

# BOARD OF SUPERVISORS

# Brown County



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## PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair; Dave Kaster, Vice Chair  
Norbert Dantine, Steve Deslauriers, Alex Tran

### PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, April 22, 2019

Approx. 5:15 PM (Or to follow Land Con)  
Brown County Public Works Department  
2198 Glendale Ave – Village of Howard

**\*PLEASE NOTE TIME & LOCATION**

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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 25, 2019.

### Comments from the Public

#### Consent Agenda

1. Harbor Commission (February 11, 2019).
2. Planning Commission Board of Directors (February 6, 2019).
3. Solid Waste Board (March 18, 2019).
4. Airport - Budget Status Financial Report for December 2018 and February 2019 – Unaudited.
5. Planning Commission – Budget Status Financial Report for December 2018, January and February 2019 – Unaudited.
6. Property Listing - Budget Status Financial Report for December 2018, January and February 2019 – Unaudited.
7. Zoning - Budget Status Financial Report for December 2018, January and February 2019 – Unaudited.
8. Register of Deeds - Budget Status Financial Report for December 2018 – Unaudited.

#### Communications

9. Communication from Supervisors Van Dyck and Deslauriers: Request that prior to any consideration being given to BC Organics to lease County owned property in Southern Brown County, that the Port and Solid Waste Authority require BC Organics to engage the services of a waste water expert to advise the County on the viability of the water treatment methodology being proposed by BC Organics waste water expert to be selected at the discretion of the County and paid for by BC Organics. *Referred from April County Board.*

### **Resolutions & Ordinance**

10. 2018 Balanced Budget Adjustment.

### **Extension Brown County**

11. Director's Report.

### **Register of Deeds**

12. Register of Deeds Annual Report.

### **Airport**

13. 12+-Hour Shift Report.
14. Open Positions Report.
15. Director's Report.
  - a. Air Service Updates.
  - b. Upcoming Events.

### **Port & Resource Recovery**

16. Refuse Transfer Station Scale RFB – Request for Approval.
17. Refuse Transfer Station Scale House Remodeling RFB – Request for Approval.
18. Federal Policy Positions – Request for Approval.
19. Director's Report.

### **Public Works**

20. Summary of Operations Report.
21. Director's Report.

**Land Information** - No agenda items.

### **Other**

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

Bernie Erickson, Chair

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

**PROCEEDINGS OF THE BROWN COUNTY  
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Planning, Development & Transportation Committee was held on Monday, March 25, 2019 at Austin Straubel International Airport in Second Floor Conference Room, 2077 Airport Dr., Green Bay, WI

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**Present:** Chair Erickson, Supervisor Kaster, Supervisor Dantine, Supervisor Deslauriers, Supervisor Tran  
**Also Present:** Supervisor Borchardt, Extension Brown County Director Judy Knudsen, Port & Solid Waste Director Dean Haen, Public Works Director Paul Fontecchio, Airport Director Marty Piette, Assistant Airport Director Rachel Engeler, Planning Director Chuck Lamine, Real Property Lister Terry VanHout, Business Director Brandy Younger and other interested parties.

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**I. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 6:18pm.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of February 25, 2019.**

**Motion made by Supervisor Deslauriers, seconded by Supervisor Tran to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public None.**

**Consent Agenda**

Chair Erickson asked that they took these separately.

**1. Housing Authority Minutes (January 21, 2019)**

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**2. Solid Waste Board Minutes (February 18, 2019)**

**Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Transportation Coordinating Committee Minutes (December 4, 2017, March 12, June 11, September 10, December 3, 2018).**

Chair Erickson commented on the dates of the meetings and emphasized how spread out they were. He said the reason being usually is because there is no quorum. He talked about these minutes going back a year and a half. He thought one of 2 things must be done, one being get some committee members who are willing to show up, or move the meeting time to be more accommodating for everyone. He noted that these are things that they have acted on or approved at planning commission and some of them come to PD&T and then County Board and they are not getting approved back down at the bottom. He said they can do what they please but he would recommend taking a look at this to see who doesn't show up consistently and replace those individuals.

**Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Communications**

4. **Communication from Supervisors Tran and Borchardt re: For the County to do an energy audit on all county-owned buildings. *Referred from March County Board.***

Tran started out by saying that they could give staff a month to work on this.

*Public Works Director Paul Fontecchio came up to comment on this.*

Fontecchio wanted to know a bit more about what was being looked for because energy audits can mean a lot of things. It could be as simple as looking at lights or HVAC or it could be as complicated as looking at everything holistically and systemically.

Tran stated that it would start with lighting. She asked when all County owned buildings would be switched to LEDs.

Fontecchio said that while they have talked about it, they don't currently have a plan in place for that.

Tran wondered if there was a reason for this.

Fontecchio noted that they don't have staff time and it isn't budgeted. If this is something that the County would want to do then it should be budgeted for.

Tran informed him that it would save the County \$100,000 if all the lights were switched to LEDs.

Tran was asked where that figure came from.

Supervisor Borchardt stated that this was out of Administration. She spoke to the fact that it would cost some dollars up front but it would save money in the long run.

Erickson noted that this may need to be a budget item at budget time.

Supervisor Kaster noted that they have done this before and usually an outside firm has to be hired to complete such a task.

Fontecchio replied that it depended on the level of audit, but for bigger projects they would have to hire a firm from the outside. He highlighted that right now with everything going on, his staff is stretched incredibly thin. So, this would be very difficult for them right now.

Supervisor Dantine pointed out that maybe they don't have to do every building all at once. They could gradually do one building at a time as time goes on and make this an ongoing process. It doesn't have to be done all at one time.

Erickson reiterated that this is never ending and when something is done in a particular building all of these things are looked at. He said all of these buildings aren't controlled by facilities and one must go to more than one person to obtain this data. Whenever a building is upgraded, they look at what can be installed to make the most out of our energy from an efficiency standpoint. Every time there is a grant available for a place like the library, Barkhausen or the Zoo and so forth they look at the efficiency component in terms of how to improve that aspect of that particular building. Some of these buildings, we have to remember, are 100 plus years of age and if an LED bulb is installed in a building of this age this may not be the answer to this efficiency component. This is an ongoing process and this is constantly being looked at. If there is a specific item to be looked at then the County Executive may need to be asked to put something like this in the budget. He noted that throughout the duration of his tenure they have been dealing with this constantly by doing things like replacing skylights and the glass that is involved with those to try to control for heat and so forth.

Supervisor Deslauriers noted that with lighting it sounds like somebody already looked into it. He suggested that first they may want to find out from facilities what things have been looked into already. If there is going to be a

budgetary component to this eventually, it would make sense to know what has already been done so it isn't looked at twice.

Fontecchio spoke to the fact that he knows there has been some talk about the lighting but he isn't completely certain as to what has all been looked at specifically. He couldn't remember how the cost and the benefit worked out in terms of that lighting in the past either.

Deslauriers noted that this was understandable and possibly next month Fontecchio could come back with some more information on the things that have already been talked about and they could have a more substantive discussion about it.

Supervisor Kaster said that he's sure places like the Airport and the Golf Course take care of themselves and that facilities probably don't go to these places.

Erickson said they did the Northern Building a while back and changing to LEDs was about a 6 month to a year long process.

Fontecchio didn't know which buildings had all been swapped over because they don't do Port and Solid waste, or the Zoo and there are a number of buildings that they don't do.

Erickson asked maybe he could get some more information on these figures from Director of Administration Weininger and then report back on those.

Tran iterated that her dream for Brown County is that by 2035 they go completely to renewable energy and have no more coal plants. She feels that that the County is behind the times in this regard. She spoke to the fact that countries like Ethiopia and Kenya are going 100% renewable in the whole entire country. These are developing countries with way less money than our country has shows that we are rather far behind. This is something serious that needs to be looked at for the County to do their part in climate change.

Deslauriers stated that he is all for the energy audit. He diverged from the renewable energy opinion. Right now there is a massive overcapacity of electric generation in Wisconsin and the people who would be hurt the most by the forcing of the full renewable energy idea are the people that can least afford it. Electric rates track exactly with cost of energy and right now, already paid for by utility rate payers, there is a massive overcapacity if higher renewable standards are forced on things prematurely. He isn't saying that this may not be a good goal but surely they may be hurting the people they are trying to help. He thought they have to be careful on how they go about that policy. It is a good goal and they can work towards it but they have to be careful about the impacts of their decisions. Although it looks really good on paper, the costs to the people who can least afford it are big.

Tran says that they can start with the light bulbs and then go from there, but something has to be done.

**Motion made by Supervisor Tran, seconded by Supervisor Dantine to defer until June PD&T meeting. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

#### **Extension Brown County**

##### **5. Director's Report.**

Extension Brown County Director Judy Knudsen passed out a handout referring to the March happenings at Extension Brown County in March and spoke to that handout which is attached to these minutes for reference purposes. She said that the week of this meeting they were piloting a spring break camp for one day for kids that would be focusing on space activities. They haven't done spring break camps before and their partnership with the Neville Museum made this make really good sense. They had about 20 kids coming to this and if it works well they plan to do more of these within the next year. They also had a session within the last week on Strengthening Farmers During Challenging Times, she stated that there are a lot of farmers that are really struggling at the moment and subsequently eating equity. This program was designed for lenders and other business professionals that work with farmers to give them strategies on working with farmers who are experiencing a lot of stress right now. They do have an agent out meeting with farmers who are struggling on a 1 to 1 basis about a plan of action and what they're future is going to look like. Regarding Community Gardens, 70% of their gardeners from last year are returning so this is encouraging for early

results especially. A new garden is being opened in East De Pere and the neighbors are not happy about this. So, they are working with the De Pere park & rec program to try and deal with this. These people feel this piece of property is their backyard and they don't want added individuals in their neighborhood. They will continue to have conversations with the Parks Department and work with them to get this sorted out.

Kaster asked where it is.

Knudsen replied in East De Pere, South of Broadway down by Crooks St. This isn't the first time they had an issue like this and she wanted everyone to be aware if they got any calls or anything like that, they are trying to work through this. This is a 20 plot garden, so it is not one of their bigger gardens. She continued, they are doing diagnostic training for their master gardeners and they have about 22 in that one. They obtained some funding from the Oneida Tribe to do RentSmart which is a tenant education program as they have a lot of rental housing through their housing authority. There will be 3 sessions done on this and they will be repeated throughout the year but the sessions start the week of this meeting. A 4-H program coordinator was hired in the last week and what they see is most of their 4-H participants are in the rural part of the County and they want to see if they can recruit some more urban kids to join the program. This is separate from their after school program where they are reaching thousands of kids. This individual is really going to focus on the urban aspect of the program and they start on May 1<sup>st</sup>.

Kaster asked if she knew of any farmers who are currently growing hemp.

Knudsen said she knows of a couple farmers growing hemp right now. She specified who those individuals were to the committee. Part of the problem is that there needs to be a processing facility for this and in this part of the State there currently isn't and there are some conversations about this. But until there is a facility this is an issue and they are looking at doing some trials with this. A few weeks back there was a speaker from the University of Kentucky and he does a lot of trial work so in this area there really needs to be some trial work done to see what types would work best in this area.

Kaster wondered how much is being grown.

Knudsen said a very small amount to see how it grows, but they do need to try some other varieties and see what works best. There is a lot of interest in this, which is understandable.

Stan Kaczmarek wanted to say that at the hemp workshop they learned that there are 2 end uses for hemp, you either grow it for fiber and it would get up to ceiling height, or if you're growing it for seed you want it to be way shorter because it is difficult to get all that mass through the combine. When you grow it, you have to combine that in about 25% moisture, which is really wet and it needs to be dried down right away because it won't keep and all of this must happen and then it has to be cleaned as well. This is quite the process and not as easy said then done. There is a lot of logistics with growing this as well. Where it is being grown needs to be on GPS coordinates so it can be looked up by the Sheriffs department on the hemp database and one must obtain a permit too. There is a lot of paperwork with growing this. The difference between what is legal and not legal is the amount of THC in it. There are not herbicides or crop protection products to use on this, and weather was against its' growth in the past year additionally. There is a lot of work in this process.

Tran asked if this was a crop in Wisconsin in the past.

Multiple individuals replied that it was until around the 1950s.

Deslauriers wondered without an area processor are they forced to destroy their crop and wondered how they got around this requirement.

Knudsen thought they are trying to get a processor up in this area but she didn't know what exactly they were doing with it.

Kaczmarek noted that one of the farmers of it has it stored and they do not know what they are going to do with it yet. Another farmer didn't even harvest theirs because weather was against them.

Deslauriers wondered what the processing requirement actually is.

Erickson stated that this could be an agenda item next month because this is off topic and Knudsen is most likely not the expert on this.

Deslauriers just wanted to make sure that the expectations are clear because if they are producing it then they need to know how to process it as well.

Knudsen said she would add it to the agenda next month.

**Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

### Planning and Land Services

#### Property Listing

#### 6. 2018 Annual Property Listing Report

Planning Director Chuck Lamine gave an introduction to Real Property Lister Terry VanHout and a sort of background on how he got the position who was previously a County Surveyor before his promotion about a year ago. Annually his predecessor would provide an update on property listing efforts and this is what VanHout is here to give. They previously had 4 retirements before he came on board.

Real Property Lister Terry VanHout gave a handout which is attached to these minutes and highlighted some important topics on this handout. He started out by saying he is really pleased with the employees that they have and they have a really strong group right now even in the aftermath of multiple retirements. Every year they give this report to the Executive and he talked about a couple of them. They are working on the survey index as they have all the general surveys in and they are still working on highway plats and things of that nature. They have someone that retired a number of years ago come in and help them work on this because they just don't have the staff and time necessary. They were able to get the "Land Information Remonumentation Grant" and they have gotten it for a number of years but they expect it to be a bit less than the \$50,000 that they have received in the past but they won't know for sure until September. They delivered their assessment roll basically around the same time as they have in the past. They are also currently working on validation of the GCS LandNav and they are looking at May 2019 to go live on this and this is a date they expect to hit. They handled 9,824 records affecting 13,465 tax parcels in 2018 and these actions resulted in 152,427 changes to tax roll data. The total parcel count right now is 1,846 at the beginning of the year and there are probably more since that time. Real Estate transfer forms in the last year brought in \$846,678.72, a lot of the information on the parcels are put in through them. There was transferred ownership on 9,502 parcels as well. This year alone they reviewed 131 certified survey maps, 16 subdivision plats, and 13 condominium plats. They also routinely update street, parcel, and information for the GIS map respectively. He reiterated that he didn't talk about all the topics on the handout.

Lamine stated that the committee has probably seen the numbers from the register of deeds office and the change in the interest rates has affected the financing which has, in turn, affected their work load in terms of what types of documents are being recorded. What is relevant to them really comes down to changes of ownership, changes of descriptions of properties and things of that nature. There has been a lot of development activity in the County and this is good news, especially for the tax base. There is a lot of workload that is still going on in the property listing and division.

VanHout pointed out that these numbers are very similar to years past.

**Motion made by Supervisor Dantine, seconded by Supervisor Tran to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

### Planning Commission

#### 7. Brown County STEM Innovation Center Construction Update

Lamine stated that this was a very difficult winter and since they broke ground in September there has been nothing but bad weather for this project. On the front end it was the rain and there were a number of times they were dealing with muck out there and it was hard to move equipment around, you have to remove soil and put good soil on top of this and this caused a lot of delays. Then the winter hit and on what he remembers to be New Years' Day there was

an inch of rain. He spoke of this to show that it was sort of a weird year with the rain initially and a lot of delays associated with that, and then the cold hit and there were stretches of below 0 temperatures that knocked this off course further. The reality of this is, when a project is put in for, there are a certain amount of weather days allowed for but on this particular project the allotted weather days were way exceeded. They have lost 30.5 days to weather to date for the project. What they are basically faced with is to delay the end date which on most County projects is not a big deal. But with this particular project, they have 3 partners one of which is the UWGB School of Engineering and they have been out recruiting students and they have raised funds for the project so there is an expectation for this to be ready for the start of the school year. They already have some major events scheduled for this facility so really delaying the project really was not a palatable option. So, they talked with Miron and had them come up with 2 proposals, one was to delay and the other was to accelerate the project. With the August 15<sup>th</sup> deadline, he noted, they are really in a time crunch and they have to get the partners in the building and the highest priority being get UWGB Engineering Labs up and running for the start of classes. With the proposal that is included in the agenda packet by Miron, they've offered to waive the management fee which is usually 15% on a project of this nature, the overtime listed is primarily for their subcontractors, and Miron offered to donate \$50,000 to the project with the understanding they would be recognized for that donation. Lamine stated that he provided this to the County Executive and to the County Board Chairman their policy for field orders especially when it's an item that will affect the scheduling of the project. All three individuals, including Lamine, signed off on the field order to move forward. When they have things of this nature they want to bring it here to make everyone aware of it. The other important item he wanted to speak on was that they do have contingency funds for things of this nature but this was one of those years where factors were off the charts and pretty unpredictable. The good news is, all of the walls are up and sections of the roof is on in many areas as well. The warehouse building is still open on the top but the walls will all be up very soon. He is hopeful that they won't have a similar amount of snowfall in the month of April that happened last year. With this proposal the intent is to have this done by the August 15<sup>th</sup> deadline. He told a story that had relevance with respect to trying to get the building done on time. John Caters, the Dean of the Engineering program, said that he was out at Preble High School and their specialty as a school centers around technology really. There were students that were giving tours regarding the things they were doing at Preble and Caters was impressed by the individual who was providing the tour and was curious as to his plans after graduation. This young man spoke excitedly to the fact that he was going to UWGB to the Mechanical Engineering Program. Point being, this was one of the intentions of this building, to get bright young minds to get excited and stay in town and go to UWGB and to recruit individuals from out of town to come here as well. Lamine stated that they are really working hard to get this done on time and there is added incentive to have this completed for the first day of classes. They want to make a good impression for the donors and taxpayers who have all contributed to this. He thought that everyone will be impressed with this building and they hope to have this done for the first day of classes.

Tran asked why they chose to specify mechanical engineering opposed to a different type.

Lamine said that he thought that back in the 1960's when the effort was put out to get a university in Green Bay there were a lot of people in the business community who thought that there was going to be a mechanical engineering program back then. There is a lot of back demand for mechanical engineers in the local industry. They are struggling to find people for this. There's really a great demand for employment, there are opportunities here and this is going to be a program that help the matter. It's important to engage students at a young age and they see the importance of mechanical engineering and the potential in it and this is going to end up in a lot of these individuals pursuing mechanical engineering and getting jobs down the line. Really, there is just a lot of demand for this in the area.

Erickson said that when the college opened it was mainly environmental so that eliminated the mechanical engineering aspect initially.

Tran then wondered if there would be any other engineering programs here in the future or if there was a plan for that.

Knudsen said there have been multiple conversations about adding other engineering programs in the future so this is underway already. The plan right now is to get the mechanical engineering up first and see how that program goes then make decisions based on that.

Lamine noted that recruitment has been going very well to date but they do wish to see where it goes and how it progresses.

Lamine hoped that they could have the committee in for an early tour sometime in the summer months.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Zoning- None.**

**Land Information- None.**

**Port & Resource Recovery**

**8. Solid Waste Transfer Station Scale Software and Kiosk Installation RFP- Request for Approval.**

Port & Solid Waste Director Dean Haen stated that this is a 2 part process that they are doing at the transfer station. They had to deal with excessive congestion the past number of years. They have done some paving and created some merge lanes and this is the next step, so to speak. This has been budgeted also, they have a bid out right now for adding a second scale and some paving to accommodate that scale. This bid will be coming in the next month for approval. They are going to be modifying the building by bumping out one side of the building so they get a three sided view from that scale operator so they can interact with the customers better and see up the hill. A lot of times they have their backs to them and have to rely on cameras. This is the RFP which gets approved up front. What they are doing under this RFP is putting in is 2 kiosks, one on each scale which will have a touch screen, a card reader, a card swipe, it will have lights, it will need to be heated, an RF ID reader so it can integrate with the vehicles also. With the second scale it will be automated and they will be able to just swipe and go. With this they will need new software which they will also put at a recycling center and at the south landfill eventually, this will collect the scale tickets. They've had County technology service and outside help. One of the key things with software is understanding if it needs to be paid to be updated all the time as this is all custom software so they have to manage that so they don't get added maintenance costs.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**9. Beneficial Reuse of Dredged Material- Request for Approval.**

Haen stated that they are looking to hire someone to facilitate the beneficial reuse of dredged material to get that back into the environment so that it isn't getting declassified as solid waste and having it categorized as its own item. With this effort they will hire somebody, they have the DNR and others that have agreed to be in a work group. With the process of this work group they may need to do some sampling and analysis on the dredged material and the same on dirt in yards to define what clean is as well. They could end up using that consultant to make legislative changes if the DNR can't, within their framework, change administrative rules to address dredged material so it may be a legislative effort then too where they look to define dredged material and classify it as itself. Or, they may look at addressing it through current DNR rules. They are focused mainly on addressing dredged material here but also throughout the rest of the state also.

Deslauriers asked how is this dredged material being dealt with now for beneficial uses, without this.

Haen said that they are stuck because they want to do it by a case by case basis and what they want to obtain are set rules that they are all operating underneath. For instance, when they closed Renard Island they went through all kinds of money to try and get this approved as the cover. They put this as soil as dredged material on top of the landfills and had to get this approved. The only projects they have done are County based projects. The ability to get these in as a DOT project has proven to be very difficult because they don't want to direct that the dredged material be used on the side of the highways. He isn't sure if they will ever get to a point where it is unconfined.

Deslauriers wondered if the goal of this project was to paint a bigger picture and make this more useful for things like state projects.

Haen replied that this was the case and referenced the County Highway project and noted if they needed soil for the median, the roads, or the sides, then they have plenty of it. Also, distance is a factor as it can only be hauled so far before it costs too much.

Deslauriers spoke to the fact that the only thing in there that worried him was the appointed work group. If there is going to be visibility of what they pose that work group to be to PD&T for some sort of oversight then this would be helpful. With any appointed work group the outcome of the group is going to be dependent on the membership of that work group.

Haen said that the consultant will be facilitating it, he could report this out but they will likely have someone from Health and Human Services, DOT, and whatever they deem appropriate.

Deslauriers replied that this was alright as he just misunderstood.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**10. Director's Report.**

Haen stated that they didn't have a Harbor Commission meeting last month but they did have their port symposium. This was well attended and one of the best they've had in a number of years. He thanked the museum as they treated them well. They had Gallagher and the new DOT secretary and there were a lot of other stakeholders there as well. The week before this meeting they had their Solid Waste Board and they talked about fire extinguishers where they have to set a new rate fee to deal with fire extinguishers differently. Currently they have them classified under 30 cents per pound and they are finding out that this is not covering their costs. So they are going to have to deal with this rate and fee issue with fire extinguishers. Van's Fire & Safety used to take them at no cost to them but they are no longer willing to do that. They are starting to take 3 or 4 counties and it is getting to be too much. So, they are going to start dealing with them in house, by opening them, decanting them and dealing with the dry chemical that is in there. Lastly, the Renard Island in use plan is in its last version and they will be calling a meeting with their Renard Island Committee. Then, they will start what they have been talking about for around 6 months and having a joint Ed&Rec and PD&T meeting to present the in use plan for Renard Island in May or June.

Deslauriers wanted to say that he knows that his fire department takes in used fire extinguishers that are still serviceable for public education so that kids can use an actual extinguisher while learning. There might be an opportunity to have some beneficial reuse before they get recycled in this way. He noted that he would mention it to the chief at the Chief's meeting.

Haen said that there would be around 500-600 a year.

Dantine asked about the chemicals associated with these.

Deslauriers clarified that he was referring to the water and the carbon dioxide versions which are completely harmless.

Some more discussion regarding fire extinguishers and fires ensued.

**Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Public Works**

**11. Budget Adjustment Request (19-031): Reallocation between two or more departments, regardless of amount.**

Public Works Director Paul Fontecchio came up with Business Director Brandy Younger. He said that this was unique and it has to do with the bill grant. Normally around May or June they always bring the committee an updated 6 year plan. As part of that plan, they try to tighten up the budgets for upcoming years so for next year it will be on the 2020 budget respectively. On a bigger scope, they have the projects allocated and they take years to plan and get going. In the meantime, they have municipal agreements taking place and all that preliminary work is going on in the background. The 29 interchange was never in their 6 year plan, therefore it has never been brought before the County Board for any kind of oversight or allocation of funding. So, this is a little bit different and extra-long write up can be explained by the Planning Department was able to get the billed grant at almost \$20 million. Howard and

Hobart both have a cost share allocation and so does Brown County. The DOT will be the lead agency in terms of continuing the design and the consulting firm working with them helped them break down what they thought the County's portion of the \$1.6 million would be per year. In 2019, it is pretty much just design money and that is around \$25,000 and they are looking at reallocating that money from the Professional Services budget (660) and transferring that to the capital fund (440). The other 3 would fall under the same realm as the 6 year plan so in future years they will be allocating those amount of numbers. In capital projects in future years, the amount of money for the VV29 interchange will be budgeted for in those years as well as part of the 6 year plan. So, even though today a budget adjustment is only being made for \$25,000 it is really \$1.6 million that the County is committing to. Once this is passed at April County Board, this will give him the green light to enter into a State Municipal Agreement that has already been sent by the DOT. Then they will subsequently enter into agreements with the municipalities. Basically they will enter into an agreement with the State and then they will send out municipal agreements that would be approved by the committee. Since this has never been brought before the County Board, even in a 6 year plan, makes it important. It's a fantastic deal with the bill grant and everything and would be hard to pass up.

Dantinne wondered if this would take away from the 6 year plan for other projects.

Fontecchio said that it would. It isn't identified and they aren't moving one project to another yet. He explained it as a reallocation of money and used the example of an \$8 million dollar project. In 2021, there isn't going to be \$8 million anymore going to capital projects there will be \$7.35 million respectively. They are going to have to shuffle the deck with some of the projects, they will have to move some of these around.

Dantinne asked if these were all capital project funds and if the arena falls under that category.

Fontecchio replied that these are capital project funds and the arena is more underneath the hotel tax than the capital funds.

Dantinne thought that demolition was estimated at \$2.5 million and there is about \$2 million of that is not allocated for and wondered about this.

Fontecchio said that this would be a question for Director of Administration Weininger.

Erickson suggested that he follow up on this next month.

Dantinne thought there might be \$2 million somewhere that they are not spending that could cover this cost then they should look into it.

Fontecchio asked that they approve this tonight so he could get the agreements going.

**Motion made by Supervisor Dantinne, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**12. 2018 Annual Financial Report.**

Fontecchio and Business Director Brandy Younger do a summary page every year and they also did a second page to compare previous years as he thought this was important. The one they've thought about for some time now is the "Special Revenue Fund Balance GTA" and this balance took a pretty substantial hit last year, he noted. They have talked about this in previous months. He spoke of the \$683,000 loss in general maintenance and noted around half of this loss (\$295,000) was due to Winter Storm Evelyn and another large chunk (\$80,000) was from a pipe failure on CTH X with September rain storms. These brought the 330 fund balance down to \$333,000. A lot of the other markers are pretty consistent but this is the one that is highlighted.

Younger added that the other one in 240 is bridge aid but this is separate and not part of the maintenance fund balance.

Dantinne spoke to the fact that special revenues went down around \$700,000 but Capital Funds went up \$700,000 and those two flipped for some reason. He then asked a question about the GTA going down.

Younger stated that the Capital Project Fund balance would be \$0 in a perfect world at the end of the year. But, they always have some projects that aren't complete and things like that which do not allow that to be the case. For the Special Revenue Fund or Maintenance Fund balance they try to hold around \$1 million because they only get a set amount of GTA every year for County maintenance. If they have a bad year, they need to be able to dip into that balance to cover themselves due to the fact that they won't receive any additional funding unless they have a disaster and can get disaster relief money. In her first winter here in 2012-2013 they took \$1 million out of the fund balance and recently they have been able to build it up until this year.

Fontecchio stated that this is standard reporting from the DOT.

Erickson believed that this was a good report with everything spelled out nicely.

Younger reminded everyone that this is unaudited at the moment as they haven't had their final audit yet. If there are any major changes, they will let them know.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Kaster to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**13. Recommendation and Approval for Courthouse & Lantern Cleaning and Resealing-Project #2302.**

Fontecchio started by saying they had one bidder and this was for the courthouse dome specifically. This bidder was someone they had consulted with in the year prior and he had some ideas in terms of how to go about this back then. He has told them that he wants to get up there sometime in May or June but they would see what the weather holds. Fontecchio would request that they approve this.

Tran wondered if he knew exactly what it was yet. She said the guess was a mold but she wasn't sure if this was ever tested for certain.

Fontecchio ensured her that it was a mold.

Dantine asked about the "minor informalities" that are talked about in the form on the agenda packet under the "site visit" tab.

Fontecchio replied that this was a standard form and on a bigger project they would have a site visit. But in this case there is really nothing to visit here especially if you can see it from the outside. He used the example of if they were bidding out the HVC at the highway shop they would walk through and see it all. But this you can look at from the outside and see what is going on.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to award project #2302 to Abrasive Solutions, LLC for the Courthouse Dome & Lantern Cleaning and Resealing for \$69,500. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Summary of Operations Report.**

Erickson asked if there were any questions regarding this because the graphs in the agenda packet are very helpful and these could be gone through in a very short time.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Kaster to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**15. Director's Report.**

Fontecchio stated that the Fox River Papermaking project is out for bid in terms of the sewer aspect of things. He requested that there be a special PD&T meeting right before April County Board due to the time constraint so they do not lose a month in the schedule. This way this can be approved all in one night rather than bringing it to April PD&T and the May County Board. In terms of the Jail Expansion, Medical Examiner Building they are at the schematic design level and they will be reporting this to Public Safety Committee. They also had an initial concept level meeting on the

CTC Expansion and how this expansion would take place insofar as where to expand and how to expand that building and as this moves forward they will be reporting to Human Services Committee. They have a lot of different projects that they are helping with at the moment.

It was asked if this expansion was due to additional bed space or for another reason.

Fontecchio replied that he wasn't sure as this was still at the initial concept level and they haven't really gotten to it yet.

Fontecchio continued that they will be more involved in the Expo Hall than initially thought. They are going to be consulted more in terms of how is the building going to be maintained long term and things of that nature.

They have also had some meetings with the villages regarding STH 29 and CTH Interchange.

In the midst of all of this they did \$120,000 worth of dredging for Bayport.

There is also a snow summary provided in the agenda packet and NBC 26 gave him permission to use a graphic that read "snowiest February in 129 years." On February 24<sup>th</sup> they received a call from the DOT regarding concern that they were running out of hours and Fontecchio reminded them that they are a little different and that they don't run out of hours anymore because they have the schedule that they worked through a few years ago. They have the C crew which has 20 individuals on it and they were ecstatic to hear this. On this night, Outagamie County was out of their 16 hours at 6pm and they were only going to have 4 plow operators, so they were very nervous about how the main roads were going to be handled. He highlighted this to show that the schedule is working. He was down at the Wisconsin County Highway Association the week before this meeting and he spoke with representatives from Madison and Waukesha County who are similar in nature to Brown County. A lot of what is done here is what is done there. But in the smaller counties you don't really see any similar operations. Another thing he wanted to highlight was the storm on February 24<sup>th</sup> was one that was very high winds and basically caused a whiteout and they got a call from the 911 center that there were some motorists stranded in the Town of Morrison that the sheriff's department could not reach. They redirected plows to give an escort for these emergency services to reach these motorists. This is an important aspect of what they do. He referred to the snow costs chart in the agenda packet and he always asks Younger for unique ways to look at the numbers after they are run. They looked back at the first 2 months of the year, over the course of the previous 3 years and in terms of County Costs they are in the \$730,000 to \$850,000 range of winter operations for those two months typically. This year, in contrast, they are at \$2 million. So, they have used up all their winter money for this year and then some, right now they are over by around \$500,000 and they will need at least \$500,000 to cover the winter months at the end of this year. Basically, they are going to manage the budget as best they can by not taking on any of the big County highway maintenance projects. They will go to low maintenance as much as possible and try and help some of those costs as he figures them to be \$1-\$1.2 million over 2019 budget already. He thought that when they talk about that \$333,000 in the 240 fund that this is going to evaporate a lot and then some and they still figure to be over budget event after managing as much as possible. As they get further in the year with the monthly reports he hoped to be able to narrow this down into what they think this is going to be. When thinking back over the past 12 months and Winter Storm Evelyn, the rains in early September, and now this kind of a winter happened which was topped off with a flood event. With that flood event he really wanted to focus on was the fact that the staff did an outstanding job and they worked a lot of hours. During these events they look at these hours from a CDL perspective as they don't like to see them working 16-18 hours on a shift. One of the things that he and the Ops Manager had talked about was the emergency management aspect of things and in a big event like this he would immediately go down to the emergency operations center and Fontecchio would go out into the field. This worked out really well this day and as they realized that this would drag out into a 3 day event, they decided that they would have to do some shifts and get sleep and so forth. He stated that he thought for County costs it was around \$742,000 and they are going to pursue every opportunity they can in getting Federal or State aid but he felt that they would fall short of the threshold. The threshold, specifically, is at about \$3.78 per capita. With Brown County having around 260,000 people this puts the threshold bar a bit higher than that \$742,000. If they do not receive that aid, they have about \$130,000 just in their employees and equipment for those few days and then around \$600,000 in damages. One road that got hit rather hard was Hoffman Rd. and this was originally programmed in the 6 year plan to be a 2 inch mill and fill. With the shoulder being as it is at the moment, this has probably changed into a full depth repair which changes the price significantly for this. There are quite a few other areas that were affected by this flood as well such as places where water was overtopping the road it peeled asphalt off in numerous areas. The two big washouts that they were helping out with they got those done the week prior to this meeting, they just have to

surface those with asphalt when they get the plant up and running. If they don't get any type of assistance and have to absorb \$700,000, something is going to have to give in terms of prioritizing certain projects over others. Possibly in a month when he comes back and reports on this, they will be talking about certain projects that need to go and make room for others. Part of it is too, is seeing how the projects come in. He noted, for example, the fact that one specific project they had budgeted for \$900,000 came in at \$750,000 which would indicate a glimmer of hope, so to speak. It is a little too early to tell but he wanted everyone to be aware that there are real world ramifications to these events.

In terms of the staffing report, the Senior Civil Engineer position is still open and they are still advertising for that. Fontecchio wanted to follow up on where that is all advertised and the possibility of broadening this advertising market.

There was talk about where this could end up being advertised.

Erickson asked about class and comp and if there were certain individuals that got up to the mid-level.

Fontecchio wasn't certain but he thought that being able to hire within a certain range was a good aspect of class and comp.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

#### Airport

#### 16. 12-Hour Shift Report.

Airport Director Marty Piette started by stating that the 12-hour shift report was longer than most months. February was a difficult month, and most of the time when they have to work overtime they limit it in the 12-16 hour range. They were able to do this, with the exception of one event they had in February where they had their airfield staff there for around 24 hours. They do though give staff a great number of breaks during that shift. That shift is a 7-3:30 shift and usually they come in early at 3am and they end up plowing the runways for the first batch of flights at 5:30 and that gives them an hour or 2 break until the next batch of flights. Then after this break they go out into the airfield and they will repeat this several times throughout the day. Typically the last flight in is at 11:30pm but with weather situations it can be 2am or even 3am and this is what happened in this case and then they are able to be released. He wanted to assure them that they do get every break possible so that they are not running on fumes.

**Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

#### 17. Departmental Openings Summary.

*No items. No action taken.*

#### 18. Director's Report.

Piette reminded everyone that Frontier service would be starting on May 23<sup>rd</sup> and the advertising campaign for this was due to start the week of this meeting. They spent a number of weeks working with them to get an advertising campaign going. This advertising would entail billboards, visual ads, radio ads and social media as well so there are a number of outlets they would be using.

Dantine asked how often this service was.

Piette replied, 1 flight a day from here to Denver 3 days a week. Specifically, Tuesday, Thursday and Sunday. It is roundtrip and comes in at 5:29pm and turns around and goes back to Denver at 6:19pm.

Piette continued that snow operations slowed down activity in February. They were up a couple of percent in January and down a couple of percent in February as far as passengers. When they have weather issues it is typically a Chicago issue, it is very rarely a Green Bay issue. Green Bay is usually open and ready for flights but the flights into

and out of Chicago become a mess at times. March looks great, as they are seeing 1,500 or more people every week with spring break and everything. Observationally, driving through and seeing the parking lot looks more full than usual. He thinks that March will be a very nice month for the airport. Marketing and Communications Manager Susan Levitte will be attending a couple conferences next month working on relationships with the airlines and they both will be attending the annual jumpstart, which is basically speed dating between airports and airlines, working with airline partners to attract more service. Assistant Airport Director Rachel Engeler and himself would be attending a number of meetings the week of this meeting with the State Representative and a couple of Senators, talking all things airports. The main topic of discussion at these meetings will be funding. These are the state representatives and they will talk on more of a State level, through the Wisconsin Bureau of Economics, as opposed to the FAA.

Deslauriers thanked Piette for the hospitality in having everyone out at the airport for this meeting.

Dantinne wondered if travel agents talk to the airports in terms of obtaining the best rates available and other things of that nature. He wasn't sure if they do this at all.

Piette said that travel agencies don't talk to airports but the airports talk to them. This is an initiative now to do more of this but the industry has changed and travel agents used to be quite prevalent. Now people are doing way more booking online and things like that. He would say that travel agents are, for the most part, on the way out. All travel agents do is run the airfares and wherever is cheapest is where they book. What airports do is they talk to travel agents and encourage them to book their airport but at the end of the day it goes back to the customer and whatever they want. Airlines used to provide travel agents incentives to book airlines but they don't do that anymore either.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Tran to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Register of Deeds- None.**

**Other**

19. Acknowledging the bills.

**Motion made by Supervisor Dantinne, seconded by Supervisor Tran to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

20. Such other matters as authorized by law.

None.

21. Adjourn.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantinne to adjourn at 8:19pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,  
Cayden S. Lasecki  
Administrative Assistant

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

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

DEAN R. HAEN  
DIRECTOR

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**MINUTES OF THE BROWN COUNTY HARBOR COMMISSION**

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A meeting was held on **Monday, February 11th, 2019**  
at the Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:34 am.

2) Roll Call:

Present:                   President Tom Klimek  
                                  Vice President Bryan Hyska  
                                  Commissioner Ron Antonneau  
                                  Commissioner Pete Diemer  
                                  Commissioner Tim Feldhausen  
                                  Commissioner Hank Wallace

Excused:                   Commissioner Wes Kornowske  
                                  Commissioner Bernie Erickson  
                                  Commissioner Mike Vizer

Also Present:             Dean Haen, Brown County P&RR  
                                  Mark Walter, Brown County P&RR  
                                  Chad Doverspike, Brown County P&RR  
                                  Samantha Jerome, Brown County P&RR  
                                  Holly Bellmund, GLC Minerals  
                                  Mike Lefebvre, Interested Party

3) Approval/Modification – Meeting Agenda

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

4) Approval/Modification – Minutes of January 14 Meeting

A motion to approve the minutes of the January 14, 2019 meeting was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.

5) Announcements/Communications

Dean Haen stated that he had no announcements.

6) 2018 Port Annual Report

Mr. Haen stated that the 2018 shipping season resulted in the Port being open the longest than it has been in over 30 years and maybe in its history and that tonnage exceeded 2 million tons. Ship totals went up. The percentage of petroleum products moving in and out of the Port continues to grow significantly; coal and limestone have also seen growth. Salt has not grown from the past year due to the Canadian salt mine strike even though the region has the need for more salt.

Harbor dredging fund increased due to the project in Sturgeon Bay resulting in dredge material being brought in. Harbor fees also showed a minor increase. In terms of expenses, personnel costs were a little higher due to a pension adjustment. Operating expenses were a little under budget.

The Port's 2018 season goals that were completed include:

- Conducting a new Economic Impact Study
- Establishing oversize and overweight corridors in and out of the Port on the north and south ends
- Leasing all of the Bylsby property for Port-related purposes

2018 Goals still in progress include:

- Beneficial reuse of Bay Port Topsoil
- Advancement of Renard Island End-Use plans
- Pursue acquisition or involvement in the future of WE Energies Pulliam Plant
- Research potential barge containers to and from Cleveland's Northern Europe Liner Service and Muskegon's Proposed Container Service
- Work towards making the Port of Green Bay a regular destination for cruise ships

All of these items continue to be goals for the Port for the year of 2019, including participating and assisting with the 2019 Tall Ships Festival.

Tim Feldhausen mentioned that it would be beneficial for the Port to take the new mayor on a tour to show them the dock walls that need to be fixed in order to dock cruise ships and tall ships to gain exposure, tourism, income and a point of pride for both the Port and the City of Green Bay.

Bryan Hyska asked if water levels are tied to the total tonnage and amount of ships that are brought in. Mr. Haen answered that higher water levels allow for more tonnage to come in to the Port; roughly 100 more tons can be brought in for every extra inch of water available.

**A motion to approve the 2018 Port Annual Report with modifications was made by Tim Feldhausen and seconded by Ron Antonneau. Unanimously approved.**

7) WisDOT Harbor Assistance Program Resolution and Statement of Intentions

Mr. Haen stated that every year the Port's terminal operators are asked if there are any projects which they wish to have funded using Harbor Assistance Program grants. Projects are to be 80 percent funded by the state and 20 percent locally funded. Federal projects are split 50/50.

There are three new project additions from U.S. Venture. They wish to purchase an ice class vessel and have the Coast Guard approve operating year-round. They also want to upgrade their east-side facility and make it operational as well as add a railroad terminal to their west-side facility. The final draft of the resolution will need Corporation Counsel approval.

**A motion to approve the WisDOT Harbor Assistance Program Resolution and Statement of Intentions with modifications was made by Bryan Hyska and seconded by Ron Antonneau. Unanimously approved.**

8) FTZ Subzone E Resolution and Operating Agreement

Mr. Haen explained that ProAmpac's intentions are to apply for an FTZ Subzone which would become Subzone E. Their plan is to bring in foreign aluminum, store it without paying duty up front and then send to production where the tariffs can be reduced or deferred.

The Foreign Trade Zone Board will take 180 days to complete the resolution.

Mr. Haen also explained that an operating agreement between ProAmpac and Brown County will be needed. The final draft of the resolution and operating agreement will need Corporation Counsel approval.

**A motion to approve the FTZ Subzone E Resolution and Operating Agreement was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.**

9) Port Opportunity Study Project Scope

Mr. Haen reviewed a scope of work prepared by the Brown County Planning Department to examine the WE Energies' property and determine the highest and best use of the Pulliam Power Plant land.

Mark Walter noted that this project is done within the MPO budget of the planning department so there is no cost to the Port of Green Bay.

10) Tallship Sponsorship Agreement

Mr. Haen stated that the 2019 Tall Ships Sponsorship Agreement was signed and ended up being negotiated at \$3,500 paid as well as \$1,500 for in-kind services. The sponsorship includes a booth along the boardwalk. The Port is looking for suggestions of things to do at the booth and on the boardwalk to promote the Port.

11) Director's Report

Mr. Haen explained that the Cellcom Marathon has grown to the point that it is now recognized by the U.S. Coast Guard. Commercial traffic will have to avoid the Main Street Bridge at that time.

The Port has also gotten notice that Victory Cruise Lines has been purchased by American Steamship and they have taken the western Great Lakes, including the Port of Green Bay's cruises (about eight or nine total) off of their itinerary. Mr. Haen mentioned that the Port is working with the Greater Green Bay Chamber and Visitor's Bureau to do some additional advertising in hopes to interest other cruise lines to make the Port a destination for cruise ships.

Two Port-related meetings will take place in Green Bay in August including the Wisconsin Commercial Ports Association meeting as well as the American Great Lakes Ports Association meeting. Dates for the meetings are not yet set.

Speakers for this year's Port Symposium are set and include Congressman Mike Gallagher, Harbor Commission President Tom Klimek, County Executive Troy Streckenbach, WisDOT Secretary Craig Thompson, and James Weakley of the Lake Carrier's Association as well as presentations on the 2017 Economic Impact Study, Remote Bridge Operations, and the 2019 Tall Ships Festival.

12) Acknowledgement of Bills

**A motion to acknowledge the payment of bills was made by Ron Antonneau and seconded by Bryan Hyska. Unanimously approved.**

13) Tonnage Report

**A motion to approve the Tonnage Report was made by Hank Wallace and seconded by Ron Antonneau. Unanimously approved.**

14) Such Other Matters as Authorized by Law – Update

**The next meeting is scheduled for March 19 prior to the Port Symposium.**

15) Adjourn

**A motion to adjourn the Harbor Commission meeting at 11:47 am was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, February 6, 2019**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Kathleen Janssen	<u>Exc</u>	Terry Schaeuble	<u>Exc</u>
Brian Brock	<u>X</u>	Dotty Juengst	<u>Exc</u>	Glen Severson	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dave Kaster	<u>X</u>	Ray Suennen	<u>X</u>
Bernie Erickson	<u>X</u>	Michelle Kerr	<u>X</u>	Norbert Van De Hei	<u>X</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>X</u>	Jason Ward	<u>X</u>
Steve Grenier	<u>X</u>	Dave Landwehr	<u>X</u>	Matthew Woicek	<u>Exc</u>
Mark Handeland	<u>Exc</u>	Aaron Linssen	<u>X</u>	Reed Woodward	<u>Exc</u>
Matthew Harris	<u>X</u>	Michael Malcheski	<u>X</u>		
Frederick Heitl	<u>Exc</u>	Austin Miloszewicz	<u>Exc</u>		
Phil Hilgenberg	<u>X</u>	Gary Pahl	<u>X</u>	City of Green Bay (Vacant)	

**Others Present:** Chuck Lamine, Cole Runge, Lisa Conard, Dan Teaters, Devin Yoder, and Kathy Meyer.

1. Welcome County Board Supervisor, Dave Landwehr to Brown County Planning Commission Board of Directors.

C. Lamine welcomed Dave Landwehr to the Board. D. Landwehr is the rural county board appointee.

2. Approval of the minutes of the December 5, 2018 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Kaster and seconded by B. Erickson to approve the minutes of the December 5, 2018 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried unanimously.

3. Federal BUILD Grant Award for the State Highway 29/County Highway VV Interchange Project.

C. Lamine recognized and thanked C. Runge for his coordination work with WisDOT, Village of Hobart, and Village of Howard and for writing and receiving the BUILD Grant award for the construction of an interchange at STH 29 and CTH VV of \$19,757,899. C. Lamine stated that this is the largest competitive grant that has ever been awarded in Brown County.

C. Runge reviewed and discussion occurred on the proposed project.

Board members thanked C. Runge for a great job well done. C. Runge stated that he appreciates the kudos, but acknowledged that it was a team effort.

4. **Public Hearing:** Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided an overview of the Draft Major Amendment #1 to the 2019-2023 TIP via PowerPoint.

L. Conard opened up the hearing for comment.

L. Conard asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

5. Discussion and action on the Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that staff fulfilled all of the public participation requirements including the public hearing held earlier this evening. No comments from the public were received and staff recommends approval of the amendment.

D. Kaster asked if local municipalities and/or railroads ever pay for improvements at rail crossings. L. Conard stated that the Danz Avenue rail crossing project included in the amendment will be paid for with federal funds passed through to WisDOT. B. Brock confirmed that these are federal dollars for railroad crossing signals to improve safety and that this is normal.

L. Conard stated this type of award has been made for other crossings in the area; however, Brown County does not receive an allocation each year.

L. Conard stated that she is unaware of any locally-funded rail crossing improvements. However, if there were, they would not be subject to being included in the TIP.

S. Grenier added that local municipalities and railroads have paid for improvements in the past, but funding for these improvements is limited.

A motion was made by G. Pahl and seconded by K. Flom to approve the Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried unanimously.

6. Tour of a Green Bay Metro new 35' New Flyer Clean Diesel Bus.

Board members toured one of the new 35' New Flyer Clean Diesel Buses. L. Conard noted that Green Bay Metro took delivery of five of those buses last fall; four of those five were funded through the Surface Transportation Block Grant (STBG) Program, which is money the BCPC Board of Directors administers. The Green Bay MPO was the first MPO in the state to approve the use of STBG funds to purchase buses.

7. All Hazard Mitigation Plan Update.

D. Teaters stated staff has kicked off the update to the Brown County All Hazard Mitigation Plan. It's a five-year plan, the last update was done in 2012, and staff intended to complete the latest plan update in 2018; however, funding was delayed through the federal government. In working with Emergency Management we were able to determine that the funds were

actually released toward the end of 2018. As a result, staff received approval from FEMA to push the project to 2019.

D. Teaters provided a quick overview of the All Hazard Mitigation Plan and its importance. It keeps us in compliance with the Disaster Mitigation Act of 2000 and helps the County identify and evaluate potential hazards. The requirements through the Disaster Mitigation Act of 2000 are to identify the natural hazards. Completion and approval of the Plan keeps the County eligible for disaster relief funding as well as for funding to help implement some of the mitigation recommendations that are provided within the plan itself.

D. Teaters stated there are two committees:

- Steering Committee – Local officials, highway and public health departments, specific agencies that Emergency Management has selected, businesses and nonprofits. This committee is tasked with providing input throughout the planning process, guiding the planning process itself, reviewing and commenting on the draft chapters as they are completed and advocating for approval at the county level.
- Planning Committee – Brown County employees, with representation from Planning Commission, Zoning, Land Information, Emergency Management and other relevant county departments. This committee is tasked with updating the plan and its policies. The four-phase development process is 1) start-up; 2) assessment of the risk; 3) development of the mitigation plan; and 4) implementation.

#### 8. Director's Report.

C. Lamine recognized K. Meyer for pulling the agenda packet together and getting it out in the mail early due to the severe weather we were experiencing.

D. Yoder provided a demonstration of the public outreach process for the Brown County Comprehensive Plan Update. D. Yoder displayed the website and the page where all of the surveys are located. There is a survey for each element for the comprehensive plan. Based on prior comments from the BCPC Board, staff has added an acknowledgement of when feedback has been saved in the system.

A motion was made by S. Grenier and seconded by P. Kiewiz to accept the Director's report. Motion carried.

#### 9. Brown County Planning Commission staff updates on work activities during the months of December and January 2019.

Brown County Planning Commission staff updates on work activities for the months of December and January were reviewed.

A motion was made by B. Erickson and seconded by J. Ward to accept the staff activity reports. Motion carried.

#### 10. Other matters.

G. Pahl asked if the Southern Bridge was eligible for the BUILD Grant. C. Lamine stated when we first started looking at this grant we looked to see if we could do it for the Southern Bridge project. We needed to be further along on the environmental review process to be eligible for the grant.

11. Adjourn.

A motion was made by G. Pahl and seconded by G. Severson to adjourn. Motion carried.

The meeting adjourned at 7:25 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
February 6, 2018**

**December 2018 & January 2019 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the Brown County Planning Commission meeting December 5, 2018.
- Attended Economic Development Committee Department Head meeting with County Executive.
- STEM Innovation Center Building Project Management:
  - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
  - Attended weekly Construction Progress Meetings with construction and architecture representatives.
  - Reviewed contractor supplier specifications with architect and Brown County Facilities staff.
  - Reviewed project change order requests.
  - Attended Commissioning kick off meeting.
- CDBG Housing program:
  - Assisted the Senior Planner – Housing with 2017 grant administration for State CDBG Housing Rehabilitation program.
  - Assisted Senior Planner - Housing with project coordination.
  - Initiated recruitment for vacant Planner I Housing position.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff.
- Personnel:
  - Reviewed class and compensation study results
- Coordinated a Brown County Revolving Loan closing for Zambaldi Brewery in the Village of Allouez.
- Coordinated and led Planning and PALS Managers staff meetings.
- Brown County Housing Authority (BCHA)
  - Met with City of Green Bay Planning staff regarding Brown County Housing Authority (BCHA) staffing.
  - Reviewed budget
  - Reviewed staffing needs
  - Prepared conflict of Interest waiver request for HUD.
  - Attended two meetings of the BCHA
  - Promoted Adam Kofoed to the Housing Administrator position.
- Coordinated with Senior Planner and Corporation Counsel regarding Open Records Request.
- Attended County Executive 2019 Budget presentation at the Museum.
- Attended and Chaired the Green Bay/Brown County Professional Football Stadium District meeting December 10.

- Attended and presented the BCHA resolution to the PD&T and Executive Committee meeting as well as the County Board on December 19, 2018.
- Participated in a conference call with the County Executive, County Principal Planner, and other Brown County staff to discuss Brown County being awarded the funding requested through the federal Better Utilizing Investments to Leverage Development (BUILD) grant program for an interchange at STH 29 and County Highway VV in the Villages of Hobart and Howard. The BUILD grant award was approximately \$19.8 million.
- Participated in a BUILD project kick-off meeting with the Principal Planner, other Brown County staff, and representatives of WisDOT, Ayres Associates, and FHWA.
- Met with the Brown County Port and Solid Waste Department Director and BCPC staff to discuss the Port Opportunity Study's project scope.
- Attended All Hazards Mitigation Plan kick off meeting.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Participated in a conference call with the County Executive, County Planning Director, and other Brown County staff to discuss Brown County being awarded the funding requested through the federal Better Utilizing Investments to Leverage Development (BUILD) grant program for an interchange at STH 29 and County Highway VV in the Villages of Hobart and Howard. The BUILD grant award was approximately \$19.8 million.
- Participated in a national BUILD grant award recipient informational webinar with representatives of Brown County, WisDOT, WisDOT's consulting firm for the BUILD project (Ayres Associates), and the Federal Highway Administration (FHWA).
- Participated in a BUILD project kick-off meeting with the County Planning Director, other Brown County staff, and representatives of WisDOT, Ayres Associates, and FHWA.
- Corresponded with WisDOT and FHWA representatives regarding administrative responsibilities for the BUILD grant.
- Corresponded with the Hobart Village Administrator regarding the village formally identifying its preference for the location of a street connection between the new STH 29/County Highway VV interchange and North Overland Road.
- Compiled information about the BUILD grant and the interchange project for the Brown County Board's Planning, Development, and Transportation Committee.
- Facilitated a meeting with BCPC staff to determine the format and public outreach schedule for the Brown County Comprehensive Plan Update.
- Worked with BCPC staff to develop survey prompts for the Brown County Comprehensive Plan Update's online public outreach effort.
- Participated in two monthly call-in meetings with representatives of the City of Green Bay, Green Bay Area Public School District, Wello (formerly Live54218), and the project consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Verified the accuracy of the bicycling Level of Traffic Stress (LTS) analysis performed by the consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan. Also prepared and submitted comments via an online shared mapping application.
- Met with other members of the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan's core team to discuss the LTS analysis with one of the project's sub-consultants.
- Presented a scope of services and other information for the development of the Village of Hobart Pedestrian and Bicycle Master Plan to the Hobart Community Development

Authority (CDA). Also answered questions from the CDA members about the scope of services.

- Corresponded with the Hobart Village Administrator about holding a kick-off meeting for the Hobart Pedestrian and Bicycle Master Plan. Also scheduled the kick-off meeting and facilitated the meeting with the County Senior Local Assistance Planner.
- Prepared for and participated in a conference call with the City of De Pere's Parking and Traffic Team to discuss school crossing guard placement in the city.
- Reviewed and submitted comments to WisDOT about WisDOT's draft revisions to the Memorandum of Understanding (MOU) between WisDOT and the Green Bay, Fox Valley, and Sheboygan MPOs for the Northeast Wisconsin Region Travel Demand Model. Also discussed my comments with a representative of WisDOT's Travel Demand Forecasting Division **(This activity addresses a 2018 TMA Certification Review recommendation)**.
- Developed information for the December meeting of the Brown County Transportation Coordinating Committee (TCC) and sent the information to the TCC members. Also chaired the TCC meeting, presented the Draft 2019 Brown County Section 85.21 Program Application/Plan to the committee, and answered questions from committee members.
- Completed the Final 2019 Brown County Section 85.21 Program Application/Plan and submitted it to WisDOT for final approval. The application/plan was approved by WisDOT shortly after it was submitted.
- Reviewed the 2019 Section 85.21 Program contract between Brown County and WisDOT. Also obtained the Brown County signature necessary to execute the contract and submitted the contract to WisDOT.
- Collected and recorded ridership and financial data from the current Brown County Section 85.21 Program funding recipients for November and December. Also collected reimbursement requests from the recipients for November and December and forwarded them to the PALS Administrative Coordinator for processing.
- Began to develop the Section 85.21 Program's annual financial report for 2018.
- Developed the Section 85.21 Program's ridership report to WisDOT for the fourth quarter of 2018 and submitted it to WisDOT.
- Developed a PowerPoint summary of the 2019 Section 85.21 Program for a presentation to the ADRC of Brown County's Board. Also presented the summary to the ADRC Board and answered questions from ADRC Board members.
- Participated in two conference calls with the County Planning Director and SRF Consultants regarding the status of FHWA's review of the Preliminary Engineering and Operations Review (PEOR) for the Southern Bridge EIS's Interstate Access Justification Report.
- Participated in a meeting and a conference call with the County Planning Director and WisDOT Northeast Region staff to discuss the status of the PEOR review and next steps in the review process.
- Participated in three meetings with representatives of the Oneida Nation and the Greater Green Bay Area Chamber of Commerce to discuss the status of the Southern Bridge project. **(This activity addresses a 2018 TMA Certification Review recommendation)**.
- Met with representatives of the Oneida Nation and WisDOT Northeast Region Office to discuss the possible development of a multiuse trail near West Mason Street within the reservation boundary in the City of Green Bay. **(This activity addresses a 2018 TMA Certification Review recommendation)**.
- Continued to update the EIS's Project Purpose and Need section as well as other sections of the EIS.

- Prepared for and participated in a meeting with the Mobility Manager for Brown County, Green Bay Metro Director, and Senior Transportation Planner regarding the status of the 2018 Specialized Transportation Travel Voucher Pilot Project.
- Reviewed and commented on the Draft Green Bay Metro Public Participation Plan Update.
- Facilitated a BCPC staff meeting to discuss the 2019 Port Opportunity Study that will be completed by the MPO. **(This activity addresses a 2018 TMA Certification Review recommendation).**
- Met with the Brown County Port and Solid Waste Department Director and BCPC staff to discuss the Port Opportunity Study's project scope. Following this meeting, I facilitated a meeting with BCPC staff to discuss the scope's components. **(This activity addresses a 2018 TMA Certification Review recommendation).**
- Reviewed video footage and traffic count data for a pedestrian crossing study at and near the Webster Avenue/STH 172 interchange in Allouez. Also sent the video footage and count data to Allouez staff to review and discussed the counts and next steps with the Allouez Public Works Department Director.
- Participated in a meeting with the County Planning Director, County Public Works Department Director, County Sheriff's Department Traffic Division Captain, and WisDOT staff to discuss the 2018 Brown County Roadway Safety Plan.
- Completed annual performance evaluations for MPO staff. Also met with MPO staff to discuss the evaluations.
- Worked on the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2018.
- Participated in a quarterly MPO Directors Meeting (via teleconference).

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Updated the *Draft Green Bay Metro's Public Participation Policy* document for Transit Commission consideration. Approved on January 16.
- Published the final *2019-2023 Green Bay Metro - Transit Development Plan*.
- Continued work on portions of the upcoming Federal Transit Administration Triennial Review (audit) on behalf of Metro staff. The Triennial Review is one of the Federal Transit Administration's (FTA) management tools for examining grantee performance and adherence to current requirements and policies. An on-site interview will be scheduled for 2019.
- Wrote the *Draft Major Amendment #1 to the 2019-2023 Transportation Improvement Program for the Green Bay Urbanized Area*.
  - Collected information regarding projects to appear in amendment.
  - Scheduled public review and comment period and public hearing.
  - Prepared and issued public participation materials, social media posts, and legal notice.
  - Wrote draft amendment report
  - Developed PowerPoint.
  - Submitted draft document to interested parties, FHWA, FTA, and WisDOT.
- Reviewed WisDOT's newly issued report entitled *TIP Preparation Guide - Guidelines for Developing MPO Transportation Improvement Programs*. WisDOT issued the guidelines to address changes associated with the FAST Act. Wrote new sections that will be added to the new TIP that will be issued in September.
- Began reviewing FHWA project database in an effort identify projects that will be included in the 2018 Annual Listing of Obligated Projects.

- Continued to collaborate with the Brown County Mobility Coordinator regarding new Brown County Voucher Program. Reduced cost travel vouchers are now available to Brown County seniors and those with qualifying disabilities to help offset the cost of private pay rides (taxis and wheelchair accessible vehicles) when other services are not available.
- Worked with Transportation Planner/GIS to create a map showing Green Bay Metro bus routes and bus stops as they serve urban area community gardens (UW-Extension program). Provided additional information to community garden leaders on bus travel training, fares, etc.
- Created gant charts for upcoming 2019 Section 85.21 projects.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the January 15 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding. Provided Brown County related information for the NEWRAT.org website.
- Participated in the Green Bay Transit Commission meetings on January 16.
- Participated in the Brown County Transportation Coordinating Committee (TCC) meeting on December 3. Recorded and wrote minutes.
- Updated Public Participation mailing list.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Brown County All Hazards Mitigation Plan
  - Held Steering Committee Meeting – 1/17/19
  - Began updating Chapter 1
- Certified Survey Maps (CSMs)
  - Began Review of 9 new CSMs
  - Completed review of 6 CSMs
  - Signed and filed 24 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere: 0
    - C of Green Bay: 2
- Plats
  - Preliminary Plats
    - Began review of 1 preliminary plats
    - Completed review of 0 preliminary plats
  - Final Plats
    - Began review of 0 final plat
    - Completed review of 0 final plats
  - City Plat Reviews
    - Reviewed 1 plat in the City of Green Bay and 1 plats in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
  - Completed 2 ESA Plan Correction
  - Completed 2 Steep Slope Affidavits
  - Uploaded 0 ESA amendments to WDNR SWIMS account
- Sewer Service Area Amendments (SSA)
  - Held a public hearing for the V of Wrightstown Minor SSA Amendment – 1/25/19

- Completed 1 Minor SSA amendment review – V of Wrightstown
- Water Quality Management (WQM) Letter
  - Completed 4 reviews/letters
- Brown County Comprehensive Plan
  - Assisted in the development of the public input survey questions.
- Assisted 52 members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Attended a webinar – Land Use Enabling Laws. 1/9/19
- Brown County Comprehensive Plan Meetings – 1/10/19, 1/16/19
- Met with UWGB Student and faculty to discuss development of a 9 key elements plan for Wequiock and Mahone creek watersheds.
- Attended PALS staff meeting – 1/24/19

**The recent major planning activities of Devin Yoder, Senior Planner:**

**General Planning/Local Assistance**

- Attended regular BCPC staff meetings.
- Assisted reviewing CSMs for final signature.
- Met with other BCPC staff to organize work for 2019 projects.
- Met with project team to discuss schedule for solar installation on STEM Innovation Center.
- Met with supervisor for annual performance review.
- Completed a Department of Energy Environmental Questionnaire for the STEM Innovation Center solar project.
- Completed quarterly reporting for Energy Innovation Grant (2018 4<sup>th</sup> quarter).
- Coordinated with both Town of New Denmark and Village of Denmark to kickoff comprehensive plan processes in the 1<sup>st</sup> quarter of 2019.

**Brown County Comprehensive Plan**

- Continued to work with other staff on developing the website.
- Researched acquiring and using new design software to create the 2019 comprehensive plan.
- Developed public survey questions with other BCPC staff.
- Developed online public survey for the plan to start collecting feedback at the end of January.
- Updated BCPC website to link to surveys for the comprehensive plan.

**Safe Harbors Study**

- Continued drafting final report.
- Created GIS online map to show public launch inventory.
- Finished drafting and assembling final report, and readied document for final printing.
- Quarterly reporting.
- Discussed the Eagle's Nest property with other BC staff.
- Reached out to Eagle's Nest property owners to inquire about their future plans.

#### **Town of Wrightstown Comp Plan**

- Presented the plan to the Town Board in a public hearing on December 19<sup>th</sup> for adoption.
- Finished outstanding revisions and sent document for printing.
- Printed comprehensive plan for distribution to Town.
- Notified adjacent municipalities and governmental entities of completed plan.

#### **Town of Green Bay Area Development Plan**

- Worked with the Town Planning Commission on draft comp plan amendment and zoning at December 18<sup>th</sup> meeting.
- Revised draft comp plan update and Champion Area Overlay zoning ordinance from meeting input.
- Met with the Town Planning Commission on January 15<sup>th</sup> to review draft comp plan amendment and zoning ordinance changes from December meeting.
- Worked with Town Clerk to coordinate public hearing for February 19<sup>th</sup>, and drafted notice to adjacent municipalities and governmental entities for the public hearing.

#### **Short-term Transportation Planning**

- Met with Village of Hobart staff to begin process of updating the Village Bike and Ped Plan in 2019.
- Developed scope of work to create a port opportunity study for the Brown County Port and Resource Recovery Department.
- Met with WPS staff to learn more about the future of the site of the decommissioned Pulliam Plant site at the mouth of the Fox River.

#### **The recent major planning activities of Todd Mead, Senior Housing Planner:**

- Prepared and ordered one (1) interim site inspection for a Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program client.
- Prepared and ordered one (1) initial housing quality standards (HQS) inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered four (4) initial HQS inspections for CDBG clients.
- Prepared and ordered six (6) final site inspections for CDBG clients.
- Prepared and ordered one (1) final site inspection for a RLF client.
- Prepared and ordered two (2) lead-based paint assessments for CDBG clients.
- Prepared and ordered two (2) asbestos assessments for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Prepared and ordered one (1) lead-based paint clearance for a Brown Co RLF client.
- Met with four (4) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened one (1) new Brown County RLF application.
- Opened eleven (11) new CDBG applications.
- Denied one (1) CDBG application.
- Prepared and closed seven (7) CDBG Housing Rehabilitation Loans.
- Prepared one (1) Brown County RLF Environmental Review.
- Prepared ten (10) CDBG Environmental Reviews.
- Prepared and corresponded with one (1) bid document to a Brown Co RLF applicant for future rehab project.
- Prepared and corresponded with five (5) bid documents to CDBG applicants for future rehab projects.

- Reviewed and prepared seven (7) mortgage loan satisfactions for existing CDBG clients due to project change orders or payoffs.
- Attended staff meetings.
- Prepared and organized for a monitoring audit visit by Schenck to review our files and financial records.
- Prepared for and finalized both our title and inspection services for our new CDBG grant period.
- Prepared, organized and submitted 4<sup>th</sup> quarterly CDBG reporting to WDOA-DEHCR.
- Prepared for and attended a Kewaunee County Emergency Management outreach meeting to discuss a multi-agency resource center (MARC) community process program and how we can coordinate efforts to help those in need in Northeast Wisconsin.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

**The recent major planning activities of Adam Kofoed, Housing Administrator:**

- Constructed the meeting packet and was the staff lead for the January BCHA board meeting.
- Drafted a contract amendment for the BCHA involving project based vouchers with a property management company.
- Conducted a quarterly file review to monitor the BCHA's subcontractor for administering housing vouchers.
- Attended three (3) training sessions with City of Green Bay staff to learn about the day to day duties with the BCHA.
- Attended three (3) meetings in regards to transitioning the Brown County Housing Authority (BCHA) from the City of Green Bay to Brown County.
- Attended one (1) meeting with the BCHA's subcontractor to discuss the January BCHA board meeting.
- Attended two (2) meetings with partnering agencies regarding the BCHA's new Family Unification Program vouchers to establish roles for each agency.
- Contacted and communicated with businesses, tax intercept programs, and federal grant registration organizations to update the BCHA's new address and administrator information.
- Drafted six (6) letters to BCHA clients that have existing repayment agreements with the BCHA to update them about staffing and address changes.
- Completed two (2) repayment agreement with clients who received over payments in the housing voucher program.
- Attended three (3) small claims hearings for clients who received over payments in the housing voucher program.
- Met with Nicolet National Bank to update the BCHA's staff for their existing bank accounts.
- Discussed the possible effects of the government shutdown with BCHA partners.
- Attended one (1) conference call with the National Low Income Housing Coalition to hear about how the government shutdown is affecting public housing authorities across the country.
- Opened and reviewed four (4) new CDBG applications.

- Prepared and sent one (1) CDBG Housing Rehabilitation Loan Application.
- Assisted Todd with our State of Wisconsin Department of Administration annual monitoring visit.
- Updated our ownership and rental applications to reflect changes requested by the State of Wisconsin.
- Maintained new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued to assisting Public Safety Communications (PSC) with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Ran several “refreshes” to update information in the new system for testing purposes.
- Uploaded ward data to the Wisconsin Legislative Technology Bureau.
- Organized and held a Land Information Council meeting on January 16, primarily to review and approve the 3-year Land Information Plan
- Attended the Planning Development & Transportation committee meeting on January 29 to get approval on the 3-year Land Information Plan
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed.
- Met with Tech Services and other staff to determine a strategy for scanning the remaining PALS permits and other documents to digital storage.
- Attended an “Acceptable Loss” meeting with Tech Services and others on that committee on January 22.
- Attended the “Indirect Cost Plan Seminar” on January 24.
- Assisted with planning for the PALS office space (new cubicles, storage space, etc).
- Made hundreds of edits to the GIS database (addresses, streets, fire/police areas, etc)
- Assisted Tech Services with a security certificate issue with the online GIS mapping apps.
- Assisted the planners with the county comprehensive planning effort.
- Provided GIS information for various county departments as needed including Parks, District Attorney, Administration, Health, Port, and Airport.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

Addressing

- Completed invoice letters to the local communities that received addressing service in 2018.
- Assigned an address in the Town of Eaton, an address in the Town of Holland and an address in the Town of Pittsfield.

Green Bay Metro

- Calculated bus route mileage for each community at the request of Green Bay Metro.
- Updated time point locations for transit route 13.

85.21 Program

- Obtained a username and password for the BlackCat Grant Management System from the WisDOT Specialized Transit Program Manager.
- Reviewed the agency user guide for the BlackCat Grant Management System.
- Reviewed the 85.21 program and application guidelines.
- Completed contract agreements for providers that provide specialized transportation service. (Brown County Human Services Van Driver Program, Salvation Army Transportation Program, and Travel Voucher Program)
- Developed a list of requirements for the Request for Quote to find a vendor to provide specialized transportation service in Brown County communities.

#### Other Tasks

- Created a database and a map identifying the wayfinding sign locations in the Cities of Green Bay and De Pere, and Villages of Ashwaubenon, Allouez and Howard. Used google street view to check and verify every wayfinding sign.
- Provided wayfinding sign data to a GIS staff at the City of Green Bay.
- Updated the bicycle and pedestrian facilities map using current local bicycle and pedestrian plans and current Arial photo.
- Updated the Transportation Improvement Program story map online.
- Updated the Transportation System Performance Measures story map online.
- Began to work on the reporting format and data collection for the performance measures report.
- Created a 36x48 map display of the proposed CTH VV interchange for the County Executive press release.
- Reviewed the recommendations in the 2018 TMA Certification Review Report.
- Began to work on land use inventory for the update of the Brown County Comprehensive Plan. (Town of Rockland)
- Maintained and updated the transportation and planning websites as needed.

#### Webinars and Meetings

- Participated in the bi-monthly Greater Green Bay Active Communities Alliance meeting on December 5.
- Presented the 2018 Transportation System Performance Measures Status Report to the BCPC on December 5, 2018.
- Watched the webinar, Leading with Health: Complete Streets and Bicycle and Pedestrian Planning, on January 7, 2019.
- Participated in the UW-Extension Teleconference Series, Local Land Use, Planning and Zoning, on January 9, 2019.
- Participated in PALS staff monthly meetings.

#### **The recent major planning activities of Karl Mueller, Planner I (Transportation):**

- Attended the quarterly Transportation Coordination Committee (TCC) meeting; presented the outline for the ADA Transition Plan and responded to questions and feedback from committee members (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Compiled data on shipping volumes for the Port of Green Bay and Great Lake Ports; developed visual illustrations to show shipping activity for domestic inbound and outbound traffic, and foreign imports and exports (**This activity addresses a 2018 TMA Certification Review recommendation**).

- Compiled data and researched shipping activity for Wisconsin ports (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Conducted research on container shipping activity on the Great Lakes and inland river ports.
- Reviewed the document, "*Leveraging our Comparative Advantage, Phase II: Identification and Development of Wisconsin Port Market Scenarios*" for the Port Opportunities Study.
- Reviewed the document, "*Brown County Port/Rail Committee 'White Paper'*" for the Port Opportunities Study.
- Created a map of ADA non-compliant detectable warning surfaces at sidewalk/railroad crossings in the Metropolitan Planning Area (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Reviewed the findings and recommendations from the 2018 TMA Certification Review Report.
- Updated Green Bay Metro's Route 13 single route map.
- Attended regular BCPC staff meetings.
- Concluded research on shipping activity and trends for the Port of Green Bay and Great Lakes ports.
- Reviewed ADA compliance requirements for Electronic and Technology Services for the ADA Transition Plan.
- Reached out to staff from communities in the Metropolitan Planning Area to inform them of the MPO's development of an ADA Transition Plan and collect information for transportation facilities in those communities (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Participated in a meeting with BCPC staff and Dean Haen, Port of Green Bay Manager, for the Port Opportunities study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Attended the Local Land Use Planning and Zoning Teleconference, "*Keeping Up with Changes in Wisconsin's Planning & Zoning Enabling Laws*" in De Pere on January 9<sup>th</sup>
- Completed draft maps for ADA non-compliant detectable warning surfaces for sidewalk/railroad crossings for municipalities across the Metropolitan Planning Area for the ADA Transition Plan (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Created a map showing the location of pedestrian countdown signals throughout the Metropolitan Planning Area (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Updated ADA non-compliant curb cut maps for municipalities across the Metropolitan Planning Area (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Reviewed the Wisconsin DOT's 2018 ADA Transition Plan to document in the MPO's ADA Transition Plan.
- Continued fieldwork assessing the ADA compliancy of curb cuts, and updated the database as part of the ADA Transition Plan (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Began conducting a land use inventory for the Town of Scott.

- Researched regulations and development requirements for industrial sites in the City of Green Bay, and reviewed the Wisconsin Department of Natural Resources requirements for shoreland zoning.
- Participated in a meeting with BCPC staff and WPS staff to collect information about the Pulliam Site as part of the Port Opportunities study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Identified site constraints and began drafting a map identifying site constraints and developable space at the Pulliam Site for the Port Opportunities study (**This activity addresses a 2018 TMA Certification Review recommendation**).
- Attended regular BCPC staff meetings.

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## PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

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A regular meeting was held on **Monday March 18, 2019**  
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  
Dave Landwehr  
Michael Lefebvre  
Mike VanLanen  
Norb Dantinne

Excused: Mark VandenBusch, Vice-Chair  
Bud Harris  
Bill Seleen  
Doug Martin

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Samantha Jerome, Brown County P&RR  
Chris Blan, Brown County P&RR  
Ben Hintz, Brown County P&RR  
Chris Anderson, Foth  
Sara Beine, Foth  
Mike Geiger, Town of Holland  
Brian Roebke, Wrightstown Spirit

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Norb Dantinne and seconded by Dave Landwehr. Unanimously approved.

4) Approval/Modification – Meeting Minutes of February 18, 2019

A motion to approve the February 18, 2018 meeting minutes was made by Mike VanLanen and seconded by Dave Landwehr. Unanimously approved.

5) Announcements/Communications

No announcements

- 6) In-House Processing of Fire Extinguisher – Update  
Chris Blan discussed the viability of processing fire extinguishers at the Brown County Hazardous Material Recovery (HMR) facility. Currently, a local business has been subsidizing the cost of fire extinguisher disposal to the point of no cost. This was done as a service to the Brown County resident. As the HMR expanded collection services to surrounding counties, fire extinguishers were one item being collected. Requesting the local Brown County business to process fire extinguishers from other counties at no cost would be an unfair expectation.

Mr. Blan explained that the full cost of this Brown County business or another third party processor to recycle fire extinguishers that come through the Brown County HMR Facility would range between \$13-\$18, with shipping being an additional cost. If Brown County were to process extinguishers in-house, the cost would be between \$5-6 per extinguisher. The HMR facility would pass this \$5-\$6 cost to Brown County residents and an \$8-\$10 per extinguisher fee to out-of-county residents for fire extinguisher disposal. Both rates being lower than private business.

- 7) Solid Waste Transfer Station Scale Software & Kiosk Installation RFP - Request for Approval

Mark Walter explained that the RFP has two parts to it; the first part is for construction and installation of a new scale kiosk while the second part includes the purchase and installation of scale software. The software should be able to be utilized at the current Brown County Recycling and Waste Transfer Stations as well as at the future Brown County South Landfill. The RFP will need to go through the Solid Waste Board, PD&T, and County Board before being able to be released for bids. Once the bids are received, they will be reviewed by an RFP Committee.

Mike VanLanen asked what is meant by a committee to which Mr. Walter explained that a county policy requires that a scoring committee looks at RFPs when bids come in. This is a five or seven-person committee. The Brown County Resource Recovery Department may have up to two or three representatives from the department with the rest of the committee members being made up of others outside of the department.

Mike Lefebvre asked if it is expected that the department will be able to get a standard package or custom package to which Mr. Walter answered a custom package due to the scale software that is needed. Mr. Lefebvre suggested that the RFP should address ownership of data and the breakdown of hardware and software pricing.

**A motion to approve the RFP with modifications was made by John Katers and seconded by Mike VanLanen. Unanimously approved.**

- 8) Director's Report

Dean Haen recapped 2018 for public relations regarding the Resource Recovery Department. In 2018 there were 22 media clips and 14 broadcast/radio clips that generated about \$219,000 worth of exposure.

A presentation on the Plan of Operation for the Brown County South Landfill will be given to the LMC members on June 3rd, 2019.

9) Closed Session

*Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.*

**A motion to go into closed session was made by Mike Lefebvre and seconded by Dave Landwehr. A roll call vote followed with the following Board members voting "aye": John Katers, Mike VanLanen, Norb Dantine, Dave Landwehr, and Mike Lefebvre. There were no "nay" votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to the BOW Cooperative Landfill Plan Agreement.**

**A motion was made by Mike VanLanen and seconded by Mike Lefebvre to return to open session. A roll call followed with the following Board members voting "aye": John Katers, Mike VanLanen, Norb Dantine, Dave Landwehr, and Mike Lefebvre. There were no "nay" votes; the motion was passed. No action was taken. The Board continued with agenda items in open session.**

10) Such other Matters as Authorized by Law  
No other matters.

11) Adjourn

**A motion to adjourn was made by Norb Dantine and seconded by Dave Landwehr. Unanimously approved. Meeting adjourned at 3:35 pm.**

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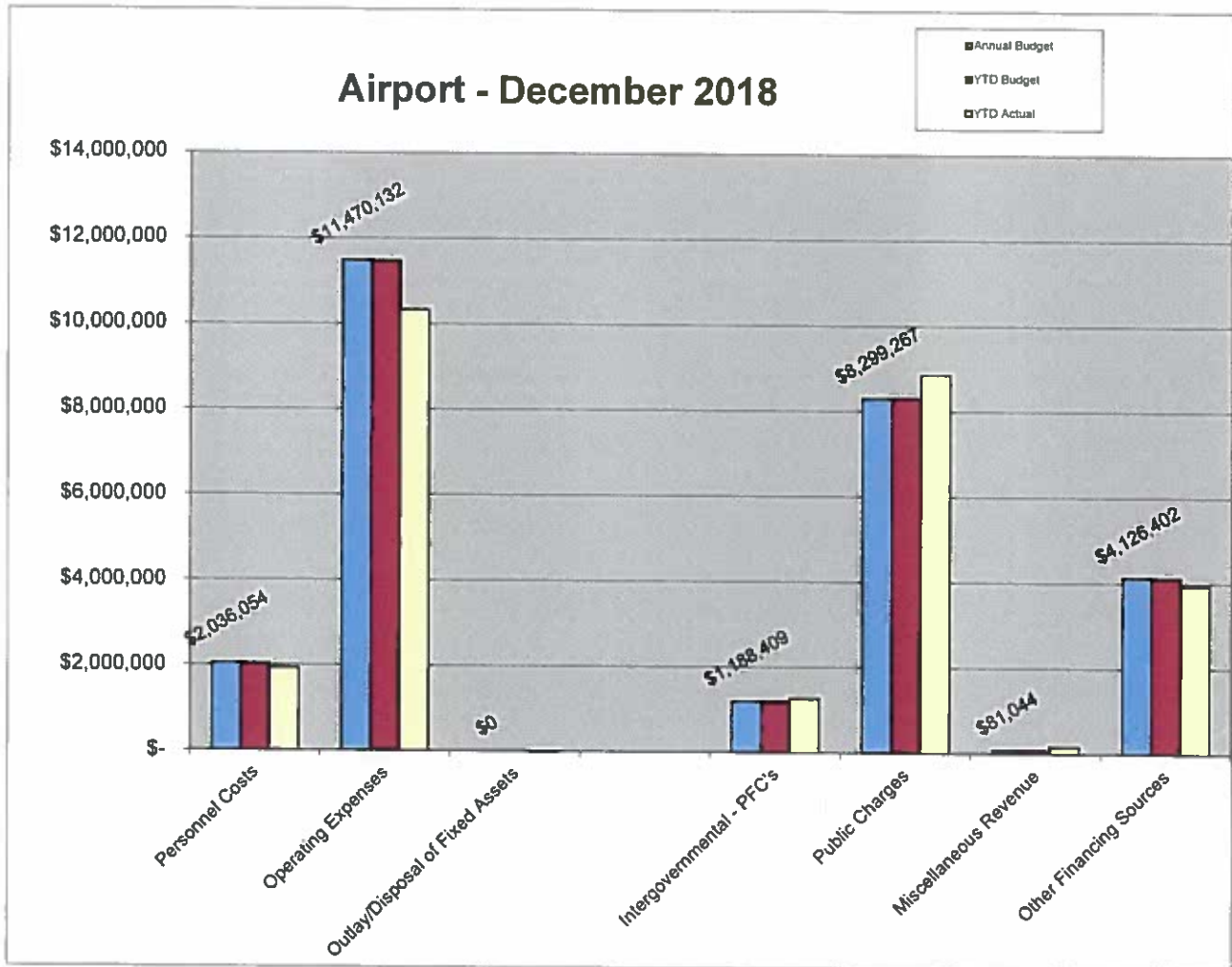
John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department

**Brown County  
Airport  
Budget Status Report  
December-18**

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$2,036,054	\$2,036,054	\$1,926,811
Operating Expenses	\$11,470,132	\$11,470,132	\$10,327,236
Outlay/Disposal of Fixed Assets	\$0	\$0	-\$34,866
Intergovernmental - PFC's	\$1,188,409	\$1,188,409	\$1,259,540
Public Charges	\$8,299,267	\$8,299,267	\$8,842,732
Miscellaneous Revenue	\$81,044	\$81,044	\$160,856
Other Financing Sources	\$4,126,402	\$4,126,402	\$3,942,352

**HIGHLIGHTS**  
 Personnel costs for the year were lower than budgeted due to several open positions.  
 Operating expenses were 10% lower than budgeted due to improved efficiencies.  
 PFC revenue was 6% higher than budgeted due to a 12.2% increase in passenger activity.





# Airport December 2018 Budget Performance Report

Through 12/31/18

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 610 - Airport</b>									
<b>REVENUE</b>									
Intergov Revenue	1,188,409.00	.00	1,188,409.00	205,504.71	.00	1,259,539.96	(71,130.96)	106	1,066,341.81
Public Charges	8,299,267.00	.00	8,299,267.00	782,237.76	.00	8,842,732.35	(543,465.35)	107	8,357,995.65
Miscellaneous Revenue	81,044.00	.00	81,044.00	22,199.15	.00	160,856.02	(79,812.02)	198	141,944.11
Other Financing Sources	4,126,402.00	.00	4,126,402.00	855,332.89	.00	3,942,351.66	184,050.34	96	2,030,512.18
<b>REVENUE TOTALS</b>	<b>\$13,695,122.00</b>	<b>\$0.00</b>	<b>\$13,695,122.00</b>	<b>\$1,865,274.51</b>	<b>\$0.00</b>	<b>\$14,205,479.99</b>	<b>(\$510,357.99)</b>	<b>104%</b>	<b>\$11,596,793.75</b>
<b>EXPENSE</b>									
Personnel Costs	2,033,343.00	2,711.00	2,036,054.00	185,406.91	.00	1,926,811.24	109,242.76	95	2,025,797.40
Operating Expenses	11,465,257.00	4,875.00	11,470,132.00	927,007.45	.00	10,327,236.05	1,142,895.95	90	10,311,935.00
Outlay	.00	.00	.00	.00	.00	(34,865.73)	34,865.73	+++	450.00
<b>EXPENSE TOTALS</b>	<b>\$13,498,600.00</b>	<b>\$7,586.00</b>	<b>\$13,506,186.00</b>	<b>\$1,112,414.36</b>	<b>\$0.00</b>	<b>\$12,219,181.56</b>	<b>\$1,287,004.44</b>	<b>90%</b>	<b>\$12,338,182.40</b>
<b>Fund 610 - Airport Totals</b>									
<b>REVENUE TOTALS</b>	<b>13,695,122.00</b>	<b>.00</b>	<b>13,695,122.00</b>	<b>1,865,274.51</b>	<b>.00</b>	<b>14,205,479.99</b>	<b>(510,357.99)</b>	<b>104%</b>	<b>11,596,793.75</b>
<b>EXPENSE TOTALS</b>	<b>13,498,600.00</b>	<b>7,586.00</b>	<b>13,506,186.00</b>	<b>1,112,414.36</b>	<b>.00</b>	<b>12,219,181.56</b>	<b>1,287,004.44</b>	<b>90%</b>	<b>12,338,182.40</b>
<b>Grand Totals</b>	<b>\$196,522.00</b>	<b>(\$7,586.00)</b>	<b>\$188,936.00</b>	<b>\$752,860.15</b>	<b>\$0.00</b>	<b>\$1,986,298.43</b>	<b>(\$1,797,362.43)</b>		<b>(\$741,388.65)</b>

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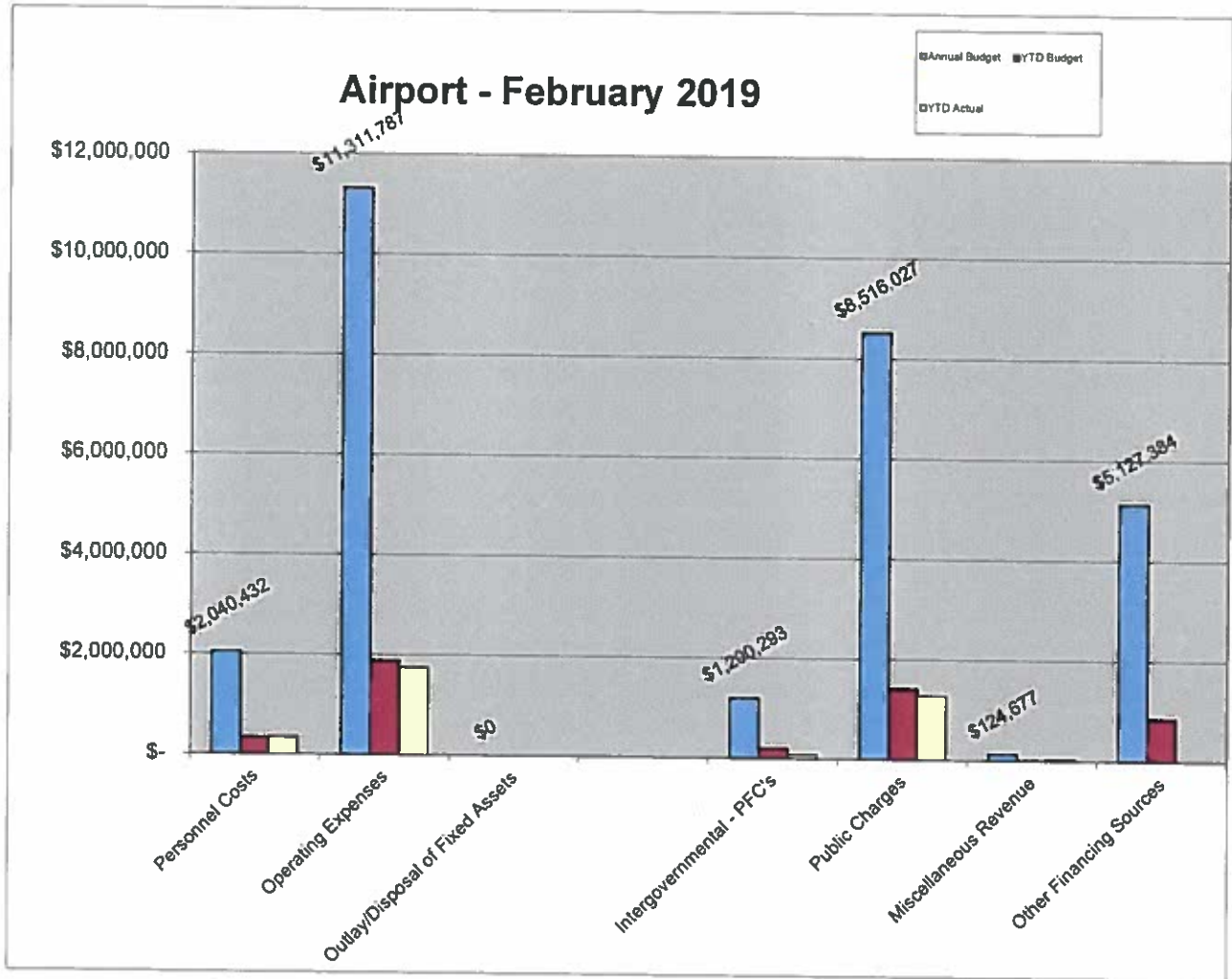
**Brown County  
Airport  
Budget Status Report  
February-19**

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$2,040,432	\$340,072	\$349,741
Operating Expenses	\$11,311,787	\$1,885,298	\$1,754,054
Outlay/Disposal of Fixed Assets	\$0	\$0	\$0
Intergovernmental - PFC's	\$1,200,293	\$200,049	\$79,685
Public Charges	\$8,516,027	\$1,419,338	\$1,276,378
Miscellaneous Revenue	\$124,677	\$20,780	\$35,926
Other Financing Sources	\$5,127,384	\$854,564	\$0

**HIGHLIGHTS**

Operating expenses are trending under budget through the first two months of 2019.

Passenger traffic continues to track consistent with 2018's passenger levels.





# Airport February 2019 Budget Performance Report

Through 02/28/19  
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 610 - Airport</b>									
<b>REVENUE</b>									
Intergov Revenue	1,200,293.00	.00	1,200,293.00	79,685.25	.00	79,685.25	1,120,607.75	7	71,483.41
Public Charges	8,516,027.00	.00	8,516,027.00	682,189.59	.00	1,276,377.56	7,239,649.44	15	1,278,403.72
Miscellaneous Revenue	124,677.00	.00	124,677.00	32,403.55	.00	35,926.25	88,750.75	29	22,765.70
Other Financing Sources	5,127,384.00	.00	5,127,384.00	.00	.00	.00	5,127,384.00	0	.00
<b>REVENUE TOTALS</b>	<b>\$14,968,381.00</b>	<b>\$0.00</b>	<b>\$14,968,381.00</b>	<b>\$794,278.39</b>	<b>\$0.00</b>	<b>\$1,391,989.06</b>	<b>\$13,576,391.94</b>	<b>9%</b>	<b>\$1,372,652.83</b>
<b>EXPENSE</b>									
Personnel Costs	2,040,432.00	.00	2,040,432.00	192,245.97	.00	349,741.46	1,690,690.54	17	334,280.27
Operating Expenses	11,311,787.00	.00	11,311,787.00	874,731.26	1,676.70	1,754,053.71	9,556,056.59	16	1,758,201.25
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$13,352,219.00</b>	<b>\$0.00</b>	<b>\$13,352,219.00</b>	<b>\$1,066,977.23</b>	<b>\$1,676.70</b>	<b>\$2,103,795.17</b>	<b>\$11,246,747.13</b>	<b>16%</b>	<b>\$2,092,481.52</b>
<b>Fund 610 - Airport Totals</b>									
<b>REVENUE TOTALS</b>	<b>14,968,381.00</b>	<b>.00</b>	<b>14,968,381.00</b>	<b>794,278.39</b>	<b>.00</b>	<b>1,391,989.06</b>	<b>13,576,391.94</b>	<b>9%</b>	<b>1,372,652.83</b>
<b>EXPENSE TOTALS</b>	<b>13,352,219.00</b>	<b>.00</b>	<b>13,352,219.00</b>	<b>1,066,977.23</b>	<b>1,676.70</b>	<b>2,103,795.17</b>	<b>11,246,747.13</b>	<b>16%</b>	<b>2,092,481.52</b>
<b>Fund 610 - Airport Totals</b>	<b>\$1,616,162.00</b>	<b>\$0.00</b>	<b>\$1,616,162.00</b>	<b>(\$272,698.84)</b>	<b>(\$1,676.70)</b>	<b>(\$711,806.11)</b>	<b>\$2,329,644.81</b>		<b>(\$719,828.69)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>14,968,381.00</b>	<b>.00</b>	<b>14,968,381.00</b>	<b>794,278.39</b>	<b>.00</b>	<b>1,391,989.06</b>	<b>13,576,391.94</b>	<b>9%</b>	<b>1,372,652.83</b>
<b>EXPENSE TOTALS</b>	<b>13,352,219.00</b>	<b>.00</b>	<b>13,352,219.00</b>	<b>1,066,977.23</b>	<b>1,676.70</b>	<b>2,103,795.17</b>	<b>11,246,747.13</b>	<b>16%</b>	<b>2,092,481.52</b>
<b>Grand Totals</b>	<b>\$1,616,162.00</b>	<b>\$0.00</b>	<b>\$1,616,162.00</b>	<b>(\$272,698.84)</b>	<b>(\$1,676.70)</b>	<b>(\$711,806.11)</b>	<b>\$2,329,644.81</b>		<b>(\$719,828.69)</b>

Brown County - Planning  
Budget Status Report  
December 31, 2018

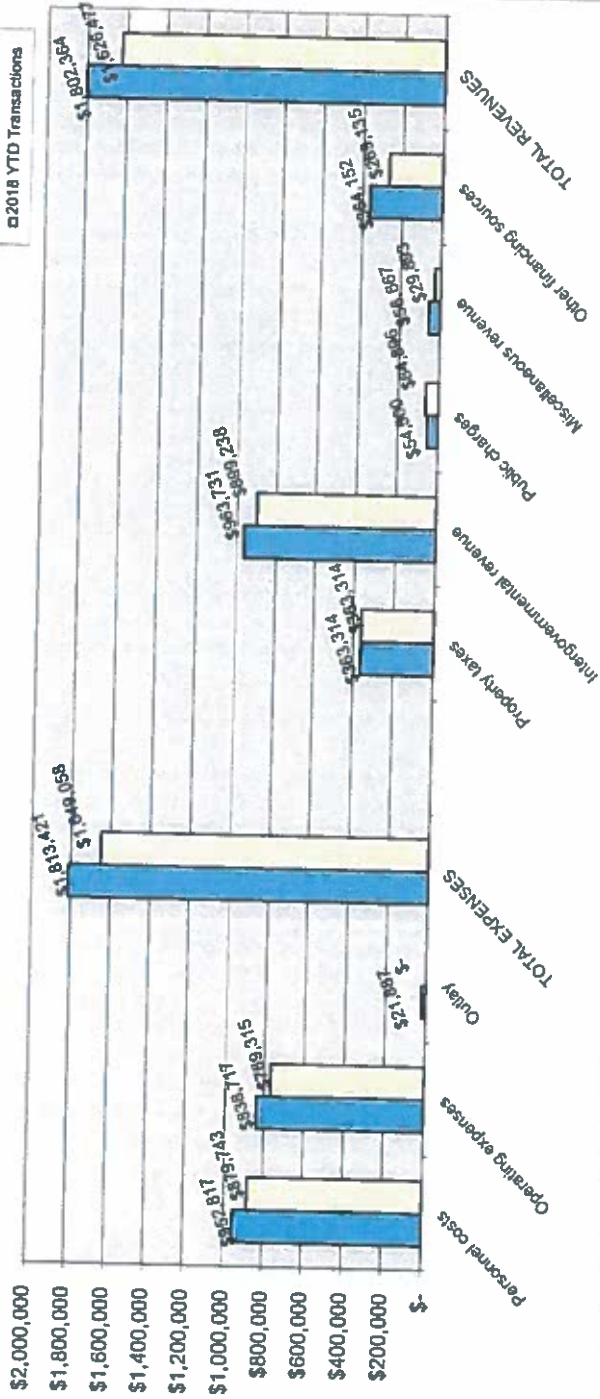
	2018 Amended		2017 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 952,817	\$ 878,743	\$ 824,384	\$ 784,925	\$ 824,384	\$ 784,925
Operating expenses	\$ 838,717	\$ 789,315	\$ 184,745	\$ 170,005	\$ 184,745	\$ 170,005
Outlay	\$ 21,887	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 1,813,421</b>	<b>\$ 1,648,058</b>	<b>\$ 1,019,129</b>	<b>\$ 954,930</b>	<b>\$ 1,019,129</b>	<b>\$ 954,930</b>
Property taxes	\$ 363,314	\$ 363,314	\$ 264,983	\$ 264,983	\$ 264,983	\$ 264,983
Intergovernmental revenue	\$ 963,731	\$ 899,238	\$ 417,410	\$ 395,065	\$ 417,410	\$ 395,065
Public charges	\$ 54,500	\$ 64,896	\$ 53,850	\$ 65,328	\$ 53,850	\$ 65,328
Miscellaneous revenue	\$ 56,867	\$ 29,893	\$ 26,667	\$ 26,698	\$ 26,667	\$ 26,698
Other financing sources	\$ 364,152	\$ 268,135	\$ 256,219	\$ 229,236	\$ 256,219	\$ 229,236
<b>TOTAL REVENUES</b>	<b>\$ 1,802,364</b>	<b>\$ 1,628,477</b>	<b>\$ 1,019,129</b>	<b>\$ 981,311</b>	<b>\$ 1,019,129</b>	<b>\$ 981,311</b>

**HIGHLIGHTS:**

**Expenditures:** All categories are progressing as anticipated.

**Revenues:** All categories are at or near expectations.

**Planning - December 31, 2018 - Unaudited**



Brown County - Planning  
Budget Status Report  
January 31, 2019

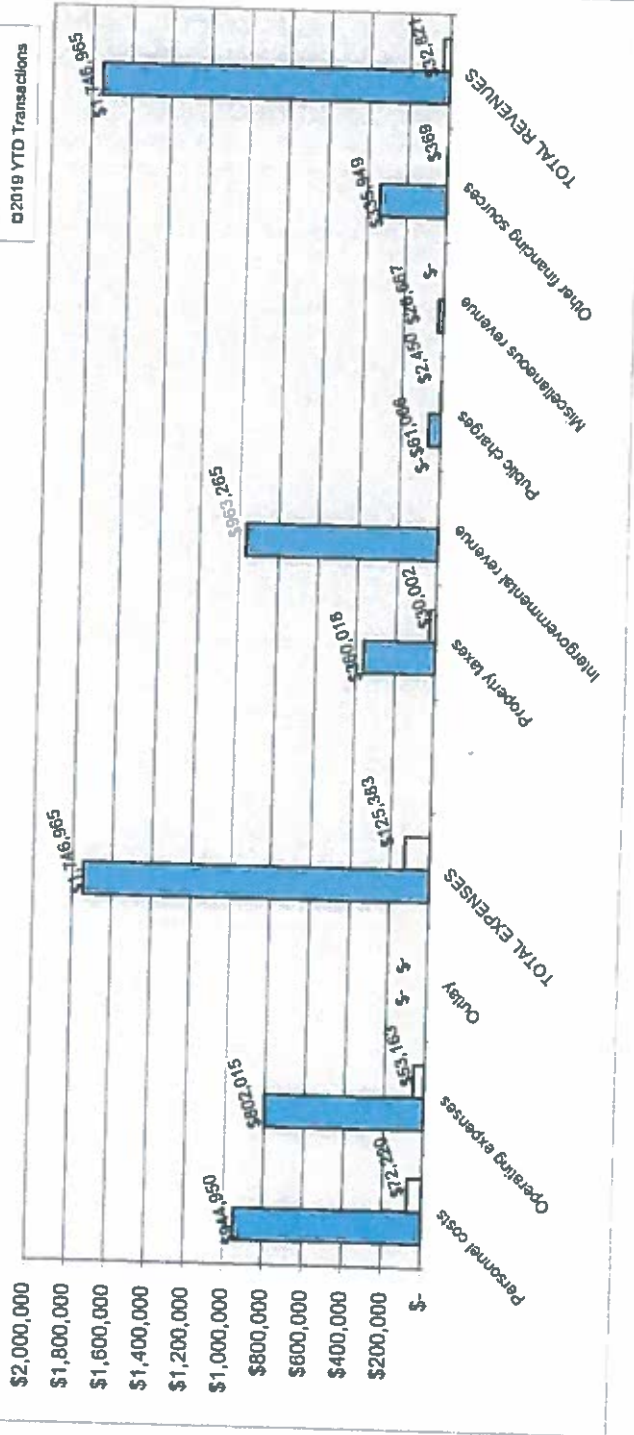
	2019 Amended		2018 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 944,050	\$ 72,220	\$ 952,817	\$ 62,572
Operating expenses	\$ 802,015	\$ 53,163	\$ 838,717	\$ 56,588
Outlay	\$ -	\$ -	\$ 21,987	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 1,746,965</b>	<b>\$ 125,383</b>	<b>\$ 1,813,421</b>	<b>\$ 119,161</b>
Property taxes	\$ 360,018	\$ 30,002	\$ 363,314	\$ 30,276
Intergovernmental revenue	\$ 963,265	\$ -	\$ 963,731	\$ 27,364
Public charges	\$ 61,068	\$ 2,450	\$ 54,500	\$ 2,559
Miscellaneous revenue	\$ 26,667	\$ -	\$ 56,667	\$ -
Other financing sources	\$ 335,949	\$ 368	\$ 384,152	\$ 344
<b>TOTAL REVENUES</b>	<b>\$ 1,746,965</b>	<b>\$ 32,821</b>	<b>\$ 1,802,364</b>	<b>\$ 60,544</b>

**HIGHLIGHTS:**

**Expenditures:** All categories are progressing as anticipated.

**Revenues:** All categories are at or near expectations.

Planning - January 31, 2019 - Unaudited



Brown County - Planning  
Budget Status Report  
February 28, 2019

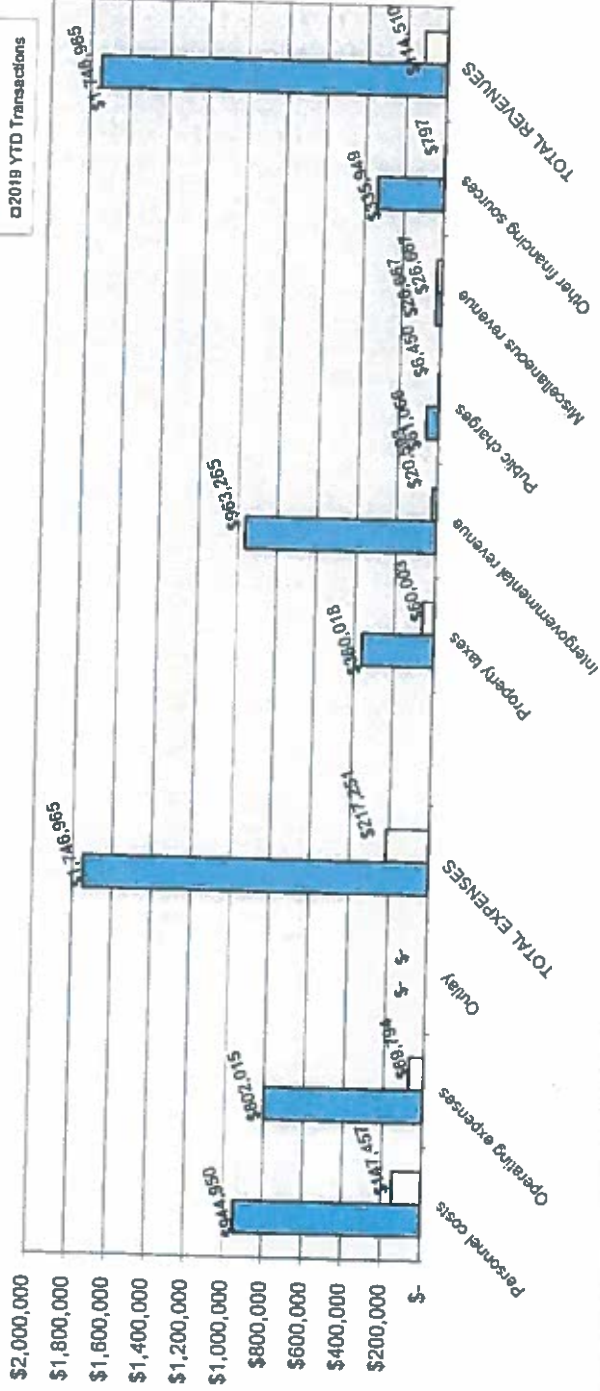
	2019 Amended Budget	2019 YTD Transactions	2018 Amended Budget	2018 YTD Transactions
Personnel costs	\$ 944,950	\$ 147,457	\$ 952,817	\$ 126,031
Operating expenses	\$ 802,015	\$ 69,784	\$ 838,717	\$ 104,500
Outlay	\$ -	\$ -	\$ 21,887	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 1,746,965</b>	<b>\$ 217,251</b>	<b>\$ 1,813,421</b>	<b>\$ 230,531</b>
Property taxes	\$ 360,018	\$ 60,003	\$ 363,314	\$ 60,552
Intergovernmental revenue	\$ 963,265	\$ 20,593	\$ 963,731	\$ 113,903
Public charges	\$ 61,066	\$ 6,450	\$ 54,500	\$ 8,989
Miscellaneous revenue	\$ 26,667	\$ 26,667	\$ 56,667	\$ -
Other financing sources	\$ 335,949	\$ 787	\$ 364,152	\$ 2,967
<b>TOTAL REVENUES</b>	<b>\$ 1,746,965</b>	<b>\$ 114,510</b>	<b>\$ 1,802,364</b>	<b>\$ 186,412</b>

**HIGHLIGHTS:**

**Expenditures:** All categories are progressing as anticipated.

**Revenues:** All categories are at or near expectations.

**Planning - February 28, 2019 - Unaudited**



Brown County - Property Listing  
Budget Status Report  
December 31, 2018

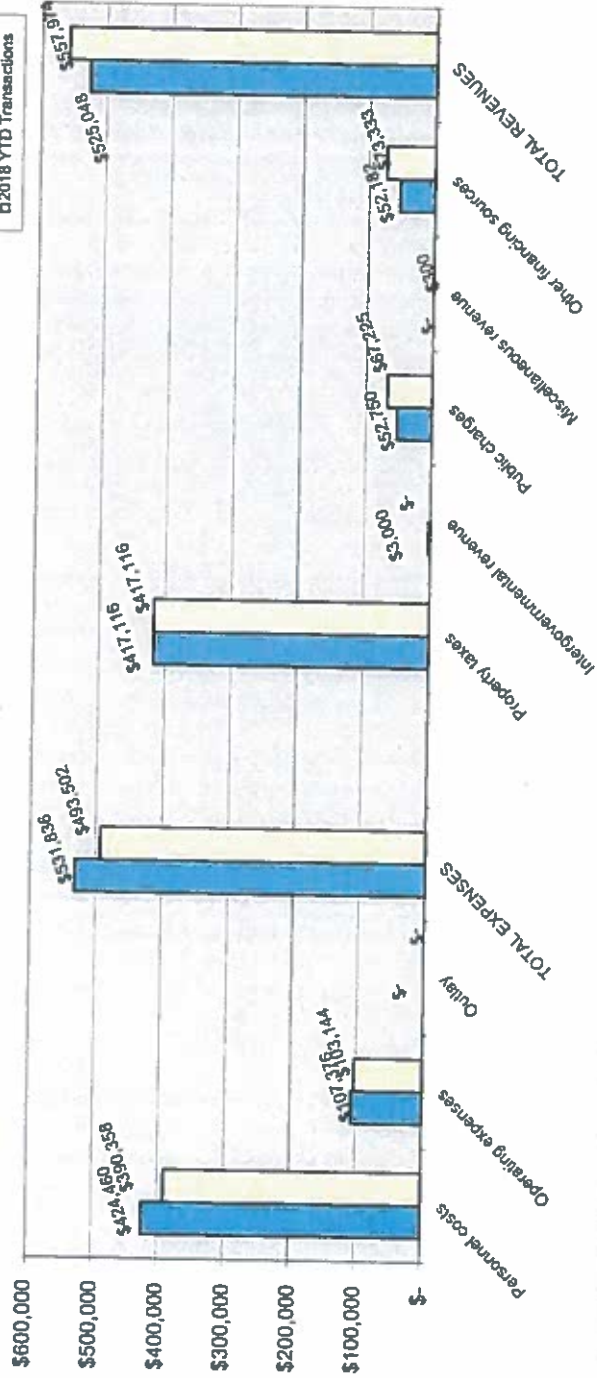
	2018 Amended		2018 YTD		2017 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 424,460	\$ 390,358	\$ 417,116	\$ 417,116	\$ 411,237	\$ 415,672	\$ 348,530	\$ 348,530
Operating expenses	\$ 107,376	\$ 103,144	\$ 3,000	\$ -	\$ 101,041	\$ 95,188	\$ 5,996	\$ 2,889
Outlay	\$ -	\$ -	\$ 52,750	\$ 67,225	\$ 32,950	\$ 32,715	\$ 50,750	\$ 62,011
<b>TOTAL EXPENSES</b>	<b>\$ 531,836</b>	<b>\$ 493,502</b>	<b>\$ 417,116</b>	<b>\$ 417,116</b>	<b>\$ 545,228</b>	<b>\$ 543,575</b>	<b>\$ 348,530</b>	<b>\$ 348,530</b>
Property taxes	\$ 417,116	\$ 417,116	\$ 417,116	\$ 417,116	\$ 348,530	\$ 348,530	\$ 348,530	\$ 348,530
Intergovernmental revenue	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 5,996	\$ 2,889	\$ 5,996	\$ 2,889
Public charges	\$ 52,750	\$ 67,225	\$ 52,750	\$ 67,225	\$ 50,750	\$ 62,011	\$ 50,750	\$ 62,011
Miscellaneous revenue	\$ -	\$ 300	\$ -	\$ 300	\$ -	\$ 3,300	\$ -	\$ 3,300
Other financing sources	\$ 52,182	\$ 73,333	\$ 52,182	\$ 73,333	\$ 139,952	\$ 152,210	\$ 139,952	\$ 152,210
<b>TOTAL REVENUES</b>	<b>\$ 525,048</b>	<b>\$ 557,974</b>	<b>\$ 525,048</b>	<b>\$ 557,974</b>	<b>\$ 545,228</b>	<b>\$ 568,950</b>	<b>\$ 545,228</b>	<b>\$ 568,950</b>

**HIGHLIGHTS:**

**Expenditures:** All expenditures are within anticipated levels.

**Revenues:** All revenues are progressing as anticipated.

Property Listing - December 31, 2018 - Unaudited



Brown County - Property Listing  
Budget Status Report  
January 31, 2019

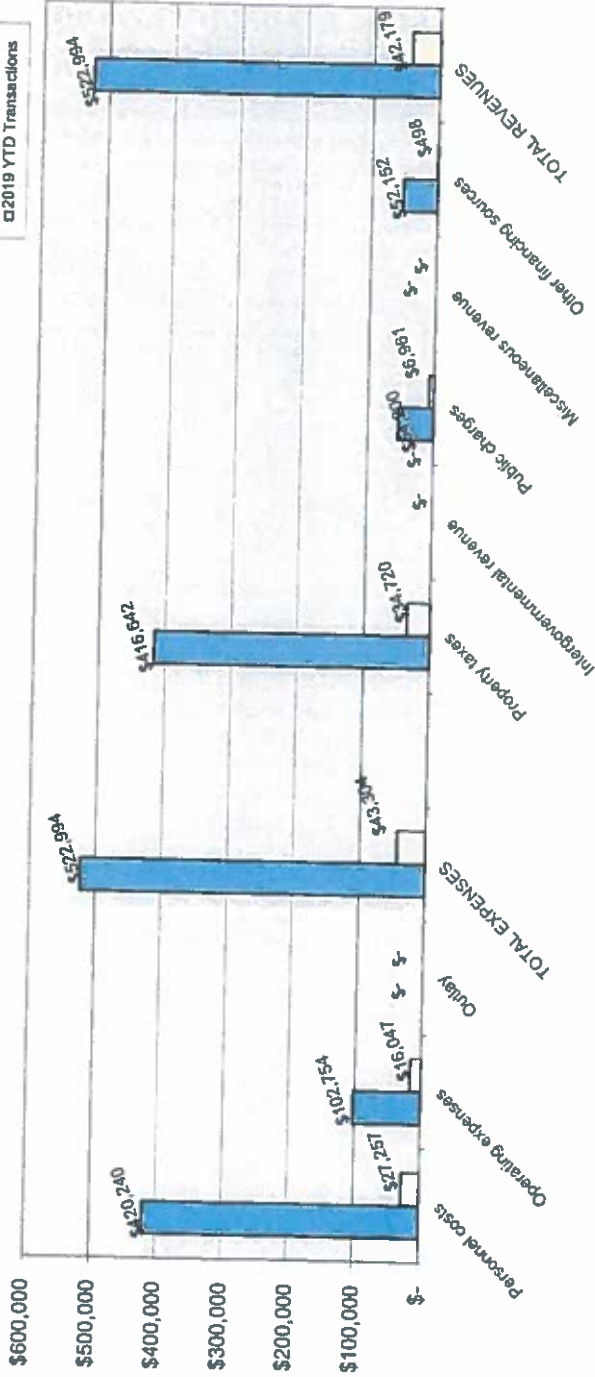
	2019 Amended		2018 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 420,240	\$ 27,257	\$ 424,480	\$ 33,341
Operating expenses	\$ 102,754	\$ 16,047	\$ 107,376	\$ 20,180
Outlay	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 522,994</b>	<b>\$ 43,304</b>	<b>\$ 531,856</b>	<b>\$ 53,520</b>
Property taxes	\$ 416,642	\$ 34,720	\$ 417,116	\$ 34,760
Intergovernmental revenue	\$ -	\$ -	\$ 3,000	\$ -
Public charges	\$ 54,200	\$ 6,961	\$ 52,750	\$ 3,304
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ -
Other financing sources	\$ 52,152	\$ 498	\$ 52,182	\$ 1,347
<b>TOTAL REVENUES</b>	<b>\$ 522,994</b>	<b>\$ 42,179</b>	<b>\$ 525,048</b>	<b>\$ 38,410</b>

**HIGHLIGHTS:**

**Expenditures:** All expenditures are within anticipated levels.

**Revenues:** All revenues are progressing as anticipated.

**Property Listing - January 31, 2019 - Unaudited**



Brown County - Property Listing  
 Budget Status Report  
 February 28, 2019

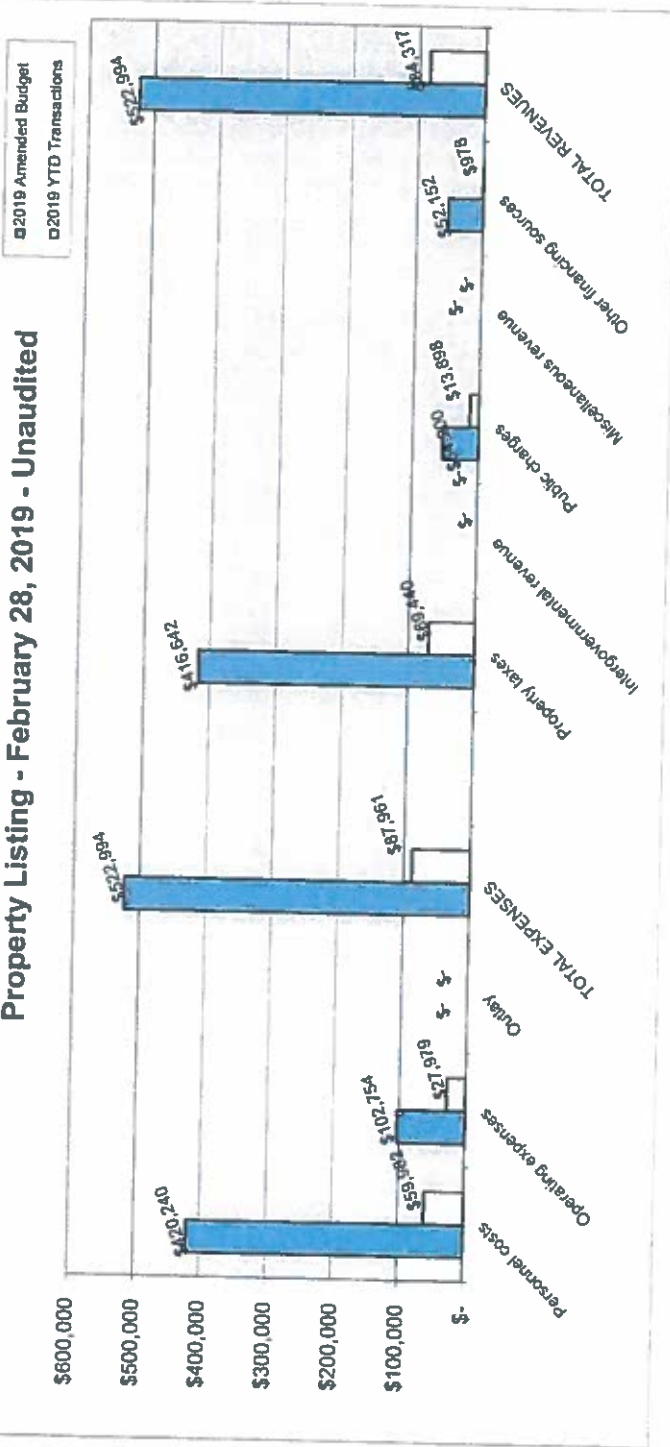
	2018 Amended Budget	2018 YTD Transactions	2018 Amended Budget	2018 YTD Transactions
Personnel costs	\$ 420,240	\$ 59,882	\$ 424,460	\$ 66,850
Operating expenses	\$ 102,754	\$ 27,979	\$ 107,376	\$ 32,558
Outlay	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 522,994</b>	<b>\$ 87,861</b>	<b>\$ 531,836</b>	<b>\$ 99,409</b>
Property taxes	\$ 416,642	\$ 69,440	\$ 417,116	\$ 69,518
Intergovernmental revenue	\$ -	\$ -	\$ 3,000	\$ -
Public charges	\$ 54,200	\$ 13,888	\$ 52,750	\$ 8,864
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ -
Other financing sources	\$ 52,152	\$ 978	\$ 52,182	\$ 1,647
<b>TOTAL REVENUES</b>	<b>\$ 522,994</b>	<b>\$ 84,317</b>	<b>\$ 525,048</b>	<b>\$ 80,030</b>

**HIGHLIGHTS:**

**Expenditures:** All expenditures are within anticipated levels.

**Revenues:** All revenues are progressing as anticipated.

**Property Listing - February 28, 2019 - Unaudited**



Brown County - Zoning  
Budget Status Report  
December 31, 2018

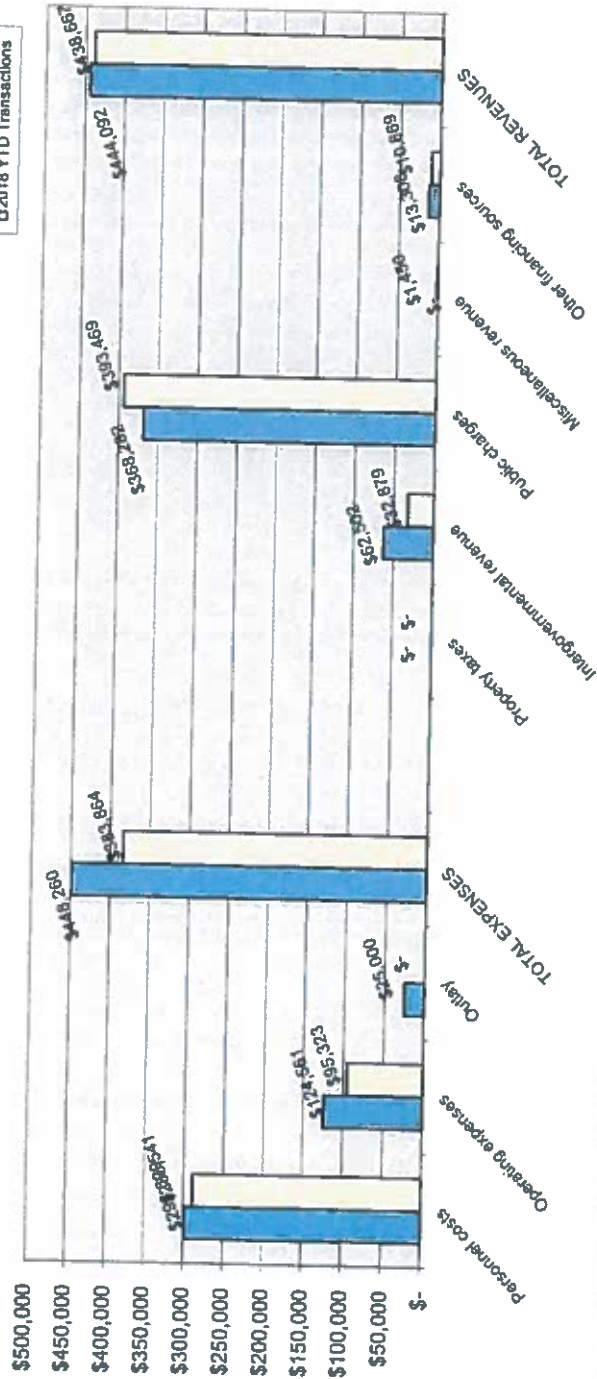
	2018 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 288,689	\$ 288,541	\$ 276,609	\$ 267,960
Operating expenses	\$ 124,561	\$ 95,323	\$ 149,680	\$ 106,729
Outlay	\$ 25,000	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 448,260</b>	<b>\$ 383,864</b>	<b>\$ 426,289</b>	<b>\$ 374,689</b>
Property taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenue	\$ 62,502	\$ 32,879	\$ 87,292	\$ 43,317
Public charges	\$ 366,282	\$ 393,469	\$ 334,532	\$ 370,326
Miscellaneous revenue	\$ -	\$ 1,450	\$ -	\$ 2,529
Other financing sources	\$ 13,308	\$ 10,868	\$ 4,475	\$ 4,006
<b>TOTAL REVENUES</b>	<b>\$ 444,092</b>	<b>\$ 438,667</b>	<b>\$ 428,289</b>	<b>\$ 420,178</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges for P.O.W.T.S. program are progressing as planned.

Zoning - December 31, 2018 - Unaudited



Brown County - Zoning  
Budget Status Report  
January 31, 2019

	2019 Amended		2018 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 292,149	\$ 22,708	\$ 298,699	\$ 20,920
Operating expenses	\$ 127,930	\$ 6,125	\$ 124,561	\$ 8,015
Outlay	\$ -	\$ -	\$ 25,000	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 420,079</b>	<b>\$ 28,833</b>	<b>\$ 448,260</b>	<b>\$ 28,935</b>
Property taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenue	\$ 62,744	\$ -	\$ 82,502	\$ -
Public charges	\$ 344,804	\$ 17,928	\$ 368,282	\$ 3,990
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ -
Other financing sources	\$ 12,531	\$ 1,130	\$ 13,308	\$ 163
<b>TOTAL REVENUES</b>	<b>\$ 420,079</b>	<b>\$ 19,058</b>	<b>\$ 444,092</b>	<b>\$ 4,153</b>

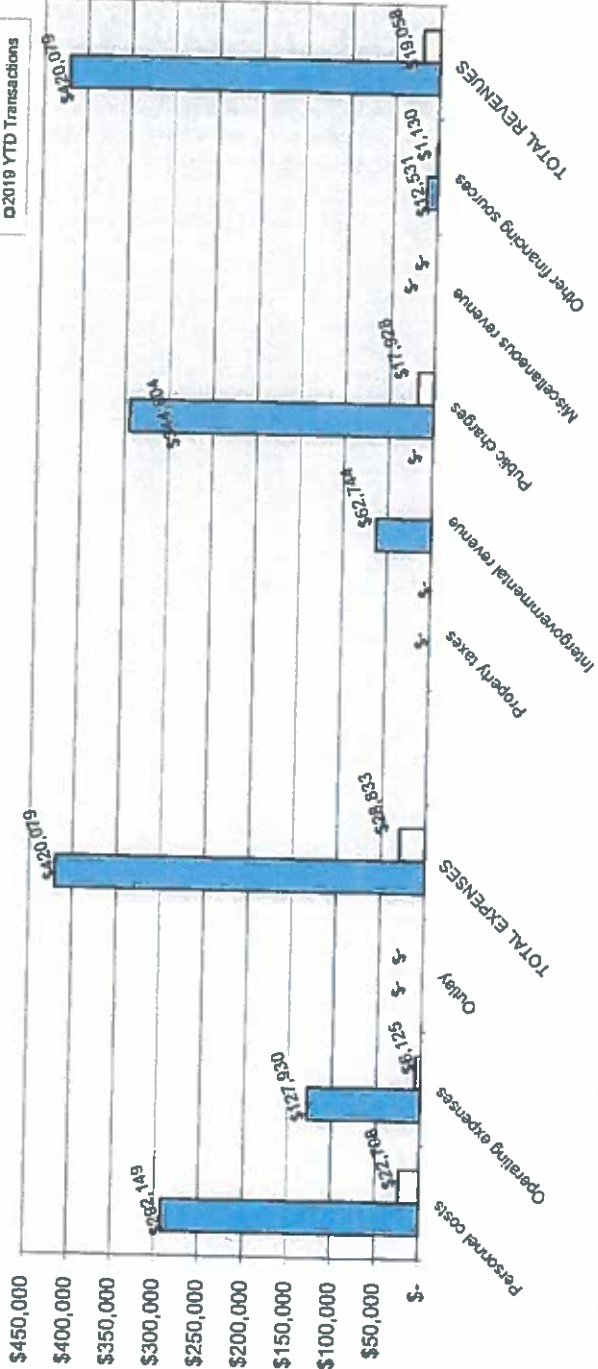
**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges for P.O.W.T.S. program are progressing as planned.

Zoning - January 31, 2019 - Unaudited

■ 2019 Amended Budget  
□ 2019 YTD Transactions



Brown County - Zoning  
Budget Status Report  
February 28, 2019

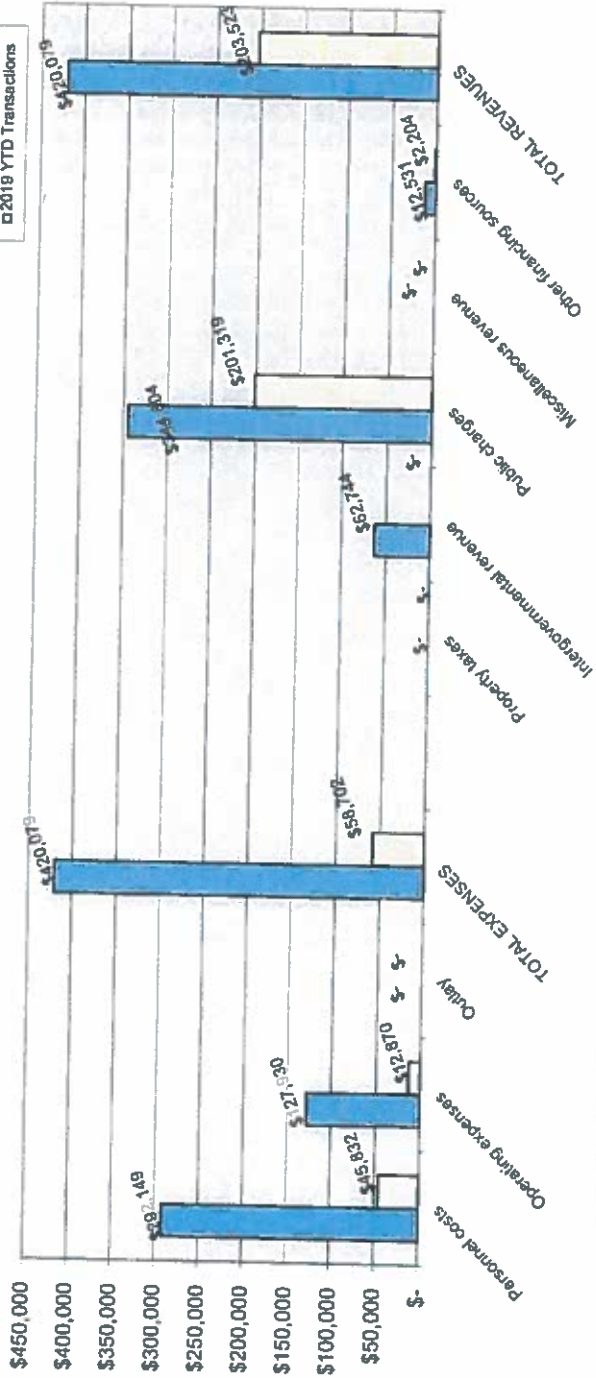
	2019 Amended		2018 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 292,149	\$ 45,832	\$ 288,689	\$ 41,798
Operating expenses	\$ 127,930	\$ 12,870	\$ 124,561	\$ 17,261
Outlay	\$ -	\$ -	\$ 25,000	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 420,079</b>	<b>\$ 58,702</b>	<b>\$ 448,280</b>	<b>\$ 59,058</b>
Property taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenue	\$ 62,744	\$ -	\$ 62,502	\$ -
Public charges	\$ 344,804	\$ 201,319	\$ 368,282	\$ 199,776
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ 550
Other financing sources	\$ 12,531	\$ 2,204	\$ 13,308	\$ 256
<b>TOTAL REVENUES</b>	<b>\$ 420,079</b>	<b>\$ 203,523</b>	<b>\$ 444,092</b>	<b>\$ 200,582</b>

**HIGHLIGHTS:**

**Expenditures:** All categories are progressing as anticipated.

**Revenues:** Public charges for P.O.W.T.S. program are progressing as planned.

**Zoning - February 28, 2019 - Unaudited**



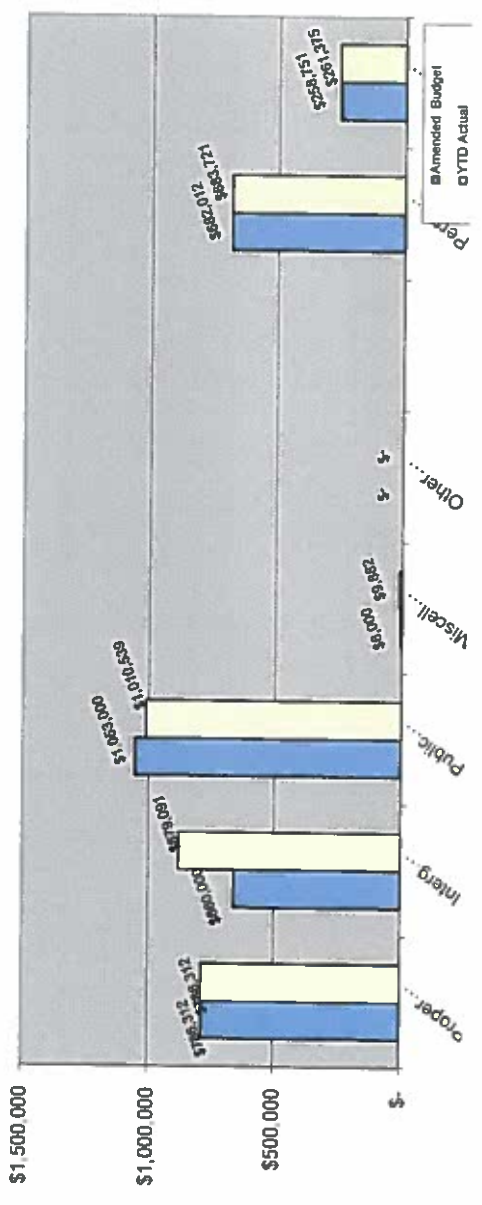
Brown County  
 Register of Deeds  
 Budget Status Report (Unaudited)  
 Fiscal year through 12/31/2018

	Amended Budget	YTD Actual	Percent of Budget
Property Taxes	\$ 786,312	\$ 786,312	100.0%
Intergovernmental Rev	\$ 660,000	\$ 879,091	133.2%
Public Charges	\$ 1,053,000	\$ 1,010,539	96.0%
Miscellaneous Rev	\$ 6,000	\$ 9,862	164.7%
Other Financing Sources	\$ -	\$ -	0.0%
Personnel Costs	\$ 682,012	\$ 683,721	100.3%
Operating Exp	\$ 258,751	\$ 281,375	101.0%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated  
 Revenues: Most categories are above expectations.  
 With interest rates rising recordings are down, however, transfer fees for sales were up, this has kept us positive.

**Register of Deeds - Through 12/31/2018 Unaudited**





**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 4/12/19

Agenda No. : 5 - Communications

Motion from the Floor

I make the following motion: \_\_\_\_\_

Request that prior to any consideration being given to BC Organics to lease County owned property in Southern Brown County, that the Port & Solid Waste Authority require BC Organics to engage the services of a waste water expert to advise the County on the viability of the water treatment methodology being proposed by BC Organics waste water expert to be selected at the discretion of the County and paid for by BC Organics.

PD: T

Signed: [Signature]

District No.: 17

[Signature]

20

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

May 15, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**2018 BALANCED BUDGET ADJUSTMENT**

WHEREAS, although both levy and non-levy funded departments had favorable budget variances, there were certain overdrafts and shortfalls in various departmental budgets for 2018; and

WHEREAS, this resolution is necessary to ensure activities are appropriated and accounted for properly, and this resolution has been approved of and recommended by the oversight committees; and

WHEREAS, these overdrafts and shortfalls for the levy funded departments are summarized below:

**Surplus (Deficit)**

- |            |  |
|------------|--|
| (\$6,837)  | <u>Circuit Courts</u><br>Juror costs, subscriptions, and health insurance costs were about \$52,000, \$11,000, and \$9,000 over budget, respectively, partially offset by capital outlay, repairs and maintenance, and wages that were \$23,000, \$22,000, and \$16,000 under budget, respectively.      |
| (\$96,826) | <u>Clerk of Courts</u><br>Guardian ad Litem revenues and bail forfeitures were each about \$77,000 under budgeted amounts, offset by Guardian ad Litem expenses that were \$58,000 under budget.   |
| (\$87,028) | <u>Public Works – Facility Management</u><br>Overtime was about \$18,000 over budget. Further, \$70,000 of revenue was recorded for a settlement related to the Courthouse Dome, but this work was not completed in 2018. These funds will be carried over to 2019, resulting in the additional deficit. |
| (\$17,550) | <u>Museum</u><br>Personnel expenses exceeded budget by \$16,500, primarily because employee insurance elections resulted in health and dental insurance expenses that were \$13,500 over budget. Also, expenses related to the 200 <sup>th</sup> anniversary activities were about \$5,600 over budget.  |

(\$916,557) Sheriff

Personnel costs were \$1.3 million over budget, partially offset by additional revenue items. Overtime and related additional pay items (call-in, court, comp time payout, etc.) were \$845,000 over budget. Regular pay exceeded budget, at least partially because jailors were required to work hours in excess of the base shift hours used to prepare their budget, which resulted in an additional \$140,000 of expense. These differences in wages resulted in fringe benefits that exceeded budget by \$178,000. Further, the expense of Sheriff employees that retired at the end of 2018 was about \$107,000 higher than expected.

WHEREAS, it is necessary to make appropriations from their applicable fund balances to cover these various departmental deficits in order to balance these budgets for the past year; and

WHEREAS, the Liability Insurance Fund (751) has a negative unrestricted equity balance of (\$328,289), and current accounting standards allow for internal service funds to have negative unrestricted equity and thus no transfers are required from the General Fund to this internal service funds; and

WHEREAS, current accounting standards require that Brown County recognize its proportionate share of the Wisconsin Retirement's System's (WRS) Net Pension Liability, Pension Plan Expenses, and Deferred Inflows/Outflows of Resources; and

WHEREAS, the Wisconsin Legislative Audit Bureau released their audit report of the WRS Schedule of Employer Allocations for the year ended 12/31/17 on 10/5/2018; and

WHEREAS, the proprietary and internal service funds for Brown County are required to record pension related expenses of \$428,343 during calendar year 2018; and

WHEREAS, the HHS-Community Treatment Center Fund (630) has as a negative unrestricted equity balance of (\$746,459), primarily because about \$1 million of the equity balance was restricted for the pension, and current accounting standards allow for proprietary funds to have a negative unrestricted equity balance and thus no transfers are required from the General Fund for this proprietary fund.

NOW, THEREFORE BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2018 departmental budget the following amounts:

Circuit Courts	6,837
Clerk of Courts	96,826
Public Works – Facility Management	87,028
Museum	17,550
Sheriff	916,557; and

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that there be appropriated for the proprietary and internal service funds and placed in the 2018 department budget the total of \$428,343 for pension related activity.

Respectfully submitted,

ADMINISTRATION COMMITTEE  
EDUCATION AND RECREATION  
COMMITTEE  
EXECUTIVE COMMITTEE  
HUMAN SERVICES COMMITTEE  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
PUBLIC SAFETY COMMITTEE

Approved by:

\_\_\_\_\_  
Troy Streckenbach  
COUNTY EXECUTIVE

Date signed: \_\_\_\_\_

19-038R

Authorized by: Administration

Final Draft Approved by: Corporation Counsel

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution balances general fund budgets that exceed budgeted amounts, and makes required accounting adjustments for Liability Insurance and WRS net pension liabilities. In 2018, the General Fund increased by \$2.8 million, bringing the total General Fund to \$36.8 million. Restricted General Fund went from \$11 million to \$10 million, and Unrestricted went from \$23 million to \$26 million. This does not include the \$3 million Green Bay Packaging expense, which would bring the Unrestricted General Fund roughly back to 2017 levels of \$23 million.*

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 4/16/19  
**REQUEST TO:** Human Services, Education & Recreation, Planning Development & Transportation, Administration, Public Safety, & Executive Committees  
**MEETING DATES:** 4/24/19, 4/25/19, 4/29/19, 5/1/19, 5/1/19, and 5/6/19, respectively  
**REQUEST FROM:** Chad Weininger  
Department of Administration Director  
**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** 2018 Budget Overdraft and Shortfall Appropriations

**ISSUE/BACKGROUND INFORMATION:**

Attached is the resolution to appropriate additional funds for 2018 departmental budgetary shortfall.

- The following departments require additional appropriations from the General Fund to cover the deficits:
  - Circuit Courts
  - Clerk of Courts
  - Public Works-Facility Management
  - Museum
  - Sheriff
- The following proprietary and internal service funds budgets are increased for pension activity:
  - 610 Airport
  - 620 Golf Course
  - 630 HHS—Community Treatment Center
  - 640 NEW Zoo
  - 643 Adventure Park
  - 650 Port
  - 655 Resource Recovery
  - 660 Highway
  - 710 Technology Services
  - 730 Copy and Document Center

**ACTION REQUESTED:**

Please approve the attached resolution to authorize additional appropriations for 2018 overdrafts and shortfalls.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? See Attached Resolution
2. Is it currently budgeted?  Yes  No  N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time  or continuous?
3. Please provide supporting documentation of fiscal impact determination.

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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# Register of Deeds Annual Report

Cheryl Berken  
Register of Deeds  
April 2019

# Table of Contents

- I. Introduction.....
- II. Summary.....
- III. Strategic Plan and Goals.....
- IV. Overall Accomplishments.....
- V. Annual Fees Report.....
- VI. 2017-2018 Statistics Report.....

# Introduction

- The Register of Deeds is a totally self-supporting department that operates on program revenue from fees collected for recording real estate documents and the issuance of certified copies of vital records filed in the State of Wisconsin. The department fulfills its mission by accomplishing necessary activities in three areas; reception of real estate documents, electronic document management and issuance of vital records.
- The recorder maintains and preserves all legal documents affecting title to real property. Ownership of rights in and claims on property constitute one of the chief forms of wealth in American society. Accurate descriptions of property help society avoid wasteful battles over boundaries and rights. Records of the exact nature of those rights are keys to orderly economic activity relating to that property. The Register of Deeds is able to tell who, what, and when about property. This function is extremely important.
- The mission of the Register of Deeds office is to maintain a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording or filing, in accordance with the law, and to provide timely, secure, accurate, archival accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner. Also the issuance of vital records to the public in a private manner. Vital records consist of birth, death, marriage, divorce, and soldier discharge documentation. Vital records are critical to an individual's access to many services such as obtaining a social security number, applying for a passport, qualifying for State or County services, participating in a sports team and registering for school. In addition, vital records include personally identifiable information that, if accessed, could be used for identity theft or fraudulent purposes. These records are protected from the general public and are only issued to the person whose record it is or an immediate family member.
- Activities of the Register of Deeds office generate income.

# Summary

- The total number of real estate documents recorded in 2017 was 39,365. The total number of documents recorded in 2018 was 35,859. Although the number of documents recorded were down, there was an increase in transfer fees collected and retained by Brown County over 2017 in the amount of \$74,118.
- The 2018 Real Estate and Vital Records sales were up over 2017 by \$67,013. This includes Vital Records sold, real estate copies sold and public access fees.
- During 2018 the office collected a little over \$6 million in fees of which \$3.8 million was remitted to the State of Wisconsin for various programs. The total cost to operate the office in 2018 was \$945,097. A total of \$286,520 was transferred to the County LIO Fund leaving a net gain of \$958,291 to offset property taxes, \$33,532 more than 2017.
- After all was said and done there was a total of \$176,179 that exceeded our budget projections for 2018.

# Strategic Plan and Goals

- Statewide Issuance for vital records means that Brown County can issue most vital records from any occurrence in the State; birth, death, marriage, etc... Birth from 1907, death from 2013, marriage from 2015, and divorce from 2016. The State is adding records daily and by the year 2022 all vital records should be accessible for issuance in Brown County.
- The Register of Deeds office is also on a mission to alert all recorders of real estate records that we do e-record and the ease of doing so. If we get a majority of recorders e-recording it will streamline the process time for employees and customers. So far we e-record over 51% of all recorded documents.
- Key goals and objectives:
  - Maintain long-term capacity to process in excess of 50,000 real estate documents and issuance of 39,000 certified copies of vital records without adding staff
  - Continue to maintain a high level of customer service. Our goal is that every customer leaves happy and feeling their expectations have been met
  - Conduct ongoing evaluations throughout the office to maximize work flow and delivery services.
  - Evaluate and pursue when beneficial, possible new sources of revenue for sales of products and services.
  - Continue to inform the public of changes in policies, procedures and/or law changes through timely communication either on our website or through e-mail.
  - Continue to review and update office policies and procedures to reflect new programs or administrative or statutory changes. And to make the office leaner and more efficient.
  - Implement cross training of staff.
  - Work with staff to improve customer service. I have actually taken on the roll of customer service so our audit department can move the tract date ahead faster. I am a hands on employee as well as being the department head.
  - Back indexing real estate and vital record index is still ongoing.
  - In 2019 we started a survey index to help customers conduct a simpler search. This index allows the customer to search a Certified Survey Map legal like they would a Plat. I am currently back indexing all CSM documents to give a full and complete index to our customers. This will continue and gives an added value to the customers.
  - Investigating the possibility of not keeping a paper copy of Plats, Condominium Plats and other Plats that get recorded in the Register of Deeds office. The goal is to only store the documents electronically on our secure real estate indexing system. This will eliminate the costly need for new plat cabinets and space for the cabinets.

# Overall Accomplishments

- Customer service remains a top priority at the Register of Deeds. We have done away with the old customer service policies that sent people to a title company for simple searching and only allowed two questions per phone call. We also reduced the amount of real estate documents being rejected and implemented a tracking system for any documents that do not conform to Wisconsin Statutes. Drop off customers are now contacted if they have a document rejected and waiting for pickup.
- The State Vital Records Office is working with Register of Deeds offices around the State to develop a process for loading specific vital records on demand until all historic records are converted. Statewide issuance allows the Register of Deeds to provide a simpler and more efficient method for serving our customers. Since the beginning of 2018 our issuance of vital records has increased over 2,165.
- The staff has been trained by Purple Angle to be a dementia friendly office.
- We keep a notary log in the office to keep track of any document notarized by staff.
- We have added another Monarch customer this will be a revenue increase.
- We have sold another customer the Abstract books also increasing our revenue .
- In 2018 we stopped keeping a paper copy of the Certified Survey Maps bound in books, saving time and book costs. In 2019 we no longer add the Volume and Page to the Map, saving space in the recording stamp.
- To date there are 82 local businesses signed up on Honor Rewards to give discounts to our Veterans and active Military members.
- The indexed (Grantor/Grantee) date is within 1 day of the current date and the Verified date is within 3 days of the current date.

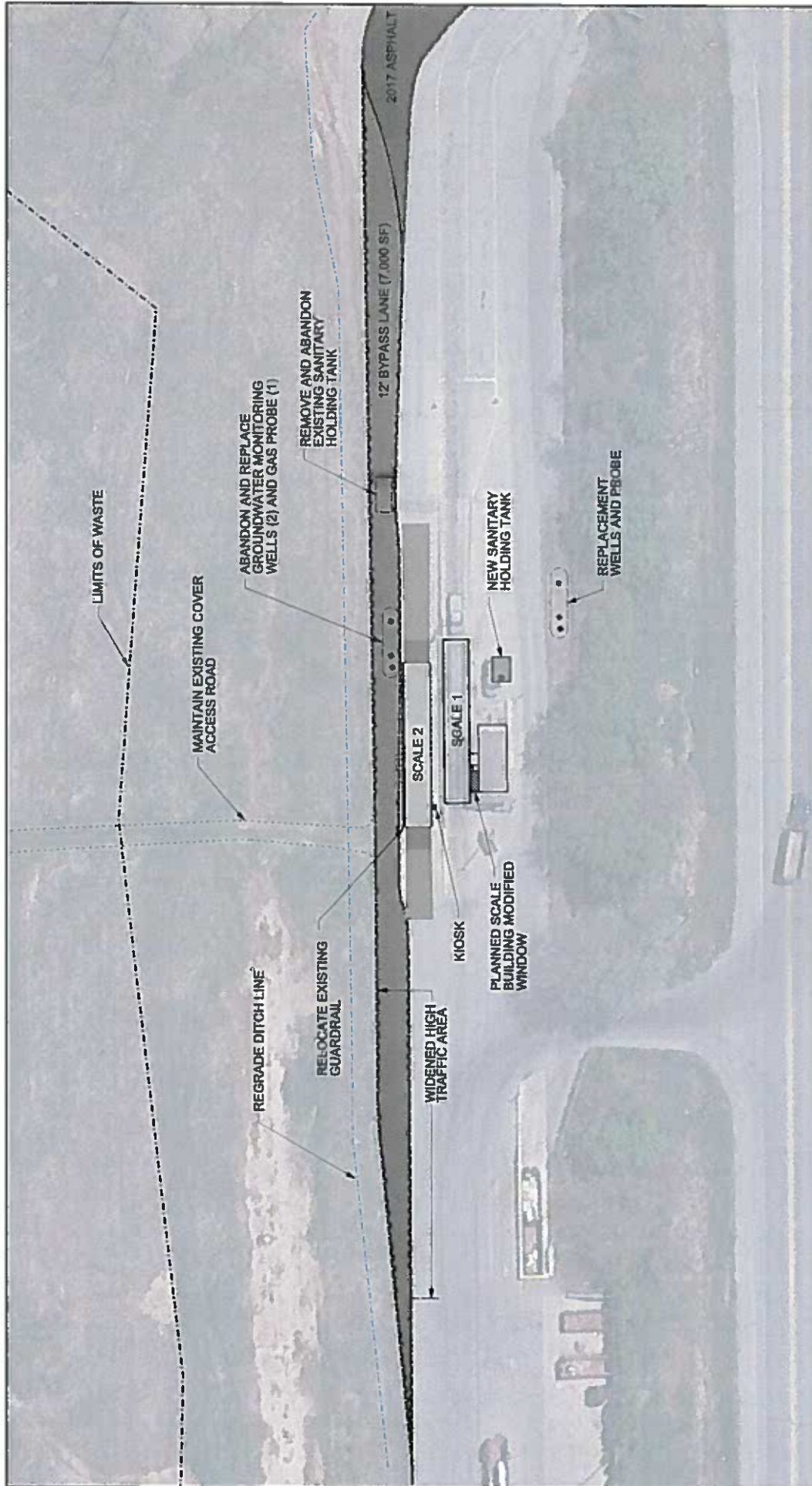


BROWN COUNTY  
GREEN BAY AUSTIN STRAUBEL INT'L AIRPORT

Departmental Openings Summary  
To: Planning, Development & Transportation Committee  
From: Airport

4/15/2019

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
----------	--------------	--------------------	--------------	-----------------



**DRAFT**

**Foth**

0' 20' 40'  
BAR SCALE

**BROWN COUNTY TRANSFER STATION**

**FIGURE 1**

CONCEPTUAL 2ND SCALE INSTALLATION

Date: APRIL 2019    Revision Date:  
Drawn By: DJM4    Checked By:  
Project: 198029

**NOTES:**

1. DIGITAL IMAGERY OBTAINED FROM GOOGLE EARTH. DATE OF ACQUISITION: MAY 2018.
2. 2ND SCALE LOCATED APPROXIMATELY 6'-8" NORTH OF EXISTING SCALE TO ALLOW SKIDSTEER ACCESS FOR SNOW REMOVAL. SCALE TO BE 70' LONG BY 11' WIDE. SCALE TO INCLUDE 50' INGRESS RAMP WITH 10' LEVEL LANDING ADJACENT TO SCALE. EGRESS RAMP TO BE 30' WITH 10' LEVEL LANDING ADJACENT TO SCALE.
3. BROWN COUNTY TO RELOCATE EXISTING GUARDRAIL TO NORTH SIDE OF 2ND SCALE.

4. CONCEPTUAL LAYOUT ONLY AND SUBJECT TO CHANGE.

4/1/2019 11:54:23 PM DJM4



# Tabulation Record / Intent to Award Documentation

305 E. Walnut Street, Green Bay, WI 54305 ☎ Phone: (920) 448-4040 ☎ Fax: (920) 440-4036 ☎  
 ☎ Web: www.co.brown.wi.us ☎

**Project Number:** 2315  
**Project Name:** Transfer Station 2nd Truck Scale  
**Type of Project (RFB, RFP, RFQ):** RFB  
**Purchasing Representative:** Dale DeNamur  
**Due Date:** April 11, 2019      **Location:** Brown County Clerk's Office  
**Opening Date:** April 11, 2019      **Location:** Northern Building, 2nd Floor, Room 201

CONTRACTOR	CITY, STATE	BASE BID	BIDDERS CERTIFICATE	BID BOND	Addenda Acknowledged?			Intent To Award
					ADD 1 - Site Visit	ADD 2 - Clarifications		
1 Valley Scale	Green Bay, WI	\$ 72,763.00	Yes	Yes	Yes	Yes	X	
2 Badger Scale	Fond du lac, WI	\$ 139,927.00	Yes	Yes	Yes	Yes		

**ATTACHMENT B: RFB COST SHEET**

(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)

**Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:	Valley Scale Service Inc.				
Address:	2299 Woodale Ave				
City:	Green Bay	State:	WI	Zip:	54313
Phone:	920-434-3300	Fax:			
Federal ID #:	39-1128285	Website:			
COMPANY REMIT INFORMATION (where to send payment, if different than above)					
Billing Name:	Valley Scale Service Inc.				
Name to print on check, if different than above					
Address:	5555 N. 28 <sup>th</sup>				
City:	Nausau	State:	WI	Zip:	54401
Accounts Payable Contact:	Lori Weber	Phone:	715-1075-0222		
Accounts Payable Email:	lweber@valscale.com	Payment Terms:			
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Primary Name:	Kevin Bliese	Title:	Vice President		
Email:	kbliese@valscale.com				
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Secondary Name:	Jesse Charles	Title:	Service Manager		
Email:	jcharles@valscale.com				
CONTACT INFORMATION / PROJECT MANAGER					
Project Manager Name:	Kevin Bliese	Title:	Vice President		
Phone:	920-434-3300		Fax:		
Email:	kbliese@valscale.com				
CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT					
Contract Signer Name:	Kevin Bliese	Title:	Vice President		
Phone:	920- <del>10800</del> 434-3300		Fax:		
Email:	kbliese@valscale.com				

Does your Company accept MasterCard Credit Card for payment?  YES NO (Circle one)If credit card payment is accepted, do you charge a service fee?  YES NO (Circle one)If yes, service fee is 5 %

Comments:	
-----------	--

Does your Company accept the Brown County Standard Contract?    YES    NO    (Circle one)

Comments:	
-----------	--

*RFB Pricing*

**BASE BID:** Provide costs for all labor, materials and equipment to complete the project in strict accordance to the Specifications and/or Drawings

FOR THE SUM OF

*Seventy two thousand Seven hundred sixty three dollars*

Dollars (\$ *72,763.00* )

*\*All pricing is to be inclusive of all costs including travel and meals.*

**ATTACHMENT F: BIDDER'S CERTIFICATE**


**BIDDER'S CERTIFICATE**  
**Per Wis. Stat. Sec. 66.0901(7)**

This Bidder's Certificate form must be completed by the contractor submitting a bid/proposal, and must be sworn to, notarized and timely returned to Brown County, as directed in the Request for Bids.

**Statement of Bidder:**

I hereby incorporate this sworn Bidder's Certificate into my bid/proposal, and hereby make this Bidder's Certificate part of my bid/proposal.

I affirmatively state that I, or an authorized representative of mine, have/has examined and carefully prepared the bid/proposal submitted from the plans and specifications provided, and have checked the same in detail before submitting the bid/proposal to the County of Brown. I have also included the names of subcontractors I propose to contract with and the class of work to be performed by each elsewhere in my bid/proposal.

	State of WI	
<u>Kevin L Bliese</u>	County of: <u>Brown</u>	
Printed Name of Signor	Signed and Sworn to Before Me on (Date): <u>April 4, 2019</u>	
<u>Kevin L Bliese</u>	By (Printed Name): <u>Sheva M. Ashouri</u>	
Signature of Signor	Notary's Signature: 	
<u>4/4/19</u>	Notary's Expiration Date: <u>11/28/22</u>	
Date Signed	Notary's Seal:	
<u>V.P.</u>	<table border="1" data-bbox="1006 1365 1282 1470"> <tr> <td><b>SHEVA M. ASHOURI</b> NOTARY PUBLIC STATE OF WISCONSIN</td> </tr> </table>	<b>SHEVA M. ASHOURI</b> NOTARY PUBLIC STATE OF WISCONSIN
<b>SHEVA M. ASHOURI</b> NOTARY PUBLIC STATE OF WISCONSIN		
Title of Signor		
<u>(920) 434-3300</u>		
Phone of Signor		
<u>Kbliese@valscale.com</u>		
Email Address of Signor		

**ATTACHMENT G: BIDDER'S PROOF OF RESPONSIBILITY**

**BIDDER'S PROOF OF RESPONSIBILITY**

**Per Wis. Stat. Sec. 66.0901(2) and Per Brown County Code Sec. 3.01(5)**

This Bidder's Proof of Responsibility form must be completed by the contractor submitting a bid, and must be notarized and timely received by Brown County as directed in the Request for Bids. **This form must be received by Brown County not less than 5 days prior to the time set for the opening of bids.**

Definitions. The following definitions apply below:

"Contractor" means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.

"Registered Apprenticeship Program" means an apprenticeship program that is currently registered with either a State or Federal governmental entity and that has a graduated apprentices to journeyman job classification system process as well as a bonafide training program.

"Public Works Contract" includes any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work will exceed \$25,000.

Responsible Bidder Questions for Contractor to Evidence Proof of Responsibility (circle either "Yes" or "No" after each question, and in addition you may submit a separate sheet if you wish to provide more descriptive responses).

1. Does the contractor maintain a permanent place of business?

**Yes** or No

2. Is the contractor authorized to do business in the State of Wisconsin?

**Yes** or No

3. Has the contractor, agent, partner, employee and/or officer of the contractor, been debarred, suspended, or declared ineligible from contracting with any unit of federal, state or local government?

Yes or **No**

4. Is the contractor in compliance with the provisions of Section 2000e of Chapter 21, Title 42 of the United States Code, and Federal Executive Order No. 11246, as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions)?

**Yes** or No

5. Does the contractor have adequate and appropriate:

a) General liability insurance;

**Yes** or No

b) Automobile insurance, except when a licensed motor vehicle is not used in the performance of the contract; and

**Yes** or No

c) Workers' compensation and unemployment insurance, except when the contractor does not have employees?

**Yes** or No

6. Has the contractor complied with all provisions of any prevailing wage laws and federal Davis-Bacon related Acts, and the rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years?

**Yes** or No

7. The Brown County Purchasing Department is **NOT** requiring in this Request for Bids that in order to be considered a responsible bidder, the contractor must participate in a Registered Apprenticeship Program;

**No Answer Required**

8. Does the contractor have a written substance abuse prevention program meeting the requirements of Wisconsin Statutes Section 103.503?

**Yes** or No

9. Are the employees who will perform work on the project for the contractor properly classified as employees or independent contractors under all applicable laws;

**Yes** or No

10. Has the contractor been the subject of any order or judgment from any state or federal agency or court concerning an employment practice?

**Yes** or **No**

If you answered "Yes" directly above, then the contractor must provide copies of the investigation, order or judgment for the county to consider as a factor in determining whether the contractor is a responsible bidder. The contractor may be disqualified for failing to provide said documentation.

11. Are the contractor's employees who will perform work on the project covered under a current workers' compensation policy and properly classified under such policy?

**Yes** or No

12. Is the contractor in compliance with all laws regarding health insurance coverage for employees?

**Yes** or No

13. Does the contractor possess all applicable professional and trade licenses required for performing the public works?

**Yes** or No

14. Does the contractor have adequate financial resources to complete the public works contract, and to complete all other work the bidder is presently under contract to complete?

**Yes** or No

15. Is the contractor bondable for the terms of the proposed public works contract?

**Yes** or No

16. The Brown County Purchasing Department is **NOT** requiring in this Request for Bids that in order to be considered a responsible bidder, the contractor must have a record of satisfactorily completing a specific number of projects of similar size and complexity within the last specific number of years.

**No Answer Required**

17. Does the contractor have a history of satisfactorily completing projects?

**Yes** or No

Criteria which will be considered in determining whether the contractor is a responsible bidder regarding satisfactorily completing projects may include, but are not limited to, whether the contractor has an acceptable past history of: a) completing contracts in accordance with drawings and specifications; b) diligently performing work and completing contracts in accordance with established time schedules, including any granted extensions of time; and c) fulfilling guarantee requirements of the contract documents.

18. Does the contractor have, and diligently maintain, a written safety program?

**Yes** or No

No Restriction on Discretion. If information is discovered or comes into the possession of the county or a county department, official and/or employee responsible for awarding the public works contract, and if such information calls into question the contractor's abilities or competence to faithfully and responsibly comply with the terms of a public works contract and is considered to be both credible and verifiable, then that information shall be considered in determining whether the contractor is a responsible bidder.

By signing below, I affirm under oath that I have authority to complete this form on behalf of contractor, the information provided in this Bidder's Certificate of Responsibility is true, accurate and complete, and that my signature on this Bidder's Certificate of Responsibility was sworn to before an officer authorized by law to administer oaths. I understand that in order to be considered a responsible bidder, this form must be received by Brown County, as indicated in the Request for Bids, not less than 5 days prior to the time set for the opening of bids.

<p><i>Kevin L Bliere</i> Printed Name of Signor</p>	<p>State of WI County of: <i>Brown</i></p>
<p><i>Kevin L Bliere</i> Signature of Signor</p>	<p>Signed and Sworn to Before Me on (Date): <i>April 4, 2019</i></p>
<p><i>4/4/19</i> Date Signed</p>	<p>By (Printed Name): <i>SHEVA M. ASHOURI</i></p>
<p><i>V.P.</i> Title of Signor</p>	<p>Notary's Signature: <i>[Signature]</i></p>
<p><i>(920) 434-3300</i> Phone of Signor</p>	<p>Notary's Expiration Date: <i>11/28/22</i></p>
<p><i>Kbliere@valscales.com</i> Email Address of Signor</p>	<p>Notary's Seal:  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>SHEVA M. ASHOURI NOTARY PUBLIC STATE OF WISCONSIN</p> </div> </p>

**ATTACHMENT C: RFB ADDENDUM ACKNOWLEDGEMENT**

*(If Addendums exist for this project, please sign and date and send with your bid)*

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

- 1  2  3  4  5  6

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County.

The Undersigned agrees to the above statement:	
Printed Name:	<i>Kevin B. Bliese</i>
Signature:	<i>Kevin L. Bliese</i>
Date:	<i>4/11/19</i>

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on the Onvia DemandStar website and our website at [www.co.brown.wi.us](http://www.co.brown.wi.us), for this project prior to the due date.

If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

REFERENCES OF SIMILAR INSTALLATIONS

Include three references for similar scale installations:

Company Name: Brown County  
Location: Brown County Recycling Facility  
Contact Name: Chad Doverspike  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Company Name: Green Bay Packaging  
Location: Green Bay  
Contact Name: Clinton Peterson  
Telephone: (920)-433-5019  
E-mail: Cperson@ghp.com

Company Name: Azko Nobel  
Location: Green Bay WI  
Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Provide a brief description of the number of years' experience of subcontractors and three references for projects that they installed.

*Sub for foundation is not available at this time Valley Scale will be onsite to oversee the subcontractor through the process.*

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Years Associated: \_\_\_\_\_

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Years Associated: \_\_\_\_\_

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Years Associated: \_\_\_\_\_

# Orthotropic Steel Weighbridge

## Quality, Dependability, and Value



**High Accuracy**  
 POWERCELL® GDD load cells use digital signal processing to provide highly accurate vehicle weighing. Each load cell is equipped with a digital-compensation system that maintains accuracy despite changing environmental conditions. Built-in diagnostics simplify troubleshooting.



**Orthotropic Design**  
 Model VTS100 easily handles the forces generated by normal truck traffic, distributing concentrated loads more effectively than standard I-beam deck structures. The robust orthotropic design is similar to those used on the Golden Gate Bridge and many other heavily travelled highway bridges around the world.



**Proven Performance**  
 Using the "Module Masher" accelerated life-cycle test stand, actual scale modules are tested for 1 million cycles with a minimum 60,000-lb dual-landem-axle live load tire pattern. This is one way we go beyond the competition to ensure that you get the most reliable scale in the industry.



**Lightning Protection**  
 The specially designed StrikeShield™ protection system helps prevent costly downtime with multiple levels of protection to safeguard your entire scale system, from the load cells to the terminal. In the unlikely event of a failure due to lightning these components are fully covered for Parts, Labor, Travel and Mileage for 5 years. It is the only system that has been tested by third-party laboratories to withstand multiple strikes.



### VTS100 Truck Scale

Model VTS100 is a steel-deck truck scale that delivers proven performance at an affordable price. It consists of a steel deck supported by orthotropic ribs that are completely sealed from the elements by automated, continuous welds. By pressure testing every rib, we ensure an airtight seal that eliminates the potential for rusting from inside, unlike scale designs that sandwich beams between top and bottom plates using intermittent welds. The ribs are shaped to distribute concentrated loads better than I-beam designs, leading to a longer life for your scale. As a result, you get a weighbridge capable of handling legal over-the-road traffic throughout a long service life.

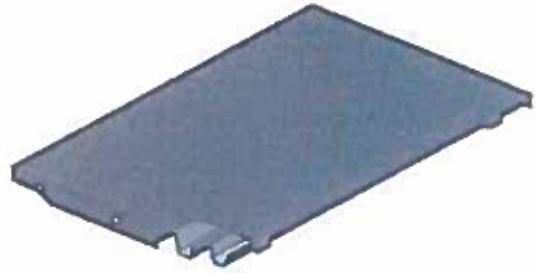
**THIS RUGGED AND HIGHLY RELIABLE TRUCK SCALE IS BACKED BY THE INDUSTRY'S FINEST SERVICE NETWORK AND MOST POWERFUL 5 YEAR WARRANTY**

**METTLER TOLEDO**



Technical data  
**VTS100 Truck Scale**  
 Modular Steel Deck Weighbridge

Specifications	
Deck Plate Thickness	5/16 in (8 mm)
Scale Widths	9 ft-10 in, 11 ft (3, 3.3 m)
Scale Lengths	10 to 140 ft (3 to 42.7 m)
Profile	17 in (432 mm)
Module Lengths	10 ft, 15 ft, 17 ft-6 in, 20 ft, 23 ft-4 in (3, 4.6, 5.3, 6.1, 7.1 m)
Steel Type	ASTM A-36
Capacity*	90,000 lb (scale lengths ≤ 23 ft-4 in) 150,000 lb (scale lengths > 23 ft-4 in < 60 ft) 200,000 lb (scale lengths ≥ 60 ft)
Foundation Types	Variable Footer, Beam Slab, Deep Pit, or Temporary Frame
eMin	20 lb (10 kg)
nMax	10,000 divisions
Concentrated Load Capacity	80,000 lb (36,287 kg)
NTEP Certificate	01-070A4



The orthotropic-rib design ensures that the VTS100 truck scale has no welds in high-stress areas. This greatly reduces fatigue at the welds, a common cause of premature failure in other scale designs.

**Applications**

For weighing over-the-road vehicles in a wide variety of above-ground and deep-pit applications, including:

- Solid Waste
- Ports
- Forest Products
- Bulk Foods
- Dairy
- Scrap Metals
- Utilities
- Chemicals
- Agriculture

\*Note: 200,000 lb is the maximum gross capacity that any truck scale can have and still maintain 20-lb increments in legal-for-trade applications.

Features	Benefits
Orthotropic Ribs	Safe, robust, and reliable design provides a long service life.
International Intergard® Finish	Protects steel against corrosion even in the harshest environments.
301 POWERCELL® GDD Load Cells	Digital technology provides accurate vehicle weighing.
Steel Deck	Enables you to start weighing immediately after scale installation.

**Options:**

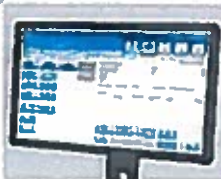
- High-Clearance Risers
- Manholes
- Side Rails
- Dolly Landing Pods/Deck Runners
- DataBridge™ Vehicle Scale Software
- Unattended Driver Terminals
- Remote Displays
- Temporary Frame



Side Rails



Risers



Software



Remote Displays



Produced in a facility that is



Mettler-Toledo, LLC  
 1900 Polaris Parkway  
 Columbus, Ohio 43240  
 Tel. (800) 786-0038  
 (614) 438-4511  
 Fax (614) 438-4900

Subject to technical changes.  
 © 2015 Mettler-Toledo, LLC  
 09/2015  
 TR03515.1E

[www.mt.com/vehicle](http://www.mt.com/vehicle)

For more information



# Tabulation Record / Intent to Award Documentation

305 E. Walnut Street, Green Bay, WI 54305 Phone: (920) 448-4040 Fax: (920) 440-4036  
 Web: www.co.brown.wi.us

**Project Number:** 2316  
**Project Name:** Transfer Station Scale House Remodel  
**Type of Project (RFB, RFP, RFQ):** RFB  
**Purchasing Representative:** Dale DeNamur  
**Due Date:** April 11, 2019  
**Opening Date:** April 11, 2019  
**Location:** Brown County Clerk's Office  
**Location:** Northern Building, 2nd Floor, Room 201

CONTRACTOR	CITY, STATE	BASE BID	BIDDERS CERTIFICATE	BID BOND	Addenda Acknowledged?		Intent To Award
					ADD 1 - Site Visit	ADD 2 - Clarifications	
1 Badgerland Buildings		\$ 99,265.00	Yes	Yes	Yes		
2 Milbach - *See below note			No	Yes			
3 Mission Support Services (MS2)		\$ 44,315.00	Yes	Yes	Yes		X
4 Bayland Buildings **See below note			Yes	No			
*Note - Milbach did not provide the required Bidders Certificate with their submitted bid which results in the automatic rejection of their bid. Bid price was not read aloud.							
**Note - Bayland Buildings did not provide the required bid bond with their submitted bid which results in the automatic rejection of their bid. Bid price was not read aloud.							

**ATTACHMENT B: RFB COST SHEET**

*(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)*

**Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:	Mission Support Services LLC				
Address:	2555 Packerland Drive				
City:	Green Bay	State:	WI	Zip:	54313
Phone:	920-884-3964	Fax:	920-884-3989		
Federal ID #:	80-0812619	Website:	www.oescgroup.com		
COMPANY REMIT INFORMATION (where to send payment, if different than above)					
Billing Name:	Mission Support Services LLC				
<i>Name to print on check, if different than above</i>					
Address:	1033 N. Mayfair Road, Suite 202				
City:	Milwaukee	State:	WI	Zip:	53226
Accounts Payable Contact:	Alex Van Deurzen	Phone:	414-607-6727		
Accounts Payable Email:	avandeurzen@oescgroup.com	Payment Terms:	30 days		
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Primary Name:	Sara Bushie	Title:	Sr. Project Manager		
Email:	sbushie@ms2llc.com				
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU					
Secondary Name:	Francine Skenandore	Title:	Contracts Manager		
Email:	fskenandore@oescgroup.com				
CONTACT INFORMATION / PROJECT MANAGER					
Project Manager Name:	Sara Bushie	Title:	Sr. Project Manager		
Phone:	920-884-3965	Fax:	920-884-3989		
Email:	sbushie@ms2llc.com				
CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT					
Contract Signer Name:	Francine Skenandore	Title:	Contracts Manager		
Phone:	414-607-6746	Fax:	414-257-2492		
Email:	fskenandore@oescgroup.com				

Does your Company accept MasterCard Credit Card for payment?  YES NO (Circle one)

If credit card payment is accepted, do you charge a service fee?  YES NO (Circle one)  
 If yes, service fee is 6 %

Comments:	
-----------	--

Does your Company accept the Brown County Standard Contract?  YES  NO (Circle one)

Comments:	Reserve the right to negotiate Section C, Conditions of Performance and Compensation, Subsection A, Performance; Section 7 Indemnification and Defense of Suit. See cover letter.
-----------	---

**RFB Pricing**

**BASE BID:** Provide costs for all labor, materials and equipment to complete the project in strict accordance to the Specifications and/or Drawings

FOR THE SUM OF  
Forty Four Thousand Three Hundred Fifteen  
Dollars (\$ 44,315 )

Note: Alternate cost per the plans to infill window after addition is completed. Please add \$1,885 to base bid.

*\*All pricing is to be inclusive of all costs including travel and meals.*



April 11, 2019

Brown County Clerk  
305 E. Walnut Street  
Room 120  
Green Bay, WI 54301

**RE: Proposal for the Transfer Station Scale House Remodel #2316**

Dear County Clerk:

Mission Support Services (MS2) is pleased to present a proposal for general construction for the associated work at Green Bay Transfer Station Scale House, Brown County Project 2316 located in Hobart, WI. We have included the following list of clarifications and exclusions from the proposal.

**CLARIFICATIONS**

- We have a one year warranty on the labor and materials for the project.
- We have included part time supervision with temporary toilets. We have assumed that we can dispose of our construction waste at the Transfer Station for no additional charge.
- The work is during normal business hours of 7 am to 4 pm, Monday through Friday.
- There is a 6-8 week leadtime for the masonry, therefore start date would be developed based on this information.
- Our electrical scope of work is defined as the following:
  - Provide labor for electrical demo to accommodate construction
  - Provide and install one 2x4 troffer light fixture to match existing
  - Provide and install all exit and egress lighting to code
  - Provide and install one 2' baseboard heater with integral thermostat
  - Provide and install Three 1-1/2" surface mount rigid conduits to control cabinet for new scale. (Wiring to be done by Owner)
  - Provide and install Three 1-1/2" surface mount rigid conduits for existing scale (Wiring to be done by Owner)
  - Provide and install electrical requirements for I.T. equipment

**EXCLUSIONS**

- Any work related to poor soils, unstable soils, or unsuitable soils removal or replacement.
- Rock excavation or blasting.
- All IT work to be done by Owner.
- Dumpster

**STANDARD CONTRACT TERMS EXCEPTIONS/DEVIATIONS**

MS2 request the following revisions, in bold red text, to Attachment F: Non-Professional Standard Contract Template:

- 6. CONDITIONS OF PERFORMANCE AND COMPENSATION, Subsection A: Performance – The CONTRACTOR agrees that its work shall be completed in a workmanlike manner and shall conform to ~~such recognized high professional standards~~ **the reasonable professional** standards as are prevalent in this field of endeavor and like services in similar locality.
- 7. INDEMNIFICATION AND DEFENSE OF SUITS: The CONTRACTOR hereby agrees to release, indemnify, defend and hold harmless Brown County, its officials, officers, employees and agents from and against all judgements, damages, penalties, losses, costs, claims, expenses, suits, demands, actions, liabilities and/or causes of action of any type or nature whatsoever, including actual and reasonable attorneys' fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, **directly** resulting from or **directly** arising out of the **negligent** performance under this agreement by CONTRACTOR, its officers, officials, employees, agent or assigns. The COUNTY does not waive, and specifically reserves its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

MS2 requests the above revisions so that the company is responsible for its negligent actions during project performance.

**SUBCONTRACTORS WE INTEND TO HIRE TO PERFORM SERVICES (Requested as part of Attachment F)**

Excavation: Boivin Excavation or Joe Johnson Concrete  
Concrete: Joe Johnson Concrete  
Masonry: City Wide Masonry  
Flooring: TBD  
Painting: Go Green Paint  
Electrical: Current Electrical

This proposal is valid for 90 days.

If you have any questions related to this proposal, please contact Sara Bushie at 920-884-3964. We appreciate your consideration of MS2 for this project, and we look forward to working with you on this and other projects in the future.

Sincerely,  
**Mission Support Services, LLC**



Francine Skenandore, J.D.  
Contracts Manager

**ATTACHMENT C: RFB ADDENDUM ACKNOWLEDGEMENT**

*(If Addendums exist for this project, please sign and date and send with your bid)*


The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

- 1     2     3     4     5     6

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County.

The Undersigned agrees to the above statement:

Printed Name:	Francine Skanandore, J.D.
Signature:	
Date:	April 11, 2019

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on the Onvia DemandStar website and our website at [www.co.brown.wi.us](http://www.co.brown.wi.us), for this project prior to the due date.

If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

**ATTACHMENT F: BIDDER'S CERTIFICATE**


**BIDDER'S CERTIFICATE**  
**Per Wis. Stat. Sec. 66.0901(7)**

This Bidder's Certificate form must be completed by the contractor submitting a bid/proposal, and must be sworn to, notarized and timely returned to Brown County, as directed in the Request for Bids.

**Statement of Bidder:**

I hereby incorporate this sworn Bidder's Certificate into my bid/proposal, and hereby make this Bidder's Certificate part of my bid/proposal.

I affirmatively state that I, or an authorized representative of mine, have/has examined and carefully prepared the bid/proposal submitted from the plans and specifications provided, and have checked the same in detail before submitting the bid/proposal to the County of Brown. I have also included the names of subcontractors I propose to contract with and the class of work to be performed by each elsewhere in my bid/proposal.

Francine Skenandore, J.D. Printed Name of Signor	State of WI County of: <i>Milwaukee</i>
 Signature of Signor	Signed and Sworn to Before Me on (Date): <i>April 11, 2019</i>
April 11, 2019 Date Signed	By (Printed Name): <i>Heather Cotey</i>
Contracts Manager Title of Signor	Notary's Signature: <i>Heather Cotey</i>
414-607-6746 Phone of Signor	Notary's Expiration Date: <i>3/12/21</i>
fskenandore@oescgroup.com Email Address of Signor	Notary's Seal:

HEATHER COTEY  
 NOTARY PUBLIC  
 STATE OF WISCONSIN

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

**Mission Support Services, LLC**

1033 N. Mayfair Rd., Ste. 202

Milwaukee, WI 53226

### SURETY:

(Name, legal status and principal place of business)

**Allied World Insurance Company**

199 Water Street

New York, NY 10038

Mailing Address for Notices

Allied World Insurance Company

199 Water Street

New York, NY 10038

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

**Brown County Clerk**

305 E. Walnut St., Room 120

Green Bay, WI 54301

**BOND AMOUNT: Five Percent of the Greatest Amount Bid**

**(5% G.A.B.)**

### PROJECT:

(Name, location or address, and Project number, if any)

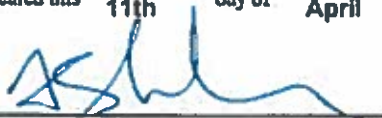
**Transfer Station Scale House Remodel - Project # 2316**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of April 2019

  
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Title) **Candice Allen**

**Mission Support Services, LLC**  
(Principal) \_\_\_\_\_ (Seal)

By:   
\_\_\_\_\_  
(Title) **Cynthia Shaw, J.D. Vice President, Contracts**

**Allied World Insurance Company**  
(Surety) \_\_\_\_\_ (Seal)

By:   
\_\_\_\_\_  
(Title) **Brent Baldwin** Attorney-in-Fact

## **IMPORTANT NOTICE**

### **TO OBTAIN INFORMATION OR TO MAKE A COMPLAINT**

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at

**1-800-252-3439**

You may write the Texas Department of Insurance:

**P.O. Box 149104  
Austin, Texas 78714-9104  
Fax No. (512) 475-1771**

### **PREMIUM or CLAIM DISPUTES**

Should you have a dispute concerning your premium or about a claim, you should contact the company first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

### **ATTACH THIS NOTICE TO YOUR POLICY**

This notice is for information only and does not become a part or condition of the attached document.

### **Notice of Applicability of Chapter 2253 of the Texas Government Code**

These bonds are furnished in an attempt to comply with Chapter 2253 of the Texas Government Code. These bonds shall be construed to comply with such Chapter regarding the rights created, limitations on those rights, and remedies provided. Any provision in the bonds to which this Rider is attached that expands or restricts a right or liability under such Chapter shall be disregarded, and such Chapter shall apply to these bonds.



ALLIED WORLD INSURANCE COMPANY  
 199 Water Street  
 New York, NY 10038  
 USA

**POWER OF ATTORNEY**

Issue Date: October 24, 2018

No. 27949-A2448

Single Transaction Limit: \$10,000,000

**KNOW ALL MEN BY THESE PRESENTS:**

Allied World Insurance Company, a New Hampshire corporation (the "Company") does hereby appoint

NAME(s): Darrell Blaine Allen William D. Baldwin Brock Baldwin  
Brent Baldwin Russ Frenzel  
 FIRM: Baldwin-Cox Agency, LLC 5930 Preston View Boulevard #200 Dallas, TX 75240

Its true and lawful Attorney(s)-in-Fact, with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business, and to bind the Company thereby. This Power of Attorney shall remain in full force and effect for one year from the issued date above-referenced and shall expire on close of business of the first anniversary of such Issue Date.

IN WITNESS WHEREOF, ALLIED WORLD INSURANCE COMPANY has caused these presents to be executed by the officer named below, who is duly authorized and empowered to execute on the Company's behalf.  
 This 24th day of October, 2018



*Robert E. Staples*

Name: Robert E. Staples  
 Title: Senior Vice President - Surety

State of Pennsylvania )  
 County of Philadelphia )ss.

On this 24th day of October, 2018, before me came the above-named officer of ALLIED WORLD INSURANCE COMPANY, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seals of said corporation thereto by authority of his office.

*Dana L. Donahue*

Notary

My Commission Expires: 03/28/2020

**CERTIFICATE**

Excerpt of Resolution adopted by the Board of Directors of the ALLIED WORLD INSURANCE COMPANY (the "Corporation"), on December 31, 2012:

RESOLVED, that the proper officers of the Corporation, the head of the surety business line for the Corporation and their appointed designees (each an "Authorized Officer" and collectively, the "Authorized Officers") be, and each hereby is, authorized to appoint one or more Attorneys-in-Fact to represent and act for and on behalf of the Corporation in the transaction of the Company's surety business to execute (under the common seal of the Corporation, if appropriate) bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof.

RESOLVED, that in connection with the Corporation's transaction of surety business, the signatures and attestations of the Authorized Officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Corporation when so affixed with respect to any bond, undertaking, recognizance or other contract of indemnity or writing obligatory in the nature thereof.

RESOLVED, that in connection with the Corporation's transaction of surety business, the facsimile or mechanically reproduced signature of any Authorized Officer, whether made heretofore or hereafter, whenever appearing upon a copy of any Power of Attorney of the Corporation, with signatures affixed as next above noted, shall be valid and binding upon the Corporation with the same force and effect as though manually affixed.

RESOLVED, that in connection with the Corporation's transaction of surety business, any such Attorney-in-Fact delivering a secretarial or other certification that the foregoing resolutions still be in effect may insert in such certification the date thereof, said date to be not later than the date of delivery thereof by such Attorney-in-Fact.

RESOLVED, that the Authorized Officers be, and each hereby is, authorized to execute (under the common seal of the Corporation, if appropriate), make, file and deliver in the name and on behalf of the Corporation any and all consents, certificates, agreements, amendments, supplements, instruments and other documents whatsoever, and do any and all other things whatsoever in connection with the Corporation's transaction of surety business, as such Authorized Officer shall in his or her absolute discretion deem or determine appropriate and any of the foregoing resolutions, the transactions contemplated thereby and any ancillary matters thereto and/or to carry out the purposes and intent thereof, such deeming or determination to be conclusively evidenced by any such execution or the taking of any such action by such Authorized Officer.

I, Sung Lee, Secretary of the ALLIED WORLD INSURANCE COMPANY, do hereby certify that the foregoing excerpts of Resolution adopted by the Board of Directors of this corporation, and the Power of Attorney issued pursuant thereto, are true and correct, and that both the Resolution and the Power of Attorney are in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the facsimile seal of the corporation, this 11<sup>th</sup> day of April, 2019

All Claim Notices should be sent to the below:

Allied World Insurance Company  
 Attn: Surety Department  
 30 South 17<sup>th</sup> Street, Suite 1600  
 Philadelphia, PA 19103

*Sung Lee*

Sung Lee, VP, Legal



**AMERICAN GREAT LAKES PORTS ASSOCIATION**

**2019 POLICY AGENDA**

**1. Harbor Maintenance Funding**

**Annual Appropriations Should "Hit the Target"**

The Harbor Maintenance Tax is a fee collected from users of the maritime transportation system in order to fund the Army Corps of Engineers' operation and maintenance activities. In the Great Lakes, these activities include regular dredging of harbors, maintenance of breakwaters, and operation of the Soo Locks. Despite the fact that adequate revenue is being collected (approximately \$1.7 billion annually), Congress has restricted spending on harbor maintenance due to budgetary constraints. The result is crumbling infrastructure and harbors choked with sand and silt. In the Great Lakes region there is a \$160 million dredging backlog. Breakwaters and other navigation structures need \$320 million in repairs, and the Soo Locks require \$75 million in upgrades.

The Water Resources Reform and Development Act (WRRDA) called for full use of harbor maintenance tax revenue and laid out incrementally larger spending targets between FY2015-25. Congress should hit the target established in Section 2101 of WRRDA and provide at least \$1.59 billion in the FY2020 Energy and Water Development Appropriations Bill to fund the Corps of Engineers' operation and maintenance activities.

**Harbor Maintenance Spending Should be Mandatory**

AGLPA supports enactment of legislation to provide a long-term funding solution for harbor maintenance. In 2018 the U.S. port industry agreed to a proposal that includes the following elements: 1) mandatory spending of Harbor Maintenance Tax revenue; 2) a funding distribution plan that directs 10% of maintenance funds to the Great Lakes region and an equal percentage to five other U.S. port regions; 3) directs 10% of maintenance funds to emerging harbors (those that handle less than 1 million tons of cargo annually); and 4) directs between 10% - 20% of funds to donor and energy transfer ports.

**2. Marine Infrastructure Renewal**

**New Soo Lock**

Owned and operated by the Army Corps of Engineers, the lock complex at Sault Ste Marie, Michigan ("Soo Locks") enables ships to navigate the St. Marys River, which connects Lake Superior and Lake Huron. Through this critical infrastructure, Great Lakes commercial vessels carry iron ore and other raw materials that feed the nation's steel industry, agricultural products destined for export markets, and low sulfur coal fueling the region's electric utilities.

Unfortunately, the lock infrastructure is old and in need of repair and replacement. Congress originally authorized construction of a new large lock at Sault Ste Marie in the Water Resources Development Act of 1986. The project was reauthorized in 2007 and again in 2018 at a total cost of \$922 million. The project is currently under construction with first-year funds provided in FY2019. The Corps' FY2020 budget includes \$75.33 million for the new lock. While this is welcome and important support, the agency estimates that it could deploy up to \$89.2 million in construction funds during FY2020. Congress should keep the project moving forward and provide second-year funding of \$89.2 million in the FY2020 Energy and Water Development Appropriations Bill.

#### **Rehabilitation of Existing Soo Locks**

The two operating locks at Sault Ste Marie were constructed in 1948 and 1968. In 2007, the Corps of Engineers began a multi-year Asset Renewal Program to rehabilitate and modernize the Soo Locks' infrastructure. The goal of this program is to improve the efficiency of lock operations and reduce the risk of lock failure and possible vessel delays.

The FY2020 budget provides \$2.6 million to rehabilitate Soo Lock infrastructure - a shortfall of \$2.4 million compared to the amount needed in FY2020. Congress should provide \$5 million in the Fiscal Year 2020 Energy and Water Development Appropriations Bill to ensure continuation of the Soo Lock Asset Renewal Program.

#### **Seaway Lock Rehabilitation**

The Water Resources Development Act of 2007 authorized the Secretary of Transportation to initiate a program to repair and rehabilitate the Eisenhower and Snell Locks on the St. Lawrence River in upstate New York. In response, the Saint Lawrence Seaway Development Corporation (SLSDC) initiated a asset renewal program to rehabilitate the Seaway's lock infrastructure and other capital assets. Originally constructed in 1959, the Seaway connects the Great Lakes to the Atlantic Ocean and provides Great Lakes states with access to world trade. The Administration's FY2020 budget proposes \$28 million for the SLSDC, with \$8 million of the total earmarked specifically for asset renewal projects. This is \$8 million less than the \$36 million appropriated by Congress for the agency in FY19. Congress should maintain level funding for the Seaway and appropriate \$36 million in FY2020 Transportation Appropriations Bill.

#### **Great Lakes Breakwater Reconstruction**

Throughout the Great Lakes region, commercial harbors and municipal waterfronts are protected from excessive wave action by breakwater structures. These structures are maintained by the Army Corps of Engineers. Due to inadequate budgetary resources, many of these structures have fallen into disrepair, threatening commercial navigation, recreational boating, and waterfront property. Congress should provide funds in the Fiscal Year 2020 Energy and Water Development Appropriations Bill (Army Corps of Engineers Operation and Maintenance budget) for breakwater repair and rehabilitation, particularly in the following critical locations:

- Chicago, IL
- Buffalo, NY
- Oswego, NY
- Cleveland, OH
- Muskegon, MI
- Two Harbors, MN
- Huron, OH
- Lorain, OH
- Milwaukee, WI

### **3. Chicago Area Waterway System**

Constructed between 1887-1922, the Chicago Area Waterway System (CAWS) provides a connection between the inland river navigation system and the Great Lakes, facilitating the movement of commercial maritime commerce and recreational boating. The waterway also serves

an important role in the sanitation and flood control system serving Chicago and Northwest Indiana. Inland river barge transportation through the CAWS serves the Port of Milwaukee, Port of Burns Harbor, Port of Indiana Harbor, and Port of Chicago.

In an effort to control the migration of non-native Asian Carp and other aquatic nuisance species, some have proposed physical separation and/or modification of the waterway. AGLPA opposes closure or extended disruption of navigable waterways in the Great Lakes region.

AGLPA supports efforts to prevent migration of non-native Asian Carp and other aquatic nuisance species between the Great Lakes and Mississippi River basins, while at the same time protecting the vital role of maritime commerce. AGLPA urges the federal government to continue to pursue a comprehensive approach to this problem, including: operation and maintenance of electronic barriers in the canal near Lockport, Illinois; monitoring and sampling of fish populations; studying chemical and biological controls; expanding contract fishing, developing commercial markets for Asian Carp, and coordination with the Government of Canada to police illegal transport of Asian Carp in the aquaculture industry. AGLPA also supports continued development of a plan by the Corps of Engineers to modify the Brandon Road Lock in Joliet, Illinois, to include certain physical deterrents. AGLPA opposes any plan elements that threaten the health and safety of mariners. Similarly, the plan should not create impediments to the efficient movement of commerce.

#### **4. Seaway Navigation Season**

The opening and closing dates of the St. Lawrence Seaway vary from year to year due to weather conditions and the demands of commerce. The system's locks have opened as early as March 20 and as late as March 31. The closing date has ranged from December 24 to December 31. In an effort to enhance the reliability of the shipping system, attract new cargoes and foster employment in the maritime sector, the United States and Canada should harmonize the Seaway's opening and closing dates with those of the Soo Locks in northern Michigan. Doing so would establish a fixed navigation season for the entire Great Lakes navigation system from March 25th - January 15th.

#### **5. Great Lakes Restoration Initiative**

The Great Lakes include 20 percent of the world's surface freshwater and host a diverse ecosystem of aquatic and terrestrial life. Launched in 2010, the Great Lakes Restoration Initiative (GLRI) was created to restore and maintain the chemical, physical and biological integrity of the Great Lakes Basin ecosystem. The GLRI seeks to replace earlier piecemeal approaches to ecosystem restoration with a single comprehensive program. The Environmental Protection Agency (EPA) leads and administers the restoration initiative and partners with multiple federal agencies to carry out restoration projects.

Since 2010, Congress has appropriated \$2.8 billion to support the program's initiatives throughout the Great Lakes region. Unfortunately, the FY2020 budget request proposes to shrink the program to a mere \$30 million. As stakeholders in a healthy, productive ecosystem, Great Lakes ports support the GLRI program and urge Congress to reject the Administration's proposal and include \$300 million in the EPA's FY2020 budget.

#### **6. State Assistance for Port Infrastructure**

Great Lakes Seaway shipping supports 147,000 jobs in the eight Great Lakes states. This fact demonstrates that ports are important economic drivers. While our states invest heavily in highways, rail, airports and other transportation infrastructure, they largely ignore their ports. Of the eight Great Lakes states, only two (Minnesota & Wisconsin) have a state port assistance program. As a contrast, the State of Florida is investing heavily in ports as an economic development strategy. Between 2011-2017, Florida invested \$1.2 billion in port infrastructure. Illinois ports handle more cargo tonnage than Florida ports, yet the state has no focus on ports.

With more than 20 federally authorized commercial harbors, and twice the shoreline of Florida, the State of Michigan largely ignores its ports and has failed to strategically leverage these assets to grow its economy. The same can be said for Ohio.

In late 2015, a regional maritime strategy released by the Conference of Great Lakes Governors and Premiers called for port investment by states. Great Lakes states should follow-up on that recommendation and enact harbor assistance programs similar to those in Wisconsin and Minnesota.

#### **7. Great Lakes Pilotage**

All ocean-going ships operating on the Great Lakes and St. Lawrence Seaway are required by law to hire a U.S. or Canadian marine pilot to assist with navigation.

The Great Lakes Pilotage Act of 1960, and its associated regulations, give form and structure to the pilotage regime in the sections of the Great Lakes under U.S. jurisdiction. In its current state the system is a regulated monopoly. Ship owners (the consumer) are required by federal law to employ pilots. Since there is only one pilotage service provider authorized in each geographic area, an effective monopoly exists. The Coast Guard exercises broad regulatory oversight over all aspects of Great Lakes pilotage, including the setting of fees.

Under Coast Guard management, Great Lakes pilotage has become a runaway cost for international trade on the Great Lakes-St. Lawrence Seaway navigation system. In the last five years (2012-17), U.S. pilotage costs on the Great Lakes have increased 250 percent. Runaway costs threaten the competitiveness of international commerce on the Seaway system.

Congress should review the Great Lakes pilotage program and the Coast Guard's oversight of that program with the goal of improving safety, improving efficiency, reducing costs and improving the competitive position of the navigation system.

#### **8. U.S. Customs and Border Protection Services**

In recent years, Great Lakes ports have been working to develop new business in two distinct areas: containerized cargo shipping, and passenger cruise tourism.

These new business sectors have presented a challenge for U.S. Customs and Border Protection (CBP). The processing of shipping containers and passengers is more complicated than the processing of traditional Great Lakes bulk cargoes. Both require unique staffing, equipment and facilities. CBP officials have explained that they face both funding and staffing limitations and have denied service at some ports, limiting economic growth.

It is our fear that CBP's current service model will discourage the development of new commerce and jobs at Great Lakes ports. In a real sense, it asks commerce to shape itself to the inspection regime, rather than shaping the federal CBP inspection service to the efficient flow of commerce.

Congress should provide more funding and staff for CBP services at seaports. Further, Congress should direct CBP to develop a small port clearance model that accommodates new start-up business at Great Lakes ports.

#### **9. New Coast Guard Icebreaker**

Heavy ice threatens the reliability of Great Lakes-Seaway transportation early and late in the navigation season. The U.S. Coast Guard is responsible for breaking ice to ensure navigation and enhance safety. The agency's Great Lakes icebreaking fleet consists of nine vessels: six 140-foot icebreaking tugs, two buoy tenders, and the heavy icebreaking cutter Mackinaw. Severe winter weather is placing a stress on these assets and in 2015 Congress authorized the construction of a

new heavy icebreaking cutter, of similar capability as the Mackinaw. The project's estimated cost is \$240 million. Congress should include funds in the FY2020 Homeland Security Appropriations Bill to continue design work on the vessel.

#### **10. Port Infrastructure Development Grants**

In 2010, Congress authorized a Port Infrastructure Development Program to be administered by the U.S. Maritime Administration. While the program remained unfunded for many years, Congress provided first-year funds in the FY2019 Consolidated Appropriations Act. Specifically, the legislation provides a total of \$292.7 million and stipulates that grant funds are to be issued to public agencies and used for a variety of port improvements, including intermodal infrastructure, terminal equipment, wharf construction, cargo handling technology, etc.

Unfortunately, \$92.7 million of the funds made available in FY2019 are reserved for the 15 largest U.S. container ports (by volume). None of these ports are in the Great Lakes region and thus, almost 1/3 of the grant funds are off-limits to Great Lakes ports.

AGLPA strongly supports continued funding for the Port Infrastructure Development Grant Program and urges Congress to include \$293 million in the FY2020 Transportation Appropriations Bill. We urge Congress to eliminate any restrictions that hinders Great Lakes ports from fairly competing for scarce dollars. If not, then we urge that 15% of port infrastructure development grant funds be earmarked to the Great Lakes region.

# Port & Resource Recovery Department Director's Report April 2019

**South Landfill Plan of Operation** – To be submitted in April 2019.

**BOW Planning Effort** – BOW staff have determined that the BOW partnership has saved municipalities and private companies millions of dollars. BOW staff has determined the BOW partnership should continue beyond the existing agreement. Closed session meetings were held with three of the County Solid Waste Boards. No action was taken but support was given for the continuing the discussions towards an amendment or a new BOW Landfill Agreement.

**Pulliam Plant** – The Brown County Planning Department has started the land use study that will be completed by July 2019. Meetings are being held. The County goal for the property is for it to be used for its highest and best use as industrial-related port property. The back property may serve as a truck/rail intermodal facility. Additionally, the property and other properties need to include port growth opportunities to access state and federal jobs, infrastructure and economic development grants.

**Renard Island End-use Plan** – The draft plan is being shared with key stakeholders and then the advisory committee. The final plan will be presented at a future County Board meeting. PDT, Ed & Rec and Harbor Commission may meet prior to County Board for approval.

**Solid Waste Transfer Station** – RFP for scale software and interactive Kiosks will out for responses. Additional costs for moving holding tank and groundwater wells along with constructing the by-pass lane are being sought.

**Acquisitions** – In the last month, Advance Disposal Services purchased Van's Waste. Advance Disposal Services was subsequently acquired by Waste Management. These changes may (will) impact both are solid waste and recycling agreement with these entities.

### Open Position Form Port and Resource Recovery Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
PT Associate	January 1		Fill	In-progress
FT Associate	April 15		Fill	In-progress
FT Associate	June 1		Fill	
Student Intern(2)	April		Fill	Lack of Applicants

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: April 22, 2019  
RE: Summary of Operations

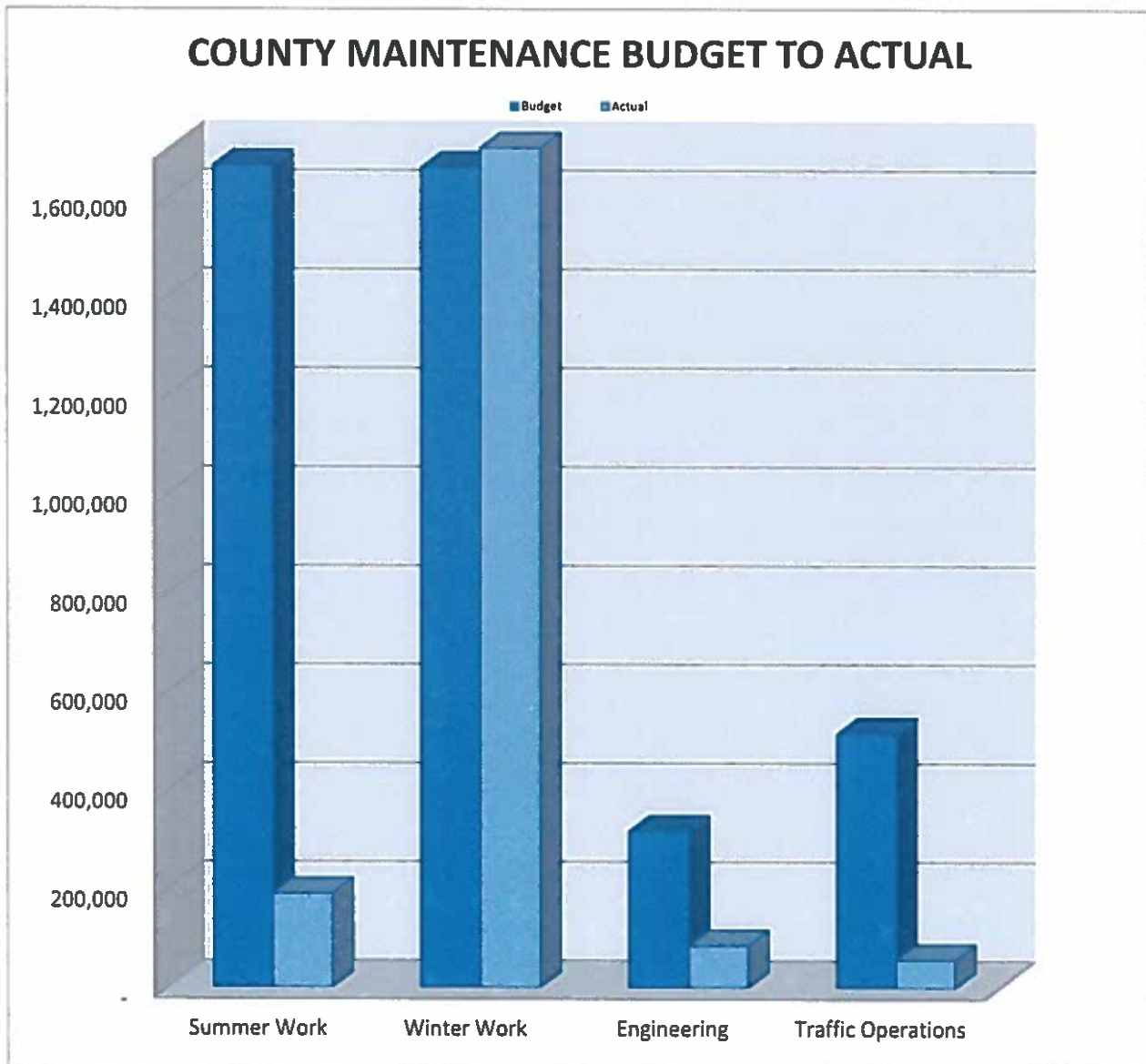
The Public Works Department is performing at a significantly higher than normal budget rate through the month of March. The end of March represents 25% of the year. Here is a summary of our operations:

(240) County Maintenance	61.77%
(660) State Maintenance	45.72%
(660) Other Work (Interdepartmental, Municipal, etc.)	53.18%
(400) Capital Projects	8.31%
Facilities	24.09%

Please see the attached charts for more details.

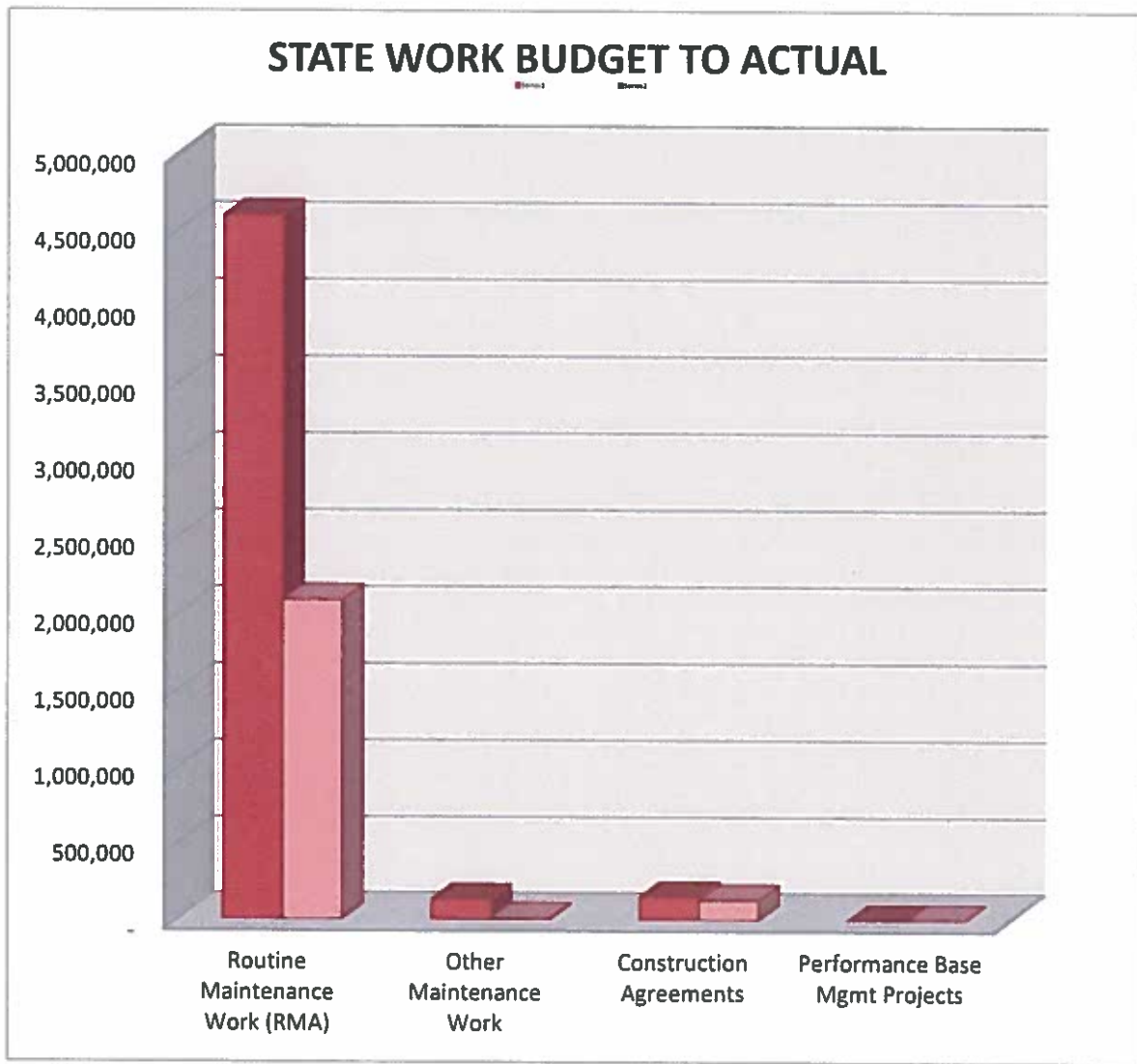
**BROWN COUNTY PUBLIC WORKS  
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240  
As Of 3/31/19**

	Budget	Actual	Remaining	Percentage Used
Summer Work	1,663,949	189,623	1,474,326	11.40%
Winter Work	1,659,750	2,239,592	(579,842)	134.94%
Engineering	316,225	84,729	231,496	26.79%
Traffic Operations	514,306	57,107	457,199	11.10%
County Incidents	30,000	13,731	16,269	45.77%
<b>Total</b>	<b>4,184,230</b>	<b>2,584,781</b>	<b>1,599,449</b>	<b>61.77%</b>



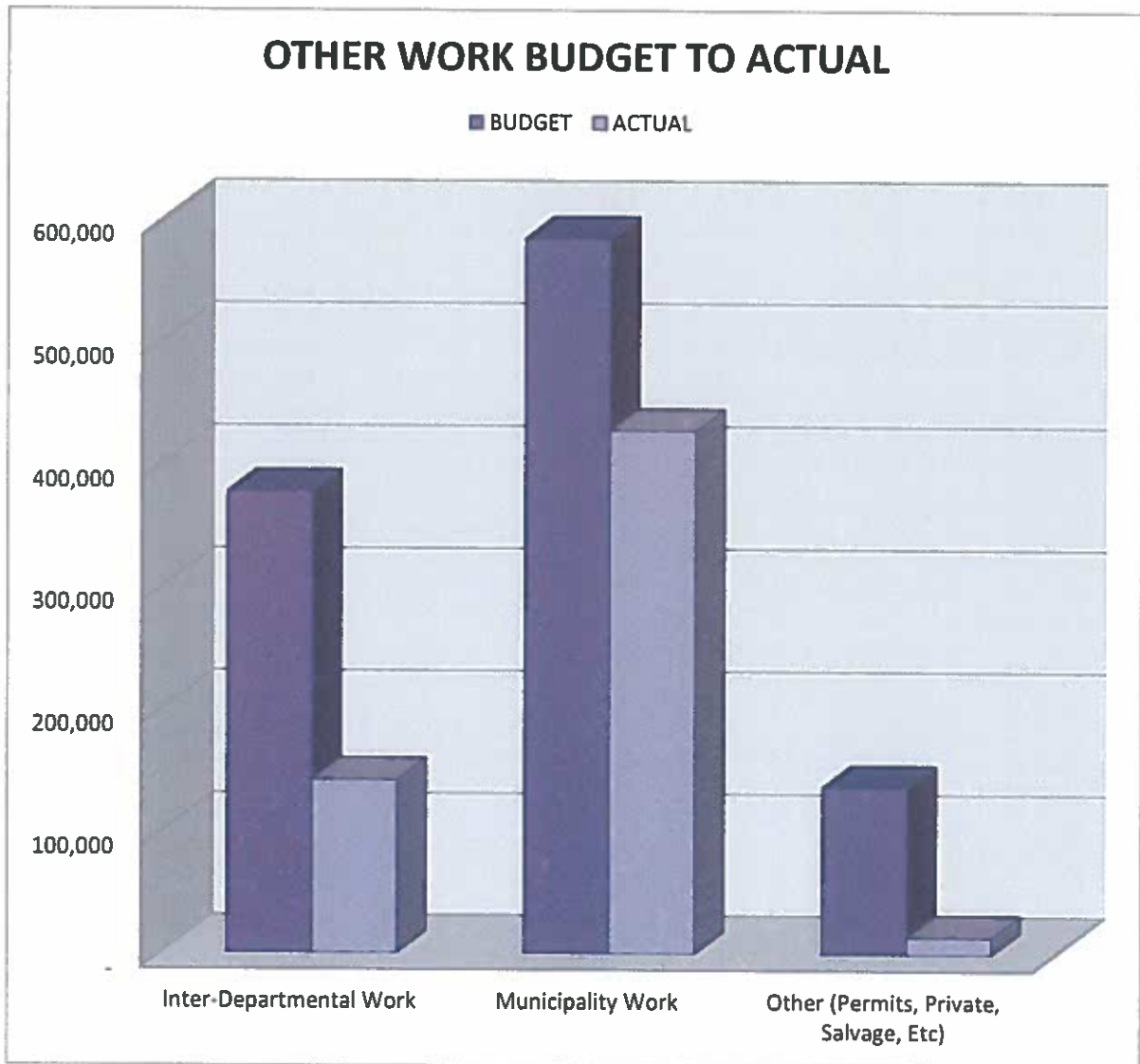
## BROWN COUNTY PUBLIC WORKS-HIGHWAY STATE WORK BUDGET TO ACTUAL As Of 3/31/2019

	Budget	Actual	Remaining	Percentage Used
Routine Maintenance Work (RMA)	4,593,000	2,088,312	2,504,688	45.47%
Other Maintenance Work	133,337	10,504	122,833	7.88%
Construction Agreements	150,550	130,689	19,860	86.81%
Performance Base Mgmt Projects	-	-	-	#DIV/0!
<b>Total</b>	<b>4,876,886</b>	<b>2,229,505</b>	<b>2,647,381</b>	<b>45.72%</b>



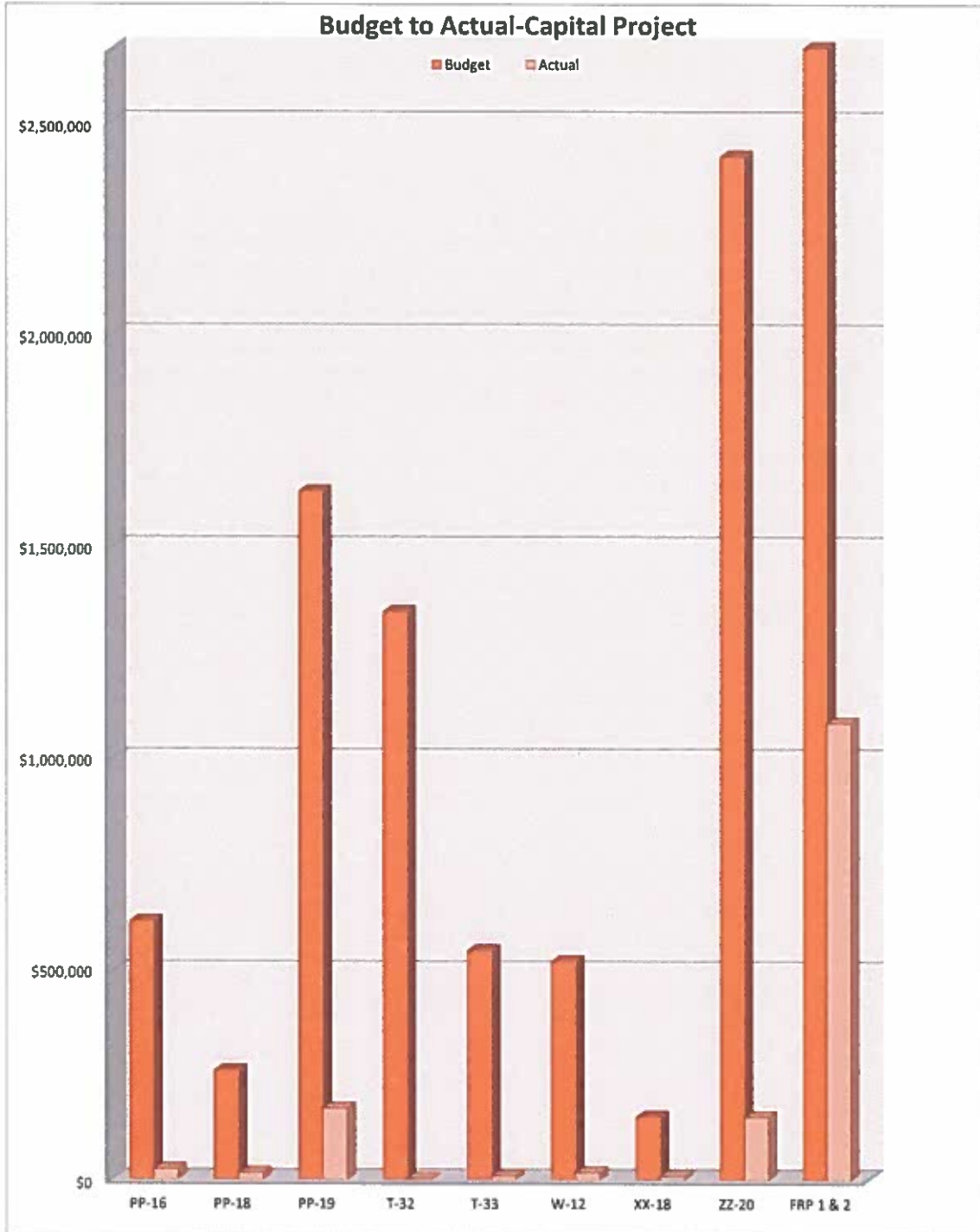
**BROWN COUNTY PUBLIC WORKS-HIGHWAY  
OTHER WORK BUDGET TO ACTUAL  
As Of 3/31/19**

	Budget	Actual	Remaining	Percentage Used
Inter-Departmental Work	377,466	142,251	235,215	37.69%
Municipality Work	584,300	427,813	156,487	73.22%
Other (Permits, Private, Salvage, Etc)	137,285	14,458	122,827	10.53%
<b>Total</b>	<b>1,099,051</b>	<b>584,522</b>	<b>514,529</b>	<b>53.18%</b>



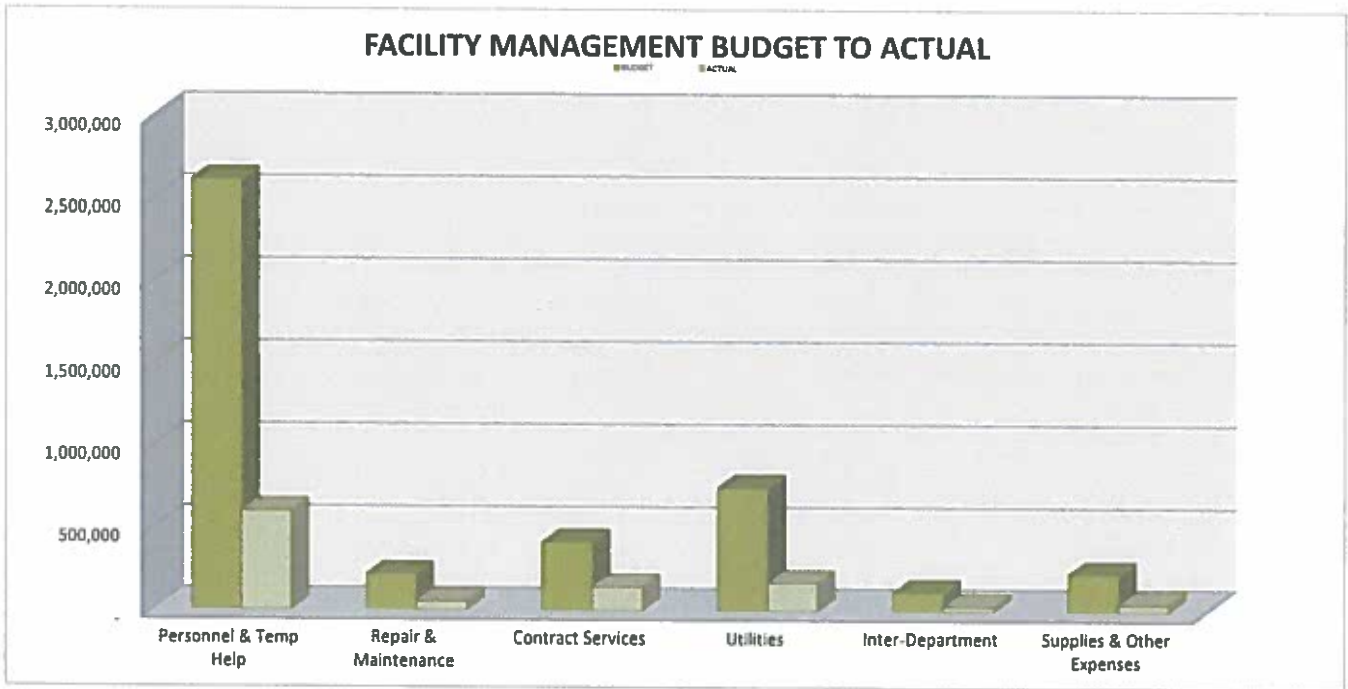
**BROWN COUNTY HIGHWAY DEPARTMENT  
CAPITAL PROJECT EXPENSE-BUDGET TO ACTUAL  
As Of 3/31/19**

Project	Project Description	% BC Cost	Budget	Actual	Remaining	Percentage
PP-16	School Rd to Shirley Rd	100%	\$618,750	\$26,033	\$592,717	4.21%
PP-18	Shirley Rd to Lasee Rd	100%	\$267,000	\$16,519	\$250,481	6.19%
PP-19	Lasee Rd to Viking Lane	100%	\$1,632,000	\$174,064	\$1,457,936	10.67%
T-32	CTH KB to North Ave (V. Denmark)	22%	\$1,348,000	\$2,315	\$1,345,685	0.17%
T-33	North Ave to Town Hall Rd	100%	\$550,000	\$9,511	\$540,489	1.73%
W-12	Man-Cal Rd to Kings Rd	100%	\$525,000	\$17,567	\$507,433	3.35%
XX-18	East River Bridge to Bellevue Street	100%	\$154,000	\$8,339	\$145,661	5.41%
ZZ-20	Partridge Rd to Wrightstown Rd	100%	\$2,420,000	\$153,631	\$2,266,369	6.35%
FRP 1 & 2	Earthwork & Stormwater Retention Pond	100%	\$10,462,412	\$1,086,709	\$9,375,703	10.39%
<b>Total</b>			<b>\$17,977,162</b>	<b>\$1,494,688</b>	<b>\$16,482,474</b>	<b>8.31%</b>



**BROWN COUNTY PUBLIC WORKS  
FACILITY MANAGEMENT BUDGET TO ACTUAL  
As Of 3/31/2019**

	Budget	Actual	Remaining	% Used
Personnel & Temp Help	2,613,141	605,555	2,007,587	23.17%
Repair & Maintenance	219,733	52,815	166,918	24.04%
Contract Services	420,392	144,565	275,827	34.39%
Utilities	755,446	173,024	582,422	22.90%
Inter-Department	115,321	29,905	85,416	25.93%
Supplies & Other Expenses	233,121	43,844	189,277	18.81%
<b>Total</b>	<b>4,357,154</b>	<b>1,049,707</b>	<b>3,307,447</b>	<b>24.09%</b>



PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE  
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PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: April 22, 2019  
RE: Director's Report

**PROJECTS:**

**Fox River Papermaking Corridor Project (FRP):** Pond construction is tentatively set to start on April 29<sup>th</sup> with an end of June completion. Dorner Inc. will be starting construction on the storm sewer working through September of this year.

**Jail Expansion:** The project is at the schematic design level of design. The project will be reported to the Public Safety Committee May 1<sup>st</sup>.

**Medical Examiner Building:** The project is at the schematic design level of design. The project will be reported to the Public Safety Committee May 1<sup>st</sup>.

**CTH W-12 (Man-Cal Road to Kings Road):** This project is tentatively scheduled for milling on April 30<sup>th</sup>. The project is a surface maintenance project with 2.5" of new asphalt to be placed. The existing 11-foot lanes will be replaced with two 12-foot drive lanes and 3-foot paved shoulders.

**CTH XX-18 (East River Bridge to Bellevue Street):** This project is tentatively scheduled for milling on April 29<sup>th</sup>. This project was originally budgeted to be a surface maintenance project (profile milling 2-inches of existing asphalt and paving one new 2.5-inch asphalt mat). After the flooding in March and the damage done to the roadway (see pictures on next page), the project has been re-scoped to be a reconditioning project (milling 4-inches of existing asphalt, repair poor subgrade areas, and pave 4.5-inches of new asphalt). The existing 11-foot lanes with gravel shoulders will be replaced with 12-foot drive lanes and 5-foot paved shoulders. The project was originally budgeted at \$154,000 and is now estimated at \$609,000 due to the change of scope.



**BRINE USE:**

Brown County Public Works used 924,428 gallons of brine during the 2018-2019 winter as compared to 208,759 gallons in the winter before (2017-2018). The upgraded brine making and storage at Duck Creek Center allowed Brown County to utilize more brine, including a brine-only route. The brine only route used 45% less salt as compared to other comparable routes (an equivalent of 376 tons of salt used on the brine only route versus 685 tons on average for routes without brine). Public Works will continue to look at more brine utilization for winter operations.

**DUCK CREEK CENTER:**

Demolition of the cold storage building took place on April 15<sup>th</sup> and 16<sup>th</sup> by County Highway Department staff. This is the area the new fuel island will be located at. Design of the new fuel system should be substantially complete by April 19<sup>th</sup>.



**TWELVE-HOUR DAYS:**

**Highway Division:** Highway incurred 2,905.0 hours of overtime in March. Most of the overtime was related to winter plowing and de-icing operations. The amounts in excess of 12 hours per day for March are attached.

**Facility Management Division:** Facilities incurred 397.5 hours of overtime in March. The overtime was related to longer cleaning shifts to cover vacancies and mechanical repairs as well as winter snow removal. The amounts in excess of 12 hours per day for March are attached.

**STAFFING REPORT:**

See Attached Table.

**Public Works - Highway Division  
12-Hour Work Days  
3/1/19 - 3/31/19**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
3/1/2019	Bouche, Macaine	Plowing / Salting	12
3/1/2019	Bray, Scott	Mechanic Shop	12
3/1/2019	Charles, Brad	Plowing / Salting	12.5
3/1/2019	DuBois, Dave	Plowing / Salting	12
3/1/2019	Engelmann, Curt	Plowing / Salting	12
3/1/2019	Ferry, Jim	Mechanic Shop	12
3/1/2019	Goral, Nick	Plowing / Salting	12
3/1/2019	Healy, Aaron	Plowing / Salting	12
3/1/2019	Hennes, Pat	Plowing / Salting	12
3/1/2019	Ledvina, Jason	Plowing / Salting	12
3/1/2019	Liss, Tim	Plowing / Salting	12
3/1/2019	Mineau, Zach	Plowing / Salting	12
3/1/2019	Schmechel, Brett	Plowing / Salting	13.25
3/1/2019	Veldboom, Zach	Mechanic Shop	12
3/1/2019	VerHaagh, Ken	Mechanic Shop	12
3/1/2019	Vieth, Ryan	Plowing / Salting	12.5
3/1/2019	Zellner, Aaron	Plowing / Salting	12
3/2/2019	Byrne, Nate	Plowing / Salting	12
3/2/2019	Umentum, Matt	Plowing / Salting	12.25
3/4/2019	Peot, Tracy	Overnight - Clean Roudabouts, Widen	12
3/5/2019	Collins, Robbie	Plowing / Salting	13
3/5/2019	Corrigan, Chad	Plowing / Salting	13
3/5/2019	Curl, Todd	Plowing / Salting	12.75
3/5/2019	Goral, Nick	Plowing / Salting	12.5
3/5/2019	Gussert, Tim	Plowing / Salting	13
3/5/2019	Ignatowski, Paul	Plowing / Salting	13.5
3/5/2019	Little, Bob	Plowing / Salting	13
3/5/2019	Loritz, Nancy	Plowing / Salting	13.5
3/5/2019	Mangin, Justin	Plowing / Salting	13
3/5/2019	Messerschmidt, Bill	Plowing / Salting	13.5
3/5/2019	Sausen, Jim	Plowing / Salting	13
3/5/2019	Schraufnagel, Dan	Plowing / Salting	13.5
3/5/2019	Scray, Norb	Plowing / Salting	13
3/5/2019	Sequin, Scott	Plowing / Salting	13
3/5/2019	Smits, Mike	Plowing / Salting	13
3/5/2019	VanDenElzen, Ken	Plowing / Salting	13
3/7/2019	Peot, Tracy	Push Back Snow, Clean Ditches, Clean RAB	12.5
3/10/2019	Allen, Chris	Plowing / Salting, Clean out storm drains	14.25
3/10/2019	Collins, Robbie	Plowing / Salting	14.25
3/10/2019	Drewiske, Doug	Plowing / Salting	12
3/10/2019	Ferry, Jim	Mechanic Shop	12
3/10/2019	Gussert, Tim	Plowing / Salting	12.75
3/10/2019	Ignatowski, Paul	Plowing / Salting	14
3/10/2019	LeGrave, Steve	Plowing / Salting	13.25
3/10/2019	Little, Bob	Plowing / Salting	12.25
3/10/2019	Loritz, Nancy	Plowing / Salting	13
3/10/2019	Sausen, Jim	Plowing / Salting	14.5
3/10/2019	Scray, Norb	Plowing / Salting	13

## 12-Hour Report

3/1 - 3/31/19

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DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
3/10/2019	Sequin, Scott	Plowing / Salting	12
3/10/2019	Smits, Mike	Plowing / Salting	14.25
3/10/2019	Spergberg, Mark	Plowing / Salting	13
3/10/2019	Stein, Kelly	Plowing / Salting	13
3/10/2019	Sweemer, Steve	Mechanic Shop	12
3/10/2019	Taicher, Kevin	Plowing / Salting	13
3/10/2019	Thompson, Nick	Plowing / Salting	12
3/10/2019	Umentum, Matt	Plowing / Salting	12.25
3/10/2019	VanDenElzen, Ken	Plowing / Salting	13.25
3/10/2019	VerHaagh, Ken	Mechanic Shop	12
3/10/2019	Wessley, Brad	Plowing / Salting	14.25
3/10/2019	Zelten, Brian	Plowing / Salting	13.75
3/11/2019	Curl, Todd	Mechanic Shop	12.5
3/11/2019	Gussert, Tim	FRP-1	12.75
3/11/2019	Mohr, Brian	Mechanic Shop	12
3/11/2019	Sweemer, Steve	Mechanic Shop	12.25
3/12/2019	Gussert, Tim	FRP-1	12
3/13/2019	Allen, Chris	State Roaming, Drainage / Flood	13.5
3/13/2019	Dickerson, Ben	Plowing / Salting, Steam Culverts	15.75
3/13/2019	DuBois, Phil	Plowing / Salting, Signing	13
3/13/2019	Ignatowski, Paul	Drainage, Steam Culverts	15.75
3/14/2019	Allen, Chris	FLOOD-1	19.75
3/14/2019	Byrne, Nate	FLOOD-1	17
3/14/2019	Collins, Robbie	FLOOD-1	16.5
3/14/2019	Corrigan, Chad	FLOOD-1	16.5
3/14/2019	Dickerson, Ben	Plowing / Salting, FLOOD-1	17
3/14/2019	DuBois, Dave	FLOOD-1	17
3/14/2019	Engelmann, Curt	FLOOD-1	17
3/14/2019	Gussert, Tim	FLOOD-1, FRP-1	16.25
3/14/2019	Hennes, Pat	FLOOD-1	17
3/14/2019	Ignatowski, Paul	FLOOD-1	18.25
3/14/2019	Ledvina, Jason	FLOOD-1	17
3/14/2019	Little, Bob	FLOOD-1	17
3/14/2019	Mangin, Justin	FLOOD-1	17
3/14/2019	Maus, Todd	FLOOD-1	17.75
3/14/2019	McEwen, Bryan	FLOOD-1	17
3/14/2019	Melbauer, Charlie	FLOOD-1	12.75
3/14/2019	Mineau, Zach	FLOOD-1	12
3/14/2019	Peot, Tracy	FLOOD-1	17
3/14/2019	Rezek, Heather	Office Assistance FLOOD-1	17
3/14/2019	Schraufnagel, Dan	FLOOD-1	17.5
3/14/2019	Skaletski, Todd	FLOOD-1	17
3/14/2019	Stein, Kelly	FLOOD-1	17
3/14/2019	Thompson, Nick	FLOOD-1	17
3/14/2019	Umentum, Matt	FLOOD-1, Oversized Load Traffic Control	19
3/14/2019	Vieth, Ryan	FLOOD-1	17
3/14/2019	Wendricks, Brandon	FLOOD-1	17
3/14/2019	Williams, Tim	FLOOD-1	17.75
3/15/2019	Allen, Chris	FLOOD-1	18.5

## 12-Hour Report

3/1 - 3/31/19

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DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
3/15/2019	Bockelman, Ben	FLOOD-1	16.25
3/15/2019	Bouche, Macaine	Plowing / Salting	16.75
3/15/2019	Burney, Tim	Plowing / Salting	15.75
3/15/2019	Collins, Robbie	FLOOD-1	13.5
3/15/2019	Corrigan, Chad	FLOOD-1	13.5
3/15/2019	Goral, Nick	FLOOD-1	12.75
3/15/2019	Haumschild, Dan	FLOOD-1	13.25
3/15/2019	Healy, Aaron	Plowing / Salting	12
3/15/2019	Heinzen, Linn	Office Assistance FLOOD-1	12.5
3/15/2019	Ignatowski, Paul	FLOOD-1	17
3/15/2019	Kapinos, Vince	FLOOD-1	16.75
3/15/2019	Kostreva, James	FLOOD-1	16.5
3/15/2019	LeGrave, Steve	FLOOD-1, FRP-1	12.5
3/15/2019	Liebergen, Dale	FLOOD-1	16.25
3/15/2019	Loritz, Nancy	FLOOD-1	17.75
3/15/2019	Margitan, Jim	FLOOD-1	13.5
3/15/2019	Maus, Todd	FLOOD-1	16
3/15/2019	McEwen, Bryan	FLOOD-1	14.75
3/15/2019	Melbauer, Charlie	FLOOD-1	15
3/15/2019	Mineau, Zach	FLOOD-1	16.25
3/15/2019	Rentmeester, Dan	FLOOD-1	17
3/15/2019	Rezek, Heather	Office Assistance FLOOD-1	14
3/15/2019	Schmechel, Brett	FLOOD-1	16.5
3/15/2019	Scray, Norb	FLOOD-1	16.75
3/15/2019	Skaletski, Todd	FLOOD-1	15
3/15/2019	Taicher, Kevin	FLOOD-1	13
3/15/2019	Thompson, Nick	FLOOD-1	14.75
3/15/2019	Vlies, Kevin	FLOOD-1	16
3/15/2019	Wessley, Brad	FLOOD-1	16
3/15/2019	Woelfel, Jon	FLOOD-1	17.25
3/15/2019	Zelten, Brian	FLOOD-1	13.5
3/16/2019	Allen, Chris	FLOOD-1	12.5
3/16/2019	Ignatowski, Paul	FLOOD-1	12
3/18/2019	Gussert, Tim	FRP-1	12
3/19/2019	Gussert, Tim	FRP-1	12
3/21/2019	Fenlon, Pat	Electrical Duties, Signal Malfunctions	12.25
3/27/2019	Charles, Brad	Overnight State Roamer, Safety Meeting	12
3/27/2019	VanDeHei, Jamie	Overnight State Roamer, Safety Meeting	12
3/27/2019	Woelfel, Jon	Overnight State Roamer, Safety Meeting	12

**PUBLIC WORKS  
FACILITY MANAGEMENT DIVISION  
12-HOUR WORK DAYS  
3/1/19 thru 3/31/19**

<b>DATE</b>	<b>EMPLOYEE</b>	<b>OPERATION PERFORMED</b>	<b># HOURS WORKED</b>
3/4/19	Mike Lemens	Regular shift, plus coverage for employees on disability leave	12.5
3/9/19	Mike Lemens	Regular shift, plus coverage for employees on disability leave	13.0
3/10/19	Liz Schroeder	Regular shift, plus coverage for employees on disability leave	12.5
3/11/19	Mike Lemens	Regular shift, plus coverage for employees on disability leave	12.5
3/13/19	John Price	Regular shift, plus Jail emergency call-ins	14.5
3/18/19	Lucas Leahy	Regular shift, plus coverage for employees on disability leave	14.5
3/25/19	Lucas Leahy	Regular shift, plus coverage for employees on disability leave	14.5

**BROWN COUNTY PUBLIC WORKS  
STAFFING SUMMARY  
As of 3/31/2019**

**HIGHWAY DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Senior Civil Engineer	5/11/18	Resigned	Fill: Open	In Process	N/A
Mechanic	1/27/19	Transfer	Fill: Open	In Process	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	10.75	10.75
Electrician	1.0	1.0
Engineering	7.0	6.0
Mechanics / Shop	12.0	11.0
Highway Crew	72.0	72.0
Sign Crew	2.0	2.0
Summer *	4.12	0
LTE	2.0	0
<b>TOTAL</b>	<b>110.87</b>	<b>102.75</b>

**FACILITY MANAGEMENT DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Housekeeper (0.5)	9/5/17	Resigned	Eliminated	---	Hold
Housekeeping Manager	12/3/18	Retired	Eliminated	---	Hold
Facility Manager	1/3/19	Retired	Fill	3/4/19	N/A
Housekeeper	Newly Created	N/A	Fill	---	N/A
Housekeeper	Newly Created	N/A	Fill: In July	---	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	5.25	5.25
Facility Technicians	1.0	1.0
Facility Mechanics	7.0	7.0
Facility Workers	9.0	9.0
Housekeeping	20.0	18.0
Electrician	1.0	1.0
Summer Help *	0.46	0
<b>TOTAL</b>	<b>43.71</b>	<b>41.25</b>