institutionalization or at risk of institutionalization and could be homeless.

The FUP vouchers will serve families whose children are already in out-of-home care or at risk of losing their children to out-of-home care because of inadequate housing, as well as youth that have left or are leaving foster care and would become homeless. R. Hallet presented to the Authority the draft Statement of Need, which indicates there is a need for 65 FUP vouchers. Since they have already applied for 175 Mainstream vouchers, staff is requesting approval to apply for 65 Mainstream vouchers, which would exceed the 200 total which was approved last month.

C. Goddard clarified and asked if they are asking for 40 more vouchers than what was originally approved. R. Hallet stated that is correct.

A. Nicholson asked for the definition of Mainstream vouchers. R. Hallet stated it is for non-elderly clients with disabilities who are transitioning out of institutionalization or at risk of institutionalization and could be homeless.

T. Diedrick asked if this request is specifically for the FUP vouchers. R. Hallet replied yes.

A. Hartman inquired why "16 years" is listed as she thought youth could stay in the foster system until they are 18 years of age. R. Hallet replied that it is because they can choose to leave the foster care system prior to turning 18. However, youth cannot apply for the FUP vouchers until they are 18 years of age.

A. Hartman inquired once a youth turns 18, if they can stay in foster care if their foster family allows for them to stay. A. Nicholson stated he believed that was correct. C. Renier-Wigg stated that she also believed that was correct and that when a child turns 18, the foster family can ask them to leave.

A. Nicholson asked about the meaning of "institutionalization". R. Hallet replied that includes facilities such as hospitals, nursing homes, CBRFs but not prisons. He then asked what happens if they don't fill the vouchers they are requesting. R. Hallet replied that it would count against them as a housing authority and stated that is why they are looking at this very carefully as they do not want to apply for too many vouchers. They want to make sure they have enough as once they tell the community about the availability of these vouchers, they anticipate many community members will be making themselves known they may be eligible for them, resulting in more applicants than there are vouchers.

A. Hartman asked what CoC means. R. Hallet stated Continuum of Care, explaining that HUD now requires that different homeless providers, which a housing authority is not considered a homeless provider, to collaborate with other housing providers in their communities to create a continuum of care, which is a collaboration of agencies. R. Hallet explained that locally they have the Brown County Homeless and Housing Coalition, of which the BCHA is a member. She explained the Brown County Coalition is one of the local coalitions that is part of the larger Balance of State CoC.

C. Goddard then asked Authority members for their feedback regarding the request for an increase in FUP vouchers. T. Diedrick stated that he does support the request. A. Nicholson asked where the information for the "need" came from. R. Hallet stated that the information for the Mainstream vouchers came from the Aging and Disability Resource Center (ADRC) as well as the Brown County Homeless and Housing Coalition. The information for FUP vouchers came from a variety of sources, including Brown County Health & Human Services, the CoC prioritization list and Golden House (regarding victims of domestic violence). A. Nicholson then asked if any of the analysis came from any type of independent study or organization that is more independent than agencies that she has just described. R. Hallet replied the most independent would be the CoC Prioritization list. R. Hallet explained that HUD requires communities to have a coordinated entry system so those looking for housing services can go to nearly any agency and if that agency is qualified, will do a specific needs assessment, from which the individual or family is then added to the prioritization list. This listing prioritizes those who are in need of housing based on the number of barriers they have. An agency that does not use it would refer individuals to one of the agencies that do use it where the person would then be entered onto the prioritization list. R. Hallet explained the needs assessment asks what their barriers are, where they sleep last night or the past month, if they have children, and if they are

elderly or disabled, etc. A. Nicholson asked if applicants are asked about their criminal record or if they have been in prison. R. Hallet replied that because she herself hasn't been trained to provide these needs assessments, she is not aware of all the questions. J Fenner asked if this information is asked during background checks. R. Hallet replied yes. R. Hallet clarified that just because someone is being placed on the prioritization list doesn't mean that they are going to get the services, as they still need to meet the qualifications for the specific programs.

A. Hartman asked if agencies go out and look for people. R. Hallet replied no, as people who are in need of the services come to them. C. Goddard asked R. Hallet if the FUP vouchers are serving a particular community that is not well serve right now. R. Hallet replied yes.

A motion was made by T. Diedrick, seconded by J. Fenner to approve the increase of the number of Family Unification Program Vouchers to apply for. Motion carried. (4-1)(No – A. Nicholson)

7. Consideration with possible action regarding award of BCHA Public Service Grants.

R. Hallet stated all the applications and proposals have been submitted and reviewed by the evaluation panel. There were seven applicants and all very worthy. The total grant amount to be given is \$150,000. R. Hallet went through the scoring based on the eight criteria. They would like to approve three applicants: Family Services for \$75,000 to employ a Youth Navigator; Freedom House Ministries for \$44,880 for After Care case management; and House of Hope for \$30,120 to expand their facility.

A. Hartman asked if House of Hope is a new entity. R. Hallet replied they have been around since 2000 and they primarily help young women, up to age 24, with children.

A motion was made J. Fenner, seconded by T. Diedrick to approve the awards of the BCHA Public Service Grant. Motion carried. (4-1) (No – A. Nicholson)

8. Consideration with possible action on opportunity to apply for additional VASH Vouchers.

R. Hallet stated that HUD announced an opportunity for PHAs to apply for additional VASH Vouchers. BCHA currently has 30 vouchers. R. Hallet informed Authority members that HUD's first step is asking PHA's to express interest via email accompanied by a letter of support from a local VA that there is a need. The second step is that HUD will invite PHAs that have expressed interest to apply for a particular number of vouchers based on data HUD and the VA have regarding homeless veterans. They would determine the maximum number of vouchers PHAs could apply for. R. Hallet is asking in advance for approval to apply for the maximum number of vouchers that HUD indicates BCHA would be qualified for, if we are invited to apply.

A. Nicholson made a motion, seconded by A. Hartman to approve the opportunity to apply for additional VASH Vouchers.

A. Hartman asked if they had any idea how many additional vouchers that would be. R. Hallet replied it may be around five. R. Hallet stated she had asked the local VA office about how many would be needed and they stated five; furthermore, the information from HUD indicates the minimum number they would invite PHA's to apply for is five.

Motion carried.

9. Consideration with possible action on approval to changes to Chapter 8 (Housing Quality Standards) of the BCHA Administrative Plan.

P. Leifker stated this was brought forward to the BCHA in October regarding modification of the Housing Quality Standards (HQS) to allow municipal code violations to serve as a reason for an HQS deficiency and thus abatement of payments, if necessary. As staff reviewed this information, a revision to add some clarification was needed as it was open-ended and could be interpreted to apply to any municipal code violation, which could include non-housing related infractions such as jaywalking. This revision is to clarify that it is applicable only to municipal code violations regarding the physical condition of the unit and/or property. Any municipal code violations outside the scope of housing or building standards are not applicable to this policy.

A. Nicholson asked for clarification on what the changes mean. P. Leifker replied this would create a system that would allow the BCHA and ICS to abate payments if they are notified of outstanding municipal code violations only related to the unit and building itself.

C. Goddard asked that if it is the landlord who will not be paid until the violations are corrected. P. Leifker replied that was correct. C. Renier-Wigg stated that this is a way to make landlords who are not complying with housing code and receiving the benefits from ICS to comply.

T. Diedrick asked if they knew how many cases this would impact. P. Leifker stated that since the municipal code violation policy has been put in place, they have had 58 notices provided to ICS by municipalities within Brown County; of those 12 involved a tenant that was actively on the HCV program. And of those 12, eight of the units were eventually cleared; the four remaining units and two HCV participants have moved out and took their assistance to another unit; one client left the program all together and one has an unknown status. Nine of the 12 units were associated with just two landlords. ICS has received referrals from seven municipalities to this point. Overall, this policy change has been beneficial.

A motion was made by A. Nicholson, seconded by J. Fenner to approve changes to Chapter 8 (Housing Quality Standards) of the BCHA Administrative Plan. Motion carried.

10. Consideration with possible action regarding approval of BCHA contributing up to \$20,000 toward City Hall 6th Floor Remodeling.

C. Renier-Wigg stated they are doing extensive remodeling on the 6th floor of City Hall. Some of the improvements include asbestos removal, adding security measures, new ceilings and floors and updated electrical. C. Renier-Wigg stated since 6th floor does house the HUD agencies, she is requesting each of the PHA each contribute \$20,000 and that the RDA is contributing Federal Block Grant funds up to \$100,000. C. Renier-Wigg stated this is a way to partner with the City. Furthermore, there is no rental charge back for the PHA's use of the facilities. The funding will be coming from Administrative funds, which have over one million dollars.

A motion was made by T. Diedrick, seconded by A. Nicholson to approve the BCHA contributing up to \$20,000 toward City Hall 6th Floor Remodeling. Motion carried.

BILLS AND FINANCIAL REPORT:

11. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer stated the bills are from June and July and thus are a little longer than normal. She also mentioned that they are at the halfway point for the year and will be asking for mileage reimbursement forms from commissioners.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA bills. Motion carried.

12. Consideration with possible action on acceptance of the BCHA financial report.

S. Schmutzer presented the BCHA financial report.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA financial report. Motion carried.

13. Review of Investments.

S. Schmutzer stated that prior to the investment change with Nicolet Bank, they were averaging \$729 per month in interest. After the change, which is with 1.8 percent interest, they are averaging \$3,406 per month in interest.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

14. Date of next meeting: August 20, 2018.

BCHA congratulated T. Diedrick on his retirement from Options for Independent Living.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn the meeting. Motion carried.

jd:rh



PORT & RESOURCE RECOVERY DEPARTMENT

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DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **Monday June 18, 2018**
at the Ashwaubenon Community Center, 900 Anderson Drive, Green Bay, WI 54304

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 3:00 pm.

2) Roll Call:

Present: John Katers, Chair
Mark VandenBusch, Vice-Chair
Norb Dantine
Bud Harris
Dave Landwehr
Bill Seleen
Mike VanLanen

Excused: Doug Martin
Michael Lefebvre

Also Present: Dean Haen, Brown County P&RR
Chad Doverspike, Brown County P&RR
Patti Cole, Brown County P&RR
Krystal Clark, Interested Environmentalist

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Mike VanLanen and seconded by Norb Dantine. Unanimously approved.

4) Approval/Modification – Meeting Minutes of April 16, 2018 - *Request for Approval*

A motion to approve the April 16, 2018 meeting minutes was made by Norb Dantine and seconded by Mike VanLanen. Unanimously approved.

5) Announcements/Communications

The Stakeholders meeting was held just before this meeting.

Patti Cole was introduced as the new Clerk/Typist II for the Brown County Port & Resource Recovery department.

6) HMR Back End Quick Doors – *Update*

Chad Doverspike shared his research about new quick doors for the Hazardous Material Recovery building. The department is considering several options including getting new doors similar to the ones at Outagamie County; getting new doors with a higher R-value; or repairing the old doors but getting a new operator mechanism. He is getting price quotes and will do more research on the features available.

7) HMR Collection Hours – Update

The Hazardous Material Recovery Facility is piloting a program to be open on Tuesdays through August 28 in an effort to relieve some of the traffic on Thursdays. Signs have been posted on the doors, the new hours have been posted on the website, and business cards have been updated with the new hours. The department will contact municipalities in Brown County and ask them to link their website to the Resource Recovery website with a note about the Tuesday hours.

8) Solid Waste Transfer Station Compactor – Update

Mr. Doverspike reported that the new compactor has been installed at the Transfer Station, but there is an issue with the hook not overlapping properly. The compactor manufacturer company will be here in the next two weeks to install the proper hook.

9) South Landfill Plan of Operation – Update

The DNR has replied with their concurrence on the wetlands delineation.

Using the layout that Foth has designed, Phase I is proceeding with the excavation of excess clay, and establishing a baseline for water quality.

10) BOW Recycling Contracts – Update

The BOW is reviewing contracts with ADS, Harters and Vans to receive recyclable material.

11) BOW Planning Effort - Update

Now that we have determined the value of savings and avoided costs due to the Tri-County partnership, we can look at options to continue through 2054.

12) BOW Labor Services – Update

The BOW MRF has a new labor contractor, Leadpoint, providing staff and training for the Tri-County Recycling Facility. Now that we know the labor rate, we can determine the cost of the facility and processing, and we can calculate the revenue shares for each county. Although Leadpoint costs more, they have made operational changes to the sorting system and hired better pickers, resulting in a reduction of the residue rate from 8% to 6% while increasing bale quality.

13) TS Second Scale and Credit Card Payment Options – Update

To reduce the truck traffic and provide quicker turnaround, Mr. Doverspike is researching options for a second scale at the Waste Transfer Station. Ideally both scales should have the same features: camera, microphone, speaker, RFID Reader to identify the Hauler and Route Number. The scale itself and installation have been budgeted for this year, but probably won't happen until 2019.

To provide automated pay by credit card and a tape receipt at the scale, Mark Walter and Mr. Doverspike are researching options for a kiosk (similar to an ATM) integrated to software like Outagamie's.

14) Director's Report

The Town of Holland has concerns about issuing a conditional use permit for an anaerobic digester for animal waste in their township. The Town is researching conditional use permit restrictions, anaerobic digester issues (odors) and increased truck traffic. Staff recommends Brown County not act upon any land lease for the project until all issues are resolved between the town and developer.

15) Such other Matters as Authorized by Law

The next meeting will be held on July 30, a later date than usual due to the 4th of July and the Budget Kickoff Meeting.

No other matters.

16) Adjourn

A motion to adjourn was made by Norb Dantine and seconded by Mike VanLanen. Unanimously approved. Meeting adjourned at 3:45 pm.

John Katers, Chairman
Solid Waste Board

Dean R. Haen, Director
Port & Resource Recovery Department

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Veterans' Recognition Subcommittee was held on Tuesday, August 14, 2018 at 4:30 pm in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Duane Pierce, Jerry Polus, Ed Koslowski, Ken Corry, Joan Brusky

EXCUSED: Kerry Metoxen, Louise Dahlke

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

2. Approve/Modify Agenda.

Motion made by Ed Koslowski, seconded by Joan Brusky to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. Approve/Modify Minutes of July 17, 2018.

Motion made by Duane Pierce, seconded by Ed Koslowski to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Budget Status Financial Report – June, 2018.

No action taken.

5. Update re: Honor Rewards Program.

CVSO Jerry Polus did not have any update on this program; however, he informed there will be a representative of the Register of Deeds Office present at the Fair to sign veterans up for the program.

6. Discussion re: 2018 Veterans' Appreciation Day at the Brown County Fair.

a. Finalization of program agenda and other details.

Polus provided a copy of the proposed agenda. Erickson said he asked a number of different Reserve and National Guard units if they had anyone available to speak at the event, however, he did not receive any responses. He said he will give the welcome and County Executive Troy Streckenbach will also be on hand to speak. At this time there is no one scheduled to do the posting of the colors and a few solutions to this were discussed. The group was hopeful they would be able to find someone to post the colors as well as do the laying of the wreath and echo taps. It was indicated that Jim Haskins is planning to attend and help out and Rick Schadewald will hopefully be there as well to help people get signed up for certificates.

Ken Corry was excused at 4:43.

7. Report from CVSO Jerry Polus.

Polus did not have anything to report other than what was discussed above.

8. Report from Committee Members present (Erickson, Brusky, Corry, Dahlke, Haskins, Koslowski, Metoxen, Pierce).

-Erickson informed he received a call earlier in the day from Home Depot who offered a gas grill for one of the prizes at the Fair. He has the grill in his possession and will get it to the Fair. He also informed he received a call recently from KI indicating they wished to donate \$1,000 to the Flight of Champions Honor Flight being held in November. Erickson continued that he has contacted all local TV stations regarding the Fair and all have indicated they will be doing interviews with him regarding Military Appreciation Day. Polus added that he will be doing an interview with Kevin Rompa on Thursday to talk about the Fair. Erickson concluded by talking about the NE Wisconsin Veterans Memorial which is to be built across the street from Rivers Bend in Howard. To date, \$170,000 has been raised for the memorial which was originally designed by John Walschinski, a former member of this Subcommittee. Erickson read an article that indicated there is a new design for the memorial. The new design was made by a St. Norbert College professor and is intended to make the memorial more educational and interactive than the original design. This new design would include a central monument, reflecting pool, education center and an open air amphitheater as well as an eternal flame, nature observation deck, gazebo and several individual conflict memorial sites, each devoted to a specific war. The cost of this plan is unclear, but a fundraising goal of \$1 million dollars plus has been set. The next step in the process would be for the board to review the concept and the Village of Howard engineering department to come up with the cost of the concept.

-Brusky talked about the process of distributing door prizes at the Fair. She said last year it felt a little awkward with numbers being drawn in one area and then the prizes being given out in a different area. She has been thinking of ways to do this differently to make it flow a little better and suggested that the numbers be pulled during the time the ceremony is going on and then attached to a specific prize so when they numbers are called off, the person could just come forward and get the prize attached to the ticket. She suggested having several people giving out the prizes, each being responsible for a dozen or so with a board showing the ticket numbers. Tickets for the larger prizes would be drawn first so everyone has a chance to win those. Erickson said he did not think it was necessary to pull the numbers ahead of time, but Brusky felt it would be easier to have it all done as well as being easier for those coming up to get the prizes. The prize process was discussed and most of the group felt there was not a problem with the current process. Brusky noted there are veterans who either do not hear the numbers or miss the numbers and it would be helpful to have the numbers posted to make it easier and more organized. She also said she would like to see more people get prizes and suggested that perhaps fewer items be put in each bag. She received donations from the NEW Zoo, Neville Public Museum, Green Bay Community Theater, Betty Durocher, The Automobile Gallery, YMCA, Heritage Hill, Village Grill, Railroad Museum and Botanical Gardens.

-Koslowski said we should be putting up a thank you board for the sponsors of the event and those who have donated prizes. He will bring a piece of poster board with him to do this. He also said he has been out to the Fair a few times already and the only issue they have at this time is that the porta pottys are in the wrong spot, but this happens every year and they always move them. Brusky felt the thank you board should be done before the Fair so it can be posted as soon as the event starts.

-Pierce reminded the group about the travelling wall coming to Crivitz over Labor Day Weekend. There will be an opening ceremony and a closing ceremony and the wall will be available for viewing 24 hours a day while it is in town and he encouraged people to go see the wall if they are able.

9. **Such Other Matters as Authorized by Law. *None.***

10. **Adjourn.**

Motion made by Joan Brusky, seconded by Duane Pierce to adjourn at 5:08 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist