



**"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 28 – DECEMBER 2, 2022**

**MONDAY, NOVEMBER 28, 2022**

(No Meetings)

**TUESDAY, NOVEMBER 29, 2022**

\*5:15 pm

Library Board

3<sup>rd</sup> Floor, Central Library  
515 Pine Street

**WEDNESDAY, NOVEMBER 30, 2022**

(No Meetings)

**THURSDAY, DECEMBER 1, 2022**

\*1:30 pm

Chapter 21 Brown County Land Division & Subdivision  
Ordinance Technical Advisory Committee

Room 200, Northern Building  
305 E. Walnut Street

**FRIDAY, DECEMBER 2, 2022**

(No Meetings)

**LIBRARY**

*Brown County*

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



**SARAH A. SUGDEN**  
EXECUTIVE DIRECTOR

[www.browncountylibrary.org](http://www.browncountylibrary.org)

[Sarah.Sugden@browncountywi.gov](mailto:Sarah.Sugden@browncountywi.gov)  
(920) 448-5810

**BROWN COUNTY LIBRARY BOARD  
Central Library**

**Third Floor**

515 Pine Street, downtown Green Bay

**NOTE DATE CHANGE: Tuesday, November 29, 2022**

**5:15 p.m.**

**AGENDA**

1. Call to Order
2. Approve/Modify Agenda and Minutes
3. Communications and Open Forum for the Public
4. Discussion and Approval of Low Bid for New East Branch RFB
5. Discussion and Possible Action Regarding 2022 Performance Pay, COLA Increases, and Incentive Pay
6. Update on Ashwaubenon RFP
7. Update on Library Partnerships
8. Discussion and Possible Action Regarding Revised Fines and Fees Policy
9. Discussion and Possible Action Regarding Temporary Increase in Compensation for Work in Another Classification
10. Discussion and Approval of Library Business
  - A. Financial Manager Update
    - i. Financial, and Gifts, Grants and Donation Reports
  - B. Facilities Update
    - i. Central Lower Level Flexible Meeting Room
    - ii. Central HVAC ARPA RFP
    - iii. Central Phase One Capital Projects Update
  - C. Personnel Update
  - D. Community Engagement Update

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

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



Brian Anderson  
Library Board President

Chapter 21 Brown County Land Division and Subdivision Ordinance  
Technical Advisory Committee Meeting

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Date: December 1, 2022

Time: 1:30 PM

Place: 305 E. Walnut Street, Room 200  
P.O. Box 23600  
Green Bay, WI 54305

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<b>Steve Bieda</b> <i>Mau &amp; Associates</i>		<b>Ryan Duckart</b> <i>BC Real Property Lister</i>	
<b>Gary Pahl</b> <i>BCPC Board of Directors</i>		<b>Katherine Troudt</b> <i>Wis. Public Service</i>	
<b>Cole Runge</b> <i>BC Planning Director</i>		<b>Dale Raisleger</b> <i>BC Surveyor</i>	
<b>Chad Miller</b> <i>BC GIS Analyst</i>		<b>Randy Oettinger</b> <i>MACH IV</i>	
<b>Dan Teaters</b> <i>T. Ledgeview Zoning Admin.</i>		<b>Chad Fradette</b> <i>Evergreen Consultants</i>	
<b>Vacant</b> <i>BC Highway Dept.</i>			

Others Present:

Agenda:

1. Call to order
2. Approval of the August 18, 2022 draft meeting minutes of the Chapter 21 technical advisory committee
3. Comments or questions on items discussed during the August 18, 2022 technical advisory committee meeting
4. Discussion and action regarding a recommendation of approval for the Draft Chapter 21 – Land Division and Subdivision Ordinance Update to the Brown County Planning Commission Board of Directors
5. Other items
6. Adjourn



# NOVEMBER 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <b>Public Safety</b> 6:00 pm <i>Meeting Canceled</i>	2 <b>Ed &amp; Rec</b> 5:30 pm <i>Meeting Canceled</i>	3	4	5
6	7	8 	9	10	11	12
13	14	15	16 (NO COUNTY BOARD MTG THIS DAY)	17	18	19
20	21	22 <b>Land Con</b> 5:30pm PD&T 5:45 pm	23	24 	25 <i>County Board/County Clerk Office Closed</i>	26
27	28	29	30			



# DECEMBER 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 <b>Public Safety</b> 6:00 pm	7 <b>Ed &amp; Rec</b> 5:30 pm	8 <b>Special Public Safety</b> 3:30 pm <b>Admin</b> 5:30 pm	9	10
11	12	13	14 <b>Human Services</b> 5:30 pm	15	16	17
18	19	20	21 <b>COUNTY BOARD</b> 7:00 PM	22	23 <i>County Board/County Clerk Office Closed</i>	24
25 	26 <i>County Board/County Clerk Office Closed</i>	27	28	29	30 <i>County Board/County Clerk Office Closed</i>	31

## BROWN COUNTY COMMITTEE MINUTES

- Brown County Land Division & Subdivision Ordinance Technical Advisory Committee (July 7, 2022)
- Children With Disabilities Education Board (October 20, 2022)

**To obtain a copy of Committee minutes:**

[https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](https://www.browncountywi.gov/government/minutes_and_agendas/)

OR

Contact the Brown County Clerk's Department

# MINUTES

## Brown County Land Division and Subdivision Ordinance Technical Advisory Committee Meeting

Thursday, July 7, 2022  
Northern Bldg., Room 200  
1:30 PM

### ROLL CALL:

<b>Steve Bieda</b> <i>Mau &amp; Associates</i>	X	<b>Ryan Duckart</b> <i>BC Real Property Lister</i>	X
<b>Gary Pahl</b> <i>BCPC Board of Directors</i>	X	<b>Katherine Troudt</b> <i>Wis. Public Service</i>	Abs
<b>Cole Runge</b> <i>BC Planning Director</i>	X	<b>Dale Raisleger</b> <i>BC Public Works Dept.</i>	X
<b>Chad Miller</b> <i>BC GIS Analyst</i>	Abs	<b>Randy Oettinger</b> <i>MACH IV</i>	X
<b>Dan Teaters</b> <i>T. Ledgeview Zoning Admin.</i>	X	<b>Chad Fradette</b> <i>Evergreen Consultants</i>	X

**Also present:** Karl Mueller, BC Senior Planner

### Order of Business

#### 1. Call to Order

The meeting was called to order at 1:30 pm.

#### 2. Approval of the June 2, 2022 meeting minutes of the Chapter 21 Technical Advisory Committee Meeting

A motion was made by G. Pahl; seconded by R. Duckart. The motion was approved.

#### 3. Comments or questions on items discussed during the May 5, 2022 technical advisory committee meeting

There were no comments.

#### 4. Review Section 21.60 Design Standards

##### 21.61 Streets and highways

K. Mueller asked D. Teaters about 21.65(5) that had been brought up at a previous meeting. D. Teaters asked if the 125-foot requirement for street jogs was still relevant in Chapter 21, since some municipalities have their own requirements that differ from the County's requirement.

D. Raisleger stated that a minimum street jog requirement needed to be included, at a minimum, for county highways.

C. Fradette suggested adding language to reflect the municipalities' requirements, while still maintaining the County's requirement. C. Fradette suggested adding a "whichever is greater" provision to account for both standards.

C. Runge suggested expanding the section to have two sets of standards. One would maintain the 125-foot requirement for county trunk highways, while the second would apply to local streets, where the municipalities' standards would apply. The committee agreed to this change. K. Mueller stated this would be reflected in the revised ordinance.

D. Raisleger stated that Brown County Public Works is in the process of updating Chapter 6. Proposed changes in that ordinance would affect portions of Section 21.61 pertaining to county highways.

D. Raisleger stated that Public Works would provide draft language to Brown County Planning for Chapter 21. K. Mueller and C. Runge noted that the proposed revisions would be reflected in the ordinance to be consistent with Chapter 6.

D. Raisleger informed the committee that Public Works was working with Brown County Planning and Land Services GIS staff to create a new future right-of-way map, which would include Public Works requirements for right-of-way width, corner radii, and vision corners.

K. Mueller asked the committee if it was desirable to remove language in Chapter 21 that reflects these provisions, and instead reference the future right-of-way map. D. Teaters asked if removing the language would remove the ability of the County to enforce any right-of-way requests by Public Works. G. Pahl felt that the requirements still needed to be included in Chapter 21.

D. Teaters asked D. Raisleger if a GIS map of the future right-of-way for county highways would be adopted by the Highway Commission. D. Raisleger stated that both the map and the revised Chapter 6 ordinance would.

Discuss occurred regarding the advantages and disadvantages of showing corners as a radius versus drawing a straight line from two points.

S. Bieda suggested removing the radius language from this section and allowing straight lines to be used instead on corners. C. Runge suggested waiting until Planning had received revisions from Brown County Public Works to ensure the two documents are consistent. The committee agreed to this.

K. Mueller asked the committee if the tables under 21.61(11) and 21.61(13) were still relevant or if they needed to be updated.

D. Teaters suggested contacting municipalities to determine what their local requirements were. K. Mueller responded that staff would reach out to the municipalities regarding local street width requirements.



C. Runge asked if the table was needed. C. Runge stated that Planning has historically recommended right-of-way widths based on the local context. Narrower right-of-ways are generally encouraged as a mechanism to help calm traffic.

S. Bieda expressed support for narrowing the rights-of-ways of streets. Other committee members also expressed support.

D. Teaters and C. Runge suggested removing the table and adding language to reflect that local street widths will defer to the municipalities' standards. K. Mueller stated this change will be made.

D. Teaters suggested that the word "Commission" be clarified under 21.61(10) since it is not the Planning Commission approving the medians. This is approved by the Highway Commission or WisDOT, or the local municipality for local streets. K. Mueller stated this change would be made.

Discussion occurred on 21.61(18)(c) regarding street names. Committee members raised concerns that, as the language in the code is currently written, street names are not allowed regardless of the suffix used, but that there are many instances across Brown County where this is the case.

D. Teaters suggested changing "may" to "shall" under 21.61(18)(c) to provide a stronger enforcement mechanism for rejecting duplicated street names.

C. Fradette asked how surveyors will be able to find unique street names if this provision is more strictly enforced going forward.

S. Bieda responded that his company uses multiple sources including Brown County's GIS system to advise clients. C. Fradette asked if the surveyors come up with the street names on plats. S. Bieda responded that the developers typically create the street names that the surveyors reflect on the plat.

#### 21.65 Public sites and open spaces

C. Fradette asked how much land for public sites needed to be dedicated. D. Teaters that it should be identified and noted by municipalities during their review through their adopted planning documents.

C. Fradette asked if this information could be compiled by county GIS staff. D. Teaters stated that it would be up to the County to decide. C. Runge added that maintaining the database would be challenging as plans are updated and changed.

D. Teaters noted that the County is a reviewing authority for plats in the Cities of Green Bay and De Pere, and this authority includes reviewing relevant plans. D. Teaters suggested reviewing State Statutes and adhering to requirements under those statutes.

## 21.66 Stormwater management plan and drainage

C. Fradette stated that ESAs identified under Chapter 21 would influence this section and may have different requirements than DNR Statutes NR 151, NR 152, and NR 216.

Discussion occurred regarding the process used to determine the size of culverts for stormwater management.

C. Fradette asked how the determine was made to require a stormwater management plan for five or more parcels. C. Runge stated that it is the requirement for plats; stormwater management plans are not required for CSMs.

R. Oettinger noted that Section 21.66 (2) referenced CSMs. K. Mueller stated this reference would be removed since it is a requirement only for plats.

C. Runge noted that the municipalities often submit a letter of approval stating they have reviewed and approved the stormwater management plan for a plat.

K. Mueller stated that all references to CSMs would be removed.

D. Teaters stated that in addition to requiring a stormwater management plan, but that it also needs to be monitored and enforced to ensure that the provisions of the stormwater plan are being implemented.

D. Teaters stated that the requirements for stormwater management plans often fall to the municipalities to monitor, but that they often do not have the staff to effectively enforce stormwater management plans.

C. Fradette suggested that there should be a requirement for an "as built" to be submitted to the County.

Discussion occurred whether developers should be required to submit "as built" documentation or secure bonds to ensure that stormwater management plans are implemented.

Discussion occurred regarding the importance of not only having the requirement for a stormwater management plan but also the mechanisms in place to enforce the implementation of those plans.

D. Teaters suggested contacting municipalities to determine if their respective ordinances require bonds to be secured as part of the approval process for subdivision plats, to determine how to proceed with any revisions to Section 21.66.

C. Runge stated that staff have been looking into this issue to determine which entity is best suited for enforcing stormwater management plans.

G. Pahl suggested looking at a combination of county/municipality enforcement for stormwater management. C. Runge stated that it has been discussed and the discussions have also occurred for a county/municipality enforcement approach for sewer service area management.

## **5. 21.70 Planned Unit Developments**

G. Pahl asked if there were any setback requirements for fire safety. R. Duckart stated that the county does not require building setbacks. K. Mueller stated that this is typically addressed by the municipality. D. Teaters noted that Brown County Public Works and Shoreland Zoning Areas do have setback requirements.

D. Raisleger stated that Brown County Public Works will be revising their ordinance to defer to the municipality for setback requirements.

Discussion occurred regarding setbacks. Committee members questioned the benefits of showing setbacks on CSMs and plats since the requirements for setbacks can change.

C. Runge stated that this section is more of a zoning issue and is therefore the municipality's responsibility to administer. C. Runge suggested removing this section from Chapter 21.

D. Teaters suggested keeping the section and removing subsections 1, 2, and 3, and keeping subsection 4, since Planned Unit Developments are addressed and included in Brown County's Shoreland Zone Ordinance.

K. Mueller stated the three subsections would be removed and would include 1 section in the revised ordinance.

## **6. 21.71 Conservation Designed Subdivisions**

Discussion occurred regarding the necessity for having a Conservation Designed Subdivisions section since this type of development would be a zoning issue, like PUDs.

S. Bieda stated that surveyors often use the planned unit development requirements in local municipalities ordinances.

C. Runge stated that staff will reach out to towns in Brown County to determine if conservation designed subdivisions are incorporated into their zoning ordinances. Staff would revise Section 21.71 based on the discussions. Some towns may use this section to establish their requirements for Conservation Designed Subdivisions in their ordinance.

## **7. Set next meeting date**

The next meeting was set for August 4, 2022 at 1:30 pm.

## **8. Other items**

G. Pahl asked when the committee was going to discuss the ESA sections of Chapter 21. C. Runge stated that staff were waiting on comments from DNR and provided an update on the status of the Sewage Plan.

## **9. Adjourn**

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Thursday, October 20, 2022

Board Members Present: J. Wieland, L. Franke, H. Mathes, K. Lukens, T. Hansen, S. King, B. Clancy (phone)

Excused: Patrick H. (BC Liaison)

Others Present: K. Pahlow, A. Schmidt, S. Johnson, C. Maricque, N. Kohls

Action Item: Call to Order

1. S. King called the meeting to order at 4:02 PM.  
K. Pahlow welcomed new BCCDEB member, Hazel Mathes. Hazel gave a brief introduction of herself.

K. Pahlow introduced Garrett and Amanda from Miron Construction and Matt from EUA (Performa). The board thanked them for their vision, skills and dedication that was needed to complete the construction and renovations at Syble Hopp School.

2. Open Forum – None

3. Action Item: Approval of the September 20, 2022 Board Meeting minutes.  
**Motion made by K. Lukens, seconded by T. Hansen, that the minutes of the September 20, 2022 meeting be approved. MOTION CARRIED UNANIMOUSLY.**

4. Action Item: Approval of Agenda  
**Motion made by L. Franke, seconded by J. Wieland, that the agenda for the October 20, 2022 meeting be approved. MOTION CARRIED UNANIMOUSLY.**

5. Action Item: Donations  
A.Schmidt reviewed the donations for October, highlighting the proceeds from the Knights of Columbus Tootsie Roll sales.  
**Motion made by T. Hansen, seconded by J. Wieland, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.**

6. Action Item: Payment of Bills  
Disbursements for September 1, 2022 thru September 30, 2022 were presented. Expenses were routine with the exception of expenses for construction and renovation projects.  
**Motion made by J. Wieland, seconded by L. Franke, that the payment of bills be approved. MOTION CARRIED UNANIMOUSLY.**

7. Action Item: Financial Report  
C. Maricque reviewed the Revenues beginning July 1, 2022 thru August 31, 2022. Revenue during the summer months is low. Expenses during the summer months include subscriptions/licenses for software programs, maintenance contracts and memberships.  
**Motion made by T. Hansen, seconded by K. Lukens, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**

8. Action Item: Board Meeting Schedule October 2022-June 2023  
To accommodate two new board members, the BCCDEB meeting schedule has been changed to the third Thursday of each month.  
**Motion made by L. Franke, seconded by H. Mathes, that the Board approve the new BCCDEB meeting schedule for the 2022-2023 school year. MOTION CARRIED UNANIMOUSLY.**

9. Action Item: First Reading – Service Animal Policy  
S. Johnson presented the BCCDEB Service Animal Policy for the first reading.  
**Motion made by L. Franke, seconded by T. Hansen, that the Board move the Service Animal Policy on to the second and final reading at the November 17, 2022 Board meeting.**
10. Action Item: Resignations  
K. Pahlow presented the resignation of Erin Zimdar and Crystal Arrowood.  
**Motion made by J. Wieland, seconded by K. Lukens, that the Board approve the resignations of Instructional Aides Erin Zimdars and Crystal Arrowood. MOTION CARRIED UNANIMOUSLY.**
11. Action Item: Hires  
S. Johnson reviewed the EC staffing in the district and presented Erin and Kristen for hire.  
**Motion made T. Hansen, seconded by Hazel M., that the Board approve the hiring of Erin Kotenberg and Kristen Trochta. MOTION CARRIED UNANIMOUSLY.**
12. Discussion Item: Construction and Renovation Project Update  
K. Pahlow updated the Board on the construction and renovation project. The project is wrapping up with some items yet to be resolved but not impacting the function of the building. C. Maricque presented a financial summary of the Capital Expansion. K. Pahlow will write a more grants and we hope to participate in Give Big Green Bay again to provide additional funds for expenses that may arise in the future.
13. Discussion Item: COVID Update  
Syble Hopp currently has a five-day quarantine for positive COVID results. No testing is needed to return to school. Staff will be given the five COVID days but will need to use sick days for day six and beyond.
14. Discussion Item: Policy Updates  
The administration team discussed the need for our school/board polices to be updated and that they checked into a company called Neola. Administration recommended not to go forward with their services at this time due to the extensive costs involved.
15. Discussion Item: Administrator's Report  
S. Johnson reported on the Early Childhood restructuring and staffing in the district. Two therapists from Hopp were able to attend an Assistive Technology Conference (Closing the Gap) for three days. Sarah also attended the Wisconsin Council of Administrator of Special Services (WCASS) Conference. She will also be visiting Lakeland School in Walworth County on November 8<sup>th</sup>.  
  
A.Schmidt announced an in-person Homecoming this Saturday. SNC and Denmark High School have students volunteering throughout the month. Staff can schedule their children to come to school and be a Peer Role Model. The Brown County Library is back at Hopp for Storytime and other services.
16. Discussion Item: Parent Organization Report  
T. Hansen reported that attendance at the Parent Organization meetings is higher than usual. There is a staff luncheon on October 27<sup>th</sup>. Syble Hopp is hosting a SibShop on November 12<sup>th</sup>. Sibling of students ages 6-12 are invited to attend. There will also be a presenter from ADRC who will be presenting on *Tools For Caregivers* and a Sibshop presentation on *What Siblings Want Parents To Know* will take place.

17. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction pursuant to Wis. Stats. Sec. 118.22.

**Motion made by J. Wieland, seconded by L. Franke, that the Board move into Executive Session at 5:05 PM. MOTION CARRIED UNANIMOUSLY.**

**Motion made by H. Mathes, seconded by L. Franke, that the Board move back into open session at 5:45 PM. MOTION CARRIED UNANIMOUSLY**

18. Action Item: Adjournment

**Motion made by T. Hansen, seconded by J. Wieland, that the October 20, 2022 Brown County Children with Disabilities Education Board meeting be adjourned at 5:45 PM. MOTION CARRIED UNANIMOUSLY.**