



"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
NOVEMBER 18 – 22, 2024**

MONDAY, NOVEMBER 18, 2024

*3:30 pm Housing Authority Room 200, Northern Building
305 E. Walnut Street

TUESDAY, NOVEMBER 19, 2024

*12:00 pm Security & Facilities Committee – *Virtual Meeting* See Agenda
For Access Information

WEDNESDAY, NOVEMBER 20, 2024

(No Meetings)

THURSDAY, NOVEMBER 21, 2024

*4:00 pm Children With Disabilities Education Board – *Agenda to Follow* Syble Hopp Vocational Space
755 Scheuring Road

*5:15 pm Library Board Central Library
515 Pine Street

FRIDAY, NOVEMBER 22, 2024

(No Meetings)

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, November 18th, 2024 at 3:30pm
Brown County Northern Building Room 200
305 E. Walnut St, Green Bay, WI 54301

MEMBERS: Marissa Heim – Vice Chair, John Fenner, Jessica King and Ann Hartman

ROLL CALL:

Marissa Heim	_____	John Fenner	_____
Ann Hartman	_____	Jessica King	_____

ELECTION OF OFFICERS:

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 21st meeting of the Brown County Housing Authority.
2. Approval of the minutes from the November 14th meeting of the Brown County Housing Authority Subcommittee.

COMMUNICATIONS:

3. Resignation of Jessica Adams from the BCHA Board.
4. BCHA/ICS Updates

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications and Applications by Municipality
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Fraud Investigations by Municipality

OLD BUSINESS:

NEW BUSINESS:

6. Consideration with possible action on the approval of the 2025 Budget for Integrated Community Solutions.
7. Consideration with possible action on the approval of the recommendation of the BCHA Subcommittee to extend the Landlord Incentive Program.
8. Consideration with possible action on the approval of the 2025 BCHA Meeting Schedule.
9. Consideration with possible action to request assistance from Brown County to Brown County Housing Authority during transition of BCHA.

BILLS AND FINANCIAL REPORT:

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

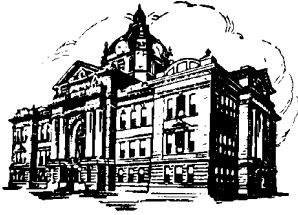
11. Consideration with possible action on acceptance of BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Executive Director's Report

Date of next meeting: **December 16th, 2024**

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.



**BROWN COUNTY CIRCUIT COURT
SECURITY & FACILITIES COMMITTEE MEETING**

Join Zoom Meeting <https://wicourts.zoom.us/j/85495150222>

Dial by your location +1 312 626 6799 US (Chicago) / Meeting ID: 845 9515 0222

NOVEMBER 19, 2024 at 12:00 pm

AGENDA

- I. Call Meeting to Order
- II. Approve Meeting Minutes from August 13, 2024
- III. Courthouse Security Report
- IV. Sheriff's Report
- V. Facilities Report
- VI. County Executive's Report
- VII. New Business

LIBRARY

Brown County

BROWN COUNTY LIBRARY
515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194



SARAH A. SUGDEN
EXECUTIVE DIRECTOR

www.browncountylibrary.org

sarah.sugden@browncountywi.gov
(920) 448-5810

BROWN COUNTY LIBRARY BOARD

Central Library

515 Pine Street, Green Bay

Thursday, November 21, 2024

5:15 p.m.

AGENDA

1. Call to Order
2. Approve/Modify Agenda and Minutes
3. Communications and Open Forum for the Public*
4. Update on Delivery of Public Library Service to Rural Communities in Brown County
5. Discussion and Approval of Denmark Branch RFP for Architectural and Engineering Services
6. Discussion and Approval of Pulaski Branch RFP for Architectural and Engineering Services
7. Discussion and Possible Action Regarding Fundraising Efforts for Ashwaubenon Branch
8. Central Library HVAC ARPA/Sales Tax Project Update
9. Discussion and Possible Action Regarding 2025 Closures for Holidays and Staff Development
10. Discussion and Possible Action Regarding 2025 Resource Library Agreement
11. Discussion and Approval of Library Business
 - A. Financial Update
 - B. Facilities Update
 - C. Personnel and Public Services Update
 - D. Community Engagement Update
 - E. Safety Officer Update

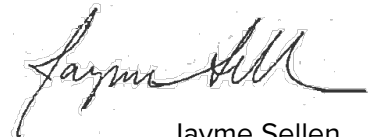
12. Library Director's Report
13. President's Report
14. Other Business
15. Such Other Matters as are Authorized by Law

16. Adjournment

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




Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodation, should contact the Brown County Library at 920-448-4400 at least one working day in advance of the meeting so that arrangements can be made.

*Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Open Forum for the Public" portion of this meeting is offered as an opportunity for concerned citizens of Brown County to be heard. Any person who wishes to address the Library Board during this portion of the meeting must sign in and indicate their name, address, and the topic they wish to present no later than five minutes before the start of the meeting. Comments are limited to 5 minutes per person, and personnel issues may not be discussed (nor individuals named). The Board may not take action on any item raised during the "Open Forum for the Public" period that is not already on the agenda for such a purpose. The Board's role is to listen to comments and not respond to or discuss the issues raised.



Jayme Sellen
Library Board President

November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4		6	7	8	9
10	11	12	13	14	15	16
		CJC 12:00 pm	COUNTY BOARD 7:00 pm			
17	18	19	20	21	22	23
24	25	26	27		Office Closed	30
					Office Closed	

BROWN COUNTY COMMITTEE MINUTES

- Board of Adjustment (October 17 & November 11, 2024)
- Security and Facilities Committee (August 13, 2024)
- Transportation Coordinating Committee (September 9, 2024)

To obtain a copy of Committee minutes:

https://www.browncountywi.gov/government/minutes_and_agendas/

OR

Contact the Brown County Clerk's Department



2198 GLENDALE AVENUE
GREEN BAY, WI 54303
PHONE (920) 662-2170 FAX (920) 434-4576

CHRIS HARDY, P.E.
HIGHWAY COMMISSIONER

MINUTES FOR THE OCTOBER 17, 2024, BOARD OF ADJUSTMENT

Following are the results of a public hearing that was held before the Board of Adjustment (“Board”) created under and by virtue of the Brown County Highway Ordinance, Chapter 6, at Duck Creek Center, Highway Department, 2198 Glendale Avenue, Village of Howard on Thursday, the 17th of October 2024, at 4:30 p.m.

Meeting called to order at 5 p.m. by Mark Verhaagh, Secretary (and acting as Chair for this meeting). Mark Verhaagh and Matthew Scholze were present with Bill Ullmer (Chairman) and Debbie Diederich absent. Having 2 members of the Board present, a quorum existed. Also present; Chris Hardy (Highway Commissioner), Jeff Zlatohlavek (JT Engineering – permit coordinator for Highway Department), Tony Wauters (OTB Properties), and William Flinchum (OTB Properties).

The meeting was properly noticed and published in the Green Bay Press Gazette on September 25, 2024, and October 3, 2024.

Motion by Verhaagh, second by Scholze to table the minutes of the previous meeting (February 26, 2024) until the next meeting of this body. Motion passed 2 in favor, 0 opposed.

The consideration Setback Variance and Right-of-Way Variance for Outside the Box Properties LLC, on parcel #M-771, W8268 CTH W in the Town of Morrison (“Wayside”) was tabled until the next meeting of the Board of Adjustment to be held on Monday, November 11, 2024. At which time, the owners (Outside the Box Properties LLC) wish to present additional detailed information to the Board on behalf of their request. Motion by Mark Verhaagh motion to table the topic for additional information, second by Matthew Scholze. Vote 2-0, motion carried.

Mark Verhaagh motioned to adjourn the meeting at 5:45 p.m., Second by Matthew Scholze. Vote 2–0, motion carried.

Dated this 17th day of October 2024.

Brown County Board of Adjustment	
Mark Verhaagh (acting Chair)	- Present
Matthew Scholze (alternate)	- Present
Bill Ullmer (Chair)	- Excused
Debbie Diederich	- Excused



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GREEN BAY, WI 54303
PHONE (920) 662-2170 FAX (920) 434-4576

CHRIS HARDY, P.E.
HIGHWAY COMMISSIONER

MINUTES FOR THE NOVEMBER 11, 2024, BOARD OF ADJUSTMENT

Following are the results of a public hearing that was held before the Board of Adjustment (“Board”) created under and by virtue of the Brown County Highway Ordinance, Chapter 6, at Duck Creek Center, Highway Department, 2198 Glendale Avenue, Village of Howard on Monday, the 11th of November 2024, at 5:08 p.m.

Meeting called to order at 5:08 p.m. by Mark Verhaagh, Secretary (and acting as Chair for this meeting). Mark Verhaagh and Matthew Scholze were present with Bill Ullmer (Chairman) and Debbie Diederich absent. Having 2 members of the Board present, a quorum existed. Also present; Chris Hardy (Highway Commissioner), Jeff Zlatohlavek (JT Engineering – permit coordinator for Highway Department), Jake Neerdaels (JT Engineering), Tony Wauters (OTB Properties), William Flinchum (OTB Properties), Gary Koomen (Town Morrison), Matt Heyroth (Brown County Planning & Zoning).

The meeting was properly noticed and published in the Green Bay Press Gazette on October 28, 2024, and November 4, 2024.

Motion by Verhaagh, second by Scholze to approve the variance for Outside the Box Properties LLC related to parcel # M-771 located at W8268 CTH W (“Wayside”) in the Town of Morrison pursuant to meeting the criteria for

1. Hardship: building layout and construction requires egress at the location of existing entrances and without allowable entry, building is unusable for any purpose;
2. Being the addition as proposed minimizes the lateral use of the right-of-way while still meeting the minimum need for the egress purpose, it is not contrary to the public interest; and
3. Since the lot, building, and egress conditions are specific to this specific parcel, it is not duplicated or exist on remaining parcels within the impacted area and would not constitute a precedent.

Motion passed 2 in favor, 0 opposed.

The consideration Setback Variance and Right-of-Way Variance for Outside the Box Properties LLC, on parcel #M-771, W8268 CTH W in the Town of Morrison (“Wayside”) was approved and Variance issued by the Highway Department pursuant to Right-of-Way application #300-13-24.

Mark Verhaagh motioned to adjourn the meeting at 5:30 p.m., Second by Matthew Scholze. Vote 2–0, motion carried.

Dated this 14th day of November 2024.

Brown County Board of Adjustment	
Mark Verhaagh (acting Chair)	- Present
Matthew Scholze (alternate)	- Present
Bill Ullmer (Chair)	- Excused
Debbie Diederich	- Excused

**MINUTES FROM THE BROWN COUNTY
SECURITY AND FACILITIES COMMITTEE MEETING
AUGUST 13, 2024**

Members Present: Honorable Tammy Jo Hock, Lt. Joe Patenaude, Wendy Lemkuil, Deputy District Attorney, Erika Franken, Victim Witness Coordinator, John Vander Leest, Clerk of Court, Commissioner Cynthia Vopal, Ross Kornowski, Risk Management, Deputy County Exec. Jeff Flynt, David Hemery, Corporation Counsel, Chad Magnin, Facilities Director, Jeff Cano, State Public Defender's Office, Michelle Wallerius, Circuit Court Judicial Assistant

Excused: Ryan Batal, Facilities, Sheriff Todd Delain, Thomas Schappa, District Court Administrator, Jim Pyle, Supervisor Public Safety, Patrick Buckley, County Board Chair, Attorney John D'Angelo – Brown County Bar representative, and

Judge Hock calls the meeting to order at 12:00 p.m.

Approval of Minutes: Motion by Cynthia Vopal and seconded by John VanderLeest to approve minutes of May 21, 2024. Motion carried.

Courthouse Security Report: Lt. Patenaude has no issues to report. The Citizens Academy is looking for a Judge to assist with the October 3rd program. If any of the Judges are available, please contact Lt. Patenaude. Updates to security vestibule to be addressed under Facilities report.

Sheriff's Report: Nothing to report at this time.

Facilities Report: Chad Magnin states they have been working on the patio and deck pavers. The dome has been cleaned and they will continue with annual upkeep. Erosion by the sally port has been addressed. Uneven walkways around the courthouse to be addressed. Access controls to the courthouse and law enforcement center are updated. The security vestibule project is currently out for bid. The Sheriff has requested a few updates in the design. Thank you to those that provided input into the way-finder email that was previously sent to assist the public find county services and departments. Once a contractor has been selected, Facilities will have a better idea as to the project timeline. A 6-month window is anticipated once the project is underway, with a completion date of early spring or June 2025. Lt. Patenaude states the lock boxes have not been updated with the new access controls. There have been ongoing issue with smoke detectors in the courthouse and Facilities is working on updating fire panels to eliminate the false alarms.

County Executive's Report: Jeff Flynt states nothing new to report at this time.

New Business: Judge Hock inquires if there are any future agenda items the committee would like added. None noted. Next meeting scheduled for **November 19, 2024 at 12:15 pm.**

Meeting adjourned at 12:20 pm

Minutes
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE
Monday, September 9, 2024
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
Meeting Time: 10:15 a.m.

ROLL CALL

Amy Barhite (Citizen Member)	<u>Exc</u>	Troy Parr (Oneida Nation)	<u>x</u>
Megan Borhardt (BC Board of Supervisors)	<u> </u>	Jim Pecard (ADRC Board of Directors)	<u>x</u>
Bridget Clancy (Syble Hopp)*	<u>x</u>	Joe Pietrek (Via – Private Operator)*	<u>x</u>
Lisa Conard (BCPC/Green Bay MPO)	<u>x</u>	Erik Pritzl (BC Health & Human Services)	<u> </u>
Michael Conley-Kuhagen (Transit Commission)	<u>Exc</u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Katie Doble (ASPIRO)	<u>x</u>	Troy Streckenbach (BC Executive Department)	<u> </u>
Christel Giesen (ADRC Staff)	<u>Exc</u>	Andrea Vlach (Green Bay Metro)	<u>x</u>
Amy Hoyer (Cerebral Palsy Inc.)	<u>x</u>	Michael Voight (Citizen Member)	<u> </u>
Denise Misovec (Curative Connections)	<u>x</u>	Nick Weber (WisDOT)	<u>x</u>
Anna Nick (Brown County Health Dept)	<u>x</u>	Tina Whetung (Curative Connections)	<u>x</u>

Others Present: Erin Martini for Bridget Clancy, Kayla Schram for Joe Pietrek, Kyle A. Skenandore, and Ker Vang

ORDER OF BUSINESS

1. Introduction of Amy Barhite and Anna Nick.

L. Conard noted Amy Barhite is excused and welcomed Anna Nick to the committee.

A. Nick represents the Brown County Health Department.

2. Approval of the March 11, 2024 TCC meeting minutes.

A motion was made by Jim Pecard, seconded by A. Hoyer to approve the March 11, 2024 TCC meeting minutes. Motion carried.

3. Discussion and recommendation to the Brown County Planning Commission Board of Directors regarding CY 2025 Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding awards.

K. Vang provided a summary of the Section 5310 program, funds available, requests, and staff recommendations.

**2025 Application Cycle (State Cycle 49)
Funding**

Recipient	Projects	Amount \$294,524
Green Bay Metro	10% Administrative Fee - Designated Recipient (DR) ¹	\$29,452
Green Bay Metro	50% Brown County Mobility Management Program Set-Aside ²	\$132,536
Available on a competitive basis ³	Capital Projects - minimum of \$27,159; maximum of \$132,536 Operating Expenses - maximum of \$103,083	\$132,536
Total:		\$294,524

**2025 Application Cycle (State Cycle 49)
Project Summary and MPO Staff Recommendation**

Entity/Applicant	Item	Amount \$294,524
Green Bay Metro	Designated Recipient Administrative Fee	\$29,452
Green Bay Metro	Brown County Mobility Management Program	\$132,536
Curative Connections	Medium Bus Side Load Lift (ECII – Ford 450)	\$114,672
Curative Connections	Operating Assistance	\$17,864
Balance:		\$0

J. Pecard ask if other entities applied for Section 5310.

K. Vang answered no. However, application materials were sent to local human service agencies.

Discussion occurred on the federal requirements associated with accepting Federal Section 5310 funding, and how meeting them can pose a challenge for agencies with small staffs. Examples were provided.

S. Popp asked about the Disabled American Veterans (DAV).

L. Conard stated that Section 5310 funding was awarded to the DAV for the purchase of a vehicle many years ago. However, it has been challenging for the DAV to comply with the federal requirements and Metro staff (Metro is the direct recipient and DAV is the subrecipient) has worked with the DAV to de-federalize the vehicle, thereby removing the requirements.

A motion was made by S. Popp, seconded by K. Doble to recommend to the Brown County Planning Commission Board of Directors CY 2025 Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding awards as presented by staff. Motion carried.

- Update regarding Brown County’s State Section 85.21 plan process and State Section 85.21 Trust - Adaptive Cycle program for 2025.

K. Vang provided an overview, noting that Curative Connections, Salvation Army, Brown County Health and Human Services, and CASA Alba have requested funding. K. Vang is preparing a draft budget/plan.

¹ The DR (Designated Recipient) serves as the fiscal agent for the program. Green Bay Metro was selected as the DR for the Green Bay Urbanized Area’s Section 5310 Program because of its experience with similar federal transportation funding programs. As the DR for this program, Green Bay Metro is entitled to 10 percent of the funding available for program administration.

² The Brown County Mobility Management Program receives an annual allocation of 50% of the program funds balance less the 10% administration fee.

³ The Section 5310 program allows a maximum of 45% of the entire allocation to be spent on operating expenses. The 10% administrative fee is considered an operating expense.

In addition, staff has received one application for a hand operated adaptive cycle and anticipates receiving an additional application for four adult tricycles.

S. Popp stated that she supports the cycling funding opportunity as it is great for seniors and people with disabilities.

The draft program will be presented to the TCC on November 11.

5. Presentation regarding the Brown County Mobility Management Program Biannual Report (1/1/2024-6/30/2024), Andrea Vlach, Brown County Mobility Coordinator.

A. Vlach provided highlights of her written report, noting that applications and issuance of the Green Bay Metro LIFT⁴ pass has increased. For the first half of 2024, Metro issued 156 LIFT passes (valid for four unlimited free days per month) as follows:

- 20 seniors with low income
- 33 people with disabilities with low-income
- 103 general low-income individuals

6. Round robin discussion about specialized transportation services in Brown County.

A. Vlach noted that Green Bay Metro received a number of grants recently and will be able to purchase (a total of six) electric buses which will replace existing buses that have exceeded useful life.

A. Nick noted that access to healthcare is a priority in the Brown County Public Health Strategic Plan (link here: [BC Health Strategic Plan Summary](#))

J. Pecard asked if someone had questions about specialized transportation services, where would they go for information?

Anyone with questions or is in need of travel training should contact:

Andrea Vlach, Brown County Mobility Coordinator
Green Bay Metro
901 University Avenue
920.448.3450
greenbaymetro.org

The Brown County Aging and Disability Resource Center also provides information on its website here [ADRC General Transportation Information](#) and here [Providers](#).

N. Weber also noted that the Wisconsin Department of Transportation has a link on its website here: [Alternative Transportation by County \(arcgis.com\)](#).

A. Nick also noted that information can be found on 211 Wisconsin here: [211 Wisconsin \(communityos.org\)](#).

S. Popp noted that the state's Non-Emergency Medical Transportation (NEMT) service provided by MTM/Veyo appears to be improving locally, although problems with the app persist.

T. Parr introduced Kyle A. Skenandore, Oneida's new Engineer in Training/Construction Manager. Kyle will soon be acting Civil Engineer for the Tribal Transportation Program (TTP).

⁴ The LIFT Program was established in 2022 to assist individuals with incomes at or below 150% of the national poverty guidelines by providing up to four day passes per month. Low-income individuals may use one day pass per week on any day of the week of their choosing.

T. Parr stated that the Oneida Public Transit System is nearing completion of a bus garage/facility. Currently buses are kept outside. Move-in date is anticipated for late 2024.

N. Weber noted that Bay-Lake Regional Planning Commission received a grant to study access to public health in a large region of eastern Wisconsin, including Brown County. This is the link: [TAPHO Study \(arcgis.com\)](https://arcgis.com)

J. Pecard noted that the organization *Whatever You Do, Inc.*, a non-profit organization, will accept bicycle donations. The organization refurbishes bicycles and returns them to the community free of charge.

7. Next TCC meeting date.

- Monday, November 11, 2024 at 10:15 a.m., 901 University Avenue, Green Bay

8. Other matters.

None.

9. Adjourn.

A motion was made by S. Popp, seconded by T. Whetung to adjourn.

The meeting was adjourned at 10:48 a.m.