

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
SEPTEMBER 24 - 28, 2018**

MONDAY, SEPTEMBER 24, 2018

- | | | |
|----------|--|--|
| *9:00 am | Benefits Advisory Committee | Room 650, Northern Building
305 E. Walnut Street |
| *3:30 pm | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |
| *4:30 pm | Board of Adjustment | Room 391, Northern Building
305 E. Walmart Street |
| *6:00 pm | Land Conservation Subcommittee *TOUR @ 4:30PM | Room 200, Northern Building |
| *6:15 pm | Planning, Development & Transportation Committee | 305 E. Walnut Street |

TUESDAY, SEPTEMBER 25, 2018
(No Meetings)

WEDNESDAY, SEPTEMBER 26, 2018

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

THURSDAY, SEPTEMBER 27, 2018

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

FRIDAY, SEPTEMBER 28, 2018
(No Meetings)



Benefits Advisory Committee

September 24, 2018

9:00 to 11:00 AM

Room 650, Northern Building

305 E. Walnut Street

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

1. Call meeting to order
2. Roll Call
3. Approve/Modify agenda
4. Approve/Modify Minutes from September 20, 2018
5. Continue discussion regarding potential changes to health care plan for 2019
6. Next meeting
7. Adjourn

Louise Pfothenauer, Chair

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, September 24, 2018, 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, Sup. Andy Nicholson and John Fenner

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 20, 2018, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from Greater Green Bay Habitat for Humanity dated August 23, 2018, thanking the BCHA for the financial contribution.
3. Letter from HUD dated August 30, 2018, regarding increase in HCV Administrative Fee Proration

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - 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. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

5. Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

NEW BUSINESS:

6. Public hearing to receive input on the Brown County Housing Authority 2019 Annual Agency Plan.
7. Consideration with possible action on approval of Brown County Housing Authority 2019 Annual Agency Plan.
8. Consideration with possible action regarding approval of additional Project Based Voucher units for Ecumenical Partnership for Housing.
9. Consideration with possible action to approve Request for Proposals to be published for Project Based Vouchers.
10. Consideration with possible action on approval of 2017 Fiscal Year End Audit Report.

BILLS AND FINANCIAL REPORT:

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

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

13. Resignation of Housing Administrator

14. BCHA was not awarded Mainstream Vouchers

15. Date of next meeting: October 15, 2018.

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.

ZONING

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/zoning



WILLIAM BOSIACKI

ZONING ADMINISTRATOR

AGENDA
BROWN COUNTY BOARD OF ADJUSTMENT
September 24th, 2018 - 4:30 pm
Northern Building, Room 391
305 E. Walnut Street
Green Bay, WI 54301

This meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Board may convene in closed session. The following matters may be considered at the meeting:

1. Call meeting to order 4:30 pm and verify door is open for the public.
2. Roll call: X if present, E if excused, and U if unexcused.
 - a. Chairman Bill Ullmer E, Secretary Dick Huxford _____, Tom Perock _____, Alternate Debbie Diederich _____.
3. Review and approval of minutes from previous meeting.
4. Old business.
5. New business and announcement of agenda for public hearing.
 - a. Paul Natzke, 3668 Wayside Road, Greenleaf, WI 54126, Parcel # M-674.
6. Public Notice – Class II – Green Bay Press-Gazette, on September 9th & 16th, 2018.
7. Describe Board's authority and rules of hearing.
8. **Open Public Hearing.**
 - ❖ Read appeal(s) and discuss in order as determined by Board.
9. **Close Public Hearing.**
10. Deliberation, findings of fact, conclusions of law, decisions and determinations on appeal.
Complete all three standards – if all three cannot be met, the variance cannot be granted.
11. Other business.
12. Adjourn meeting.

Date: September 24, 2018

By: Matt Heyroth, Assistant Zoning Administrator

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Brown County Planning and Land Services Department at (920) 448-6480 at least two business days before the meeting so that appropriate accommodations can be made. Persons who are members of another governmental body, but who are not members of this board, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



PUBLIC NOTICE

Notice is hereby given that a public hearing will be held before the Board of Adjustment ("Board"), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, on Monday the 24th day of September, 2018, at 4:30 p.m. on an appeal taken by Paul Natzke-Wayside Dairy LLC denying his request to utilize a holding tank to serve a proposed residential structure for employee/family use. The property is located in the PRT OF NW1/4 NE1/4 & PRT OF NE1/4 NW1/4 SEC 33 T21N R21E in the Town of Morrison at 3668 Wayside Road, Parcel # M-674 ("Property").

All persons interested are invited to attend said hearing and be heard or to provide written comments to the Brown County Planning and Land Services Department, 305 E. Walnut Street, Green Bay, WI 54301 prior to September 21st, 2018.

The Board will accept and review all pertinent information relative to the above listed item(s) during open session of the September 24th, 2018, public hearing.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of any person wishing to attend who because of disability requires special accommodation through appropriate aids and services. Call (920) 448-6480 for arrangements.

Dated this 9th and 16th day of September, 2018.

Brown County Board of Adjustment
Bill Ullmer
Richard Huxford
Tom Perock
Debbie Diederich-Alternate



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

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

LAND CONSERVATION SUBCOMMITTEE
Monday, September 24, 2018
6:00 PM
***TOUR 4:30-6:00 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

***NOTE TIME & LOCATION**

***Tour Highlighting Demonstration Farm Network will start at 4:30pm.
Please meet on Adams Street, west side of Northern Building.
County vehicles will be on site to transport group.**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 27, 2018.

Comments from the Public

Land Conservation Department

- 1. Budget Status Financial Report for August 2018 (unaudited).
- 2. Open Positions Report.
- 3. Directors Report.
 - a. Tour Discussion-upcoming Field days and outreach.

Other

- 4. Such Other Matters as Authorized by Law.
- 5. Adjourn.

Norb Dantinne, 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, September 24, 2018
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**

***NOTE TIME & LOCATION**

***Tour Highlighting Demonstration Farm Network will start at 4:30pm.
Please meet on Adams Street, west side of Northern Building.
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- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 27, 2018.

Comments from the Public

Consent Agenda

1. Harbor Commission Minutes of July 30, 2018.
2. Planning Commission Board of Directors of August 1, 2018.
3. Planning Commission Board of Directors Transportation Subcommittee Minutes of August 27, 2018.
4. Solid Waste Board Minutes of July 30, 2018.
5. Airport Budget Status Financial report for August 2018 – Unaudited.
6. Planning Commission Budget Status Financial Reports for June, July and August 2018 – Unaudited.
7. Property Listing - Budget Status Financial Reports for August 2018 – Unaudited.
8. Zoning - Budget Status Financial Reports for August 2018 – Unaudited.
9. Register of Deeds Budget Status Financial Report for August 2018 - Unaudited.
10. UW-Extension Budget Status Financial Report for 2018 – Unaudited.

Communications

11. Communication from Supervisor Landwehr re: To have Highway Commissioner follow guidelines and recommendations of Wisconsin Department of Transportation standards and specifications. Any deviations from these standards should come before Planning, Development and Transportation Committee for explanation and approval. *Referred from September County Board.*
12. Communications from Supervisor Lefebvre re: To consider a safety evaluation concerning alternatives to rumble strips and four way stop at Mill and G. Also, look at speed limit on Park for safety issues of residences. *Referred from September County Board.*

13. Communication from Supervisor Lund re: To explore intersection safety in rural communities in Brown County in particular the installation of transverse rumble strips. *Referred from September County Board.*
14. Communication from Supervisor Van Dyck re: Request that the Highway Commissioner consider implementing alternative safety measures in lieu of proposed rumble strips. *Referred from September County Board.*
15. Communication from Supervisor Deslauriers re: I am requesting that Corporation Counsel report to the Planning, Development and Transportation Committee with the following information:
 - a. The County plans to install rumble strips in very close proximity to homes. The small setbacks to homes being much less than current best practices and suggested guidelines. What liability does the County incur if the placement of these rumble strips are deemed irresponsible, causing undue hardships on neighboring residents.
 - b. In the specific intersection of Mill Road and County G, the primary reason for the installation of a four way stop and rumble strips is: "The stone wall from the cemetery is well within the clear zone of the highway." The stone wall is a hazard in the right of way. The proposed changes to the intersection do not remove this hazard. Does the County have more liability making the decision to implement other counter measures instead of addressing the root cause by removing that hazard from the right of way (which would address both citizen and safety concerns)?
I would ask that this report to the Planning, Development and Transportation Committee happen prior to the changes being made to the intersections listed in Commissioner Fontecchio's rumble strip letter dated September 12, 2018. *Referred from September County Board.*

Land Information

16. Update regarding communication from Supervisor Dantine to have LIO look into streaming some ads on the website for a fee to raise revenue for LIO.

Public Works

17. Budget Adjustment Request (18-106): Any increase in expenses with an offsetting increase in revenue.

UW-Extension

18. Resolution re: Changes to Secretary II and 4-H Coordinator Positions in the UW-Extension Table of Organization.
19. UW-Extension Director's Report.

Airport

20. Open Positions Report.
21. Airport Director's Report.

Port & Resource Recovery and Register of Deeds – No agenda items.

Other

22. Acknowledging the bills.
23. Such other matters as authorized by law.
24. Adjourn.

Bernie Erickson, Chair

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HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair
Patrick Evans, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linsen

HUMAN SERVICES COMMITTEE
Wednesday, September 26, 2018
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**

*** REVISED**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 22, 2018.

Comments from the Public

1. Review Minutes of:
 - a. Children With Disabilities Education Board (August 21, 2018).
 - b. Human Services Board (August 9, 2018).
 - c. Veterans' Recognition Subcommittee (August 14 & September 18, 2018).

Communications – None.

Wind Turbine Update

2. Receive new information – Standing Item.

Health & Human Services Department

3. Follow up re: Criminal Justice Department.
4. Executive Director's Report.
5. Financial Report for Community Treatment Center and Community Services.
6. Budget Adjustment Request (18-96): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
7. Resolution Regarding Changes to the Health and Human Services – Community Services – Behavioral Health Division Table of Organization.
- *7a. Resolution Regarding Changes to the Health and Human Services – Community Treatment Center Table of Organization.
8. Statistical Reports.
 - a. Monthly CTC Data.
 - i. Bay Haven Crisis Diversion.
 - ii. Nicolet Psychiatric Center.

- b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
9. Request for New Non-Continuous and Contract Providers and New Provider Contract.

Aging & Disability Resource Center – No items.

Syble Hopp – No items.

Veterans Services – 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, September 27, 2018 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 August 23, 2018	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 		
8:42	6. Finance Report <ul style="list-style-type: none"> a. Review and approval of August 2018 Finance Report b. Review and approval of Restricted Donations c. Adjustments to final budget: County Executive Budget and ADRC Budget 	Yes Yes Yes	Yes Yes Yes
8:50	7. ADRC Program Coordination: Jeremy Slusarek	Yes	
9:20	8. Directors Report <ul style="list-style-type: none"> a. Loan Closet Update b. Position changes and table of organization c. Pulaski Meal Site closure d. Public Hearing Feedback 	Yes Yes	Yes Yes
10:00	9. Legislative Updates		
10:22	10. Announcements		
10:25	11. Next Meeting – October 25, 2018		
10:30	12. Adjourn		Yes

Larry Epstein, 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, September 27, 2018

5:30 p.m.

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 LOCATION*

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 30, 2018.

Comments from the Public

Consent Agenda

1. Neville Public Museum Governing Board of September 10, 2018.
2. Golf Course Budget Status Financial Report for August 2018 (Unaudited).
3. Museum Budget Status Financial Report for August 2018 (Unaudited).
4. Parks Department Budget Status Financial Report for August 2018 (Unaudited).
5. Parks Department for August 2018 Field Staff Reports.
6. NEW Zoo Budget Status Financial Report for August 2018 (Unaudited).
7. Audit of Bills.

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.
9. 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. *Referred to staff and bring back in 60 days with a follow-up.*

Library

10. Library Report.

Golf Course

11. Superintendent's Report.

Museum

12. Director's Report.

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

Zoo & Park Management

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

Action Items

16. Communication from Supervisor Linssen re: To include water runoff planning in the Fairgrounds Master Plan, specifically on the north side of the fairgrounds. *Referred from September County Board.*

Other

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

John Van Dyck, Chair

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SEPTEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2		4	Admin Cmte 6:30 pm	6	7	8
9	Executive Cmte 5:30 pm	11	Public Safety 7:00 pm @Jail	12	14	15
16	17	18	Special Admin 6:45pm Board of Supervisors 7:00 pm	20	21	22
23	Land Con 6 pm PD&T 6:15 pm	25	Human Services Cmte 6:00 pm	26	28	29
30				Ed & Rec 5:30 pm		

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Board of Director's Meeting (July 12, 2018).
- Housing Authority (August 20, 2018).
- Planning Commission Bd. of Directors – Transportation Subcommittee (August 27, 2018)
- Solid Waste Board (July 30, 2018).
- Veterans' Recognition Subcommittee (September 18, 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 AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

JULY 12, 2018

PRESENT: Larry Epstein, Pat Finder-Stone, Bev Bartlett, Mary Johnson, Linda Mamrosh, Arlie Doxtater, Debi Lundberg, Tom Smith, Amy Payne, Melanie Maczka, Megan Borchardt, Sam Warpinski

ABSENT:

EXCUSED: Mary Derginer , Randy Johnson

ALSO PRESENT: Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Laurie Ropson, Jeremy Slusarek, Kimberly Gould, Anna Zahorik, Therese Barber-Buch, Allyson Krass

The meeting was called to order by Chairperson Epstein at 8:32 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS:

ADOPTION OF THE AGENDA:

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

APPROVAL OF THE MINUTES OF MEETING OF May 24, 2018:

Mr. Smith/Supervisor Borchardt moved to approve the amended minutes of the regular meeting of May 24, 2018. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF MAY, 2018 FINANCE REPORT:

Ms. Bowers reviewed the May 2018 Finance Summary.

Ms. Johnson/Ms. Lundberg moved to approve the May 2018 finance report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers stated there was a \$5000.00 restricted donation designated for the Grounded Café' and another designated for general programming for \$50.00 in May, 2018

EXECUTIVE & FINANCE COMMITTEE REPORT:

Mr. Epstein explained that Finance 101 was covered at the Executive & Finance Committee meeting on June 28, 2018. The Committee also reviewed and approved the 2019 preliminary budget although many line items are estimates as budget funding dollars from other sources are still outstanding.

DIRECTOR'S REPORT: 2019 BUDGET MEETING

A. UPDATE ON PULASKI AND DENMARK COMMUNITY CONVERSATIONS:

Ms. Christianson provided the history and background for each community and updated the ADRC Board on discussions with the Denmark and Pulaski Communities that have taken place

over the last year as congregate meal participation is low. Ms. Christianson explained the intent going into discussions for both communities was the same; to have each community determine which programs and services were most valued. It was determined in both communities that there is no longer interest in having congregate meal program.

Pulaski has determined that the community does value the inclusion of the Home Delivered meal program as well as the resources and services that the ADRC provides at the Senior Center and the community is committed to raising funds to keep the Senior Center open.

Ms. Bartlett/Ms. Maczka moved to approve discontinuing the congregate meal program in Pulaski effective January 1, 2019. **MOTION CARRIED.**

The discussions in Denmark have been more challenging. The ADRC has come to the conclusion it would be best for Denmark if the ADRC continues the mission to provide home-delivered meals to those in the community that need them in a different location. The ADRC is committed to be present and engaged with those in the community that want to be engaged. There are very committed people/leaders in Denmark that have been involved in discussions and they are looking forward to coming together themselves to find solutions for their challenges.

Ms. Christianson referred to the handout distributed that outlines an alternate plan by proposed leaders on the task force in Denmark including; Pastor Andy, Teri Gajeski and Lori Wagner from Neighborhood Partners project (with which the ADRC has also been involved for the past 6 years)

- They have proposed that the ADRC deliver home delivered meals out of Our Savior Lutheran Church in Denmark.
- Teri Gajeski is the volunteer that is stepping forward to identify Denmark volunteers at the senior center that will work to keep the social programs available in that location..
- July 10, 2018 to Sept 30, 2018 The ADRC will continue to bring prepackaged meals to Senior Center location. Ms. Wagner will step in for this time, as an ADRC temp, to help the ADRC transition to Our Saviors and to create stability in the Home-Delivered Meal program in 2019.
- Move the HDM operation to Our Savior Lutheran church from September through December 2018 with the support of Lori Wagner.
- In 2019, the ADRC relationship would be with Our Savior Lutheran Church. The ADRC would provide assistance through expenses at the church to support the administration of home delivered meals going forward.

The ADRC feels that the leaders in Denmark will be able to assist their community in moving through these changes. Additional conversation ensued. Ms. Christianson has assured Denmark that the ADRC is not walking away from their community. The ADRC will continue with HDM program and with Information and Assistance/Benefit Specialist/Dementia Care Specialist office and home visits.

Mr. Smith/Ms. Payne moved to approve discontinuing the Denmark Congregate Meal program effective immediately. **MOTION CARRIED.**

Ms. Maczka/Mr. Smith moved to approve notification of Denmark non-Profit Housing Corporation of ADRC's intent to terminate the current agreement effective September 2018. **MOTION CARRIED.**

Ms. Bartlett/Supervisor Borchardt moved approve the ADRC to work with Brown County Corporation Counsel and Our Savior Lutheran Church to enter into an agreement to distribute homebound meals from their location effective September 2018. **MOTION CARRIED.**

B. 2019 BUDGET REVIEW, DISCUSSION, APPROVAL

Ms. Christianson provided an overview of the 2019 preliminary budget. Ms. Christians also explained that some changes have been made since the Executive and Finance Committee meeting as additional information on funding dollars has been received. Ms. Christianson pointed out Café' expenses and how they were integrated into the budget. Originally when Ms. Christianson had presented the preliminary budget to the Executive & Finance Committee, it was communicated that the ADRC would need funds from Net Assets in order to have a balanced budget in 2019. In lieu of new information, Ms. Christianson is happy to report that the updated preliminary budget for 2019 is balanced without the need to pull from Net Assets. Highlights included in the 2019 preliminary budget include:

- Wildcards (unknowns) include:
 - Reallocation at State Levels, ADRC anticipates decreases
 - Reallocation project regarding ADRC dollars. Anticipating decreases in 2020.
 - MA Claiming. New reporting has changed allocations that ADRC is drawing down from Medicaid with not enough data for projections.
- The addition of a Rural Outreach Nutrition position to connect with rural communities in Brown County.
- Included projections for Grounded Café' in 2019 budget
- Payments for Nutrition for Managed Care recipients is helping to reinvest in the program
- Elimination of Congregate dining in Pulaski Community effective January 1, 2019.

Ms. Johnson/Ms. Bartlett moved to approve 2019 draft budget as submitted. **MOTION CARRIED**

LEGISLATIVE UPDATES:

Ms. Giesen shared federal legislators voted on paid FMLA benefits. There is 2 weeks for people to provide input.

Ms. Finder-Stone shared that CMS is requesting public comment on the Senior Care Waiver program from July 5th to August 4th, 2018.

ANNOUNCEMENTS:

New ADRC I&A worker Anna Zahorik introduced herself to the ADRC Board of Directors. Supervisor Borchardt appreciates public attendance at the Brown County Board meetings.

NEXT MEETING – The next meeting will be August 23th, 2018 at 8:30 a.m. at the ADRC.

ADJOURN:

Ms. Maczka/Mr. Smith moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:02 a.m.

Respectfully submitted,

Kristin Willems,
Administrative Services Coordinator

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, August 20, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 310
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Chair, Tom Diedrick (arrived at 3:34 p.m.) – Vice Chair, Sup. Andy Nicholson (arrived at 3:40 p.m. and left at 4:01 p.m.), Ann Hartman and John Fenner

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Matt Roberts, Jake Dittmann, Jeff VanRens, Tara Hansen, Debbie Bushman and Carrie Poser (via phone)

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 16, 2018, meeting of the Brown County Housing Authority (BCHA).

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the July 16, 2018 meeting of the BCHA. Motion carried.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
For the month of July, there were 141 preliminary applications.
 - B. Unit Count
The unit count for July was 2,837.
 - C. Housing Assistance Payments Expenses
The July HAP expenses totaled \$1,294,873.
 - D. Housing Quality Standard Inspection Compliance
Of 361 inspections conducted for July, 175 passed initial inspection, 58 passed reinspection, 104 failed and there were 24 no shows.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
In July there were 350 port outs with an associated housing assistance payment expense of \$323,954. ICS was underspent by \$10,900.23 and FSS was underspent by \$100.75.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
There were 69 active FSS participants; with 45 participants in level one, 15 participants in level two, two participants in level three and seven participants in level four. There were six new contracts, zero graduates, 35 active escrows and 44 homeowners.
 - G. VASH Reports (new VASH and active VASH)

There were zero new VASH participants for July for a total of 29 total VASH Participants.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations
There was 1 new investigation assigned with 18 active investigations and one closed. There were 278 new applications processed with 277 approved and one denied. The breakdown of fraud investigations by municipality is as follows: Green Bay 84 percent, De Pere 11 percent and Oneida 5 percent. Initial Applications by municipality was Green Bay 86 percent, Howard 11 percent and De Pere three percent

OLD BUSINESS:

NEW BUSINESS:

3. Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

R. Hallet asked that Item #3 be pushed back as a guest for this item is running late.

4. Consideration and possible action on approval of Homebuyer Assistance Program Funding Proposal from NeighborWorks® Green Bay.

R. Hallet explained last year NeighborWorks® requested a grant to continue to fund their homebuyer assistance program. They are now making a request for additional funding. They have provided their funding proposal and a map showing the locations of the home purchases made through the program. T. Hansen and J. VanRens are here from NeighborWorks® to answer any questions and provide any additional information. They are asking for an additional \$150,000, which is the same request as last year. They originally requested \$300,000 last year; however, only \$150,000 was budgeted last year. S. Schmutzer stated that the way the budget works, money is not carried over and technically there is \$150,000 already in the 2018 budget, and none of this amount carried over from 2017, unlike what they were used to with the Community Development Block Grant with money that would carry from year to year. They do have \$150,000 that has not all been spent. We could increase that budget amount or have it put in for 2019 budget. R. Hallet stated that S. Schoeneman had emailed her prior to the meeting and said they do have several home owners lined up and anticipate using the rest of the original funding before the end of this year. They are requesting the funding to start earlier than when our fiscal year would start so that they can continue the program seamlessly without having to stop it and start it up again later.

C. Goddard asked S. Schmutzer if this does anything to the SEMAP scoring. S. Schmutzer stated no, and that this is money that is unrestricted and set aside funds and would be noted in the budget area and if approved to go over in that budget area and would be noted for the audit.

A motion was made by J. Fenner, seconded by T. Diedrick to approve funding for Homebuyer Assistance Program from NeighborWorks®. Motion carried.

R. Hallet asked for clarification and if the Authority was approving for monies for this fiscal year and then the remainder of it will be budgeted in the next year's budget. S. Schmutzer stated that once they spend all of the \$150,000 this year, they could continue to spend this additional amount and then put the remainder of that \$150,000 in the following year's budget.

C. Goddard then stated that they just approved \$150,000 for this year and S. Schmutzer will disperse it as needed this fiscal year and the next fiscal year. She stated that was correct.

R. Hallet stated their guest has arrived for item #3. C. Goddard stated they will now address Item #3.

3. Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

R. Hallet stated there are two guests for this item. Carrie Poser (via phone), Executive Director for the Balance of State and Debbie Bushman from Newcap. R. Hallet explained there is a new initiative that HUD is encouraging PHAs to participate in. She explained this is in regards to Permanent Supportive Housing (PSH), which has two main components: a rental subsidy and intensive case management. She stated that participants may get to the point where they no longer need the intensive case management, but they may still be in need of a rental subsidy. This initiative from HUD is encourage PHA's with either the Housing Choice Voucher (HCV) or Public Housing programs to be able to provide some kind of preference to those PHS individuals to be able to provide them some housing assistance in order that they may seamlessly move their assistance from the PSH into a housing assistance program. Here in Brown County the only current agency running the PSH program is Newcap. D. Bushman can further explain how the program works.

A motion was made by A. Nicholson, seconded by A. Hartman to open the floor for discussion. Motion carried.

D. Bushman stated they have 45 slots in Brown County to help individuals that are chronically homeless, which means they have been on street for 12 consecutive months or four times in the last three years. She stated the program started in January 1, 2017, and they already have a few people that could move on and out of the program that don't need the weekly or daily case management. With the "Move On" strategy, if they receive HCV, they could either continue renting where they are or transition into another place of their own. Newcap would offer some type of continuous case management for six months once they are off the program. There will be criteria they will have to meet before they feel the person could move on.

A. Hartman asked why they would have to leave their current unit. D. Bushman stated that they don't necessarily need to leave; they could use their voucher and transition from the PSH program while renting in place, but some individuals may decide they want to move.

C. Poser stated that Green Bay and Brown County have been one of the largest communities with the most people experiencing chronic homelessness, which is the project that Newcap is physically targeting. She stated that when the program is at capacity, they are unable to admit new people on to the program if current participants remain on PSH, even if they get to a point that they don't need the case management, because they can't yet afford market rent. This Move On strategy allows people to move on, thus allowing Newcap to admit new people. She stated that the whole idea is not to create a bottleneck and provide flow when Newcap has individuals ready to move forward. Individuals would have to follow the same rules as the HCV program and would be expected to pay their rent and upkeep of their home. If agreed to, Brown County would become the second county to work with this strategy.

A. Nicholson asked why there is so much homelessness in BC since unemployment is very low at this time. C. Poser stated that up until Newcap's project started, there was no systematic way to provide housing or resources to people that were homeless for the longest time. There are no housing programs for them and it has been a challenge over the last five years to get somebody to do this kind of program in Brown County. Once Newcap came in and offered this program it was a step in the right direction to be able to house people. Although there are shelters in Green Bay, they do not provide permanent housing. There is a lack of connection to permanent

housing other than HCV or Public Housing and some limited programing for some very specific targeted populations, but not necessarily for the people who have been homeless the longest.

R. Hallet added that a lot of families that they serve are either working or rely on Social Security or SSI and it's not always the amount of income coming in, but other barriers they have such as mental illness. Those individuals may need case management that Newcap provides. This information may help them get organized, show how to apply for housing, be a good renter, resolve landlord disputes and how to pay rent on time. D. Bushman added that people with evictions on their records may contribute to them not getting housing again. R. Hallet asked D. Bushman if Newcap's PSH program is a Housing First approach. She stated yes, they house them first and then all supportive services come after.

A. Hartman asked how many people they have right now. D. Bushmen stated they have 45 and that their prioritization list as of last Friday had 53 additional eligible individuals that met the criteria. They are looking for vouchers to move people up and out of the program so they can serve additional individuals. J. Fenner asked why they only asking for 15 vouchers. D. Bushman clarified that they are only asking for five vouchers. R. Hallet stated that Newcap applied for 20 additional PSH spots through HUD, which would give them a total of 65. She stated that as an Authority, it can be decided to limit vouchers to just five and if there are more PSH participants that become eligible, they would have to wait until next year; or the Authority can allow flexibility in case more become eligible.

J. Fenner stated he liked the idea of a minimum of five. R. Hallet stated that she didn't think that a minimum was appropriate because it could happen that there would be years that they don't have five people that are ready to move on. C. Goddard clarified that the discussion is to establish a maximum. A. Hartman asked if five is their maximum number. R. Hallet stated that is what was estimated that might be ready to move on. D Bushman stated that they have three ready to move right now.

A motion was made by A. Nicholson, seconded by J. Fenner to approve a maximum of five Housing Choice Vouchers for Newcap's PSH referrals.

A. Hartman then asked if that was potentially five per year. R. Hallet stated yes. A. Nicholson asked five per year for how long.

R. Hallet stated that once they are on the HCV program there is no limit to how long they may receive their voucher assistance. C. Renier-Wigg stated that this is changing the preference and it would permanently change the preference. It would be up to five a year ongoing, it could be zero, or it could be up to five. C. Goddard clarified that the number of vouchers doesn't change, but the folks in this program get preference on the HCV waiting list.

R. Hallet then clarified that the preferences, as they currently stand, are Brown County residents who have been involuntarily displaced by government action or natural disaster, adding Newcap's program as a second preference by moving the rest of the preferences down by one. R. Hallet stated that currently if there is someone who is elderly who applies for HCV, they would get a voucher before a non-elderly person. However, with the change, when Newcap refers somebody from their program, that person would get the voucher before the elderly applicant. Newcap can continue to refer individuals and they will be placed on the waiting list and the preference would place them towards the top of the list.

A. Hartman asked where they would be on the waiting list if they applied now. R. Hallet stated that right now they would fit in according to the current preferences. A. Hartman then asked if they want to make these applicants a separate category on the waiting list, which R. Hallet

confirmed. C. Goddard stated they would get preference because they are in a program to set them up for success.

A. Nicholson stated he withdraws his motion.

A motion was then made by T. Deidrick to approve the request as presented.

A. Hartman stated that if a participant no longer needs the PSH program if they can go onto the waiting list with one of four preferences. The request is to add a fifth preference, which will allow those to get housing quicker because they are in housing and they are certain they will be successful. R. Hallet stated they are no longer in need of case management and just need the subsidy to remain stable in their housing situation.

There was no second. Motion failed.

R. Hallet asked if there were any other questions and what are the hesitations/concerns regarding the request.

A. Hartman stated that if they already have four ways to get on the list, why do they need a fifth preference.

C. Poser stated they are not going on the waiting list per say, they are earmarked. Since these individuals are no longer homeless and one of the preferences is homelessness, they no longer qualify for that preference. This will allow them a way to a voucher faster, even though if someone is disabled, they could technically be placed on the waiting list. The design is to move these individuals into stable housing if they currently can't get housing because they do not fall into one of the preferences.

A. Hartman asked why, when they are out of the PSH program, they are throwing them out of the housing. D. Bushman stated that is not correct, this is permanent housing. C. Poser stated no one else can be enrolled if the program remains full. This will allow for some to move on and allow for others to enroll and have access to the case management to move them forward.

A. Hartman asked to clarify that these people who cannot get into the program is due to the fact that others need to get out of the program and onto the HCV program. C. Poser stated that was correct and there are 50 people waiting to get into this program.

A. Nicholson asked A. Hartman if she would like to delay the request. She stated that she is still dumbfounded as to why there are so many homeless people and stated that she would feel more comfortable delaying as she is having a hard time understanding what is going on.

A. Nicholson made a motion, seconded by J. Fenner to table the request until the next meeting. Motion carried.

A. Nicholson then left the meeting.

5. Consideration and possible action regarding Housing Choice Voucher Homeownership Counseling agreements with eligible agencies.

R. Hallet stated they have had a contract with both NeighborWorks® Green Bay and Catholic Charities to provide the homeownership counseling, which is a required component of the homeownership program in the HCV program. The Catholic Charities agreement has a renewal clause that it needs to be renewed every year. There have not been any issues or concerns

therefore they are looking at changing that agreement to remove the renewal clause and clean up some wording.

Motion was made by T. Diedrick, seconded by J. Fenner to approve Housing Choice Voucher Homeownership Counseling agreements with eligible agencies. Motion carried.

BILLS AND FINANCIAL REPORT:

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

S. Schmutzer presented the BCHA bills to the Authority.

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

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

S. Schmutzer presented the BCHA financial report. She stated they have captured more fraud recovery than what they budgeted.

A. Hartman asked what happens to the extra money for fraud recovery. S. Schmutzer stated it goes back into the program, however, they just budget a certain amount of dollars they would like to recover each year. A. Hartman then asked if things have to be cut if they don't collect as much as they would like. S. Schmutzer they would cut in areas regarding programming, but they can usually meet their goal.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Updates on the Brown County Homeless and Housing Coalition.

R. Hallet stated that the BCHA is a member of the Brown County Homeless and Housing Coalition (the Coalition), which is a local coalition of the Balance of State, for which Carrie Poser is the Executive Director. She stated that this month the Coalition has received funding to directly hire staff. The Coalition will be hiring two part-time staff people, one as a leadership position and one as a Coordinated Entry specialist. This will be a big change because the people in those positions will be able to focus on homelessness and housing issues in the area. Currently, these duties fall to individuals who are working in the housing profession who are volunteering their time or their agencies' time to be a part of the Coalition and they cannot always focus the time and energy to the Coalition. These added positions is going to help to put more information out in the community about homelessness and be able to help answer some of the questions that A. Nicholson and A. Hartman raised regarding the reason for homelessness in the area and what can be done to help elevate the problem for families.

A. Hartman asked if this was employment for one year. R. Hallet stated that both of the grants are for three years. J. Fenner asked if R. Hallet knew where the grants came from. R. Hallet stated one was from HUD through the Balance of State, for the Coordinated Entry Specialist, and the other one is from Green Bay Community Foundations.

9. Date of next meeting: September 24, 2018.

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

jd:rh

Minutes
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	<u>x</u>	Doug Martin (Chair)	<u>x</u>
Geoff Farr	<u>x</u>	Rebecca Nyberg	<u>x</u>
Sean Gehin	<u>x</u>	Marty Piette	<u>Exc</u>
Steve Grenier	<u>Exc</u>	Eric Rakers	<u> </u>
Matt Halada	<u>x</u>	Brandon Robinson	<u> </u>
Ed Kazik	<u> </u>	Andy Smits	<u>x</u>
Patty Kiewiz	<u>x</u>	Nick Uitenbroek (Vice-Chair)	<u>x</u>
Tom Klimek	<u>x</u>	Vacant – Oneida Nation	<u> </u>

(Non-voting)

Mary Forlenza (FHWA – Madison)	<u> </u>
Diane Paoni (WisDOT – Madison)	<u>X via phone</u>
William Wheeler (FTA Region 5)	<u> </u>

Others Present: Sandy Carpenter (WisDOT Local Program Manager), Lisa J. Conard, and Cole Runge.

ORDER OF BUSINESS

D. Martin opened the meeting at 10:00 a.m.

1. Approval of the August 20, 2018 Transportation Subcommittee meeting minutes.

A motion was made by P. Kiewiz, seconded by T. Klimek, to approve the August 20, 2018 Transportation Subcommittee meeting minutes. Motion carried.

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.

C. Runge noted that MPO staff received a communication at the end of the day on Friday, August 24 from City of Green Bay Public Works Director Steve Greiner stating that the City of Green Bay intends to withdraw the Gray Street project from funding consideration and to support funding Scenario #1 that was presented on August 20 and distributed to the Transportation Subcommittee again for the August 27 meeting. Therefore, MPO staff recommends that the Transportation Subcommittee recommend approval of funding Scenario #1 to the BCPC Board of Directors.

L. Conard summarized funding Scenario #1.

- **Manitowoc Road** between Allouez Avenue & Kewaunee Road (Village of Bellevue project).
 - Move project from the 2020 to the 2021 program.
 - Add \$1,091,997 to the project to make it whole at 80% federal funding
- **Vanderperren Way (CTH HH)** between Holmgren Way & Ashland Avenue (Brown County & Village of Ashwaubenon project)
 - Program for 2020 or 2021 and add \$689,125 to make it whole at 80% federal funding

At the request of the subcommittee, S. Carpenter provided the following information:

- The statewide program years of 2019 and 2020 have no more funding capacity for MPO projects.
- The *sunset* date for the Manitowoc Road and Vanderperren Way projects is 2022.
- It is not known if WisDOT DTIM will maintain a five-year program in the future.

R. Nyberg asked if Green Bay would have to pay back \$53,496 in design funding to WisDOT under Scenario #1.

C. Runge stated yes. However, the city did receive a product (30% design plans) for this money that it can use if the project is completed by the city in the future.

A motion was made by N. Uitenbroek, seconded by T. Klimek, to recommend the approval of funding Scenario #1 to the BCPC Board of Directors. Motion carried.

D. Betts asked if MPO staff knows what WisDOT did with the withheld STBG funds.

C. Runge stated that he has asked WisDOT Central Office Division of Transportation Investment Management (DTIM) representatives about what happened to the withheld STBG funds, and he has not received an answer. C. Runge stated that he is working with the Federal Highway Administration (FHWA) to determine if the Green Bay MPO will receive its withheld STBG funding before the current federal transportation law (the FAST Act) expires in 2020.

C. Runge thanked the subcommittee for convening quickly to address this issue. He also thanked M. Halada and S. Carpenter for their assistance with this process.

3. Any other matters.

The next meeting of the subcommittee is scheduled for:

Monday, September 17, 2018
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

4. Adjourn.

The meeting adjourned at 10:21 a.m.



PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY
GREEN BAY, WI 54304

PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **Monday July 30, 2018**
at the Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:30 pm.

2) Roll Call:

Present: John Katers, Chair
Mark VandenBusch, Vice-Chair
Norb Dantine
Bud Harris
Dave Landwehr
Michael Lefebvre
Doug Martin
Mike VanLanen

Excused: Bill Seleen

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Chad Doverspike, Brown County P&RR
Patti Cole, Brown County P&RR
Chris Anderson, Foth

3) Approval/Modification – Meeting Agenda

A correction was made to the agenda: the last meeting was on June 18, 2018.

A motion to approve the agenda as amended was made by Dave Landwehr and seconded by Bud Harris. Unanimously approved.

4) Approval/Modification – Meeting Minutes of June 18, 2018

A motion to approve the June 18, 2018 meeting minutes was made by John Katers and seconded by Mark VandenBusch. Unanimously approved.

5) Announcements/Communications

There were no announcements.

6) 2nd Quarter Budget Performance Reports

Mr. Haen reported on the 2nd Quarter Budget Status, comparing the YTD Actual Revenue and Expenses to the Annual Budget figures. **A motion to approve the 2nd Quarter Budget**

Performance Report was made by John Katers and seconded by Mike VanLanen. Unanimously approved.

7) 2019 Budget

Mr. Haen presented an overview of the Port & Resource Recovery Department Budget for 2019. The budget is flexible and there could be changes made in each step along the way toward its approval in November.

Under Solid Waste, there will be small increases in the tipping fees for Preferred Contract and Contract customers and a small increase in the delivery charge for Direct Delivery customers. A correction was made to the Contract Rate's "Actual Change" to 2.3%.

Major expenses for 2019 include: the DNR wetland mitigation for the South Landfill (\$500,000), addition of a second scale, kiosks at each scale, new scale software, and an asphalt bypass lane for the Waste Transfer Station (\$200,000), additional engineering work on the South Landfill (\$50,000), an evaluation of operational costs and equipment acquisition strategy (\$50,000), and conversion of the Gas-to-Energy facility to passive flare (\$250,000).

Under Recycling, because the world market for recycling commodities has significantly declined, there will be a \$10/ton charge to cover the difference in processing costs/ton and revenue/ton. The Recycling TIP fee tiers will be adjusted to align with the Tri-County facility.

The Hazardous Material Recovery (HMR) program will work on growing VSQG business users and renegotiating contracts with partners to reduce costs.

Mr. Haen also presented the Statement of Funds, comparing details for the Actual Balances and Projected Balances for Revenue and Expenses half way through 2018. Changes to Rates and Fees were noted. New Department Initiatives and progress on Grant Details were shared. Mr. Haen interpreted details as the Budget was examined.

A motion to approve the 2019 Budget as modified was made by John Katers and seconded by Mike VanLanen. Unanimously approved.

8) Public Relations RFP

Mr. Haen shared the draft of the Request for Proposals (RFP) for a new vendor for strategic public communications. Details, Attachments and Scoring were discussed. Mike Lefebvre suggested that the RFP should be edited to include "Professional Liability" to the insurance coverage, add "Errors and Omissions," add missing scoring criteria, change "agency" to "organization," and to create fillable PDFs. Since the RFP has already been reviewed and approved by the County's Planning, Development & Transportation Committee, it was decided to approve the RFP as is for now and to file the suggested edits to Purchasing and Risk Management for future RFPs.

A motion to approve the Public Relations RFP was made by Mike Lefebvre and seconded by Dave Landwehr. Unanimously approved.

9) South Landfill Baseline Monitoring

Mr. Haen shared a copy of the letter that was sent to Badger Laboratories regarding possible cross-contamination during the sampling activities conducted at the South Landfill between

December 2017 and February 2018. The letter confirms a meeting on August 7, 2018 to discuss this matter and requests information from Badger Laboratories before then. Thereafter a meeting will be schedule with WI Department of Natural Resources to discuss the matter. Further information will be collected and Solid Waste Board will be updated.

10) Transfer Station Second Scale and Kiosk Options

Mark Walter and Chad Doverspike shared their research on options for the second scale at the Transfer Station including: kiosk equipment and scale software, a credit card scanner and credit card software. Certain technical challenges have yet to be met: weatherproofing of the devices, integration of the software packages, placement and height of the kiosk. They will continue to investigate options.

11) Fox River Fiber Sludge Hauling RFQ

Schultz Trucking Enterprises, Inc. is the current hauler. Their contract ends December 2018. After being the low bidder on the recent RFQ, Schultz Trucking was awarded the FRF Sludge Hauling contract.

12) Landfill Jetting RFQ

Landfill leachate jetting must be conducted annually. After being the low bidder on the recent RFQ, Great Lakes TV and Seal Inc. has been selected to be the vendor.

13) Director's Report

Customer Appreciation Days will be Tuesday September 18 at the Waste Transfer Station and Wednesday September 19 at the Resource Recovery Facility.

14) Such other Matters as Authorized by Law

There will be no meeting in August.

The next meeting will be held on the third Monday of September: **September 17.**

No other matters.

15) Adjourn

A motion to adjourn was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved. Meeting adjourned at 3:49 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, September 18, 2018 at 4:30 pm in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Jerry Polus, Joan Brusky, Kerry Metoxen

EXCUSED: Louise Dahlke, Duane Pierce

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 4:44 pm.

2. Approve/Modify Agenda.

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

3. Approve/Modify Minutes of August 14, 2018.

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

4. Budget Status Financial Report – July, 2018.

Erickson informed this budget status financial report includes the cost of the dog tags ordered for the Fair. He also noted any funds remaining at the end of the year will be carried over to the following year.

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

5. Update re: Honor Rewards Program.

CVSO Jerry Polus informed the participation in the program has increased to 305 veterans as a result of those signing up at the Fair. The number of participating businesses remains at 83.

6. Recap re: Veterans Appreciation Day at the Fair.

Joan Brusky felt the event was good. She noted there were changes made in the way door prizes were handled in that the prizes were given out where the winners were being announced, but she feels there could still be further improvement to the process. She felt the assortment of prizes was very nice, the speakers were good and the attendance was also good. Brusky continued that in picking up after the event she found a few pieces of campaign literature for an individual running for office in Brown County and noted that it is posted that campaigning is not to be done at the event.

Polus informed he will look into having the Navy or Air Force Band perform at the event next year but noted the typical process is that they be contacted no more than six months prior to the event.

7. Report from CVSO Jerry Polus.

Polus reported he and Kerry Metoxen recently attended a meeting regarding the November 1, 2018 Flight of Champions Honor Flight. They have done a walkthrough at the airport to be sure the flow is good and he is optimistic the day will go very well. Polus and Metoxen will be at the Radisson the night before the event meeting

with the group from Appleton and making sure the veterans get settled in. They will also be there very early the morning of the flight to ensure things go well. Brusky indicated she would be available to help if needed.

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

-Erickson said Duane Pierce asked him to remind the group of the VVA Chapter 224 POW/MIA candlelight ceremony at 7:00 pm on Friday, September 21 at the POW/MIA flag on Jefferson Street in front of the courthouse. Erickson did not have anything further to report.

-Brusky did not have anything to add other than what was discussed above.

-Metoxen did not have anything to add other than what was discussed above.

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

10. **Adjourn.**

Motion made by Joan Brusky, seconded by Kerry Metoxen to adjourn at 4:59 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Administrative Specialist