

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
FEBRUARY 25 – MARCH 1, 2019**

MONDAY, FEBRUARY 25, 2019

- | | | |
|----------|--|---|
| *6:00 pm | Land Conservation Subcommittee | Room 200, Northern Building
305 E. Walnut Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, FEBRUARY 26, 2019

(No Meetings)

WEDNESDAY, FEBRUARY 27, 2019

- | | | |
|----------|--------------------------|---|
| *6:00 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |
|----------|--------------------------|---|

THURSDAY, FEBRUARY 28, 2019

- | | | |
|----------|--|---|
| *8:30 am | Aging & Disability Resource Center of Brown County | ADRC
300 S. Adams Street |
| *5:30 pm | Education & Recreation Committee | Room 200, Northern Building
305 E. Walnut Street |

FRIDAY, MARCH 1, 2019

(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.

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

LAND CONSERVATION SUBCOMMITTEE
Monday, February 25, 2019
6:00 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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 28, 2019.

Comments from the Public

Land Conservation Department

1. Open Positions Report.
2. Director's Report.
 - a. Wildlife Damage Program Update.
 - b. Manure Runoff Event Oversight.

Other

3. Such Other Matters as Authorized by Law.
4. Adjourn.

Norb Dantine, Jr., Chair

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

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
Monday, February 25, 2019
Approx. 6:15 PM (Or to follow Land Con)
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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 28, 2019.
- IV. Discussion re: Setting time for Airport tour at March meeting (5:00 pm recommended).

Comments from the Public

Consent Agenda

1. Harbor Commission Minutes of January 14, 2019.
2. Planning Commission Board of Directors Minutes of December 5, 2018.
3. Extension Brown County Budget Status Financial Report for November, 2018.

Communications

4. Communication from Supervisor Deslauriers: I would like the County to consider participating in the Village of Denmark Business Development Corridor utilizing the County Public Works Department for certain related construction activities, and request referral to the PD&T Committee Meeting on Monday, 02-25-19 as the following agenda item:
"Discussion and possible action regarding a Resolution Supporting the Village of Denmark Business Development Corridor (copies of the proposed Resolution to be distributed by Corp. Counsel to PD&T members at or before the 02-25-19 PD&T Meeting). *Referred from February County Board.*

Register of Deeds:

5. Resolution re: Table of Organization Change Register of Deeds – Real Estate Specialist.

Extension Brown County

6. Budget Adjustment Request (19-019): Any increase in expenses with an offsetting increase in revenue.
7. Budget Adjustment Request (19-022): Any increase in expenses with an offsetting increase in revenue.
8. Director's Report.

Planning and Land Services

Planning Commission

9. 2018 to 2019 Carryover Funds.

10. Budget Adjustment Request (19-017): Any increase in expenses with an offsetting increase in revenue.

Zoning

11. 2018 to 2019 Carryover Funds.

Land Information

12. 2018 to 2019 Carryover Funds.

Airport

13. Request for Approval of Airport Lease Services Contract Extension for two years.
14. Recommendation and Approval of Bid of Johnson Controls, Inc. in the amount of \$69,730 for Chiller Compressor Replacement, Brown County Project 2300.
15. 12-Hour Shift Report.
16. Departmental Openings Summary.
17. Director's Report.
 - a. Winter Operations Update.
 - b. Introduce Susan Levitte, Marketing & Communications Manager.

Port & Resource Recovery

18. Resolution re: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program.
19. Resolution re: Expanding Brown County Foreign Trade Zone (FTZ) #167 with Subzone FTZ #167-E.
20. 2019 Port Annual Report
21. 2019 Resource Recovery Annual Report.
22. G-18 South Landfill Monitoring Committee Communication Policy.
23. Director's Report.

Public Works

24. 2018 to 2019 Carryover Funds.
25. Budget Adjustment Request (18-140): Any allocation from a department's fund balance.
26. Budget Adjustment Request (18-141): Any allocation from a department's fund balance.
27. Resolution Re: Table of Organization Change for the Public Works – Facilities Department – Reclassification and Deletion of Positions.
28. Summary of Operations.
29. Director's Report.

Property Listing – No items.

Other

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

Bernie Erickson, Chair

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HUMAN SERVICES COMMITTEE
Erik Hoyer, Chair
Patrick Evans, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linssen

HUMAN SERVICES COMMITTEE
Wednesday, February 27, 2019
6:00 pm
Room 200, Northern Building
305 E. Walnut Street, Green Bay

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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 23, 2019.

Comments from the Public

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center (December 13, 2018).
 - b. Children With Disabilities Education Board (January 15, 2019).
 - c. Criminal Justice Coordinating Board (January 15, 2019).
 - d. Human Services Board (January 10, 2019).
 - e. Veterans' Recognition Subcommittee (January 15, 2019).

Communications

2. Communication from Supervisor Ballard re: For the Brown County Board of Health to cease sharing demographic and personal information of residents with drug companies and other third parties for the purpose of sending out notifications of missed vaccinations. Instead, this essential educational program should be operated in-house and a budget adjustment of \$2,500 would be needed. Doing this in house is consistent with other health departments in the state; allows the program to continue at a low cost; and respects the privacy rights of the citizenry.
Motion at January meeting: To put this item on the next Human Services Committee meeting agenda.

Wind Turbine Update

3. Receive new information – Standing Item.

Veterans Services

4. 2018 to 2019 Carryover Funds.

Health & Human Services Department

5. 2018 to 2019 Carryover Funds.

6. Executive Director's Report.
7. Financial Report for Community Treatment Center and Community Services.
8. Statistical Reports.
 - a. Monthly CTC Data.
 - i. Bay Haven Crisis Diversion.
 - ii. Nicolet Psychiatric Center.
 - iii. CTC Double Shifts.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
9. Request for New Non-Continuous and Contract Providers and New Provider Contracts.

Aging & Disability Resource Center – No items.

Syble Hopp – No items.

Other

10. Audit of bills.
11. Such other Matters as Authorized by Law.
12. Adjourn.

Erik Hoyer, Chair

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**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING**

300 S. Adams St.
Green Bay, WI 54301

Thursday, February 28, 2019 8:30 a.m.

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of January 24, 2019	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> • Must be limited to items not on the agenda • State name and address for the record • Comments will be limited to five minutes • The Board's role is to listen and not discuss comments or take action on those comments at this meeting 		
8:45	6. BINGO Request		
9:00	7. Finance Report <ul style="list-style-type: none"> a. Review and approval of January 2019 Finance Report b. Review of Restricted Donations 	Yes Yes	Yes Yes
9:15	8. Directors Report <ul style="list-style-type: none"> a. Mission/Vision Work Update b. Loan Closet Grant c. Goals and Objectives d. Thank you –Office of the Blind 	Yes Yes Yes Yes	Yes
9:45	9. Staff Report: Tina Brunner Benefit Specialist Coordinator	Yes	
10:15	10. Legislative Updates		
10:22	11. Announcements		
10:25	12. Next Meeting – March 28th 2019		
10:30	13. Adjourn		Yes

Pat Finder Stone, Chairperson
Aging & Disability Resource Center of Brown County

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.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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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, FEBRUARY 28, 2019

5:30 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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of January 31, 2019.

Comments from the Public

Consent Agenda

1. Neville Public Museum Governing Board Minutes of February 11, 2019.
2. Library Report for January, 2019.
3. Audit of Bills.

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

4. Expo Hall Update.

Museum

5. Director's Report.

Library

6. Director's Report.

NEW Zoo

7. Director's Report.
8. Discussion regarding the feasibility of allowing cross country skiing at the Brown County Golf Course.

Park Management

9. Director's Report.

Golf Course

10. Superintendent's Report.

Action Items

11. Communication from Supervisor Evans Re: Create a County Pedestrian Trail from Pamperin Park to the Seymour Trail in Outagamie County. Utilizing the existing abandoned railroad which parallels CTH J. In order to avoid a dispute between Hobart and the Oneida Nation, I request Brown County take ownership through our Parks Department and establish a trail. Invite representatives from Hobart, The Oneida Nation, and Brown County. *Motion at January meeting: To direct staff to meet with Corporation Counsel to have a resolution drafted showing support for the trail and bring back to the February Ed & Rec meeting. See Item 14 below.*
12. Communication from Supervisor Erickson re: Have the Parks Department look into purchasing the old Eagle's Nest to add a much needed safe harbor and boat launch. *Motion at January meeting: To hold for 30 days.*
13. Communication from Supervisor Tran: For corporation counsel to draft a resolution to the Governor in support of continuing the Knowles-Nelson Stewardship Program/Grant. The KNS program's mission is to preserve valuable natural areas and wildlife habitat, protect water quality and fisheries and expand opportunities for outdoor recreation to promote economic development and enhance the quality of life for all residents of Brown County. Program is set to expire in 2020. *Referred from February County Board.*
14. Resolution re: Supporting Brown County Off-Road Recreational Trails, Including the Rail Corridor Between the Village of Howard and the Town of Oneida.
15. Parks – 2018 to 2019 Carryover Funds.
16. NEW Zoo – 2018 to 2019 Carryover Funds.
17. Resch Centre/Arena/Shopko Hall – 2018 to 2019 Carryover Funds.

Other

18. Such other matters as authorized by law.
19. Adjourn.

John Van Dyck, Chair

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February 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Expo Hall Open House - Ashwaubenon Vill. Hall 5-7:30 pm	5	6 Public Sfty. Cmte. 4pm Admin. Cmte. 5:30pm	7	8	9
10	11 Executive Cmte. 5:30 pm	12	13	14 	15	16
17	18 	19 Vets 4:30 pm	20 County Board 7 pm	21	22	23
24	25 Land Con 6:00 pm PD&T 6:15 pm	26	27 Human Srvc. Cmte. 6:00 pm	28 Ed & Rec 5:30pm		

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (December 13, 2018)
- Children With Disabilities Education Board (January 15, 2019)
- Harbor Commission (January 14, 2019)
- Housing Authority (January 21, 2019)

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 AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
December 13, 2018**

PRESENT: Larry Epstein, Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Linda Mamrosh, Mary Johnson, Debi Lundberg, Tom Smith, Amy Payne, Sam Warpinski, Melanie Maczka

EXCUSED: Mary Derginer

ABSENT: Arlie Doxtater

ALSO PRESENT: Laurie Ropson, Debra Bowers, Devon Christianson, Kristin Willems, Jennifer Hallam-Nelson, Denise Misovec, Mary Schlautman

The meeting was called to order by Chairperson, Epstein at 8:36 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

Ms. Finder-Stone/Supervisor Borchardt moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 25, 2018:

Ms. Lundberg/Supervisor Borchardt moved to approve the minutes of October 25, 2018 **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

None

FINANCE REPORT:

REVIEW AND APPROVAL OF FINANCE REPORT – October 2018:

Ms. Bowers referred to the 2018 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of October.

Ms. Johnson/Ms. Lundberg moved to approve the Finance Report –October 2018. **MOTION CARRIED.**

REVIEW OF RESTRICTED DONATIONS:

There were no restricted donations in October, 2018.

NOMINATIONS & HR COMMITTEE REPORT:

ENTER INTO CLOSED SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Finder-Stone/Ms. Lundberg made a motion to move into closed session at 8:52 a.m.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Finder-Stone/Mr. Smith moved returning to open session at 9:07 a.m. **MOTION CARRIED.**

A. DIRECTOR'S EVALUATION:

Ms. Finder-Stone/Ms. Lundberg moved to approve the ADRC Director's 2018 Evaluation. **MOTION CARRIED.**

B. NEW BOARD MEMBER:

Mr. Johnson/Mr. Smith moved to approve appointment of Eileen Littig to ADRC Board of Directors. **MOTION CARRIED.**

C. REAPPOINT BEVERLY BARTLETT TO 2ND ADRC Board TERM

Ms. Mamrosh/Ms. Maczka moved to reappoint Beverly Bartlett to ADRC Board of Directors for 2nd term. Ms. Bartlett Abstained. **MOTION CARRIED.**

D. POSITION CHANGES:

Mr. Smith/Ms. Lundberg moved to approve all position changes and ADRC organizational chart outlined and approved by HR & Nominations Committee. **MOTION CARRIED.**

DIRECTORS REPORT:

A. SHERRY SCHUELKE, DHS REGIONAL QUALITY SPECIALIST, SITE VISIT AND MESSAGE TO THE BOARD

Ms. Christianson introduced Sherry Schuelke to the ADRC Board. Ms. Schuelke explained that one of her responsibilities is to be sure that the ADRC is living up to contract customer experience expectations specifically in regard to Information & Assistance, Disability Benefit Specialists and the front desk/phone. Ms. Schuelke conveyed her gratitude to the ADRC of Brown County as historically, Brown County has received impressive marks in customer surveys and are consistently at or above the state average. 100% of survey results rate the ADRC of Brown County as "Excellent" in customer service. Ms. Schuelke went on to say that ADRC of Brown County staff is exceptional with an outstanding skillset. Ms. Schuelke shared that staff are committed to doing their work well and said to "Keep up the good work!" Ms. Christianson referred to the report handout and reviewed survey results. Ms. Christianson explained that in July 2018, the ADRC was able to eliminate the waitlist for family care and is happy to report that the ADRC did not lose their focus on providing individualized resources to make customers feel truly helped as the ADRC worked through the Family Care initiative.

B. PULASKI PLAN AMENDMENT FOR PARTNERSHIP:

Ms. Christianson reminded the board of the agreement made in 2018 to provide the Village of Pulaski funding beginning in 2019 that would cover 10 hours a week to administer the Home Delivered Meal program for Pulaski. The Village's intent was to supplement the funding with another 20 hours for the senior center programming per week. Ms. Christianson shared that the Village has found it challenging to secure funding for their portion of the agreement. Pulaski has shared that they are still working on securing this funding and therefore has asked that the ADRC to keep the temp-hired person in place 2 hours per day going into 2019 in order to keep the program going until they can secure their employee. Ms. Christianson explained that it is important to continue to support Pulaski and has agreed to keep the temp person there 10 hours per week to provide stability to the senior center through this process.

C. THANK YOU LARRY AND MELANIE:

Ms. Christianson thanked both Mr. Epstein and Ms. Maczka for their service to the ADRC as board members for the last 6 years.

D. NEW BOARD MEMBERSHIP LIST AND COMMITTEE APPOINTMENTS:

Ms. Christianson announced that Eileen Littig was approved by the HR & Executive Committee and referred to the 2019 Board Membership list handout.

LEGISLATIVE UPDATES:

Ms. Christianson shared that Governor Elect Tony Evers would be speaking at an event at UWGB and that some ADRC staff were planning on attending.

ANNOUNCEMENTS:

Ms. Christianson invited board members to join the Advocacy Coalition. Mission and vision of the coalition was discussed at the first meeting.

NEXT MEETING – January 24, 2019 is the next ADRC Board of Directors Meeting.

ADJOURN:

Supervisor Borchardt/Mr. Johnson moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:20 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Services Coordinator

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, January 15, 2019

Board Members Present: J. Wieland, B. Clancy, L. Franke and K. Lukens

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, L. Larson, and C. Jensky

1. Action Item: Call to Order
B. Clancy called the meeting to order at 3:34 PM.
2. Open Forum - None
3. Action Item: Approval of December 18, 2018 Minutes
Motion made by L. Franke, seconded by J. Wieland, that the minutes from the December 18, 2018 board meeting approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by J. Wieland, seconded by L. Franke, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations
A. Nizzia noted that several of the donations will be used to purchase water bottle filling stations. De Pere Christian Outreach continues to be great supporter of our school.
Motion made by J. Wieland, seconded by K. Lukens, that the January donations be approved. MOTION CARRIED UNANIMOUSLY.
6. Action Item: Payment of Bills
Payments for December 1, 2018 to December 31, 2018 were reviewed and discussed. Expenditures noted were the Transit of Aide to the Districts.
Motion made by J. Wieland, seconded by L. Franke, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Financial Report
Summaries of the Revenue and Expenditures ending November 30, 2018 were reviewed. Additional tuition revenue is expected from WDP next month and the first special education aid payment was received from the state. Expenses over the summer affected the balance of the Building Operations and Facilities and Technology. Unbudgeted expenditures in the Building Operations and Facilities include the water heater, classroom flooring, and the additional door for the door lock system. A portion of the Technology overages will be offset by the Security Grant received to install cameras.
Motion made by L. Franke, seconded K. Lukens, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.
8. Action Item: Instructional Aide Hiring
Motion made by J. Wieland, seconded by L. Franke, that Teri Lange be approved as an Instructional Aide for the BCCDEB. MOTION CARRIED UNANIMOUSLY.
9. Discussion Item: Strategic Plan
School Perceptions, Inc. will be assist administration in developing a survey that will provide us with data to be used in future strategic planning. Staff, parents and community partners will be asked to take the survey (each is adapted to the audience). Thematic results will be shared with each group and the Board. Responses are confidential and School Perceptions will compile the results. In addition, they will provide comparison data so we can see how our results compare to other districts in our area.

10. Discussion Item: Administrator's Report

S. Johnson, Director of Special Education and Pupil Services –

- District staff and therapist are all doing well. There was an Early Childhood meeting between Hopp and the district staff to share information and ideas. Together, they are focusing on turning snack time into a food experience that is part of the overall curriculum.

A.Nizzia, Principal –

- Hopp staff T.Gehring and M. Fry have been nominated for a Golden Apple Award.
- K. Anderl, school social worker has been working on social, emotional learning and growth. Every Monday she has Mindful Monday where she presents different breathing, calming techniques to the staff and students.
- Two high school classrooms have added wellness to their weekly curriculum.

K. Pahlow, Administrator –

- The school safety plan has been submitted to the Department of Public Instruction Safety and Security Office. The schools safety committee will continue to meet.
- Staff are appreciative of the Board's approval of 8 sick days and 2 casual days next year, as well as the 2 additional sick days that can be used this year with administrative approval.
- A holiday breakfast and retirement celebration for Mary Jo Ryan were held on the last morning of school before the break.
- Early Childhood student, Gracen Verhagen, passed away last week Tuesday. Services are this evening.

11. Discussion Item: Parent Organization Report

- A.Nizzia reported that the PO Winter Blast is February 8th. This is their biggest fundraiser. It helps fund Lions Camp and Hopp CBIs. Some of the profits from this event will also help pay for a new PA system. Staff were also asked to come up with a wish list item for attendees to purchase for the classroom.
- A PO learning event for parents was held last Saturday and was a great success. Over 60 parents attended the Guardianship and Special Needs Trust presentation by Daniel Walsh. Childcare was provided with Sensory Courtyard time, dancing and an art project.
- The Leadership Team continues to work with the P.O. leadership team to revitalize membership and engagement.

12. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(e) pursuant to compensation and the investing of public funds at 4:18 PM.

**Motion made by L. Franke, seconded by K. Lukens, that the Board move into Executive Session.
MOTION CARRIED UNANIMOUSLY.**

13. **Motion made by J. Wieland, seconded by L. Franke, to reconvene the meeting at 5:05 PM.
MOTION CARRIED UNANIMOUSLY**

14. Action Item: Adjournment

**Motion made by L. Franke, seconded by K. Lukens, to adjourn the January 15, 2019 Brown County Children with Disabilities Board meeting at 5:10 PM.
MOTION CARRIED UNANIMOUSLY.**

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH 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, January 14, 2019**
at the Resource Recovery Facility, 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
 Vice President Bryan Hyska
 Commissioner Ron Antonneau
 Commissioner Pete Diemer
 Commissioner Bernie Erickson
 Commissioner Tim Feldhausen
 Commissioner Wes Kornowske
 Commissioner Mike Vizer
 Commissioner Hank Wallace

Excused:

Also Present: Dean Haen, Brown County P&RR
 Mark Walter, Brown County P&RR
 Chad Doverspike, Brown County P&RR
 Samantha Jerome, Brown County P&RR
 Jim and Sylvia Graefe, Interested Residents
 Randy Siewert, RGL

3) Approval/Modification – Meeting Agenda

A motion to approve the Agenda was made by Bernie Erickson and seconded by Bryan Hyska. Unanimously approved.

4) Approval/Modification – Minutes of November 12 Meeting

A motion to approve the minutes of November 12, 2018 was made by Tim Feldhausen and seconded by Wes Kornowske. Unanimously approved.

5) Announcements/Communications

Dean Haen introduced the department's new Clerk/Typist, Samantha Jerome.

Bernie Erickson asked about whether or not any ice breaking plans to occur. Mr. Haen explained that there will not be any significant ice breaking due to the mild

winter to date. The last ship of the season is set to leave January 20th and the 2018 shipping season will officially come to a close at that time.

Mr. Haen shared that he has communicated with Congressman Gallagher's office to confirm the date of the Port Symposium to be Tuesday, March 19th. Possible topics of interest for guest speakers were discussed including the most recent Economic Impact Report, Tall Ships Festival, updates on cruising, and remote bridge operations.

President Tom Klimek stated that he saw the press release from the Wisconsin Commercial Ports Association regarding its support for Craig Thompson as WisDOT Secretary.

6) Approved Coastal Management Grant Budget Adjustment

Mark Walter explained that this budget adjustment is for 2018 acknowledging the Renard Island grant to develop an end-use plan. The budget adjustment is to acknowledge that the grant was received, the project is moving forward, and that there will be carryover from 2018 into 2019.

A motion to approve the Coastal Management Grant Budget Adjustment was made by Bernie Erickson and seconded by Hank Wallace. Unanimously approved.

7) 2019 Public Communication Plan

Mr. Haen explained that the Communication Plan is similar to past years' plans with the exception of some slight changes in advertising and a greater public relations focus on the Foreign Trade Zone.

Changes in the current riverfront signage were also discussed including possibly making signs less 'wordy', updating the old Port logo with the newer logo, and making signs more visually appealing. Mr. Haen offered to bring design idea options to the Commission at a later date. Mike Vizer asked if there would be push back from the City. Mr. Haen replied that the Port will make sure that it is okay to update the signs before moving forward.

The New North Summit was discussed as an option for sponsorship.

Mr. Erickson suggested that the future Convention and Visitors Bureau building would be a beneficial opportunity for the Port to gain more exposure.

A motion to approve the 2019 Public Communication Plan was made by Tim Feldhausen and seconded by Mike Vizer. Unanimously approved.

8) Beneficial Reuse of Dredge Material RFP

Mr. Haen mentioned that some administrative or legislative changes may need to be made in order for dredge material to be treated the same as top soil.

Mr. Walter noted that the RFP aims to look at the benefits of beneficial reuse of dredge material and work with the Port, the WDNR and others involved in the process of dredge material reuse.

Pete Diemer pointed out that some of the language included in the RFP is very prescriptive and asked if the hired party would be allowed to amend some of the language being used. Mr. Walter answered that yes they would be. Mr. Haen stated that there might be a disconnect between the scope of work portion of the RFP and the attached appendix. Mr. Haen suggested that the RFP be brought back at next month's meeting for approval. Mr. Diemer agreed to help with final development of the RFP.

No action taken. Item deferred to February 11, 2019 meeting.

9) 2019 Tall Ship Sponsorship

Regarding sponsorship at the 2019 Tall Ships Festival, Mr. Haen stated that PMI has offered boardwalk sponsorship of \$5,000 which would include signage along the entire boardwalk as well as a booth. The sponsorship will be \$3,500 cash and \$1,500 of in-kind Port of Green Bay services towards the festival's water-based needs such as dredging, Coast Guard, dock wall, etc.

Ron Antonneau asked if the dock wall was fixed to be able to let cruise ships dock at Leicht Park. Mr. Haen said that a letter was sent last year and the year before. Mr. Klimek asked if there was any formal reply to the letter to which Mr. Haen answered no.

Tim Feldhausen said that the Port really needs to have a presence at the festival and that he would highly support it.

A motion to approve the 2019 Tall Ship Sponsorship was made by Mike Vizer and seconded by Hank Wallace. Unanimously approved

10) Remote Bridge Operations

Mr. Haen stated that Sturgeon Bay has been successful with remote bridge operations. They have had a failsafe system in place and have not had any issues. WisDOT is now proposing remote bridge operations in Green Bay. Mr. Antonneau asked if bridge tenders are periodically checked up on. Mr. Haen indicated that the intention is to have bridge tenders in place during the 2019 season as a precaution until the 2020 season.

11) Great Lakes Navigation Funding Allocation

Mr. Haen stated that the Port of Green Bay is proposed to be funded at \$3.5 million. These numbers are stable and should keep going up as full use of the Harbor Maintenance Trust Fund occurs.

Mr. Klimek asked for clarification regarding \$700,000 for Kewaunee Harbor for dredging. Mr. Haen explained that it could have to do with the lighthouse, breakwall, repairs and maintenance, or dredging.

12) Staff Report on Agricultural Products Research

Mr. Walter said that there are not a huge range of bulk products to look at but that agricultural products move a lot through ports in the Great Lakes. Wisconsin exports a lot of agricultural products that may move viably through the Port. Corn, grains, and soybean are currently moving primarily by truck and train through the state while others are moving almost exclusively by container. There may be an opportunity to move this type of product out of the Port within ten years.

13) Director's Report

Mr. Haen stated that the Port is participating in a lawsuit against the Coast Guard pilots around the Great Lakes. Their pay has increased by almost doubling over the past five years and that there is still no resolution from 2017 and 2018 efforts to repeal.

Regarding ballast water, Mr. Haen stated that currently the Coast Guard, the EPA and individual states have authority over ballast water discharge. New vessel discharge legislation would split the duties between just the Coast Guard and EPA. EPA would have regulatory authority and the Coast Guard would have the inspection and management authority.

Mr. Haen stated that the Port is continuing to explore the Pulliam plant site for Port uses. The county planning department has plans to conduct a land use study.

14) Tonnage Report

Mr. Haen stated that the Port is still open until January 20th so the final tonnage numbers will be ready for the February meeting. To-date, the Port has surpassed 2 million tons, the highest tonnage since 2007.

No action taken. Item deferred to February 11, 2019 meeting.

15) Acknowledgement of Bills

A motion to approve the payment of bills was made by Tim Feldhausen and seconded by Ron Antonneau. Unanimously approved.

16) Such Other Matters as Authorized by Law – Update

The next meeting is tentatively scheduled for February 11, 2019.

17) Adjourn

A motion to adjourn the Harbor Commission meeting at 11:54 am was made by Hank Wallace 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, January 21, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Corday Goddard– Chair, Tom Diedrick – Vice Chair, Ann Hartman and John Fenner

OTHERS PRESENT: Adam Kofoed, Chuck Lamine, Stephanie Schmutzer, Andy Dilling, Patrick Liefker, Cheryl Renier-Wigg, Michelle Heeler and Cora Haltaufdeheid

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 17, 2018, meeting of the Brown County Housing Authority.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the minutes from the December 17, 2018, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
There were 107 preliminary applications for December.
 - B. Unit Count
The unit count for December was 2,873.
 - C. Housing Assistance Payments Expenses
The December HAP expense totaled \$1,297,971.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 375 inspections conducted for December. Out of the 375 inspections; 182 passed initial inspection, 80 passed re-inspection; 78 failed; and 35 were a no show.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
For the month of December there were 306 port outs with an associated HAP expense of \$287,319. ICS was over spent by \$2,069.29 and the FSS underspent by \$43.48.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In December there were 73 active FSS clients, 51 clients in level one; 15 clients in level two; 1 client in level three and 8 clients in level four. There were 2 new contracts signed, 2 graduates, 37 active escrow accounts and 47 active homeowners.
 - G. VASH Reports (new VASH and active VASH)
For December there were no new VASH clients, for a total of 33 active VASH clients.
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
For December, there 32 total investigations, 18 new investigations, 12 active cases and 2 cases closed. There were 76 new applications processed, 75 were approved and 1 was denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere and Oneida. Applications by Municipality is as follows: Green Bay, Howard and De Pere.

- I. Quarterly Langan Denials report
Reviewed the fourth quarter breakdown checks done by Langan and Associates.
- J. Quarterly Active Cases Breakdown
- 56 percent of the head of households are elderly or disabled;
 - 30 percent of the head of households are not elderly or disabled but there is earned income in unit;
 - 11 percent of the head of households are not elderly or disabled with no earned income but with dependents;
 - 3 percent of the head of households are not elderly or disabled with no earned income and no dependents.
- K. Quarterly End of Participation
Reviewed the further quarter of 2018 terminations. Top three are absorption, voluntary terminations and family obligation violation.
- L. Quarterly Customer Service Satisfaction
83 percent indicated customer service was excellent, 11 percent very good, and 5 percent good.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file.
Motion carried.

OLD BUSINESS:

NEW BUSINESS:

3. Consideration with possible action to on request from Cardinal Capital to amend their PBV (Project Based Voucher) contract with BCHA.

A. Kofoed stated that Cardinal Capital Management is requesting that the contract at Veterans Manor Green Bay be amended. This is a 50 unit complex, 49 of which have project based vouchers and 1 unit that is a non-project based voucher. They are requesting an amendment to their contract to make their units from fixed to floating units.

A. Kofoed stated that Cardinal Capital Management has two other contracts with us, one at Trail Creek and one at Woodland with the floating system.

A motion was made by A. Hartman, seconded by J. Fenner to approve the request from Cardinal Capital to amend their PBV contract with BCHA. Motion carried.

4. Consideration and review of Habitat for Humanity's report on the Western Avenue project.

A. Kofoed introduced Michelle Heeler, Family Services Director and Cora Haltaufderheid, Executive Director with Greater Green Bay Habitat for Humanity.

A motion was made by A. Hartman, seconded by J. Fenner to open the floor. Motion carried.

M. Heeler and C. Haltaufdeheid gave a presentation via PowerPoint on Habitat for Humanity's Western Avenue Project. C. Haltaufdeheid gave a brief history of the program, and what Habitat for Humanity does for our community. Other information included twin homes built in 2017 on the corner of Walnut and Baird.

The homes for the Western Avenue project were completed in October 2018. Five homes were put up, and all are owner-occupied; and are appraised at between \$142,000-\$148,000. These lots were purchased in 2011 and at the time of the purchase, there was no infrastructure, no water and sewer laterals. Greater Green Bay Habitat for Humanity came to the BCHA in December of 2016 for funding, and BCHA approved a maximum of \$115,000

for reimbursement infrastructure funding for the construction of these homes. M. Heeler and C. Haltaufdeheid are at today's meeting seeking additional funding of \$56,037.52 due to the unforeseen costs incurred for lateral installation to storm water management. M. Heeler and C. Haltaufdeheid thanked the Authority for their time and consideration.

A motion was made by A. Hartman, seconded by T. Deidrick to close the floor. Motion carried.

5. Consideration with possible action on the Intergovernmental Agreement between Brown County and the BCHA for administration services for the BCHA.

A. Kofoed stated that this is the same agreement that was sent to the board members after the meeting in December. The agreement outlines and clarifies the responsibilities, administering the program, state statutes and working with ICS.

C. Goddard questioned "group home facilities" on page 3, # 9 of the agreement. We have never done anything with group homes. A. Hartman stated that this is maybe something to consider in the future. A. Kofoed stated that this is not something that we are necessarily going to do, but some of the roles based off of the state statutes that the Housing Authority can do.

J. Fenner asked if the agreement was passed by the County Board? C. Lamine stated that the County Board passed the resolution. The County Board gave authorization to sign the Intergovernmental Agreement.

C. Goddard stated that A. Nicholson could not be in attendance today, but asked if we should discuss if we should set some goals to focus on the elimination of homelessness which would result in a reduction of housing programs needed. C. Goddard suggested 1) we wait to have this conversation when A. Nicholson is in attendance, and 2) this is not related to this Agreement.

T. Deidrick asked if we need to talk about this model's impact on a budgetary standpoint compared to the traditional model. A. Kofoed stated that in terms of impacting staff they are currently salaried and it would not impact the administrative budget. If the BCHA applied for additional grants and/or programs that would require additional staff that staff would apply for programs that have administrative fees or funds that would help fund new programs. A. Kofoed also stated that for the first year or possibly longer, staff and the BCHA board should discuss potential ideas or future visions for the board. This will ensure Brown County staff is proficient in the housing choice voucher program and this year's budget will likely not be effected.

A motion was made by T. Deidrick, seconded by J. Fenner to approve the Intergovernmental Agreement. Motion carried.

6. Update regarding the government shutdown and its effect on the BCHA.

A. Kofoed stated that the government shutdown will have an effect on the housing authority program. There appears to be appropriated funds to keep the voucher payments running through February; however, funding for March seems uncertain at this time. There is a possibility of tapping into the HUD-held reserves.

A. Kofoed stated he attended a webinar by the Housing Coalition. A. Kofoed summarized a few points that are most relevant to the Housing Authority Program. The 300 out of 7,000 HUD employees that are working, HUD failed to renew 650 contracts in January and are expecting another 500 in February – those are mostly for Section 202. The Housing Choice Voucher programs are normal for right now, but is a case-by-case scenario. There is a lot of anxiety from Housing Authority staff in terms of how funding will affect their jobs in March

& April. There has been an increase of calls from landlords and tenants seeking more information. Letters to landlords have started going out informing them what may happen. There are concerns about future landlord recruitment as well. We need more timely communication from HUD. We should work on a contingency plan for February.

P. Leifker from ICS stated as of today there is not a whole lot of concern. Landlords received payment in January, likely to get paid in February. P. Leifker stated ICS received a lot of phone calls late December when the shutdown occurred from clients with questions and concerns.

T. Deidrick asked if funding does not become available, what would happen to the staff at ICS? P. Leifker stated that this would become part of the contingency plan that ICS, and BCHA staff would have to explore. P. Leifker stated theoretically, if there is no administrative funding available, then much like government employees on furlough we would have to explore this option for the staff.

Discussion occurred about holding an emergency meeting if necessary to work on a contingency plan.

C. Goddard asked about the Authority advocating for any legislation, advocating for any type of appropriations; and use any appropriated funds. A. Kofoed stated this was an area that he wanted to get verification. You as individuals can reach out to representatives. A. Kofoed stated there is nothing wrong with stating that you are a volunteer, this is your passion, but he is not comfortable with members stating they are acting on behalf of the board.

BILLS AND FINANCIAL REPORT:

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

S. Schmutzer presented the BCHA bills. She stated there was nothing out of the ordinary with the bills.

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

8. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the BCHA financial report. She stated she is closing out the year and she is assisting A. Kofoed with this process.

A motion was made by A. Hartman, seconded by T. Deidrick to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Executive Director's Report.

A. Kofoed conducted an open discussion with the board on discussing the future direction of the board. An informal agreement was made that staff would try each month to develop discussions and present on specific ideas, best practices, and other information material to help guide discussions about the future vision of the board. A. Kofoed discussed having a small survey available after the meeting for an objective way to evaluate if the item discussed was a potential vision for the future.

P. Leifker mentioned that discussions and the survey could help in BCHA 5 year plan update when A. Hartmann and T. Deidrick mentioned past surveys and evaluating the board's performance.

A. Brown County Planning and Land Services Director's Report.

C. Lamine thanked staff and board members for their hard work and attending tonight's meeting. He mentioned that the City of Green Bay is being a strong partner in the transition process.

B. Date of next meeting: February 18, 2019

A motion was made by T. Deidrick, seconded by A. Hartman to adjourn. Motion carried.