BOARD OF SUPERVISORS

Brown County

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PLAN, DEV. & TRANS. COMMITTEE
Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantinne, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE
Monday, February 23, 2015
Approx. 6:15 p.m. (or to follow Land Con)
Room 161, UW Extension
1150 Bellevue Street

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

I. Call Meeting to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of January 26, 2015.

1. Review minutes of:
   a. Harbor Commission (January 12, 2015).
   b. Solid Waste Board (January 19, 2015).

Comments from the Public

Communications

2. Communication from Larry Adams re: Request that the Brown County Planning, Development & Transportation Committee pursue obtaining the installation of additional guard rails with the Wisconsin DOT on the FF and Hillcrest Road round-a-bout where traffic accesses Highway 29 East.

Airport

3. 2014 to 2015 Carryover Funds.

Register of Deeds

4. Departmental Openings Summary, February, 2015.

Planning and Land Services

Land Information

5. Land Information Office GIS Update.

Planning Commission

6. Update regarding development of the Brown County Farm property – standing item.

Property Listing – No agenda items.

Zoning

7. Private Onsite Waste Treatment System (P.O.W.T.S.) Program Update.

Port & Resource Recovery

8. 2014 to 2015 Carryover Funds.
9. 2014 Resource Recovery Annual Report.
10. 2014 Port Annual Report.
11. Resolution re: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program.
12. Recommendation and Approval of Recycling Compactor & Building Expansion Bid.
13. Resolution re: Rescinding May 21, 2014 Renard Island Causeway Ownership Transfer Resolution.
14. Request for Approval - RFP re: Engineering and Consulting Services for Brown County Port & Resource Recovery Department, Project #1954.

Public Works

15. 2014 to 2015 Carryover Funds.
16. Recommendation and Approval for Law Enforcement Center Roof Replacement – Project #1929.
17. Summary of Operations, December, 2014 and January, 2015.
18. Director's Report.

UW-Extension – No agenda items.

Other

19. Audit of bills.
20. Such other matters as authorized by law.
21. Adjourn.

Bernie Erickson, Chair

Attachments

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, January 26, 2015 in Room 161, UW Extension, 1150 Bellevue Street, Green Bay, WI

Present: Chair Bernie Erickson, Supervisors Tom Sieber, Supervisor Dantinne, Supervisor Dave Kaster, Supervisor Landwehr

Also Present: Tom Miller, Paul Fontecchio, Jeff Oudeans, Brandy Younger, Dean Haen, Judy Knudsen, Chad Weininger, and other interested parties.

I. **Call Meeting to Order.**
Meeting was called to order by Supervisor Bernie Erickson at 6:37 p.m.

II. **Approve/Modify Agenda.**

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

III. **Approve/Modify Minutes of November 24, 2014.**

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

1. **Review minutes of:**
   a. **Harbor Commission (October 13, 2014 and December 8, 2014).**
   b. **Planning Commission Board of Directors (December 3, 2014).**
   c. **Planning Commission Board of Directors Transportation Subcommittee (November 10, 2014).**
   d. **Revolving Loan Fund Committee (October 8, 2014).**
   e. **Solid Waste Board (October 20, 2014 and December 1, 2014).**
   f. **Transportation Coordinating Committee (September 8, 2014).**

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to suspend the rules to take Items 1a-f. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to receive and place on file Items 1a-f. Vote taken. MOTION CARRIED UNANIMOUSLY.

Comments from the Public None.

Chairman Erickson informed that the April PD&T Meeting will be held at the Howard Public Works location prior to their Annual Towns Meeting.

Airport

2. **Agency Agreement and Petition for State Aid.**

Airport Director Tom Miller provided updated handouts (attached). Miller informed that both 2 and 2a were companion agreements; the agency agreement and the petition for state aid go

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together to the County Board. This was required under state law that all federal grants had to be funneled through the Department of Transportation for airports. The projects listed were NRCIP for the next few years and then some. All of the work probably will not get done but if they hadn't petitioned for it, the state won't act as their agent and they won't file a grant on their behalf.

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

2a. Resolution re: Petitioning The Secretary of Transportation for Airport Improvement Aid.

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

3. **Director's Report.**

Miller reported on the following:

- Traffic was up from 2014, up 2.2%.
- A handout was provided (attached) re: Employee's working over 12 hours in a 24 hr. period report for November and December, 2014. They tried to eliminate it as much as they could with the second piece of equipment they had. They also try to split the crew into two shifts where they could to get overlap and reduce overtime.
- The airport was in the process of completing an application for WEEC Certified Sites Program for some land that was located on the airport. If that was approved it would help publicize land that was available for development on the airport and it was relatively shovel-ready for an industrial developer to come in and locate on the site. It would not be for sale, it would be for lease. The FAA would have to approve that lease but they were in the final stages of the application as it was due February 6, 2015.

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Register of Deeds

4. **Budget Status Financial Report for November, 2014.**

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

UW-Extension

5. **Budget Status Financial Report for November, 2014.**

UW-Extension Director Judy Knudsen distributed their November, 2014 Budget Status Financial Report. She reported that they had brought in a lot of revenue in the last month or so, so they should be in good shape.

Motion made by Supervisor Dantinne, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. **Open Position Report Monthly Status.**

Knudsen informed that they had a number of seasonal positions open, horticulture based. They

will fill those positions with a start date between March and May depending on the position. They were all externally funded except for one which they already had funds in place.

Motion made by Supervisor Sieber, seconded by Supervisor Dantinne to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. **Director's Report.**

A copy of their annual report: UW Extension 2014 Highlights was distributed as well as a flyer for their Brown County Taste of Wisconsin fundraiser, which started last year (both handouts attached). With regard to the fundraiser, Knudsen informed that they did well last year and made a profit so they were doing it again this year. Ticket sales were limited to 225 people, last year they had 165 and were expecting a good crowd again. Dantinne informed that it was a nice event last year with a lot of good food and was well put on.

Things going on at the UW-Extension office:

- They were getting ready for the Midwest Manure Summit, this was the fourth time they had done it, it was a biannual event at the Radisson Hotel. It involved participants from across the US and Canada to learn about the latest research and techniques for dealing with manure. They usually have a couple hundred people and had their sponsors in place.
- They will be doing CAFO training in February as well. They typically draw about 150 in Green Bay. They had 20 CAFOs in the county but they had a lot of other farmers that came, they had speakers from OSHA, EPA, DNR, etc.
- Tomorrow will be their last day of training for their landscapers. Last week they had 70 in to talk about turf issues.
- They did greenhouse training last Thursday, which had about 30 people. They started this last year.
- Their Master Gardener training will be starting with a good size class so they were looking forward to that.
- Their 4-H Program received a Tech Wizard grant.
- They had a 4-H Robotics Club, beginners were starting early February on Saturdays. Those with experience will come Thursday nights as it was a very popular program.
- They were very involved with the Green Bay School District in doing after-school programs. It had been a great opportunity to reach diverse kids and give them quality programs.

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Planning and Land Services
Land Information (No items)
Planning Commission

8. **Update regarding development of the Brown County Farm property – standing item.**

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to take Items 9-11 together. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. **Budget Status Financial Report for November, 2014.**

Property Listing

10. **Budget Status Financial Report for November, 2014.**

Zoning

11. **Budget Status Financial Report for November, 2014.**

Motion made by Supervisor Sieber, seconded by Supervisor Dantinne to receive and place on file Items 9-11. Vote taken. MOTION CARRIED UNANIMOUSLY.

Port & Resource Recovery

12. **2015 Communication Plans – Request for Approval.**

Referring to the handouts in the agenda packet, Port & Resource Recovery Director Dean Haen informed that on the Port side there was a $35,000 Public Relations Campaign that was paid for by their internal operators for the harbor fee. Of $35,000, $10,000 was spent on ads in local and federal periodicals, videos, etc. The remaining balance was on public relations where they produce all the press releases and news stories to keep the port in the media. On the Resource Recovery side, they had $15,000 with $3,000 used for advertisements and $12,000 used for public relations with an effort to focus on each program area once a month.

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

13. **Port 2014 Tonnage Report.**

A full report can be located in the agenda packet material.

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. **Director's Report.**

Haen reported on projects that were moving forward (details provided in agenda packet material) including the Recycling Compactor and Building Expansion, Cat Island Project, Renard Island, Environmental Dredging in the Port Area, South Landfill/Resource Recovery Park Project, and Daylight Restrictions by Western Pilots.

Also included in the packet material was a snapshot of open positions from Port and Resource Recovery Department which listed a vacancy of a Clerk/Typist II. The position was requested to fill as the associate transferred to another position within the county.

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

Public Works

15. **An Ordinance Creating Section 348.0001 of the Brown County Code under Chapter 340 to 348 Entitled "Traffic" regarding the Length and Width Limits for Agricultural Commercial Vehicles.**

The 2013 Wisconsin Act 377, enacted in April 2014, sets weight and length limits for Implements of Husbandry (IoH) and Agricultural Commercial motor Vehicles (Ag CMV), with specific exemptions, especially in regards to Category B IoH. It also allowed local government officials to pass resolutions or ordinances regarding the maximum gross vehicle and axle weight limits for Implements of Husbandry (IoH) and Agricultural Commercial motor Vehicles (Ag CMVs) operating upon roads under jurisdiction. Brown County needed to adopt a policy or ordinance regarding the implementation of

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this Act.

The Public Works Department recommended Option B – the Total Opt Out option under Section 348.27(19)(b)5.a. of the Wisconsin State Statutes and the approval of the proposed ordinance. The County Highway system is one of the best systems of roadways for loH and Ag CMV vehicles to use. By law these vehicles were not permitted on Interstate systems and State Highways typically have higher traffic volumes and speeds making them not as safe to be utilized by slow moving larger agricultural equipment. The local roads (Towns and Villages) were typically not structurally designed for the weight or width of these vehicles. By following the opt out option (Option B) Brown County Public Works will no need to issue permits for these vehicles.

Fontecchio added that he had contacted the Sheriff's office about this and they were on board with this ordinance. Anytime you pass a law or ordinance you have to look at the enforcement end of things. It was an enforcement issue. On their end, it was a no fee permit by law so it was just adding work. Fontecchio questioned in reality how many people would actually get a permit.

Responding to Sieber, Fontecchio informed that he had spoken with the towns extensively the last two months and a lot of them were going with Option F, which he understood. Their roads weren't built for it and they really had to pick and choose. In terms of taxes, their bread and butter was farmland. They had to protect their roads. Brown County had staff, if they had to permit it, they could, and they had a full-time guy that did permitting. These towns don't have staff. It was hard to get a hold of township.

In reading over this, Sieber felt they could request a permit if going over a certain tonnage, rather than go after them in five years to redo the road. Fontecchio informed that he had thought of this a lot but before Act 377 and after Act 377, nothing had changed. He understood what Sieber was saying but he wasn't sure if they needed to permit it, especially on the county highway system. The biggest problem that he had seen the last three years was the manure handlers by R/Denmark area, and they had gone and talked to them. The next step was to get the Sheriff's office involved if that were to happen. That was the whole point of putting the entry to roadways in there. Sieber felt it would be easier to solve the problem and work with them up front. If a farmer informed that they were using a big piece of equipment they could work together, improve the roadway and make it friendlier for these vehicles if they knew it was coming through. Fontecchio agreed, they could make it a similar permit but from his perspective he didn't know who was going to do this anyway in all reality. They would do the road the same way regardless what was on it. Dantinne didn't see permitting as a reason to do anything. There would be an issue with enforcement and it would be cumbersome for a company to apply for them.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. **Summary of Operations.**

Public Works Highway Engineer Paul Fontecchio spoke to the Summary of Operations report provided in the agenda packet material.

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. **Director's Report.**

Fontecchio briefly reported on certain significant items for the Public Works Department as of January 26, 2015 (provided in agenda packet material) which included: New Hires, Lean Event,

CTH MM Funding, a December 2013 and December 2014 Snapshot of total labor hours and county salt used, and the Public Works – Highway Division as well as Facility Management Division 12-Hour Work Days for December 1-31, 2014.

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

Other

Audit of bills.

Motion made by Supervisor Sieber, seconded by Supervisor Erickson to audit the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. **Such other matters as authorized by law.**

Motion made by Supervisor Dantinne, seconded by Supervisor Sieber to adjourn at 7:55 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

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DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, January 12th, 2015**
Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI

1) The meeting was officially called to order by Commission Craig Dickman at 11:30 am.

2) Roll Call:

Present: President Craig Dickman
Vice-President Tom Klimek
Commissioner Bernie Erickson
Commissioner Bryan Hyska
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Mike Vizer
Commissioner Tim Feldhausen

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Steve Popp, E.H. Wolf
Jeff Smudde, NEW Water

Not Excused: Commissioner Ron Antonneau

3) Approval/Modification – *Meeting Agenda*

A motion to approve the agenda was made by Hank Wallace and seconded by Tom Klimek. Unanimously approved.

4) Approval/Modification – December 8, 2014 *Meeting Minutes*

A motion to modify Bernie Erickson to excused and approve the minutes of December 8, 2014 was made by Bryan Hyska and seconded by Tim Feldhausen. Unanimously approved.

Pending Approval

5) Announcements/Communications

Commissioner Hanitz noted that he has a concern for the South Lighthouse foundation. Dean Haen recommended getting ahold of the Green Bay Dive Team. Commissioner Hanitz will look into this and come back with a status report.

Dean Haen mentioned that there have been some issues with postage where after the agenda packets have been delivered with additional postage due. This issue has been resolved. Brown County will reimburse anyone who has paid due postage.

6) Fox River Environmental Clean-Up Project

Dean Haen stated that at the meeting in November held at the Neville Public Museum for property owners along the Fox River, a map was handed out where the Clean-Up Project showed proposed caps that would be placed to cover up PCBs. In the beginning of January, the department received an updated map of additional new proposed caps added that are colored in light blue. Mr. Haen is concerned that this has changed shortly after meeting with the land owners. The new cap out in the bay is not a problem but some of the new caps in the Port will affect port facilities like US Venture (the former Noble Petro), Fox River Dock, Flint Hills and the use of Georgia-Pacific's East Mill on the East River turning basin. Mr. Haen recommends sending a copy of this new map to the property owner's mailing list to let them know new caps have been added and maybe respond to the Project in writing.

Commissioner Wallace questioned if these new caps were projected to go in or if they were already in. Mr. Haen explained that the way he understands it, the Clean-Up Project proposes a plan, then the WI DNR and EPA sets the plan. There still is time to talk to the property owners along the Fox River. No discussions had been held with any terminal operators beyond that meeting.

Commissioner Vizer explained that as a Port Terminal Operator (St. Marys Cement), he had been in contact with Clean-Up Project in December and informed them that his desire was to have no caps associated with his facility. At St Marys Cement, it was noted that their maps were wrong as far as location for a cap. The previous maps were showing a cap right next to St. Marys Cement dock when in fact it was further down river.

Commissioner Hanitz wanted to clarify that for CC12 on the map at the Green Bay Yacht Club, it shows the slip extending out into the river with the light blue (proposed cap) and then a blank space. He would like to know if the front end of that dock with the lighthouses is capped. Mr. Haen responded that according to the map there is no proposed cap in front of the two lighthouses.

Mr. Haen went on describing some of the new additional proposed caps (light blue on map); CA57 is in front of the Metro Boat Launch, CC12 is in front of US Venture's property (by the pipeline that was Noble Petro), CA93 is in front of Flint Hills Resources dock, CA85B is in front of Fox River Dock, CA90 is in front of US Ventures waterfront, SHC20 is in front of Georgia-Pacific's steal dockwall and CA42 is in front of a vacant slip.

Commissioner Hanitz questioned if US Venture had taken over the Noble Petro buildings on Quincy Street. Mr. Haen answered that they will if they have not already.

Commissioner Hyska wanted better understanding if the new proposed caps were already agreed to by the property owners since October. Mr. Haen explained that this map represents a

proposed plan from the Clean-Up Project to the DNR. The Clean-Up Project has to work with the property owner. The DNR may ask the property owner if they are supportive or not.

Commissioner Wallace stated that the department does not really know if landowners (including terminal operators) have had conversations with the Clean-Up Project. Mr. Haen confirmed that the department does not know and was suggesting sending this new map out to the landowners and be available to assist them. Commissioner Hyska suggested reaching out by phone to the property owners. Commissioners Vizer and Erickson agreed.

A motion to suspend the rules to hear from interested parties to speak on the Fox River Environmental Dredging Project was made by Hank Wallace and seconded by Bernie Erickson. Unanimously approved.

Jeff Smudde, NEW Water, 2231 N. Quincy Street Green Bay, WI 54302.
Mr. Smudde mentioned that he is the point of contact at NEW Water and has not been contacted by the Clean-up project since the meeting at the Neville Public Museum regarding any new capping plans for their property including the boat launch at the Yacht Club or US Venture property. Commissioner Dickman had asked Mr. Smudde if he has a copy of the map or has seen a copy. Mr. Smudde responded that he has not and was handed a copy.

A motion was made to return to regular session by John Hanitz and seconded by Tom Klimek. Unanimously approved.

Commissioner Dickman concluded that just the nature of new information that came up this month shows the need to both stay on top of this effort and continue to have this a standing agenda item.

7) Port of Green Bay Communications Plan 2015 – Request for Approval

Dean Haen explained that the proposed Port of Green Bay Communications Plan for 2015 keeps the dollar amount the same at $35,000 splitting it up to the same areas as in the past ($20,000 in Public Relations and $15,000 in Communications). The 2014 plan included a video, which was worked on for six months but will not be completed until this year. Some 2015 advertising costs were prepaid in 2014 equaling the costs of the video.

Commissioner Feldhausen questioned if some of the video was completed. Mr. Haen replied that majority of the work was completed last year, including the script but the project was unable to complete the video footage that needed access to a ship. Staff wanted the video to give the perspective of being on a ship traveling into the port moving past land markers and businesses along the way. Coordinating the video filming crew with an incoming ship has been difficult. After the final footage the video will be complete. To get on a ship, one must get the operator/owner's permission which has been worked out with Great Lakes Fleet and Great Lakes Calcium.

This is the department's third three-year contract and part of the Port of Green Bay's Strategic Plan. Commissioner Vizer asked what the purpose and plan of the video is. Mr. Haen responded that the plan is to put the video on the Port of Green Bay website, use the video at any of the trade shows/marketing efforts or use little clips in different ads or press release applications. It is not intended to be used as a direct marketing effort to bring businesses in. A majority of the public cannot get a water side perspective and this would show the perspective of being on the vessel coming into port from the Bay. When coming in, one can see the islands like Long Tail, see the bridges and facilities all the while educating them with port information including the

economic impact, environmental benefits and the terminal operators all within approximately two minutes.

Commissioner Dickman mentioned that prior to a communication plan there was not a lot of awareness of what the Port does and anytime it would bubble up in the news, it was normally something negative associated with Renard Island or along those lines. The communication plan started putting out more information creating a greater positive impression in the marketplace for not only what the Port does but also the value of the Port is.

Commissioner Feldhausen agreed that advertisements in the Business News do generate a lot of attention, but questioned the feedback generated by the Green Bay Chamber Fact Book. Mr. Haen answered it is hard to measure a return on investment for advertising and he is not exactly sure what the Green Bay Chamber does with or how they use the Fact Book. The Fact Book includes several pages of port related information in exchange for the advertisement. Mr. Walter recommended that if he would like more detailed uses or more clarification on the return of advertisement, a representative from Leonard & Finco could come to a future Harbor Commission meeting to explain. Leonard & Finco does track demographics, hits on pages, returns on investment, etc.

Commissioner Hyska questioned if any discussion historically has taken place around the Port being involved in the Manufacturing Expo at the KI, Manufacturing Awards of Distinction Dinner, etc. on getting the visibility out to a B2B (Business to Business) community. Mr. Walter responded that the department has not. Commissioner Hyska recommended the department suggest this to Leonard & Finco. Mr. Haen responded that this is a draft and welcomes any suggestions.

A motion to submit additional suggestions to Leonard & Finco and approve the 2015 Port of Green Bay Communications Plan was made by Bryan Hyska and seconded by Mike Vizer. Unanimously approved.

8) Renard Island – *Update*

Mr. Haen gave an update on the federal work on the causeway that has been completed by the US Army Corps of Engineers (USACE). The causeway has been lowered and the gate re-installed. The Corps is now in the process of providing construction documentation reports to the Department for submittal to the state to complete the closure activities around Renard Island. The Highway Department has will be installing WDNR required features including fish cribs and a rock reef off Renard Island. McDonald Warehousing has agreed to provide the trees for the fish cribs. Michael Best & Friedrich LLP has prepared a legal opinion pertaining to the Lakebed Grant and Chapter 30 permit. Staff has not seen this legal opinion, but understands the opinion states the Chapter 30 is as permanent as the Lakebed Grant in terms of revocability and equal in permanency. Hopefully the USACE will accept this legal opinion. Mr. Haen had told the USACE that this was forthcoming and responded that acceptance would likely create precedence in the Corps. USACE commented that this would affect the USACE nationwide and although this is not necessarily a bad thing, it would have to go all the way up to Headquarters for approval.

Communications regarding securing a permanent easement have also taken place with the City of Green Bay. Several versions of easement language have been exchanged. The City is still trying to secure control of the island uses through approvals and revocability. These are not acceptable conditions to the Corps. Staff suggested better defining what acceptable uses are for the island. There has been no response from City at this time.

Commissioner Dickman added that when Mr. Haen and Mayor Jim Schmitt (City of Green Bay) met, language was verbally agreed upon that said the use of the island would be for recreational use consistent with Bay Beach. The Department sent the City an updated easement with that language. The City sent back a revised easement language that includes Parks Director approval which essentially would give the City absolute control of what could be done otherwise the easement would be revoked. The County and Corps are certainly not in agreement with the language in the easement at this point.

Commissioner Hyska asked if there has been discussion around the length and how many years. Commissioner Dickman replied that this is perpetual and that is why the USACE is looking for an irrevocable easement. This is why the City having total control does not meet the language at this point. This continues to be an open item.

9) Review of Draft 2015 Port Strategic Plan - *Update*

Commissioner Klimek updated that he, Commissioner Wallace, and Commissioner Hyska comprised a committee to develop the strategic plan update with Mr. Haen and Mr. Walter's help. Roundtable discussions took place in September 2014 with the terminal operators which were very educational to the committee to help draft the Port Strategic Plan. Mr. Haen took the first step in drafting a plan based on the roundtable discussions, meetings, and other information to generate some proposed strategic themes, goals and objectives. Moving forward, Commissioner Hyska will look at the financial aspects of the plan including the values of the various leases. Commissioner Klimek would appreciate input after the Commissioners have reviewed the draft.

Mr. Haen commented that this plan included in the agenda packet is a draft; the watermark did not make it on the printed document. All of the notes taken at the roundtable discussions were included into the plan. Moving forward it would be appreciated if Commissioners review the draft plan looking at the mission, vision, initiatives, themes and the strategic plan committee will keep refining the plan.

Commissioner Dickman stated that any feedback that members of the Commission should have, should be provided to the Committee to continue to iterate.

Commission Hyska mentioned that he volunteered to undertake the financial piece of the plan. For the February meeting he anticipates bringing a future cash flow model to see what capital there would be to deploy but also more importantly trying to look at what the cash flow position looks like with some of the leases starting to fall off. Also the fee structure may need to be revisited through the financial analysis.

Commissioner Dickman appreciates the work of the committee. His thoughts on the move that the Commission is taking from project managers to business development for Renard and Cat Island is really a key shift to get out in the market and communicate more aggressively. As an Enterprise fund, the Commission really needs to think about the financial health and the ability to operate.

Commissioner Erickson mentioned that his eye caught Foreign Trade Zone in the plan. He suggests making a statement on the initiatives rather than continuing to sit back.

10) Director's Report – *Update*

Mr. Haen discussed a letter to the Western Pilots Association regarding the daylight restriction mentioned last month. An initial attempt was made by phone and messages were left to the president. The letter generated a strong response from the US Coast Guard including the Captain of the Port called as well as District 9 in Cleveland, OH. The gentlemen from Cleveland had responded that they are having a lot of problems from the Western Pilots and that they were unaware the Western Pilots were having this restriction on Green Bay and do not want to see it in place. Cleveland is going to try and mediate or direct the pilots to not treat Green Bay differently.

The second item discussed was the physical characteristics of the sand at Cat Island. Sand that went in Cat Island was very clean and looks like high quality white beach sand. It is not fracking quality but it is still high quality sand with construction properties. In the meantime, the Department was approached by Michels Construction with interest in purchasing sand. Beneficially reusing the sand requires an exemption of solid waste rules, a testing protocol and more. Mr. Haen reached out to the DNR and USACE to advance the opportunity. The opportunity must be balanced with the Cat Island Advisory Team's habitat goals. The Harbor Commission may need to develop a policy regarding this opportunity. Based on 2014 dredging, approximately 400,000 cy of sand was placed in the islands that were only designed to receive a total of 2.3M cy resulting in less than 20 years capacity. Mining the sand out of there might be a legitimate option.

Commissioner Hyska asked if the Corps needs to opine on allowing what the department pulls out by what they are putting in. Mr. Haen answered that it is their facility and the department will eventually be the owner. The strategy to interest the Corps would be creating additional capacity and leaving the area in a manageable state so they could come back and refill. This would be a betterment because there was talk that the dredged material would have to be moved around to keep it contained.

11) Audit of Bills – *Request for Approval*

A motion to approve the Bills was made by Bryan Hyska and seconded by Hank Wallace. Unanimously approved.

12) Tonnage Report – *Request for Approval*

Overall the 2014 shipping season looks to close at 2.3M Metric tons, which is a 3% increase over last year. Staff will work on getting a press release out. Some highlights of the year include continuing the increase in limestone, petroleum coke is coming in at high levels, same amount of salt as last year, import and export petroleum products saw a 45% increase. The project cargo (boiler) that came into Georgia-Pacific was impressive however it will affect the tonnage for next year. The boiler is intended for Georgia-Pacific to not use as much coal.

A motion to approve the Tonnage Report was made by Tim Feldhausen and seconded by John Hanitz. Unanimously approved.

13) Such Other Matters as Authorized by Law

No other matters as authorized by Law.

14) Adjourn

A motion to adjourn was made by Mike Vizer and seconded by Hank Wallace.

1a

Unanimously approved. Meeting adjourned at 12:23 pm.

Craig Dickman, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

Request for Approval

1a

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

DEAN R. HAEN
DIRECTOR

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

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **January 19, 2015** at the Brown County Resource Recovery Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order
   The meeting was called to order by Solid Waste Board Chair John Katers at 1:29 pm.

2. Roll Call

   Present:
   John Katers, Chair
   Mark Vanden Busch, Vice-Chair
   Norb Dantinne, Treasurer
   Dave Landwehr
   Bud Harris
   Ken Pabich
   Lisa Bauer-Lotto
   Mike Van Lanen

   Also Present:
   Dean Haen, Brown County
   Chad Doverspike, Brown County
   Mark Walter, Brown County
   Dan Michiels, Foth
   Chris Anderson, Foth
   Al Luberda, City of De Pere Public Works

3. Approval/Modification – *Meeting Agenda*

   A motion to approve the agenda was made by Norb Dantinne and seconded by Mark Vanden Busch. Unanimously approved.

4. Approval/Modification – *Meeting Minutes of December 1, 2014*

   A motion to approve the minutes was made by Dave Landwehr and seconded by Mark Vanden Busch. Unanimously approved.

5. Announcements/Communications – *Update*

   Mr. Haen explained that on the Harbor Commission agenda Announcements/Communications was added as a standing item and he thought it made sense to add it on the Solid Waste Board

Pending for Approval

Agenda as well. This would be an opportunity for board members to talk freely about something that is not on the agenda.

Regarding this agenda item there is an attachment regarding the WIRMC conference from Jodi Meyer about who plans on attending and a reminder to let the department know if a Board member is interested in attending.

Board Chair John Katers announced that he will be attending the WIRMC conference but will not be doing this on County dollars but through the University. Mr. Katers also recapped the Wednesday, January 14 joint meeting between Brown, Outagamie and Winnebago Counties where great information was presented. Things look good on the financial side for the MRF with total unaudited revenues of $9 million with approximately $2 million that will be split three ways (Brown will get about 41% based on the overall percentages going to the MRF). There was talk on how the landfill gained another year's worth of capacity based on some operational changes which could push the Brown County South Landfill opening back another year. There was also a tour provided for those interested.

Mr. Haen clarified that the revenue reported was gross revenue, unaudited and may not have fully reflected retained earnings and other BOW accounting measures. Mr. Haen will reach out to Outagamie County to clarify when reporting out financial data.

Board member Bauer-Lotto asked if there were administrative costs that need to still be taken out. Mr. Haen answered that staff is working with Schenk & Associates on putting an administrative cost policy in place; now that Winnebago is closed they are putting in administrative costs. The thought is Outagamie County should actually put administrative costs as well.

6. Brown County Resource Recovery Communication Strategy 2015 – *Request for Approval*

The Port and airport have successful Public Communication Plans with Leonard & Finco. Resource Recovery is now looking to develop one as well. This communication plan is for Brown County efforts. The BOW has a separate joint marketing and education effort budgeted. The attached draft communication plan meets the 2015 approved budget of $15,000. The draft plan has $12,000 in public relations efforts that includes writing press releases, engaging stakeholders, coordinating events and other outreach. The draft plan has $3,000 for advertising in The Business News and B2B. The draft plan also includes a plan for media topics hitting all programs offered within the department. Another deliverable will be developing a logo for the Resource Recovery Department.

A motion to approve the Brown County Resource Recovery Communication Strategy 2015 was made by Norb Dantinne and seconded by Ken Pabich. Unanimously approved.

7. BOW Waste Diversion Technology Committee Technical Report – *Request for Approval*

As part of the adopted BOW strategic plan, one of the components was to establish a BOW Waste Diversion Technology Committee to do a report once a year. Mr. Katers and Mark Walter are on the committee. The first produced piece is a basic inventory of waste technologies.

Mr. Walter explained that the committee was in charge of looking at technologies, choosing one and focusing on the one to see if there is a cost benefit and feasibility for our area. What came out of one of the first discussions within the committee is everyone had different ideas on technologies and different backgrounds. Mr. Katers had a UWGB student of his take a draft report that was put together and added additional information to get this draft report. The report will continue to grow as the committee goes along. This will be used as a basis to look at a single technology starting this year. The committee met after the BOW meeting on January 14 and established some criteria looking at the different technologies and how the feasibility would be determined. A moderated meeting will take place in April.

Mr. Katers said that he did a comparison to the Green Bay Metropolitan Sewerage District and NEW Water when they were comparing the different technologies that were being evaluated. Ultimately, they started out with 74 different alternatives, brought together some groups, narrowed it down to 20, came up with different criteria and finally narrowed it down to three or four technologies that they analyzed more in detail. The other document that has been out there is the Council on Recycling in Wisconsin looking historically at all the different material and ranking those materials on whether the opportunity that existed was high, medium or low. Mr. Katers will provide the information that he uses in his Waste Management Course and get that out to the BOW Technology group.

A motion to approve the BOW Waste Diversion Technology Committee Technical Report was made by Dave Landwehr and seconded by Mark Vanden Busch. Unanimously approved.

8. South Landfill/Resource Recovery Park Project by Foth Companies – *Update*

A. Mixed Waste MSW Processing Facility Options Memo #3

Mr. Haen noted that there have been previously provided documents and memos from Foth as part of the South Landfill work including Guiding Principles, Unsolicited Proposals and Memo #1. In today's packet is Memo #3. The memos are coming out of order because of the time necessary to complete. All of these documents and future memo will be incorporated into a final report. Memo #3 is regarding the focus and the potential for a MSW processing facility located at the south landfill. The memo looks at the different types mixed municipal solid waste processing facilities. It also looks at if the department would have one, what that would mean. This memo establishes some of the assumptions that are used to generate the financials moving towards the end of the memo. The memo supplied many graphs, how many acres would be needed and cost.

B. Project Status Presentation – Foth Companies

Mr. Anderson gave a presentation on the project status. He explained that there will be five memos; Memo #1 Looking at the South Landfill and what was going to be done there, Memo #2 Landfill Features, Memo #3 MSW Processing, Memo #4 Construction Demolition Waste and Memo #5 Organics and Digestion. Each memo will have summarized technologies and costs based on these assumptions. Mr. Anderson showed maps of the property and explained certain aspects.

C. Letter of Support for Marquette University Project

Marquette University is doing some work similar to the Resource Recovery Park and technologies. Mr. Haen wrote a letter of support for the research proposal to determine the feasibility of pyrolysis of organic waste. The scope of work was also provided.

9. Recycling Compactor Building Expansion – *Update*

Mr. Doverspike explained the RFP is to Purchasing, and that he worked with Foth the past five months putting together the expansion for the compactor on the south side of the building. The RFP will be posted Monday January 19th. It will be advertised two times with a bid opening on February 10th; it will come back to the Solid Waste Board February 16th; go to Planning & Development on February 23rd and the County Board on March 18th. After all the approvals are given, Mr. Doverspike is hopeful they will break ground April 1st.

10. Wisconsin Clean Sweep Grant – *Update*

Mr. Walter updated the Board regarding two grants that the department applied for to the Wisconsin Department of Agriculture, Trade and Consumer Protection for HHW and Ag Collections and Unwanted Prescription Drug Collections. The department received award notices which have to go to the County Executive for signature. The dollar amounts go down each year but the department still receives high dollar amounts because of the participation with a variety of different entities. Waupaca County is part of both of the grants and also partnered with Marinette County and Oconto County on the drug grant.

11. Director's Report – *Update*

Mr. Haen updated the board that Jodi Meyer is leaving the department and going to Public Safety Communications & Emergency Management. The department is hoping to fill her position within the next couple months.

Mr. Doverspike is leading an effort collectively with BOW to recycle shingles. The Department's current shingle recycling contract has been a success. Brown County's contractor has a recycling operation across the street from the current Brown County refuse transfer station.

12. Such other Matters as Authorized by Law

No other matters as authorized by Law.

13. 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 Dave Landwehr and seconded by Ken Pabich. Unanimously approved. A roll call vote followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Norb Dantinne, Dave Landwehr, Bud Harris, Ken Pabich, Lisa Bauer-Lotto and Mike Van Lanen voting. There were no "nay" votes; the

motion was passed. The purpose of the closed session was for discussion, strategy, representation and possible action regarding existing contracts.

A motion was made by Dave Landwehr and seconded by Mike Van Lanen to return to open session. Unanimously approved. A roll call followed with the following Board members voting "aye": John Katers, Mark Van Den Busch, Norb Dantinne, Dave Landwehr, Bud Harris, Ken Pabich, Lisa Bauer-Lotto and Mike Van Lanen. There were no "nay" votes; the motion was passed. **No action was taken**. The Board continued with agenda items in open session.

14. Adjourn

A motion to adjourn was made by Norb Dantinne and seconded by Dave Landwehr. Unanimously approved. Meeting adjourned at 3:20 pm.

John Katers, Chair Solid Waste Board	Dean Haen, Director Port & Resource Recovery Department

Request for Approval

2-6-15

Request that the Brown County Planning, Development + Transportation Committee pursue obtaining the installation of additional guard rails with the Wisc. D.O.T. on the F.F. + Hillcrest Roundabout where traffic accesses Hwy 29 East.

Larry L. Adams
2937 Sugarne Ct
Green Bay, WI
468-1825

PLANNING, DEVELOPMENT AND TRANSPORTATION
2014 TO 2015 CARRYOVER FUNDS

DEPARTMENT	ACCOUNT #	PURPOSE	AMOUNT REQUESTED
Facility Management			
Outlay-Other	100.054.038.6110.100	Sophie Beaumont parking lot resurface	Funds available
Repairs and Maintenance Building	100.054.038.034.5307.300	Carpet for Branch 8 and Attic Stock	Funds available
Land and Water Conservation			
Outlay-Other	100.048.001.6110.100	Purchase of two new vehicles in process	40,000
Port and Resource Recovery			
Research	655.079.001.5822	Resource Recovery park design to be completed early 2015	43,600
Airport			
Outlay/Outlay Contra	610.030.001.6110/6110.900	Loader push back blade to be delivered in 2015	22,750
Highway Capital Projects	various	Continuation of highway projects	All funds
Building Upgrade Projects	410.054.XXXX	Continuation of project implementation	All funds
BC Research & Business Park	460.066.001.XXXX	Continuation of project implementation	All funds

Approved by County Executive: _____ Signature 2/17/15 Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

2/17/2015

Departmental Openings Summary Feb-15

To: Planning & Development

From: Register of Deeds

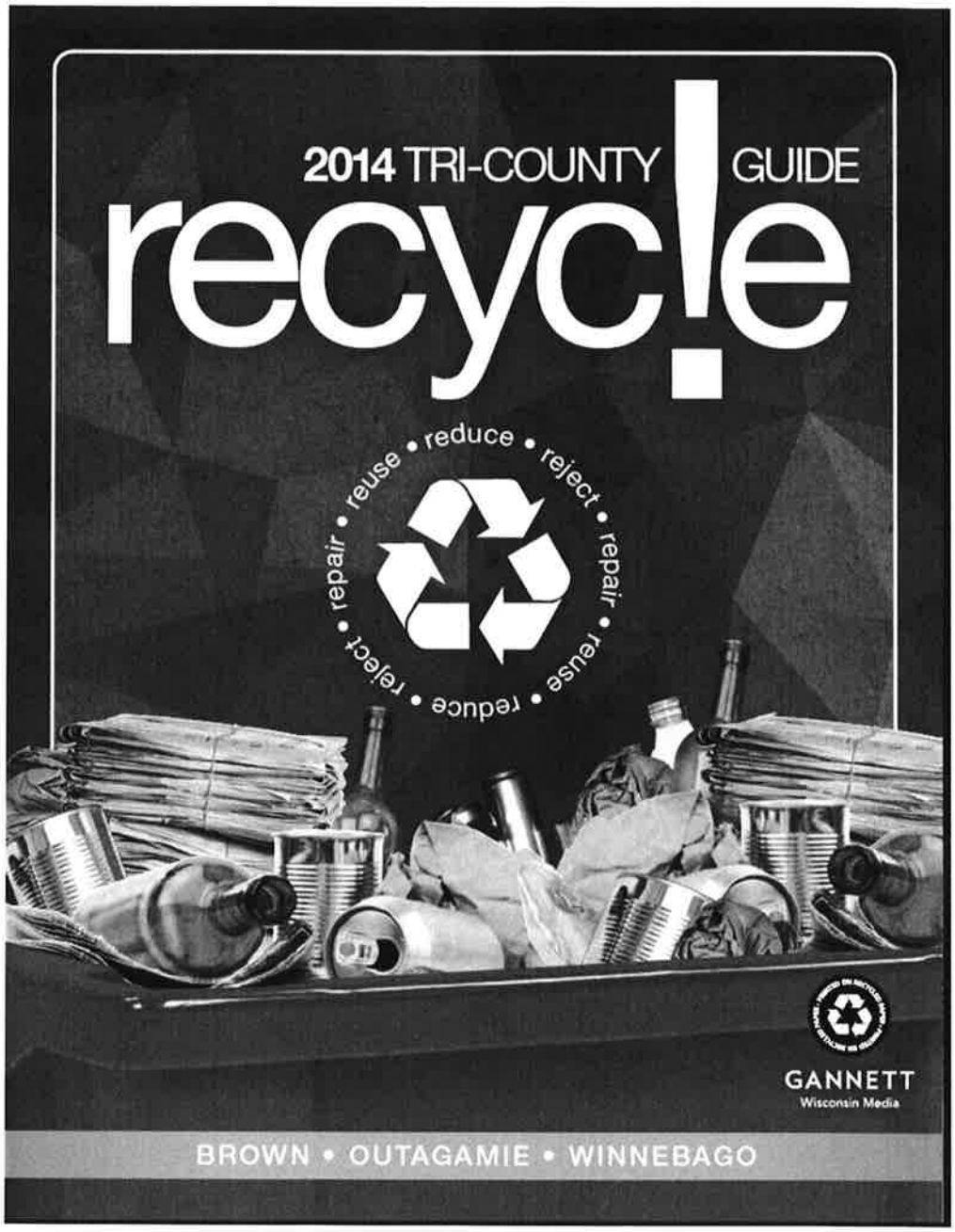
NO OPEN POSITIONS

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason

Ex: Transfer, Wage, Working Conditions

4

Annual Report 2014



Brown County Port & Resource Recovery Department

I. Message from the Director

This past year of 2014 was another successful year of advancing the new mission and vision for the Brown County Port & Resource Recovery Department. The Department is focused on providing effective solid waste management services, excellent customer service with a focus on resource recovery. The Department is also focused on professional development of staff, enabling us to better pursue new strategic business development opportunities while providing cross training and an improved team environment.

II. Overview: Management & Facilities

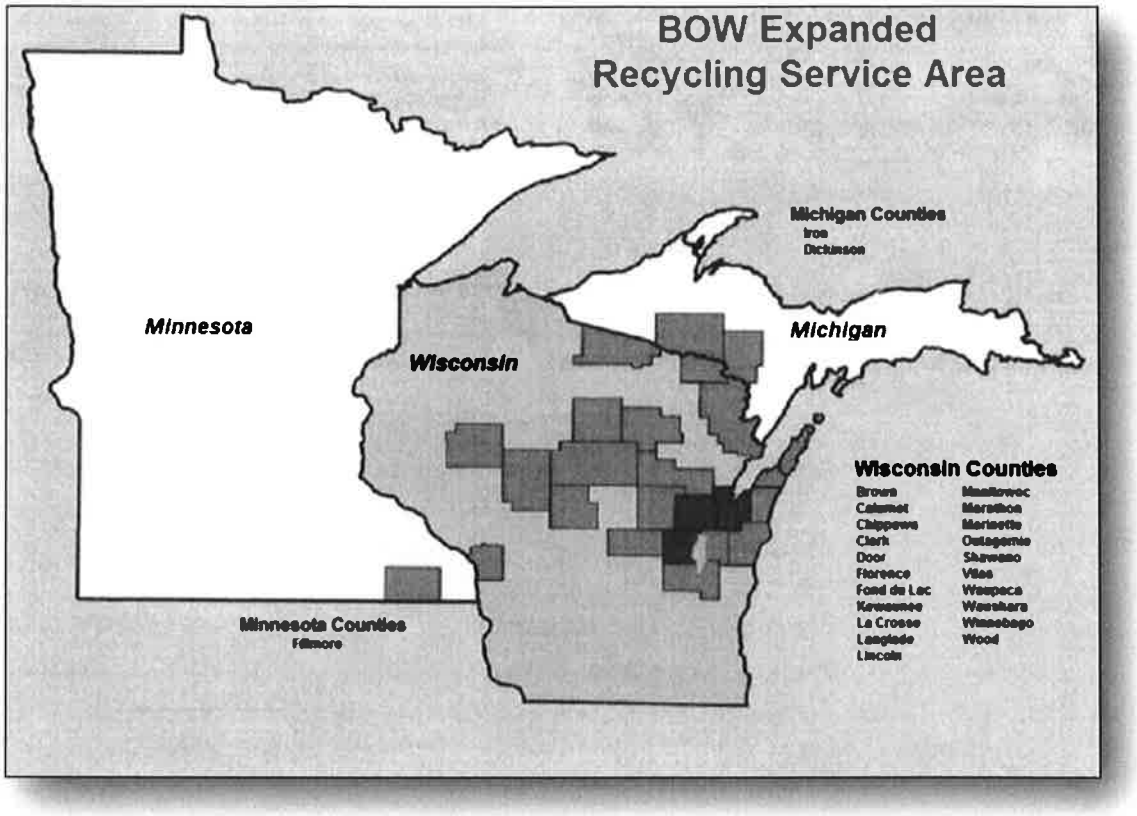
The Port & Resource Recovery Department is an Enterprise Fund, solely using revenues gathered through operations to fund its activities. The resource recovery side of the operation offers solid waste management services to municipal, commercial and residential interests. For more than 40 years, the Department has been providing cost-effective, efficient and environmentally responsible solid waste management services for Brown County and more recently northeastern Wisconsin.

The Department services include operating a Solid Waste Transfer Station with resource recovery activities (tires, appliances, scrap metal, construction & demolition (C&D), shingles, etc.), a Single Stream Recycling Transfer Station, a regional Household Hazardous Waste Facility, East Landfill Gas-to-Energy Facility, maintenance of two closed landfills and coordination of household sharps and pharmaceutical collection and disposal programs. The Department also provides recycling programs for shingles, C&D material, tires, Freon-containing and other appliances, electronics and a drop-off food waste program. The success of all of these programs is based on a forward thinking Solid Waste Management Board and staff that build and maintain long-term relationships with the public and private sector. These long-term relationships have resulted in long-term agreements for solid waste, recycling and other waste resources. The Solid Waste Management Board and staff are committed to learning about and pursuing emerging solid waste management technologies that are economical and environmentally beneficial.

The Department is part of Tri-County regional solid waste and recycling agreements between Brown, Outagamie and Winnebago Counties known as the BOW. The three counties coordinate their waste disposal sequentially using one of the county landfills and sharing administrative and operational costs. This partnership has created economies of scale that have maintained some of the lowest tipping fees in Wisconsin. The Department operates a Solid Waste Transfer Station that receives, compacts and transports waste produced by county residential, commercial and industrial users to the current BOW landfill located in Outagamie County.

The Department operates a Recycling Transfer Station that collects and transports single stream recyclables produced by residents, municipalities and commercial users to the BOW regional single stream Materials Recovery Facility (MRF) in Outagamie County. This BOW facility is one of the largest municipal MRFs in the country. The MRF processes and markets comingled residential and commercial recyclable containers from the three counties and other Wisconsin communities (as illustrated below). Late in 2014, the Tri-County MRF underwent upgrades to its sorting and baling capabilities to allow for carton and additional plastic

separation. Single Stream Recycling now includes recycling of all plastic bottles, tubs and containers, aluminum and tin cans, glass and all paper products.



The Department also operates the Brown County Household Hazardous Waste (HHW) Facility providing an environmentally responsible outlet for hazardous, universal and special wastes for residents of Brown County and northeast Wisconsin. This program is funded in partnership with NEW Water, Oneida Tribe and other rural municipalities not connected the NEW Water wastewater treatment facility. In addition, out-of-county collection agreements with Outagamie, Winnebago, Calumet and Shawano counties enable these counties a cost effective HHW program service provided by Brown County. The program also provides regional businesses that qualify as Very Small Quantity Generators (VSQGs) with economical disposal options for hazardous and special waste.

In addition, the Department coordinates the Brown County Household Sharps Collection Program and assists law enforcement in the proper disposal of unwanted pharmaceuticals. Since 1996, the Department and the Brown County Health Department have collaborated in managing the Brown County Household Sharps Program collecting nearly 140,000 pounds of sharps (needles, syringes and lancets). The Department started pharmaceutical collection and disposal in 2006 and the program has evolved to permanent year-round collection points throughout the county including the Brown County Sheriff's Department, and the Green Bay, De Pere, Hobart, Lawrence, and Wrightstown Police Departments. The Resource Recovery Department provides law enforcement with regulatory and disposal guidance along with a low

cost disposal outlet for non-controlled pharmaceuticals. These efforts have led to an average of 3,800 pounds of pharmaceuticals collected each year in the county.

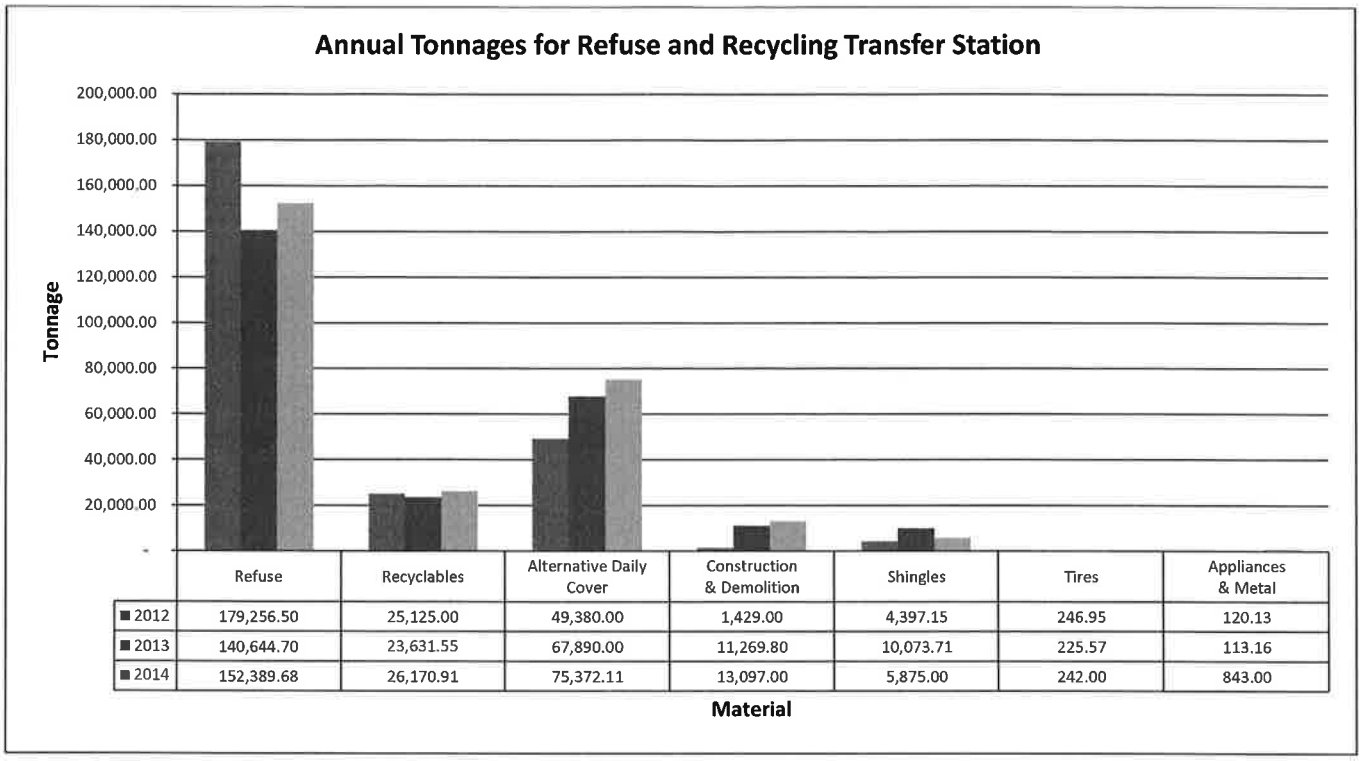
The Brown County Solid Waste Management Board (Board) sets policy for the Department's services. It is authorized by Wisconsin State Statute and Chapter 12 of the Brown County Code of Ordinances. The nine (9) members of the Board are appointed by the County Executive and serve as an oversight committee of the County Board. Three members of the Board are from the city of Green Bay, three from incorporated non-Green Bay municipalities and three from unincorporated areas of the County. Two Board members are County Board Supervisors. Board members serve three-year terms. Minutes of the Solid Waste Management Board meetings are reviewed and approved by the County Board. The County Board's Planning, Development and Transportation Committee oversees the Board and Department.

The *2012 Brown County Strategic Solid Waste Management Plan* continues to serve as a long range guiding document that identified strategic issues to address while establishing goals and objectives to strive towards. An operating report is adopted annually to ensure the strategic plan goals and objectives are being strived for. The following is the mission statement and vision for the Department. The vision statement was revised in 2014.

> Mission Statement: "*The Port & Resource Recovery Department will meet the solid waste management needs of local communities, residents and businesses through methods that are environmentally sound and economical. These methods incorporate waste reduction, material reuse, recycling, household hazardous waste treatment and disposal, composting, solid waste disposal and waste-to-energy to the extent that these practices are technically feasible and economically appropriate.*"
>
> Vision: "*To provide Brown County municipal, commercial and industrial customers cost-effective and sustainable solid waste management systems with the focus on resource recovery primarily through recycling, repurposing and energy recovery.*"

III. Business Activity

Business activities in 2014 included processing more than **130,000 tons** of solid waste through the Brown County Transfer Station. In addition, another 21,000 tons of solid waste and 75,000 tons of alternative daily cover were delivered directly to the BOW landfill. Beginning in June 2012, a shingles recycling program was started. Approximately 10,000 tons were recycled in 2013 and 5,800 tons in 2014. Also in late 2012, a C&D recycling program was started resulting in 11,000 tons of C&D being recycled in 2013 and 13,000 tons in 2014.

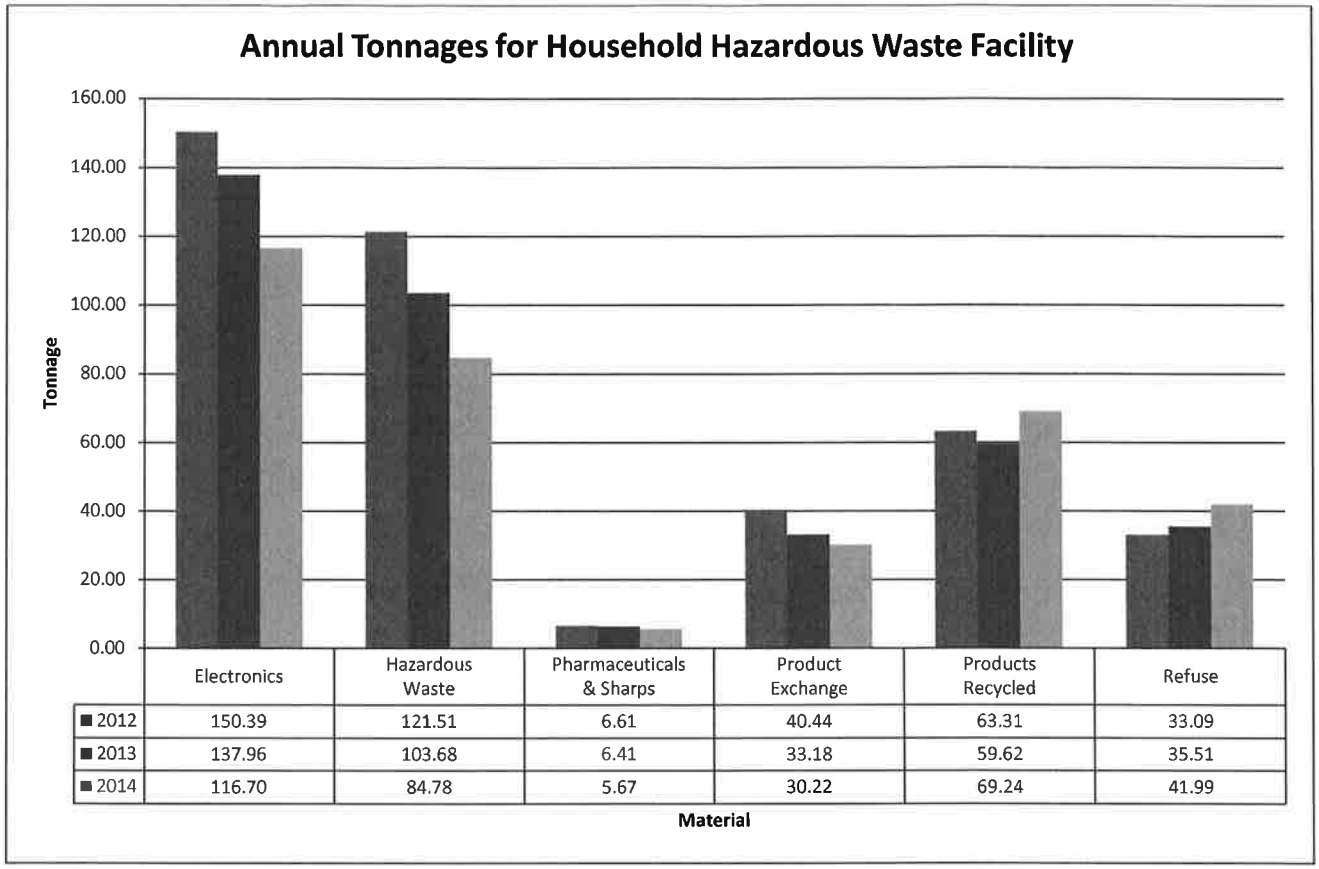


	Refuse	Recyclables	Alternative Daily Cover	Construction & Demolition	Shingles	Tires	Appliances & Metal
2012	179,256.50	25,125.00	49,380.00	1,429.00	4,397.15	246.95	120.13
2013	140,644.70	23,631.55	67,890.00	11,269.80	10,073.71	225.57	113.16
2014	152,389.68	26,170.91	75,372.11	13,097.00	5,875.00	242.00	843.00

More than 26,000 tons of single stream recyclables were hauled from Brown County to the BOW recycling facility and more than $347,000 was returned to customers as a recycling rebate in 2014.

During 2014, the Brown County HHW facility took in 720,000 pounds of hazardous materials from 7,300 residential and business sources. The HHW facility was able to recycle or make available to the public more than half of the collected material while 402,000 pounds of hazardous waste was kept out of the environment and properly destroyed. HHW staff managed several adjoining counties' collection events, assisted another county with its collections, and served as a disposal outlet for material from an additional county's HHW program. The charge for acceptance of latex paint ($1.00 per gallon) as well as more companies handling electronics disposal have led to a drop in the amount of waste handled.

More than 10,050 pounds of sharps were safely destroyed through the Brown County Household Sharps Program. Brown County HHW assisted law enforcement in Brown County with disposing of over 1,700 pounds of over-the-counter, non-controlled and controlled medications.



	Electronics	Hazardous Waste	Pharmaceuticals & Sharps	Product Exchange	Products Recycled	Refuse
2012	150.39	121.51	6.61	40.44	63.31	33.09
2013	137.96	103.68	6.41	33.18	59.62	35.51
2014	116.70	84.78	5.67	30.22	69.24	41.99

In 2014, the East Landfill Gas-to-energy facility produced 4,854,557 kW of electricity. Although the West Landfill gas is not being beneficially used, the monitoring requirements were reduced after the Hazardous Air Pollutants were modeled and shown to be performing below NR 445 requirements.

IV. Environment

The Department's resource management services provide cost-effective and environmentally sound means of managing waste materials once generated. Whether through collection and disposal of hazardous waste through the Household Hazardous Waste program, single stream recycling or treatment of leachate from the East and West Landfills, our solid waste management practices prevent discarded items from negatively impacting our environment. Through many different recycling programs, materials are diverted from landfill disposal to be reused as raw material for new products. In addition, the waste that has been placed in the East Landfill is being used to produce enough energy to provide electricity for more than 1,000 homes in Brown County.

V. Economics

The Department services are among the least expensive and most complete services offered by any operation in the State of Wisconsin. The Department operates as an Enterprise Fund, solely using revenues gathered through operations to fund its activities. The low cost of solid waste disposal is an economic engine to the economy of northeastern Wisconsin. Landfill

tipping fees are low and help keep local municipal budgets stable while keeping businesses, especially manufacturing businesses, strong and located here. Single stream recycling programs continue to be operated successfully with significant recycling rebates are returned to our municipal and private customers. Additional recycling programs have and will be implemented in the future.

VI. 2014 Goals and Accomplishments

- Re-engineer future South Landfill/Design Resource Recovery Park

  In-Progress: An RFP was developed for an engineering consulting services and Foth Companies was retained in late Fall 2014. Monthly progress was made during 2014. Project completion is expected in March 2015. The effort involves re-engineering the future South Landfill incorporating the concept of establishing a Resource Recovery Park on-site as part of a long-term strategy of economically redirecting the amount of waste going to landfills and turning it into marketable, saleable materials.

- BOW Single Stream Recycling Facility Expansion

  Complete: Installed a second baler and additional sorting equipment and storage hopper at BOW Single Stream Recycling Facility that will better the facility's performance while expanding collection of all plastics bottles, tubs and containers as well as aseptic packaging. Capital investment was $1.9M and construction was completed in November 2014. BOW developed and will be implementing educational marketing materials and advertisements for recycling all plastic bottles, tubs and containers as well as aseptic packaging in early 2015. BOW also evaluated bale storage and implemented a LEAN solution of staging trailers rather than expanding the warehouse.

- BOW Compactor at Brown County Recycling Transfer Station

  In-Progress: Sloan & Vasquez completed a financial analysis and evaluated the compactor and building expansion's rate of Return on Investment (ROI). Guidelines on BOW transportation and capital investment were established by Schenck & Associates. An administrative letter of understanding was executed by the BOW Directors that established eligible capital and 0&M costs, procedures and repayment provisions. Foth Companies conducted an evaluation determining the best location for the compactor. A bid was developed and will be issued in January 2015. Construction will be completed by July 2015. BOW repayment will be based on available retained earnings from the BOW single stream recycling facility performance. The project is expected to cost $525,000. The compactor will result in an annual savings of $105,000 per year resulting in a ROI of less than 5 years.

- BOW Waste Diversion Technology Committee

  Complete: As required by the *BOW Strategic Solid Waste Management Plan*, in May 2014 BOW established a Waste Technology Committee to review and stay on top of emerging solid waste diversion technologies. Three (3) meetings were held. Membership consists of BOW representatives and UW-Extension. Mark Walter is the chairman. A UWGB student

prepared the 2014 final report of available technologies with a focus on Anaerobic Digestion.

- Evaluate BOW Landfill Consolidation Opportunities

  Deferred: Due to the workload related to expanding the BOW recycling facility and installing the Brown County compactor this effort was deferred. The landfill gas monitoring and environmental monitoring was preliminarily discussed by the BOW directors and decided not to proceed.

- Improve Financial Performance

  Complete: Brown County Treasurer, Finance and Executive offices internally agreed to separate Port and Resource Recovery funds between long-term from short-term investments when figuring out the interest earned. This change increased interest earned by the Department from 0.5% to 1.5-2.0%. This strategy improves the financial performance of designated Department funds as identified by Schenck and Associates policy goal of a two percent (2%) return on investments necessary to meet future needs of the South Landfill.

  In addition, Brown County as a whole desired to improve its financial performance. The Department participated in an RFP process to select PFM Asset Management, LLC to improve performance (including the Departments) all County investments.

- Research a drop-off organic recycling program and determine the feasibility of implementing a program in Brown County.

  Complete: A survey was completed in spring of 2014 on existing drop-off organics recycling programs. A program design and cost estimate was completed for a Brown County organics recycling program. A website with educational store was developed along with signage. Implementation of an organics drop-off program began in November 2014 with facilities at the solid waste transfer station and recycling transfer station.

- Partner with UW-Extension on conducting research review of best practices in educational campaigns to promote recycling using several city of Green Bay routes.

  In-Progress. A recyclable waste sort was conducted in May 2014 and a follow-up recyclable waste sort will be done in 2015 from the same neighborhood routes to determine the impact of recycling education on recycling rates

- Initiate discussions with BOW partners on renegotiating BOW Regional Agreement as required by Agreement no later than 2016

  Deferred: Winnebago County agreed to lead this effort in 2015.

- Sign a Solid Waste Management Services Agreement with the City of Green Bay

  Incomplete. City of Green Bay continues to be the only municipality of twenty-four (24) in Brown County unwilling to sign.

- Renegotiate HHW Agreements with partners.

  In-Progress: A new agreement was drafted in spring 2014. During 2014 the out-of-county HHW collections procedures and costs were evaluated resulting in some minor program changes and cost increases to partner counties. Negotiations continue with our primary partner NEW Water. Agreements will likely be finalized in 2015 with NEW Water and other partners.

- VSQG Growth

  Complete. Increase the number of Very Small Quantity Generators (VSQG) businesses in Northeast Wisconsin utilizing the Department for their hazardous waste disposal needs by 25 new customers.

  Continue to assess the demand and viability of offering a pick-up service to VSQG customers.

- Leachate Recirculation Extension

  Complete. Seek approval for addition two year (2) operation of the Leachate Recirculation at the East Landfill continuing to improve gas production to the gas-to-energy facility.

- Pharmaceutical Collection Program

  Deferred. Continue to research alternative disposal options for controlled substances collected by the pharmaceutical collection program based on Drug Enforcement Agency rules promulgated in 2014.

- Implement a public communication plan during 2014

  Complete. RFP issued and awarded to Leonard and Finco Public Relations firm

- Research potential users of East Landfill Gas-To-Energy engine capacity

  Complete. Identified capacity available and potential users of capacity. Held discussions with select potential users. Discussion continues with one potential user, but the effort is limited by the Power Purchase Agreement's term and lack of confidence is an extension with similar terms.

- Explore beneficial utilization of West Landfill methane gas

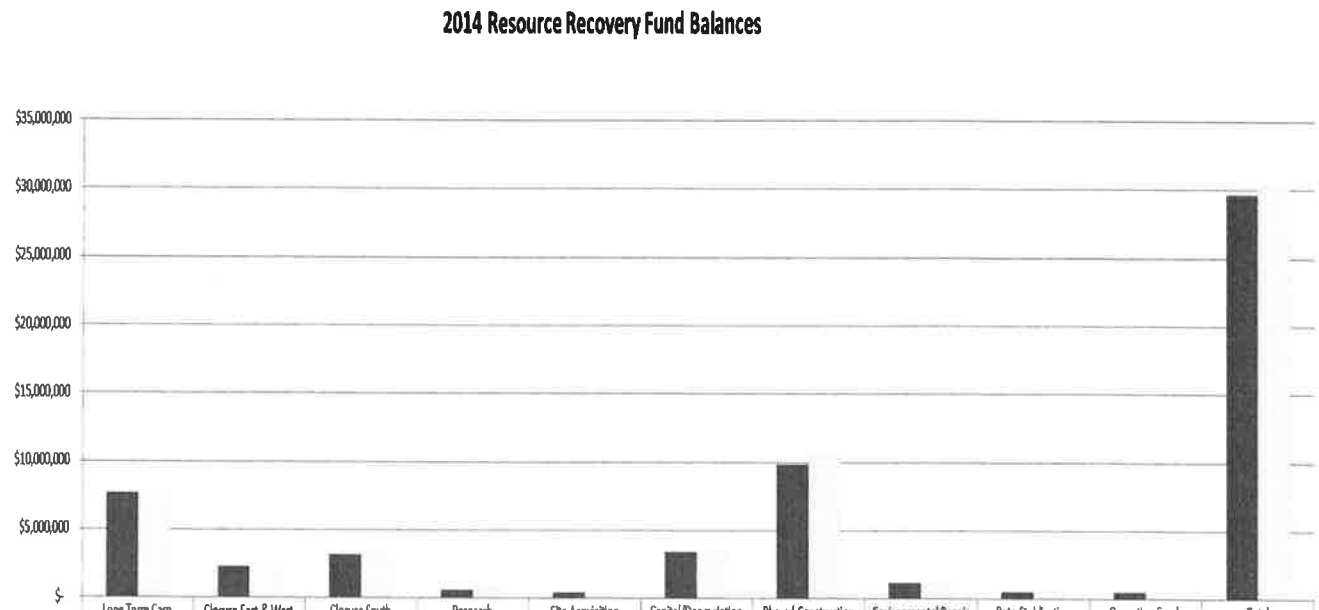
  Complete. Unsuccessfully explored possibilities with US Venture.

VII.2015 Goals

The following list represents some of the Department goals for 2015:

- Install and Operate a Recycling Compactor at Brown County Recycling Transfer Station
- Market HHW Services to VSQG Industry Sectors to Expand Customer Base
- Renegotiate HHW Agreements with Partners
- Evaluate and Potentially Implement a Pharmaceuticals Collection and Disposal Program
- Execute new Memorandum of Understandings for Out-of-County Collection Programs
- Improve Drop-off Organics Program Efficiencies
- Pursue South Landfill Plan of Operation Approval and Advance Resource Recovery Park
- Redesign Transfer Station Unloading Area
- Research and Evaluate Wood Waste Collection Program
- Extend Operation of Gas-To-Energy Project beyond 2015
- BOW Waste Technology Committee Research
- Draft and Negotiate Sharps Collection Program Partner Agreements
- Evaluate BOW Landfill Consolidation Opportunities
- Initiate discussions with BOW partners on renegotiating BOW Regional Agreement as required by Agreement no later than 2016
- Recycling Outreach to Brown County School Districts
- Research Opportunity for a Wetland Mitigation Bank at South Landfill property
- Pursue Municipal Extensions to Solid Waste Services Agreements

VIII. 2014 Financial Highlights



	Long Term Care	Closure East & West	Closure South	Research	Site Acquisition	Capital/Depreciation	Phased Construction	Environmental Repair	Rate Stabilization	Operating Funds	Total
Start Balance	$7,683,738	$2,272,229	$3,201,491	$642,685	$424,509	$3,386,411	$9,862,713	$1,165,246	$500,233	$61,058	$29,700,313
End Balance	$7,408,890	$2,277,103	$3,248,954	$652,213	$424,181	$3,436,850	$10,499,338	$1,182,522	$507,649	$629,347	$30,267,046

These are unaudited fund balances prepared by staff. 2014 Financials will not be finalized until March.

Brown County Port & Resource Recovery Department
Resource Recovery Area Budget Status Report
December 31, 2014

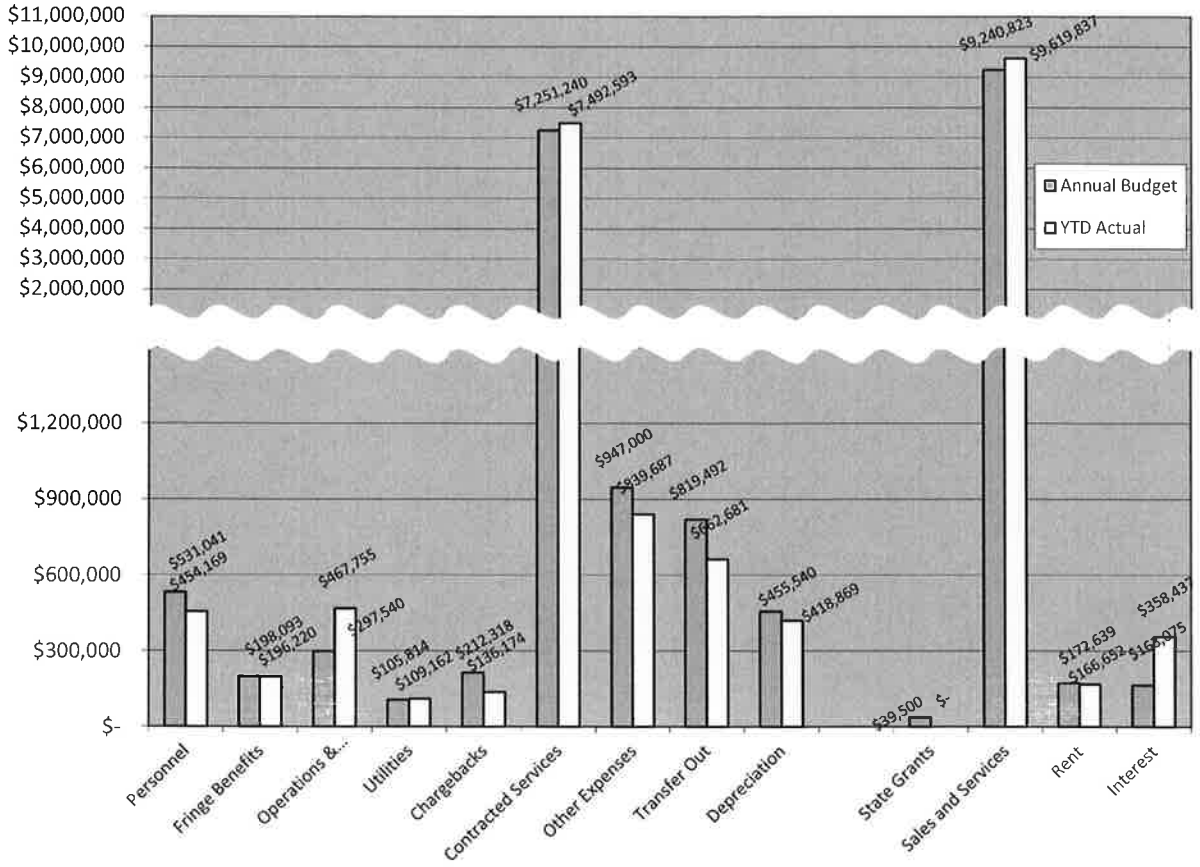
Account Descriptions	Annual Budget	YTD Actual	% of Budget
Expenses			
Personnel	$ 531,041	$ 454,169	86%
Fringe Benefits	$ 198,093	$ 196,220	99%
Operations & Maintenance	$ 297,540	$ 467,755	157%
Utilities	$ 105,814	$ 109,162	103%
Chargebacks	$ 212,318	$ 136,174	64%
Contracted Services	$ 7,251,240	$ 7,492,593	103%
Other Expenses	$ 947,000	$ 839,687	89%
Transfer Out	$ 819,492	$ 662,681	81%
Depreciation	$ 455,540	$ 418,869	92%
Revenue			
State Grants	$ 39,500	$ -	0%
Sales and Services	$ 9,240,823	$ 9,619,837	104%
Rent	$ 172,639	$ 166,652	97%
Interest	$ 163,075	$ 358,437	220%
Intra-gov. Charges	$ 628,278	$ 471,467	75%

HIGHLIGHTS:

Expenses: Expense generally under budget. Operation and Maintenance cost exceeded budget as a result of $125,000 additional cost rebuilding of both Gas-to-Energy engines

Revenues: Increased interest revenue due changes in long-term investments. State HHW Grant not yet received.

RESOURCE RECOVERY AREA -December 31, 2014



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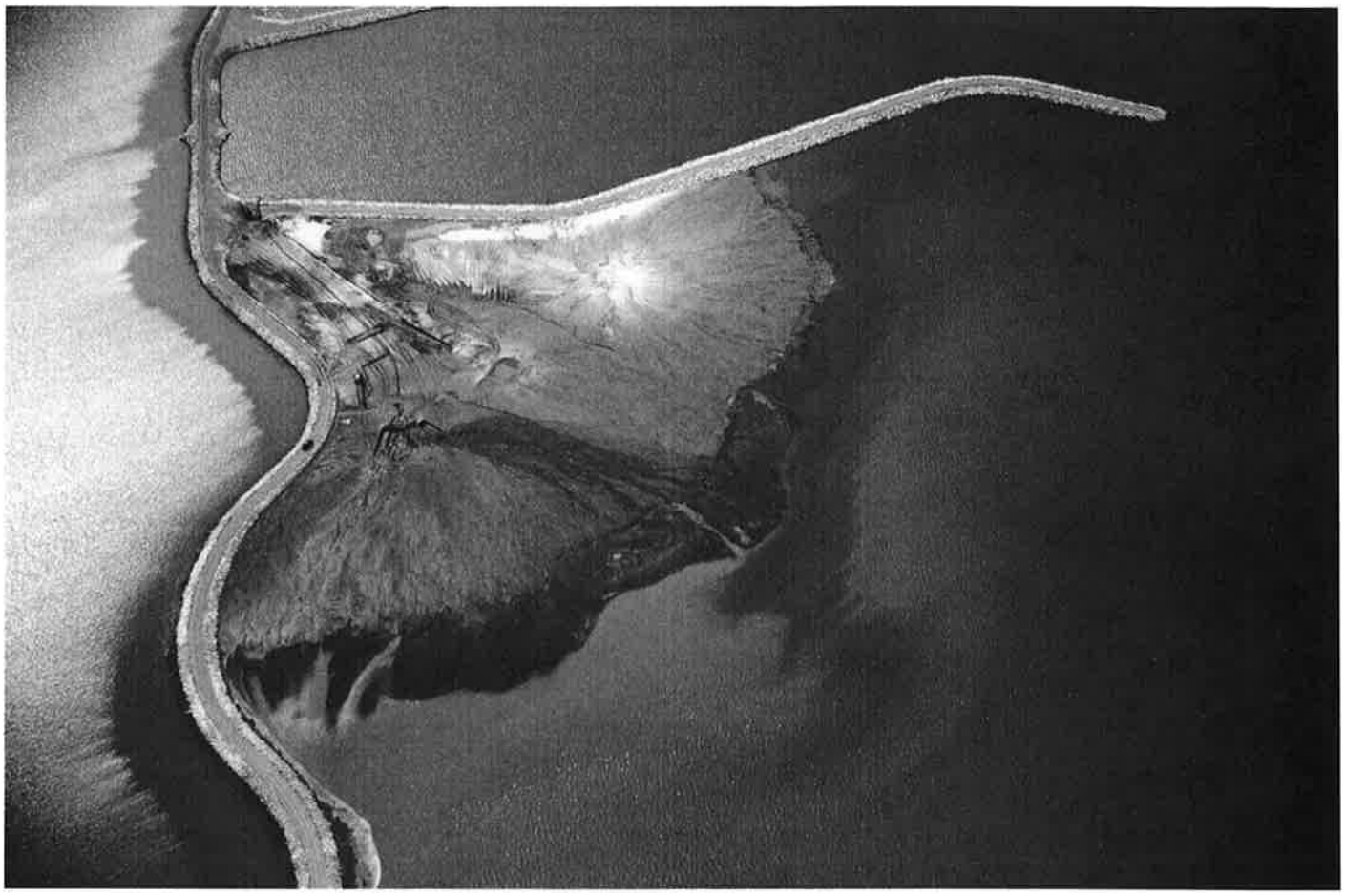
Annual Report 2014



Port of Green Bay

Brown County Port & Resource Recovery Department

10

I. Message from Director

This past year of 2014 was another year of change for the Brown County Port & Resource Recovery Department. The Department reorganized and assumed a new identity as the Brown County Port & Resource Recovery Department. The name change better reflects the actual business activities of the Department. The reorganized Department is designed to better pursue growth opportunities and will allow both employee development and increased strategic business development while providing cross training and improved teamwork.

Fourteen Port businesses span over three miles of the Fox River. These businesses moved **2,304,837 metric tons during 2014, representing a 3% increase from 2013. This is the highest port tonnage total since 2007.** The season started off under heavy ice conditions that resulted in no port activities until mid-April; however, over the remaining shipping season, the Port became very busy and the shipping season extended into early January 2015.

Major positive contributors to the 2014 season included increases in domestic imports of U.S. petroleum coke (130%), salt (30%) and limestone (5%). In 2014, limestone surpassed 700,000 mt for the second consecutive year. Overall domestic imports were up 2%. Foreign imports of coal, petroleum products, salt, and limestone were down 10%, with the only increase occurring in project cargo. The project cargo was the delivery of a 180 ton natural gas boiler for Georgia-Pacific. Overall, petroleum products' movements both inbound and outbound continued to be a year over year area of growth with 2014 growing 46%. Domestic exports increased 111% with increases in petroleum products, pig iron, sand, and project cargo. The project cargo was activity from our newest terminal operator Ace Marine. Ace Marine began moving aluminum components to Marinette Marine shipyard in 2014. In addition, the export of sand was also a new cargo movement by KK Logistics.

The Port also saw a resulting increase of 4% in the number of vessels that came through the port. There were 191 vessels in port in 2014, compared to 183 in 2013.

The Port closed January 3, 2015, but work is already underway for the 2015 season. Early forecasts show that commodities like limestone, cement and petroleum products are expected to increase in 2015. At the same time, the Georgia-Pacific natural gas boiler delivered in 2014 will result in increased use of natural gas rather than traditional coal. The port will again strive to move more than 2M mts of cargo in the upcoming season.

The Port of Green Bay is the western-most port of Lake Michigan offering the shortest, most direct route for shipments between the Midwest and the rest of the world. The Port provides modern, state-of-the-art facilities, which have the ability to facilitate economical cargo handling and safe navigation. Nationally-known trucking lines provide overnight delivery within a 400-mile radius. Major railroads and highway infrastructure also connect the Port with America's heartland.

The Port of Green Bay is a fundamental part of our local economy, our history and our lives. It plays an important role in the transportation of goods and commodities that are critical to the economic health of the region. The Port of Green Bay receives and/or sends commodities as

far south as Sheboygan, Wisconsin, west to Wausau, Wisconsin, and north into the Upper Peninsula of Michigan. Waterborne transportation provides an efficient and environmentally-friendly mode of transportation.

Commodities include coal, limestone, cement, salt, pig iron, fuel oil, forest products, liquid asphalt and many other essential commodities valued at over $300 million. Eight terminal operators located on the Fox River are capable of handling dry bulk commodities such as coal, cement, limestone, salt, and others. Three terminal operators are capable of handling bulk liquids including tallow, petroleum products, chemicals and liquid asphalt. Three general cargo docks are capable of handling machinery, aluminum products, bagged agricultural commodities, wood pulp and forest products. Based on the 2010 economic impact study, **the Port of Green Bay supports over 832 jobs resulting in $27 million in personal income, and has an annual economic impact on the Green Bay area of around $88 million. The 14 port businesses pay over $5 million in local and state taxes.**

The Port of Green Bay plays a vital role in providing Northeast Wisconsin with a natural competitive advantage for businesses to locate and prosper while paying good wages for families to live and thrive in our communities.

Based on the 2014 results, I am looking forward to 2015 as the shipping industry continues to be the most cost-effective method of transportation for commodities. The Port generates employment opportunities for the region and brings money into our communities. The Port is a vital component of our area economy and an economic engine not found in many communities. We want to capitalize on that and expand the movements of diverse cargo with the US Venture (formerly Noble Petrol) facility and extend the Port's reach to new markets in Northeast Wisconsin in 2014.

II. Overview: Management

The Port is operated by the Brown County Port & Resource Recovery Department. The Port's mission is to promote harbor improvements and waterborne transportation resulting in economic development and employment using the safe, efficient and cost-effective waterways as transportation corridors while taking into consideration the recreational opportunities the waterfront provides.

The nine members of the Harbor Commission are appointed by the Brown County Executive and serve as an oversight committee of the Brown County Board. The Harbor Commission's role is to develop public policy for the Port. The Harbor Commission directs the commercial aspects of the harbor's day-to-day operations.

The 2010 *Port of Green Bay Strategic Plan* continues to serve as a long range guiding document that identified strategic issues to address, and established goals and objectives to strive towards. Annually, an operating report is adopted to ensure the strategic plan goals and objectives are being strived for. The following is the mission statement and vision for the Port of Green Bay:

Mission Statement: *"The Port of Green Bay exists to enhance the prosperity of the*

people of Northeast Wisconsin by providing facilities and infrastructure able to effectively and efficiently move commodities and goods across the nation".

Vision: "*The Port of Green Bay is an integral part of a healthy Northeastern Wisconsin economy and provides a critical link to national and global markets for Wisconsin enterprises*".

III. Port and the Environment

Waterborne transportation is the most cost-effective mode of transportation when compared to truck or rail. Per ton-mile, ships quietly move cargo farther and more efficiently than trucks or trains. Most importantly, ships move cargo safer than trucks and trains.

Consider that a ship destined for the Port of Green Bay carrying 18,000 tons of coal from Sandusky, Ohio on Lake Erie will burn over 7,000 gallons of fuel. However, if that same amount of coal was delivered to Green Bay by rail, it would take almost 200 rail cars burning 36,000 gallons of fuel. If that same amount of coal was delivered to Green Bay by truck, an additional 700 trucks burning over 110,000 gallons of fuel would be on our already congested highways. Not only does waterborne shipping save fuel, but it also results in less pollution from fuel emissions. Using the coal example above, moving the same amount of cargo by rail would result in 11 tons of emissions or 16 tons of emissions by truck. Transporting this cargo by ship would result in only one (1) ton of emissions. With nearly 200 ships entering the Port of Green Bay annually, it is quite easy to see that moving cargo by ship continues to be the "green" choice.

Waterborne transportation generates the least amount of air pollution, ground pollution and water pollution. Waterborne transportation offers lower fuel consumption, fewer accidents, less noise and reduces congestion on our highways. For these reasons, the Port of Green Bay has a bright future not only economically, but also environmentally, benefiting everyone.

IV. Economic Impact

The Port of Green Bay is a critical link in Wisconsin's transportation system and serves as a multi-modal distribution center connecting waterborne vessels with an extensive network of highways and railroads. The Port of Green Bay provides Northeast Wisconsin manufacturers a cost-effective way to receive raw materials from suppliers and to ship high-valued finished goods to customers.

The Port of Green Bay had an economic impact of more than $83 million in 2010, supporting 823 local jobs according to a 2010 report on the economic impact of the Port that found that port activities produced an estimated $26 million in income, $802,000 in state taxes, $890,000 in local taxes and provided an estimated $40 million in gross state product. The shipping industry continues to be the most cost-effective method of transportation for commodities, generating employment opportunities for the region and bringing money into our communities.

The economy has been a challenge for all types of businesses and the Port is no exception.

The good news is the economy is recovering and the Port serves as a leading indicator of economic activity. The Port is a vital component of our area economy and the 2015 shipping season looks bright. In addition, our strategic plan outlines new ideas and ways we can expand our reach beyond our existing markets to increase business in Northeast Wisconsin.

V. 2014 Goals & Accomplishments

- *Coordinate with Fox River PCB clean-up project*
  Coordinate and cooperate with Fox River Clean-up Project for uninterrupted operations of the Port of Green Bay while advocating for dredging rather than capping to ensure the future of the Port of Green Bay.
  - Partner with Chamber of Commerce
  - Educate property owners of their property rights
  - Cooperate with the Project
  - Coordinate port operations
  - Hold meetings with property owners
  - Invite Project presentation at the Port Symposium

- *Cat Island Restoration Project*
  Complete: Brown County and the Corps completed the dredging of the off-loading facility in September of 2014. About 400,000 cy of dredged material has already been placed in the West Island. This west island was named McKloskey Island after Neil McKloskey. A Cat Island Advisory Committee (CIAC) Plan and a revised Project Partnership Agreement was finalized. Lineville Road was resurfaced in November 2014.

  In-Progress: The Corps will place signage along the Cat Island Chain in early 2015.

  Deferred: Brown County will coordinate the Corps invoicing and maximize HAP grant reimbursement. This will be done in 2015 after the reconstruction of Lineville Road.

- *Renard Island*
  Complete: A final engineered cap was put on Renard Island from beneficial repurposed Bay Port dredged material. Costs and permit requirements were determined for Brown County to assume causeway ownership. The County Board had approved ownership transfer from the Corps to Brown County which will take place in 2015. The causeway was approved as a permanent structure and an engineering analysis was completed in October 2014 for end-use structures. A box culvert was installed in the fall of 2014.

  In-Progress: A fish reef and fish habitat structures will be completed in the winter of 2015 and an easement needs to be executed for future access to the island beyond the existing 10-year easement.

- *1445 Bylsby Avenue*
  Complete: The Port will continue to pursue interested parties to lease the property for port-related purposes. A Web-based marketing effort was implemented.

- *WPCA Visioning Document*
  Complete: The Port will continue to lead the Wisconsin Commercial Ports Association in a collaborative and partnership effort with the Wisconsin Economic Development Corporation (WEDC), Wisconsin Coastal Management Program (WCMP), WI Department of Transportation (WisDOT), Center for Freight & Infrastructure Research & Education (CFIRE), Great Lakes Maritime Research Institute (GLMRI) and all of the Wisconsin Commercial Ports to create the visioning document necessary to ensure the Ports of Wisconsin meet our transportation needs for the next 20 years. Phase I was completed in November 2014. Phase II will begin in summer of 2015.

- *Beneficial Reuse*
  Delayed: The Port will continue marketing, outreach and educational efforts in pursuit of beneficial reuse of dredged materials. The UW-Green Bay graduate student master's degree thesis on developing a business case for advancing beneficial reuse of dredged material will be completed in May 2014.

- *Research Aluminum*
  Complete: The Port researched the development of market opportunities for the transport of aluminum. The Port will determine if any smelters of aluminum exist in Wisconsin and then identify users of aluminum, such as: Mercury Marine, Ace Marine, Polaris Industries and others. Based on the research, the Port of Green Bay may become a destination for aluminum ingots destined for Wisconsin manufacturers.

- *Noble Petro*
  Deferred: Assist Noble Petro in utilizing the $4.6M HAP grant to reconstruct the mooring facility into a more permanent dockwall facility using steel sheet pile. The project will also involve installing a vapor combustor unit for the loading and unloading of petroleum products. Noble Petro was purchased by US Venture and they may not utilize the grant award. Need to assign a dockwall lease agreement in 2015.

- *Exhibit the Port of Green Bay and Foreign Trade Zone #167 at trade show(s)*
  Complete: The Port of Green Bay was present at Breakbulk America, Houston, Texas and WI Economic Development Conference, Madison, Wisconsin.

- *Disseminate the Port of Green Bay Economic Opportunity Study*
  Complete: The Port disseminated the *Port of Green Bay Economic Opportunity Study* to key stakeholders in the port industry, economic development and elected officials. In addition, the Port utilized the study to economically develop the port by mail, in-person and at trade shows.

- *Coordinate Meetings with Freight Forwarders and Ship Agents*
  Complete: The Port coordinated meetings with freight forwarders and ship agents to educate the professionals on utilizing the Port of Green Bay in Chicago, IL.

VI. 2015 Goals

The following list represents some of the Port's major accomplishments in 2015.

- *Adopt 2015 Port Strategic Plan*

- *Fox River PCB clean-up project*

  Coordinate and cooperate with Fox River Clean-up Project ensuring uninterrupted operations of the Port of Green Bay while advocating for dredging rather than capping.

  - Educate property owners of their property rights
  - Cooperate with the project
  - Coordinate port operations
  - Invite Project presentation at Port Symposium

- *Cat Island Restoration Project*
  Project close out. The County will continue to work with WisDOT to look for ways to use the awarded HAP grant to fully meet its cost share obligations with a focus on the Corps 10% cash match requirement over 30-years.

- *Research Fertilizer*
  Research WI fertilizer industry/users and evaluate importing fertilizer into the Port of Green Bay.

- *Renard Island*
  Complete Closure Reports
  Advance End-Use Plans.
  Transfer Ownership

- *Advance Port/Rail/Truck Intermodal Effort*
  Facilitate research, making contacts, outreach and educational efforts.

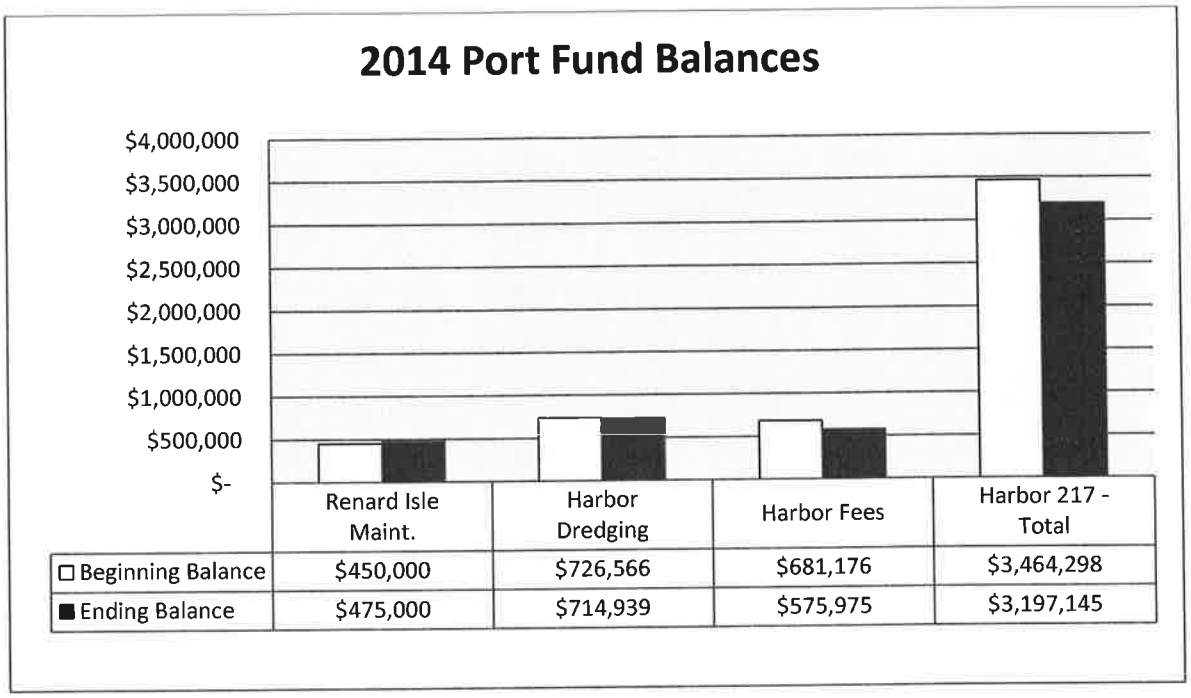
- *Market Bylsby Property for Port related purposes*

- *Complete Phase 2 of the WPCA Visioning Document*

- *Develop Property Acquisition Strategy*

- *Dredge I-43 Area Over West Shore Pipeline*

VII. 2014 Financial Highlights



	Renard Isle Maint.	Harbor Dredging	Harbor Fees	Harbor 217 - Total
☐ Beginning Balance	$450,000	$726,566	$681,176	$3,464,298
■ Ending Balance	$475,000	$714,939	$575,975	$3,197,145

These are unaudited fund balances. 2014 Financials will not be finalized until March.

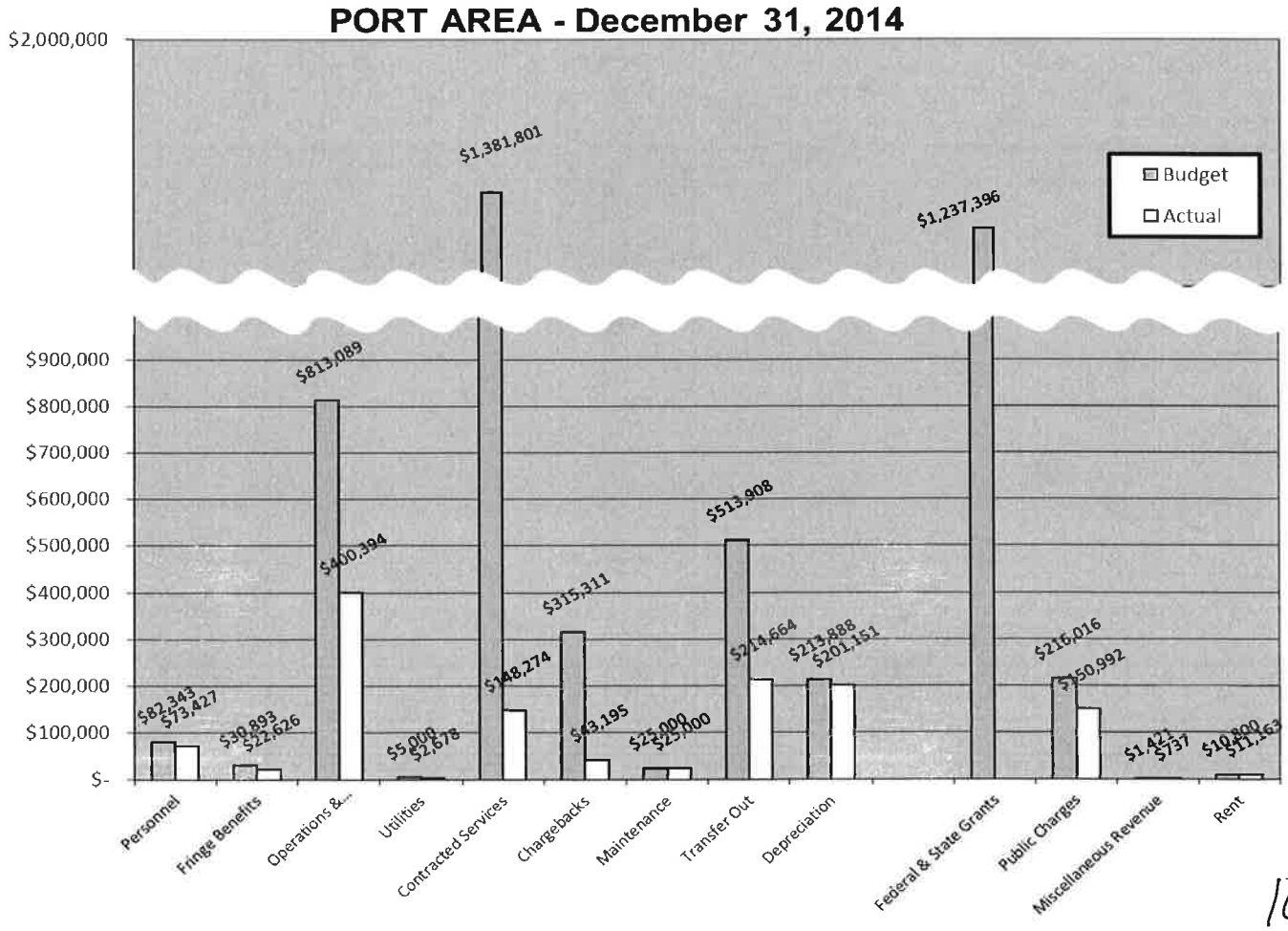
Brown County Port & Resource Recovery Department
Port Area Budget Status Report
December 31, 2014

Account Descriptions	Annual Budget	YTD Actual	% of Budget
Expense			
Personnel	$ 82,343	$ 73,427	89%
Fringe Benefits	$ 30,893	$ 22,626	73%
Operations & Maintenance	$ 813,089	$ 400,394	49%
Utilities	$ 5,000	$ 2,678	54%
Contracted Services	$ 1,381,801	$ 148,274	11%
Chargebacks	$ 315,311	$ 43,195	14%
Maintenance	$ 25,000	$ 25,000	100%
Transfer Out	$ 513,908	$ 214,664	42%
Depreciation	$ 213,888	$ 201,151	94%
Revenue			
Federal & State Grants	$ 1,237,396	$ (156,557)	-13%
Public Charges	$ 216,016	$ 150,992	70%
Miscellaneous Revenue	$ 1,421	$ 737	52%
Rent	$ 10,800	$ 11,163	103%
Interest	$ 92,000	$ 110,969	121%
Transfer In	$ 1,948,640	$ 194,245	10%

HIGHLIGHTS:

Expenses: Contracted Services and Transfer Out budget intended for the Cat Island project. Off-loading facility dredging completed. Project close out deferred to 2015. Lineville Road work will be done by the Corps and not by Public Works under chargebacks. All other expense categories are on target with Operations and Maintenance under budget related to Bay Port material management.

Revenues: Transfer In and Federal Grants intended to fund County portion of the Cat Island off-loading facility dredging and Lineville Road work. Project close out deferred to 2015.



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March 18, 2015

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

Ladies and Gentlemen:

RESOLUTION APPROVING THREE-YEAR STATEMENT OF INTENTIONS FOR WISCONSIN DEPARTMENT OF TRANSPORTATION'S HARBOR ASSISTANCE PROGRAM

WHEREAS, the attached Three-Year Harbor Development Statement of Intentions describes proposed improvements which are in the best interest of the Port of Green Bay; and

WHEREAS, the Wisconsin Department of Transportation, in accordance with state statute, requires a statement of project intentions from local units of government intending to apply for federal and/or state aid related to harbor work of benefit to commercial transportation within the next three years; and

WHEREAS, the Harbor Commission and the Planning, Development and Transportation Committee have carefully reviewed the estimated project costs, funding sources, physical locations and alternatives to the proposed projects; and

WHEREAS, the total local matching funds required for the projects indicated as being funded through the Wisconsin Department of Transportation's Harbor Assistance Program range from twenty (20%) percent to fifty (50%) percent; and

WHEREAS, this Three-Year Harbor Development Statement of Intentions is used by the Wisconsin Department of Transportation for planning purposes only and is not a petition for federal and/or state aid.

NOW THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves the attached Harbor Development Statement of Intentions.

Respectfully submitted,

Planning, Development and Transportation Committee

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Approved by:

_____
COUNTY EXECUTIVE

Date Signed:_____

Authored by: Port & Resource Recovery Department

Final Draft Approved by Corporation Counsel

Fiscal Note: *This Resolution does not require an appropriation from the General Fund. This is an enabling Resolution for the County to apply for funds through the Wisconsin Department of Transportation' s Harbor Assistance Program and is for planning purposes.*

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				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: **Adopted** _____ **Defeated** _____ **Tabled** _____

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

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

DEAN HAEN
DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: January 28, 2015

REQUEST TO: Planning, Development and Transportation Committee

MEETING DATE: March 18, 2015

REQUEST FROM: Dean R. Haen, Director

REQUEST TYPE: x New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Annual Resolution requirement as part of the WDOT Harbor Assistance Grant program

ISSUE/BACKGROUND INFORMATION: Annual Resolution requirement as part of the WDOT Harbor Assistance Grant program

ACTION REQUESTED:
Approval

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

Is there a fiscal impact? Yes x No

a. If yes, what is the amount of the impact?

b. If part of a bigger project, what is the total amount of the project? $ 0

c. Is it currently budgeted? ☐ Yes ☐No

1. If yes, in which account?

2. If no, how will the impact be funded?

x☐ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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THREE-YEAR HARBOR DEVELOPMENT STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

GREEN BAY
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2015**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: Limestone Storage and Rail Loading Facility

Great Lakes Calcium is looking to expand their limestone storage and rail loading ability upon Port property. The project will consist of a installing a rail spur and storage silos

PART II Project Resources

Expected Funding Sources (All types)	Amount
(a) **WDOT (80%)**	**$1,600,00**
(b) **Brown County (20%)**	**$ 400,000**
(c) Others	
(d)	
	$ 2,000,000 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **1st** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:
(Circle One) **High** Medium Low

Prepared By: **Dean Haen, Director**
Dave Nelson, Great Lakes Calcium
Date: **January 31, 2015**

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THREE-YEAR HARBOR DEVELOPMENT STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2016**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: Graymont North Dock Wall

Rehabilitation of existing dock wall, to include major repairs to dock face, 920 feet of renewed sheet piling, replacing sheet anchors, replacing outside bumper guards, and installing new pavement between the dock wall and the new warehouse facility to facilitate across dock loading and unloading of commercial bulk product.

PART II Project Resources

Expected Funding Sources (All types)	Amount
(a) **WI DOT HAP (80%)**	**$856,000**
(b) **Brown County (20%) (Graymont.)**	**$214,000**
(c)	
(d)	
	$1,070,000 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **1st** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:
(Circle One) High
Medium
Low

Prepared By: **Dean Haen, Port Manager**
Shane Hansen, Graymont
Date: **January 31, 2015**

THREE-YEAR HARBOR DEVELOPMENT
STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2016**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: RGL Holdings State Street Dock Wall

Replacement of the existing Wakefield wall on the State St. facility, to include replacement of dock face, 380 feet of replacement sheet piling, replacing sheet anchors, and replacing outside bumper guards to facilitate across dock loading and unloading of commercial bulk product. In addition, a 380-foot long by 50-foot wide structural pad with support piles would be installed on the existing portion of the slip wall currently not requiring replacement. Bollards and wood fender system would also be added along entire face of the dock.

This project would require the channel to be dredged, 35,000 cubic yards.

PART II Project Resources

Expected Funding Sources (All types)		Amount
(a)	**WI DOT HAP (80%)**	**$1,356,000**
(b)	**Brown County (20%) (RGL Holdings)**	**$ 339,000**
(c)		
(d)		
		$1,695,000 Total

PART III Rank and Probability

(a) Of the projects listed for the year noted above, this project of **2nd** priority to the applicant.

(b) The estimated probability of this project being started in the year noted above is:
(Circle One) High **Medium** Low

Prepared By: **Dean Haen, Director**
Scott Selby, RGL Holdings
Date: **January 31, 2015**

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THREE-YEAR HARBOR DEVELOPMENT
STATEMENT OF INTENTIONS

Due: April 1, 2015
Send To: WisDOT
Bureau of Railroads & Harbors
P.O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvement Proposed in Calendar Year **2016**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: RGL Holdings State Street Dock Wall

Replacement of the existing Wakefield wall on the State St. facility slip, to include replacement of 553' dock face, feet of replacement sheet piling, replacing sheet anchors, and replacing outside bumper guards to facilitate across dock loading and unloading of commercial bulk product. In addition, a 553-foot long by 50-foot wide structural pad with support piles would be installed on the existing portion of the slip wall currently not requiring replacement. Bollards and wood fender system would also be added along entire face of slip.

This project would also include 62,000 cubic yards dredged in the slip.

PART II Project Resources

Expected Funding Sources (All types)		Amount
(a)	**WI DOT HAP (80%)**	**$1,903,600**
(b)	**Brown County (20%) (RGL Holdings)**	**$ 475,900**
(e)		
(f)		
		$2,379,500 Total

PART III Rank and Probability

(a) Of the projects listed for the year noted above, this of **3rd** priority to the applicant.

(b) The estimated probability of this project being started in the year noted above is:
(Circle One) High
Medium
Low

Prepared By: **Dean Haen, Director and Scott Selby, RGL Holdings**
Date: **January 31, 2015**

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THREE-YEAR HARBOR DEVELOPMENT STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2016**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: East Shore Public Port Terminal

Purchase river front property 300' x 1600' along Fox River, presently owned by Green Bay Packaging, Inc., Proctor & Gamble, and Georgia-Pacific for creation of a public terminal facility. Construction of 1,000 lf of dock wall along Green Bay Packaging, Inc., including major dock face, sheet piling, anchors, bumper guards. Construction of an access road from the river front to Quincy Avenue along Interstate Highway 43 through Green Bay Packaging, Inc., property. Relocate Georgia-Pacific intake clarifier. Remove old railroad tracks and prepare property for port commerce.

PART II Project Resources

Expected Funding Sources (All types)	Amount
(a) **WI DOT HAP (80%)**	**$8,000,000**
(b) **Brown County (20%)**	**$2,000,000**
(c)	
(d)	
	$10,000,000 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **4th** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:

(Circle One) High
Medium
Low

Prepared By: **Dean Haen, Director**
Date: **January 31, 2015**

11

THREE-YEAR HARBOR DEVELOPMENT
STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2016**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: Dredge North Dock for KK Integrated Logistics, Inc.

KK Integrated Logistics, Inc. utilizes Western Lime's North Dock warehousing property for delivery of forest products. The area needs to be dredged to its authorized depth of 24' LWD. An estimated 1,200 cy needs to dredged at a cost of $25/cy for a total cost of $30,000.

PART II Project Resources

Expected Funding Sources (All types)		Amount
(a)	**Wisconsin DOT HAP (80%)**	**$ 24,000**
(b)	**Brown County (20%)** (KK Integrated Logistics, Inc.)	**$ 6,000**
(c)		
(d)		
		$ 30,000 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **5th** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:
(Circle One) High
Medium
Low

Prepared By: **Dean Haen, Director**
Cynthia Feller-Kuber, KK Integrated Logistics, Inc.
Date: **January 31, 2015**

THREE-YEAR HARBOR DEVELOPMENT
STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WisDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Land Owner
McDonald Lumber Co, INC.
2020 Angie Ave.
Green Bay WI 54302

Improvements Proposed in Calendar Year **2016**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: McDonald Warehouse Development
The Marinette Marine Corporation is proposing to build Ship to Shore Connectors (SSC) as part of a Federal Contract. The project site is located at 701 Bay Beach Rd. Green Bay, WI 54302. The project would bring an economic benefit to the State of Wisconsin, and provide a facility that could be used for additional contract opportunities in the future. The project includes the construction of a ramp, associated facilities, loading equipment, launching equipment, dock and seawall construction, electrical, water, lighting and dredging.

PART II Project Resources

Expected Funding Sources (All types)	Amount
(a) **WDOT HAP (80%)**	**$2,400,000**
(b) Brown County **(20%)** **(MMC/MLC)**	**$ 600,000**
(c) Others	
(d)	**$3,000,000**
	Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **6th** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:

(Circle One) **High** Medium Low

Prepared By: **Dean Haen, Director**
Chester McDonald, Owner
Date: **January 31, 2015**

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THREE-YEAR HARBOR DEVELOPMENT
STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2017**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: Green Bay Harbor Navigational Channel Deepening Project

Deepen federal navigational channel from Grassy Island to the East River Turning basin to St. Lawrence Seaway specification of 26'3". Presently the channel is 26' to Grassy Island then shallows to 24' until the Main St. Bridge and 22' beyond. The channel would need to be dredged a distance of 4 miles. The U.S. Army Corps of Engineers may then be authorized to conduct a Feasibility Study consisting of a cost/benefit analysis to determine if deepening the whole federal channel is warranted. The port would benefit by decreasing shipping costs and expanding cargoes presently not received because the cargoes are transported on ocean-going ships requiring the necessary seaway draft. The total quantity of material to be dredged from the navigational channel is an est. 870,369 cy at a cost of $25.00/cy or $21,759,225.

PART II Project Resources

Expected Funding Sources (All types)		Amount
(a)	**Wisconsin DOT HAP (50%)**	**$10,879,612**
(b)	**Brown County (50%) (Terminal Operators)**	**$10,879,613**
(c)		
(d)		
		$21,759,225 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **1st** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:
(Circle One) High
Medium
Low

Prepared By: **Dean Haen, Director**
Date: **January 31, 2015**

11

THREE-YEAR HARBOR DEVELOPMENT
STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2017**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: Port of Green Bay Slip and Dock Wall Deepening Project

Dredge the necessary slips and dock walls to St. Lawrence Seaway specification of 26'3". Presently the slips are approximately 24'. The Fox River Dock slip would need to be dredged at an estimated cost of $600,000. The Western Lime Company dock wall would need to be dredged at an estimated cost of $300,000. WPS, Flint Hills Resources, Sanamax, St. Mary's Cement, RGL Holdings, C. Reiss Coal, LaFarge, NE Asphalt and Georgia-Pacific would also have to be dredged. Estimated dredging cost of an additional $2.5 million.

PART II Project Resources

Expected Funding Sources (All types)	Amount
(a) **WI DOT HAP (80%)**	**$ 2,720,000**
(b) **Brown County (20%) (Terminal Operators)**	**$ 680,000**
(c)	
(d)	
	$ 3,400,000 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **2nd** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:
(Circle One) High
Medium
Low

Prepared By: **Dean Haen, Director**
Date: **January 31, 2015**

11

THREE-YEAR HARBOR DEVELOPMENT
STATEMENT OF INTENTIONS

Due: April 1, 2015
Send to: WDOT
Bureau of Railroads & Harbors
P. O. Box 7914
Madison, Wisconsin 53707-7914

Port of Green Bay
Harbor Name

Brown County (Brown County Port & Resource Recovery Department)
Responsible Local Unit of Government
(County, City, Village or Town)

Improvements Proposed in Calendar Year **2017**

Instructions: Complete one of these sheets for each project contemplated in next three years. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

Project Name: West Shore Public Port Terminal

Purchase river front property along Fox River, presently owned by U.S. Oil Company and Mobil Company for creation of a public terminal facility that would be available for new port operations. The project would include acquisition ($7M), constructing a dock wall ($10M) at the bulkhead line and filling behind.

PART II Project Resources

Expected Funding Sources (All types)	Amount
(a) **WI DOT HAP (80%)**	**$13,600,000**
(b) **Brown County (20%)**	**$ 3,400,000**
(d)	
(d)	
	$17,000,000 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted above, this project is of **3rd** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:

(Circle One) High
Medium
Low

Prepared By: **Dean Haen, Director**
Date: **January 31, 2015**

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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:	1799			
Project Name:	New Recycling Compactor and Building Addition/Remodel			
Type of Project (RFB, RFP, RFQ):	RFB			
Purchasing Representative:	Dale DeNamur			
Due Date:	February 10, 2015	11:00 AM	**Location:**	Brown County Clerk's Office
Opening Date:	February 10, 2015	11:00 AM	**Location:**	Northern Building, 2nd Floor, Room 201

	CONTRACTOR	CITY, STATE	BASE BID	ALTERNATE BID 7A		BID BOND	*Addenda Acknowledged?* ADD 1 - Site Visit Attendance List	ADD 2 - Q&A, Project Modifications		Intent To Award
1	Miron Construction	Neenah, WI	$ 544,043.00	$ 29,131.00		Yes	Yes	Yes		
2	Immel Construction	Green Bay, WI	$ 478,319.00	$ 33,374.00		Yes	Yes	Yes		
3	Milbach Construction Services	Kaukauna, WI	$ 556,815.00	$ 35,470.00		Yes	Yes	Yes		
4	Badgerland Buildings	Black Creek, WI	$ 447,590.00	$ 9,030.00		Yes	Yes	Yes		X
5	Alliance Construction & Design	DePere, WI	$ 467,943.00	$ 9,623.00		Yes	Yes	Yes		

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ATTACHMENT B: RFB COST SHEET

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

Vendor Information

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:	Badgerland Buildings, Inc.				
Address:	W5320 County A, PO Box 284				
City:	Black Creek	State:	WI	Zip:	54106
Phone:	920-560-5500	Fax:	920-560-5501		
Federal ID #:	20-0088953	Website:	www.badgerlandbuildings.com		
COMPANY REMIT INFORMATION *(where to send invoice, if different than above)*					
Billing Name:					
Name to print on check, if different than above					
Address:	PO Box 284				
City:	Black Creek	State:	WI	Zip:	54106
Accounts Payable Contact:	Toni Grosskopf	Phone:	920-560-5500		
Accounts Payable Email:	toni@badgerlandbuildings.com	Payment Terms:	Upon Receipt		
CONTACT INFORMATION / PROJECT MANAGER					
Project Manager Name:	Mark Olson	Title:	Project Manager		
Phone:	920-560-5500	Fax:	920-560-5501		
Email:	molson@badgerlandbuildings.com				
CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT					
Contract Signer Name:		Title:			
Phone:		Fax:			
Email:					

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

Comments:	

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

Comments:	

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RFB Pricing

UNIT PRICE BASE BID "SCHEDULE A"

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Site Grading and Earthwork	Lump Sum	1	$ 17,500.00	$ 17,500.00
2	Site Paving and Concrete	Lump Sum	1	$ 11,240.00	$ 11,240.00
3	Metal Building Addition	Lump Sum	1	$ 108,600	$ 108,600.00
4	Concrete for Building Addition	Lump Sum	1	$ 44,650.	$ 44,650.00
5	Compactor Equipment Purchase	Lump Sum	1	$ 150,400	$ 150,400.00
6	Compactor Installation	Lump Sum	1	$ 14,500	$ 14,500.00
7	Electrical System[2]	Lump Sum	1	$ 24,840	$ 24,840.00
8	Fire Protection System Extension	Lump Sum	1	$ 6675	$ 6675.00
9	Air Compressor System	Lump Sum	1	$ 8600	$ 8600.00
10	Roof Access	Lump Sum	1	$ 4525	$ 4525.00
11	Drop-Off Access Door	Lump Sum	1	$ 5820	$ 5820.00
12	Existing Building Improvements	Lump Sum	1	$ 35,240	$ 35,240.00
13	Electrical Utility Allowance	Lump Sum	1	$ 15,000[1]	$ 15,000[1]
Total Unit Price Base Bid "Schedule A"				$ 447,590.00	

[1] – The electrical utility allowance in bid item 13 will only apply to costs of services performed by Wisconsin Public Service (WPS) to add a new electric service to the building addition.

[2]- The electrical system in bid item 7 is the base bid for all electrical work for the project based on a new electric service for the building addition.

Alternate Bid Item 7A – Alternative Electrical System

The alternative electric system bid item 7A would replace the base bid item 7 above for all electric work for the project based on use of the existing panel and electric service with a non-utility sub-meter installation.
Implementation of the alternate bid item 7A will eliminate the need for a new electric service and the electrical utility allowance at bid Item 13. Use of the alternate bid item will be decided by the Owner at project award.

$ 9,030.00 (Lump Sum)

Vendor was contacted to clarify price for Alternate Bid Item 7A and due to a misinterpretation, the cost of $9,030.00 should be added to the price of $24,840.00 indicated in item 7 above for a total cost of $33,870.00 for Alternate Bid Item 7A.

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. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:	
Printed Name:	MARK OLSON
Signature:	Mark Olson
Date:	2-10-15

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by Brown County of all addendums issued within 3 business days prior to 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.

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

BOND # **HUIC00295**

KNOW ALL MEN BY THESE PRESENTS, that we
BADGERLAND BUILDINGS, INC.
P O Box 284 W5320 Highway A
Black Creek, WI 54106
as Principal, hereinafter called the Principal, and
Hudson Insurance Company
100 William Street
New York, NY 10038
a corporation duly organized under the laws of the State of **DE**
as Surety, hereinafter called the Surety, are held and firmly bound unto
Brown County Port & Resource Recovery Department
2561 S. Broadway Street
Green Bay, WI 54304
(Here insert full name ,and address or legal title of Owner)

as Obligee, hereinafter called the Obligee, in the sum of

Five Percent of Amount Bid----------Dollars ($ **5.00% of attached bid**),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for
Brown County Port & Resource Addition

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee 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.

Signed and sealed this February 5, 2015

Witness

BADGERLAND BUILDINGS, INC.
(Principal) (Seal)
President
Title

Witness

Hudson Insurance Company
Title: **Kathryn A. Weidner, ATTORNEY-IN-FACT**

WARNING: Unlicensed photocopying violates U.S. copyright laws and is subject to legal prosecution.

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HUDSON
INSURANCE GROUP

BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Jay A. Zahn, Kathryn A. Weidner, Jenny L. Hirth
of the State of Wisconsin

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds for any and all purposes.

Such bid bonds, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Executive Vice President thereunto duly authorized, on this 5th day of December, 2012 at New York, New York.

(Corporate seal)

Hudson Insurance Company CORPORATE SEAL 1918 Delaware

Attest: Dina Daskalakis, Corporate Secretary

HUDSON INSURANCE COMPANY

By: Christopher T. Suarez, Executive Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

On the 5th day of December, 20 12 before me personally came Christopher T. Suarez to me known, who being by me duly sworn did depose and say that he is an Executive Vice President of HUDSON INSURANCE COMPANY, the Company described herein and which executed the above instrument, that he knows the seal of said Company, that the seal affixed to said instrument is the corporate seal of said Company, that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order.

(Notarial Seal)

ANN M MURPHY NOTARY PUBLIC STATE OF NEW YORK 01MU6067553 QUALIFIED IN NASSAU COUNTY COMMISSION EXPIRES 12-10-2013

ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2013

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK

The undersigned **Dina Daskalakis** hereby certifies

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertaking made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force

Witness the hand of the undersigned and the seal of said Company this 5th day of February, 2015

(Corporate seal)

Hudson Insurance Company CORPORATE SEAL 1918 Delaware

By: Dina Daskalakis, Corporate Secretary

Form HIC 8 2010 (v1)

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	Bid Item	Milbach Construction	Miron Construction	Immel Construction	Alliance Construction and Design	Badgerland Buildings	BOW	BC	
site grading	1	$10,840	$17,480	$11,299	$8,702	$17,500		$17,500	
site paving	2	$20,715	$16,056	$14,593	$6,910	$11,240		$11,240	
metal bldg addition	3	$98,920	$135,889	$130,804	$152,435	$108,600		$108,600	
concrete for bldg	4	$70,600	$78,195	$47,283	$71,273	$44,650		$44,650	
compactor equip.	5	$158,015	$158,015	$173,195	$148,550	$150,400	$150,400		
compactor install.	6	$63,650	$58,799	$38,900	$15,950	$14,500	$14,500		
electrical system	7	$25,715	$22,520	$19,073	$20,998	$24,840	$ 6,210	$18,630	25% related to compactor power
fire protection	8	$7,300	$7,332	$6,210	$10,276	$6,675		$6,675	
air compressor	9	$8,165	$8,218	$915	$8,787	$8,600		$8,600	
roof access	10	$7,995	$3,200	$2,500	$4,070	$4,525		$4,525	
drop-off door	11	$2,280	$1,893	$8,000	$2,750	$5,820		$5,820	
building improvements	12	$68,160	$21,446	$10,547	$2,260	$35,240		$35,240	
utility allowance	13	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000		
Base Bid Total		$557,355	$544,043	$478,319	$467,961	$447,590	$ 186,110	$ 261,480	
alt electric	7A	$35,470	$29,131	$33,374	$9,623	$9,030			

FOTH	Phase 1 - Pre - Design	$ 8,500	$ 4,250	$ 4,250
	Phase 2 - Design Plans & Specifications	$ 23,800	$ 11,900	$ 11,900
	Phase 3 - Bidding	$ 4,800	$ 2,400	$ 2,400
	Phase 4 - Construction Administration	$ 11,300	$ 5,650	$ 5,650
	Phase 5 - Field Observation	$ 7,200	$ 3,600	$ 3,600
	Phase 6 - Construction Documentation	$ 6,300	$ 3,150	$ 3,150
	Phase 7 - Additional BC builiding work	$ 12,000		$ 12,000
		$ 73,900	$ 30,950	$ 42,950

BC Total		**$ 304,430**
BOW Total	**$ 217,060**	

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March 18, 2015

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

Ladies and Gentlemen:

RESOLUTION RESCINDING THE MAY 21, 2014 OWNERSHIP TRANSFER OF THE RENARD ISLAND CAUSEWAY RESOLUTION

WHEREAS, in October 1976, Brown County passed a resolution requesting Wisconsin Legislature grant lakebed for Renard Island and agreeing to execute an Agreement ("Agreement") with the U.S. Army Corps of Engineers ("Corps") laying out a plan for construction operation, maintenance and closure of Renard Island; and

WHEREAS, in June 1977, the State of Wisconsin granted the lakebed around Renard Island to Brown County; and

WHEREAS, the State lakebed around Renard Island is hereby granted and ceded to Brown County to be held and used by the county for public slips, basins, docks, wharves, structures, wildlife refuges, recreation and park purposes, granting all State of Wisconsin's rights title and interests in the submerged land and any dry lands surrounding said island which exist in Green Bay to Brown County; and

WHEREAS, in November 1977, the Corps and Brown County executed an Agreement sponsoring Renard Island, with Brown County assuming ownership upon completion of filling the island with navigational dredged material; and

WHEREAS, in 1978, Renard Island was funded and constructed by the Corps under Public Law 91-611; and

WHEREAS, between 1978 and 1995, the Corps operated Renard Island confined disposal facility for the placement of dredged material from the Green Bay Harbor navigational channel; and

WHEREAS, in February 2008, Brown County and the Corps received Wisconsin Department of Natural Resource's approval of the Renard Island Closure Plan that included geotechnical/hydrogeologic investigations, assessment of dredged material characteristics, criteria for using dredged material as part of an engineered soil cover, existing site features, design features, construction plan, monitoring plan, vegetation plan and maintenance activities that ensures protection of human health and the environment; and

WHEREAS, Brown County's cost for investigation, design and approval under the Renard Island Closure Plan exceeded $750,000 not including staff time; and

WHEREAS, in 2010, the Corps permitted and constructed a $2.6M temporary causeway from land to the Renard Island to facilitate closure activities; and

WHEREAS, In October 2010, Green Bay granted Brown County a 10-year temporary easement across Sauk Road to access the causeway; and

WHEREAS, in 2011, Brown County received $1.5M in Great Lakes Restoration Initiative funding to begin the closure activities; and

WHEREAS, in 2012, Brown County waived $1.0M in Corps tipping fees at Bay Port in exchange for services provided to further additional closure activities; and

WHEREAS, in 2014, the Corps spent $3.1M to complete the closure activities and intends on turning ownership of the island over to Brown County; and

WHEREAS, February 5, 2014 letter from the City of Green Bay states "Green Bay remains committed to our support of Brown County seeking authority to permit the construction causeway as a permanent structure"; and

WHEREAS, By resolution dated May 21, 2014 Brown County agreed to receive ownership transfer of the Renard Island causeway from the Corps; and

WHEREAS as part of the Corps project, the Corps is to remove the temporary causeway unless Brown County meets all conditions of ownership transfer; and

WHEREAS, all reasonable human use opportunities for Renard Island are dependent upon causeway access; and

WHEREAS, In March 2014, Brown County received a Chapter 30 permit from the Wisconsin Department of Natural Resources to keep the permanent causeway to Renard Island, which permit determined the necessary design modifications needed for the causeway to remain a permanent structure; and

WHEREAS, Brown County has estimated the cost to Brown County of causeway modifications to be approximately $150,000; and

WHEREAS, September 12, 2014 correspondence from the Corps directing Brown County to acquire a permanent easement from the City of Green Bay for access to the island; and

WHEREAS, November 4, 2014 correspondence from the Corps directing Brown County to acquire a permanent easement from the City of Green Bay and to have the existing bottomland lease modified with the State of Wisconsin to include the causeway foot print; and

WHEREAS, Brown County has legal opinion from Michael, Best and Fredrick, LLC that the existing Chapter 30 permit meets the requirement of a modified bottomland lease (lakebed grant); and,

WHEREAS, By February 2015, the Corps and Brown County made the necessary modifications needed for the causeway to remain a permanent structure; and

WHEREAS, Brown County has drafted the easement and included language that the future use of Renard Island will be recreational use and compatible with the Bay Beach Amusement Park area; and

WHEREAS, By March 2015, Brown County in good faith has spent 5 months trying to secure an easement from the City of Green Bay and has determined the easement is not forthcoming and is preparing to communicate to the Corps, understanding that without a permanent easement for the causeway the Corp will proceed with removal of the causeway.

NOW THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that Brown County is unable to secure a permanent easement from the City of Green Bay, which will result in the U.S. Corps of Engineers' removal of the temporary causeway and hereby rescinding the May 21, 2014 Renard Island causeway ownership transfer resolution.

FURTHER BE IT RESOLVED by Brown County Board of Supervisors, that this resolution shall be rescinded upon receipt of an executed mutually agreed upon easement between Brown County and City of Green Bay.

Respectfully submitted,

PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE

Approved by:

_____

COUNTY EXECUTIVE

Date Signed:_____

Authored by: Port & Resource Recovery Department

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the General Fund.

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				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: **Adopted** _____ **Defeated** _____ **Tabled** _____

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

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

DEAN HAEN
DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: February 9, 2015

REQUEST TO: Planning, Development and Transportation Committee

MEETING DATE: February 23, 2015

REQUEST FROM: Dean R. Haen, Director

REQUEST TYPE: x New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resind May 21, 2015 Renard Island Causeway Ownership Transfer Resolution

ISSUE/BACKGROUND INFORMATION: Brown County is unable to secure a permanent easement from the City Green Bay, which will result in the Corps of Engineers removal of the temporary causeway.

ACTION REQUESTED:
Approval

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

Is there a fiscal impact? Yes x No

a. If yes, what is the amount of the impact?

b. If part of a bigger project, what is the total amount of the project? $ 0

c. Is it currently budgeted? ☐ Yes ☐No

1. If yes, in which account?

2. If no, how will the impact be funded?

x☐ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

Note: This is a **RFP** 'Draft ONLY Version' of the Project for Review and Approval. Project may or may not be published.

Request for Proposal (RFP)

For

Engineering and Consulting Services For Brown County Port & Resource Recovery Department

PROJECT DESCRIPTION
Project # 1954

Publish Date: **March 19, 2015**

Response Deadline: **April 15, 2015** **3:00 PM** **Local Time CST**

To:

Brown County Purchasing Department

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SIGNATURE PAGE ..... Error! Bookmark not defined.

RFP PROJECT DETAILS

1. *General*

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor". All contractors are responsible for any addendums issued for this project. No notification will be sent when addendums are published to the Brown County website. Brown County is requesting sealed proposals for a firm to provide solid waste consulting services to the Port & Solid Waste Department.

2. *Contract Term*

Initial term of contract will be for three (3) years with the option of one (1) additional two (2) year renewal, subject to the annual review and recommendation of the standing committee, the satisfactory negotiation of terms (including a price acceptable to both Brown County and the selected firm), the concurrence of the Brown County Board of Supervisors and the annual availability of an appropriation.

3. *RFP Tentative Project Timeline*

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CST)
Standing Committee: Recommended for Approval by Administration Committee	February 23, 2015	
Solid Waste Board Committee: Recommended for Approval	March 16, 2015	
County Board Approval to Publish RFP	March 18, 2015	
RFP Published	March 19, 2015	
RFP Questions Due	**March 31, 2015**	**3:00 PM**
RFP Questions & Answers Published	April 2, 2015	3:00 PM
RFP Responses Due from Vendors	**April 15, 2015**	**3:00 PM**
Preliminary RFP Review to address potential budget issues	April 16, 2015	3:00 PM
Selection Team Kickoff Meeting	April 17, 2015	
Preliminary Scoring Meeting from proposal review	April 23, 2015	
Interview / Reference Checks, if Required	Week of April 27th, 2015	
Consensus Scoring Meeting	April 30, 2015	
Send out Thank You & Intent to Award Letters	April 30, 2015	
Contract Negotiations / Obtain Signatures	May 1, 2015	
Complete Contract Signing	May 8, 2015	
Service Commences	May 9, 2015	
Expected date of contract expiration *(not to exceed 5 year term)*	May 8, 2019	

4. *RFP Questions Due: March 31, 2015 at 3:00 PM*

Questions-All questions related to this project must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: bc_administration_purchasing@co.brown.wi.us
- Questions MUST be clearly marked in the subject line: "Questions for Project # 1954"

5. *RFP Questions & Answers Publish Date: April 2, 2015 at 3:00 PM*

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.co.brown.wi.us > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

6. *RFP Due Date & Delivery Address Details: April 15, 2015 at 3:00 PM*

Responses are due to Brown County Purchasing no later than the Due Date.
Prospective vendors can submit proposals electronically, hand deliver or by mail via DHL, Fed X , UPS, USPS, etc as outlined below:

Emailed proposal must include the following items:

- Be clearly marked in the subject line with perspective project #.
- Include 2 separate electronic files:
  - One file named proposal to include proposal excluding any pricing details.
  - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:
  - Bc_Administration_Purchasing@co.brown.wi.us
  - A courtesy email response will be generated after receipt of all proposals.
- Email proposals also require that 5 paper copies be sent separately excluding the pricing details that are provided to the scoring team. Delivery address is provided below:

Hand delivered or mailed proposal must include the following items:

- Be clearly marked with project # on the outside of the sealed envelope in the lower left hand corner.
- Be in 2 separate Sealed envelopes as follows:
  - One envelope to include proposal excluding pricing details.
  - The other envelope labeled 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Along with the proposal include a CD or flash drive copy to include 2 files as follows:
  - One file named proposal to include proposal excluding pricing details.
  - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due and received at the following address:

Delivery Address for DHL, Fed X, Hand Delivery, Mail, UPS, USPS, etc.
Brown County Purchasing Department **Project 1952** **305 E. Walnut St. 5th Floor** **Green Bay, WI 54301**

***Note**: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.*

7. *RFP Format & Submission Requirement*

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP Scope of Work & Specifications (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP Cost Sheet (Attachment C)** - Provide attachment listing your rates with your document submission in a separate sealed envelope or separate file if submitted via email.
- **RFP Reference Data Sheet (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.

- **RFP Designation of Confidential & Proprietary Information (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP Addendum(s) Acknowledgement (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

8. *Performance or Applicable Payment Bonds*

Bid Bonds in the amount of 5% are required for any projects over $50,000. Bid bonds can be in the form of a bid bond, certified check or cashier's check for projects from $50,000 - $100,000. Bid bonds for any projects over $100,000 need to be submitted as a **bid bond only.**

Performance/Payment bonds are required for any projects over $50,000 and need to be for the total amount of the project.

9. *RFP Method of Payment*

Payment is net 30 days from completion and approval of project.

Payment Terms: Payments may apply as noted in Wisconsin Statute 66.0135. If milestone payments are appropriate they will be defined in the contract. Vendors are strongly encouraged to accept P-Card payments.

10. *Financial Verification*

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

11. *"Piggyback" Clause*

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

12. *Other*

1. ***Cancelled Project Records:*** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
2. ***Laws***: All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
3. ***License***: Vendors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of Contract execution and throughout the length of the project.
4. ***Project Manager***: Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
5. ***Rejection of Document Submission***: Brown County reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. ***Taxes***: Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

13. *RFP Attachments*

A. **RFP Scope of Work, Specifications / Drawings:** Contractor must adhere to specifications/drawings for this project.
B. **RFP Scoring**
C. **RFP Cost Sheet**
D. **RFP Reference Data Sheet**
E. **RFP Designation of Confidential & Proprietary Information**
F. **RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
G. **RFP Appeals**

H. **Contract Insurance Requirements**

I. **Professional Contract for Service TEMPLATE:** Contractors submitting documents must review the Professional Contract for Service TEMPLATE. Sections that may be of concern must be identified and an explanation for the objection must be provided with the Vendor document submission. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated.

ATTACHMENT A: RFP SCOPE OF WORK & SPECIFICATIONS

(Potential vendors are expected to perform the following service in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.

Scope of Services:

The Brown County Port & Resources Recovery Department requires services in the following areas:

General Engineering and Consulting:

- Landfill design and construction.
- Landfill leachate collection, pumping, and containment systems.
- Landfill gas collection, processing, and combustion.
- Final landfill cover systems and long term care activities.
- Landfill Feasibility and Plan of Operation.
- DNR solid waste and air permits and approvals.
- Solid waste and recycling regional studies.
- Groundwater data management and impact analysis.
- Survey and construction staking.
- Site construction documentation.
- Recycling and solid waste transfer station design and operation.

Requirements:

To be considered for award of this contract, the following minimum qualifications must be met and fully outlined and explained in your proposal:

The firm must be experienced in the area of:

- Planning, designing and troubleshooting solid waste disposal, landfill gas collection and flare, leachate collection containment and removal systems.
- Air, solid waste, groundwater, surface and storm water permit writing.
- Data management and impact analysis.
- Plans and specification writing.
- Surveying.
- Construction documentation
- Financial analysis
- Report and trend forecasting

The firm must have a proven ability as evidenced by past performance and current resources and personnel to execute a contract for services beginning on May 9, 2015.

The firm must have a central office that is capable of providing satisfactory provisions of services to the onsite operations.

Interested consultants shall submit a Statement of Qualifications (SOQ) demonstrating their capabilities in one or more of the technical areas addressed in Attachment A - Scope of Services. The SOQ shall include information regarding 2010 hourly rates for individual classifications of staff as indicated by the Rate Schedule. The SOQ shall also include 2010 hourly rates for the individual staff members who may work on projects for Brown County. Per-diem rates and equipment bill-out rates must also be included in your proposal. A resume shall be provided summarizing the experience of each person for whom hourly rates are included.

2014 Consulting Services work was composed of approximately the following breakdown:

- 200 hours of Senior Project Engineer hours.
- 600 hours of Landfill Engineer
- 300 hours of Field Technician
- 30 hours of CAD/GIS Draftsman
- 75 hours of Administrative Staff

ATTACHMENT B: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this project will be evaluated according to the following:

1. Evaluation Process

The following steps will be observed in the evaluation of the potential vendor document submission:

- Brown County will establish a project scoring team.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission being eliminated from consideration.
- The project scoring team will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

2. Scoring Methodology

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Experience of Firm	30
2. Responses to Questions, Proximity to Brown County	25
3. Organization/Staff Capabilities	20
4. Pricing	15
5. References (Attachment D) (*Interviews / Presentations*)	10
Total	100

**Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

3. Scoring Criteria

The evaluation factors to be used in project scoring are described below:

1. ***Quality, clarity and responsiveness of document submission*** – Document submissions will be evaluated on meeting the overall requirements of the project.
2. ***Responses to Questions*** – Document submission will be evaluated on the thoroughness and content of the responses submitted.
3. ***Experience*** – Document submission will be evaluated based on the experience of the Vendor including their employees.
4. ***Pricing*** – Document submissions are scored using a formula with the lowest price submitted receiving the highest score.
5. ***References*** – Document submission will be evaluated based on information obtained from the references provided. Interviews and/or presentations are not required but preferred based on the scoring teams' recommendation.

4. RFP Questions

Organizational/Staff Capabilities and Qualifications:

a. Describe how your company is organized and how the staff assigned to us fits into the organizational structure.
b. Please provide resumes for the staff who will be assigned to our account.
c. Please provide client references for the personnel who will be assigned to our account.
d. Please provide project references demonstrating your company's capabilities in regard to the Scope of Work.

Industry Experience-Related Questions:

e. Describe your experiences with planning, designing, and troubleshooting solid waste disposal, landfill gas collection and flare, leachate collection, containment and removal systems, resource recovery technology, emerging solid waste technologies and energy production.
f. Please provide case studies demonstrating your familiarity with landfill siting, design, redesign and resource recovery.
g. Please describe your experience with regulatory agencies and the landfill permitting process including air, solid waste, groundwater, surface and stormwater permits.

Budget-Related Questions

h. How do you bill for services?
i. Please provide a list of billing rates for representatives who would be assigned to our account.

ATTACHMENT C: RFP COST SHEET

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

Vendor Information

COMPANY PHYSICAL LOCATION INFORMATION					
Legal Name:					
Address:					
City:		State:		Zip:	
Phone:		Fax:			
Federal ID #:		Website:			
COMPANY REMIT INFORMATION *(where to send invoice, if different than above)*					
Billing Name:					
Name to print on check, if different than above					
Address:					
City:		State:		Zip:	
Accounts Payable Contact:		Phone:			
Accounts Payable Email:		Payment Terms:			

CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS			
Sales Rep Name:		Sales Rep Title:	
Sales Rep Phone Number:		Sales Rep Email:	

CONTACT INFORMATION / PROJECT MANAGER			
Project Manager Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

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

Comments:	

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

Comments:	

RFP Pricing

Service Description	2015 - Rate per Hour*
Senior Project Engineer Rate	$
Landfill Engineer Rate	$
Field Technician Rate	$
CAD/GIS Draftsman Rate	$
Admin Staff Rate	$
Service Description	**2016 - Rate per Hour***
Senior Project Engineer Rate	$
Landfill Engineer Rate	$
Field Technician Rate	$
CAD/GIS Draftsman Rate	$
Admin Staff Rate	$
Service Description	**2017 - Rate per Hour***
Senior Project Engineer Rate	$
Landfill Engineer Rate	$
Field Technician Rate	$
CAD/GIS Draftsman Rate	$
Admin Staff Rate	$
Service Description	**2018 - Rate per Hour***
Senior Project Engineer Rate	$
Landfill Engineer Rate	$
Field Technician Rate	$
CAD/GIS Draftsman Rate	$
Admin Staff Rate	$
Service Description	**2019 - Rate per Hour***
Senior Project Engineer Rate	$
Landfill Engineer Rate	$
Field Technician Rate	$
CAD/GIS Draftsman Rate	$
Admin Staff Rate	$

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

COOPERATIVE PURCHASING: Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. Participating in this option allows vendors

opportunities for additional sales and municipalities to expedite purchases without additional bidding. Please be aware that your participation is voluntary. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

☐Upon a mutually approved contract, I Agree to make the products or services of this quote/proposal available to other public entities as defined above and as priced, for the period specified within this solicitation.

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303
PHONE (920) 662-2160 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

Meeting: Planning, Development & Transportation Committee
Meeting Date: 2/23/15
Public Works Report

REPORT TO: PD&T Committee Members
Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr
Norb Dantinne
Tom Sieber

REPORT FROM: Paul Van Noie
Public Works Director

AGENDA ITEM: Bid Recommendation and Approval for Bid Project #1929 – Law Enforcement Center Roof Replacement.

RECOMMENDATION: Five (5) contractor bids were received on February 9, 2014, for the project.

At this time, Public Works Facility Management is recommending to award the bid to Northeastern Roofing, Seymour, WI in the amount of $73,000.00.

FISCAL IMPACT: $73,000.00

ADDITIONAL INFORMATION: Attached Bid Tabulation Results

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:	1929			
Project Name:	Roof Replacement on Law Enforcement Center			
Type of Project (RFB, RFP, RFQ):	RFB			
Purchasing Representative:	Dale DeNamur			
Due Date:	February 9, 2015	11:00 AM	**Location:**	Brown County Clerk's Office
Opening Date:	February 9, 2015	11:00 AM	**Location:**	Northern Building, 2nd Floor, Room 201

	CONTRACTOR	CITY, STATE	BASE BID	ALTERNATE BID 1	ALTERNATE BID 2	BID BOND	*Addenda Acknowledged?* ADD 1 - Site Visit Attendance List			Intent To Award
1	Northeastern Roofing	Seymour, WI	$ 73,000.00	$ 74,800.00	$ 8,000.00	Yes	Yes			
2	Crafts, Inc.	Manitowoc, WI	$ 74,962.00	$ 76,000.00	$ 9,600.00	Yes	Yes			
3	Northern Metal & Roofing	Green Bay, WI	$ 78,260.00	$ 82,600.00	Time & Material	Yes	Yes			
4	Walsdorf Roofing	Kiel, WI	$ 88,800.00	$ 92,600.00	No Bid	Yes	Yes			
5	Quality Roofing	Marshfield, WI	$ 88,820.00	$ 92,473.00	$ 19,600.00	Yes	Yes			

BROWN COUNTY PUBLIC WORKS DEPARTMENT

Management Discussion and Analysis of Operations
Period Ended 12/31/2014 – Tentative Final Year End

Summary of the Operations for Public Works
The Public Works Department performed better than anticipated with positive variances in most areas.

HIGHWAY DIVISION:

General.

The Highway Division is showing a net positive year-to-date variance of $366,407 between the 660 & 240 Funds.

660 - Highway Operational Fund.

As of month-end December 2014:

- The Operational Fund is showing a positive year-to-date variance of $68,838.
- Intergovernmental Revenues has a positive year-to-date variance of $607,492. This positive year-to-date variance is primarily due to the heavy winter 2013/2014 season.
- Miscellaneous Revenue has a negative year-to-date variance of $4,164,233 and is off-set by related reduction in expenses of $3,530,956. The primary reason for Miscellaneous Revenue is due to our Capital Projects as the construction of Project GV-10, and a few others, were pushed to 2015.

240 - County Maintenance & Bridge Aid Fund.

As of month-end December, the County Maintenance and Bridge Aid Fund has a positive year-to-date variance of $297,569. This is primarily attributed to the County Trunk Highway Maintenance expenses having a year-to-date positive variance of $438,382 despite the heavy 2013/2014 winter season as this variance comes primarily from the summer maintenance activities being lower than anticipated. In December, numerous Bridge Aid Reimbursement requests were submitted causing the bridge aid expenses to be higher than budgeted for 2014 by $148,462. This overage will be covered by the bridge aid fund balance in the 240 Fund.

400s - Capital Projects:

For the Highway's Capital Project Funds, we are anticipating a fund increase of $598,108, which is primarily attributable to the savings from the projects completed in 2014. Public Works intends to apply $282K of the savings to future projects to lessen future levy and bonding requirements. $286K of savings is earmarked in the 2015 budget to transfer out to Debt Service to assist in bond payments lowering their levy required to do so.

Attached are the December 2014 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find the Financial Summary for Road Maintenance through December 31, 2014.

BROWN COUNTY PUBLIC WORKS DEPARTMENT
HIGHWAY FINANCIAL SUMMARY
Month Ending December 31, 2014

660 Highway Operating Fund

	Dec 2014 Budget	Dec 2014 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	290,572.60	337,403	46,830	3,535,300	4,142,792	607,492	3,535,300	4,142,792	117%
Public Charges	3,205	102,919	99,713	39,000	190,512	151,512	39,000	190,512	488%
Miscellaneous Revenue	1,293,256	2,178,779	885,523	22,299,336	18,135,103	(4,164,233)	22,299,336	18,135,103	81%
Other Financing Sources-Trans	-	2,819	2,819	-	2,818.7	2,819	-	2,819	#DIV/0!
Total Revenues	1,587,034	2,621,919	1,034,885	25,873,636	22,471,226	(3,402,410)	25,873,636	22,471,226	87%
Personnel Cost	595,582	565,722	(29,860)	7,146,982	7,387,249	240,267	7,146,982	7,387,249	103%
Operating Expenses	985,297	1,921,959	936,661	18,137,329	14,606,373	(3,530,956)	18,137,329	14,606,373	81%
Interdepartmental Charges	33,588	42,025	8,437	403,052	408,766	5,714	403,052	408,766	101%
Other Financing Uses-Trans	-		-	-		-	-	-	0%
Total Expenses	1,614,467	2,529,705	915,238	25,687,363	22,402,388	(3,284,975)	25,687,363	22,402,388	87%
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	(27,433)	92,214	119,647	186,273	68,838	(117,435)	186,273	68,838	

240 County Mait & Bridge Aid Fund

	Dec 2014 Budget	Dec 2014 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	-	-	-	4,187,811	4,193,095	5,284	4,187,811	4,193,095	100%
Property Taxes	15,000	15,000	-	180,000	180,000	-	180,000	180,000	100%
Total Revenues	15,000	15,000	-	4,367,811	4,373,095	5,284	4,367,811	4,373,095	100%
CTH Maintenance	476,479	255,152	(221,327)	3,985,800	3,547,418	(438,382)	3,985,800	3,547,418	89%
Bridge Aid & Hwy Construction	31,637	262,709	231,072	379,646	528,108	148,462	379,646	528,108	139%
Transfer Out	-	-	-	-	-	-	-	-	#DIV/0!
Total Expenses	508,116	517,861	9,745	4,365,446	4,075,526	(289,920)	4,365,446	4,075,526	93%
Increase (Use) of Fund Balance	(493,116)	(502,861)	(9,745)	2,365	297,569	295,204	2,365	297,569	

GTA Accrued		-
Est Savings GTA Areas	$	-
240 True YTD Var		-

400s–Capital Projects

Est CAP PROJ FUND BALANCE 12/31/14	4,128,951.35
Add Interest Income	10,880.72
Less Projects est costs yet	(3,530,843.05)
Less Payments To Debt Service	-
Estimated Fund Increase	**598,108.30**

Main Contributors (Est Fund Increase)			**Notes:**
AAA-16	16,913.78	Bond	Save For Future AAA Project
EA-8	81,890.75	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
EB-28	20,113.05	Levy	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
H-30	28,503.20	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
N-15	155,552.89	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
P-21	264,855.87	Bond & Levy	Save for Future P project
Total	**567,830**	**95%**	

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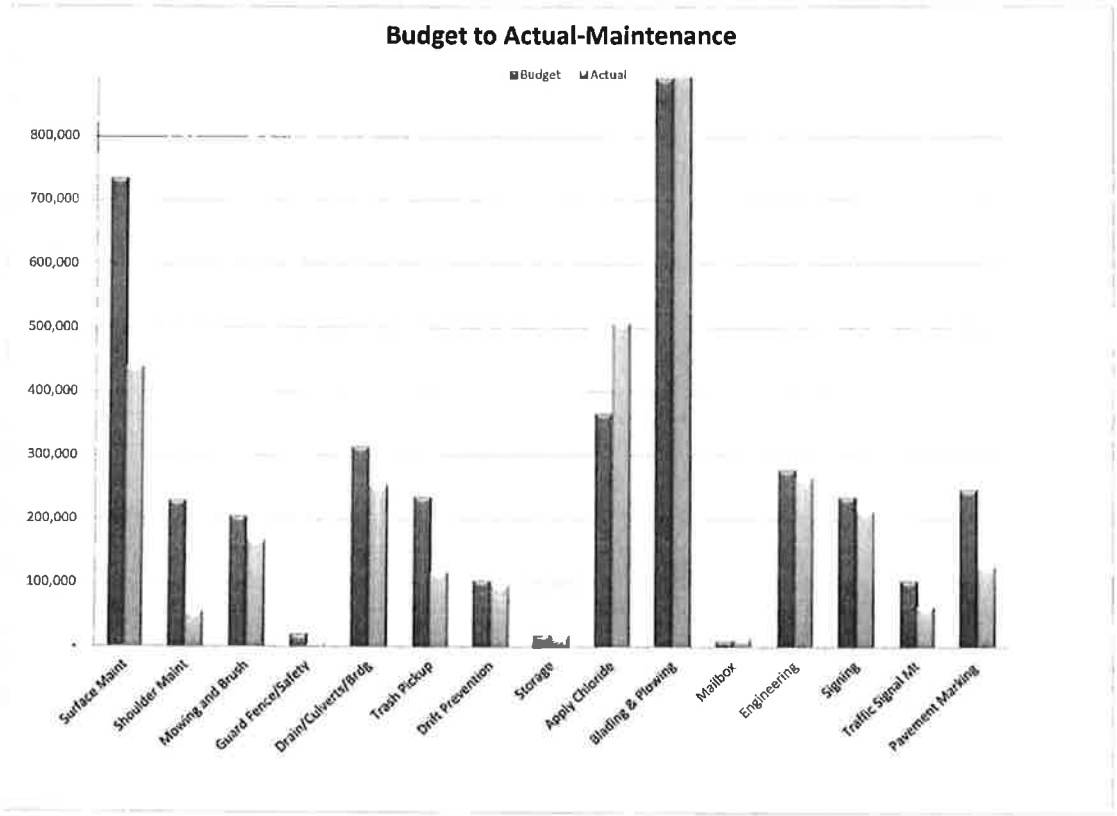
BROWN COUNTY PUBLIC WORKS
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240
AS OF 12/31/14

	Budget	Actual	Remaining	Percentage Used
Surface Maint	735,000	441,037	293,963	60.01%
Shoulder Maint	231,000	56,361	174,639	24.40%
Mowing and Brush	205,800	169,121	36,679	82.18%
Guard Fence/Safety	21,000	5,409	15,591	25.76%
Drain/Culverts/Brdg	315,000	254,119	60,881	80.67%
Trash Pickup	236,250	117,643	118,607	49.80%
Drift Prevention	105,500	98,125	7,375	93.01%
Storage	20,000	20,000	-	100.00%
Apply Chloride	367,500	508,653	(141,153)	138.41%
Blading & Plowing	892,500	1,190,111	(297,611)	133.35%
Mailbox	10,000	15,006	(5,006)	150.06%
Engineering	278,250	266,373	11,877	95.73%
Signing	236,250	214,316	21,934	90.72%
Traffic Signal Mt	105,000	64,333	40,667	61.27%
Pavement Marking	246,750	126,812	119,938	51.39%
Total	4,005,800	3,547,418	458,382	88.56%



FACILITY MANAGEMENT DIVISION:

As of December 31, we are showing a tentative year to date (YTD) positive variance of $40,436. Revenues are higher than budgeted by 4% and expenses are 1% higher than budgeted.

The main contributors to the higher than budgeted revenues are as follows:

- Interdepartmental Charges
- Miscellaneous Revenue
- Focus-on-Energy Grant Revenues
- Insurance Recoveries

The main contributor to the expenses being higher than budgeted is due to having to replace the Law Enforcement Center elevator, which was at a total cost of $73,408.

Attached are the Budget-to-Actual comparisons through December 31, 2014 for the Facilities Division of Public Works.

BROWN COUNTY PUBLIC WORKS DEPARTMENT
FACILITIES FINANCIAL SUMMARY-FUND 100
Month Ending December 31, 2014

	Dec 2014 Budget	Dec 2014 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,250	1,250	-	15,000	15,000	-	15,000	15,000	100%
Public Charges	506	163	(343)	6,077	1,328	(4,749)	6,077	1,328	22%
Miscellaneous Revenue	158,953	224,605	65,652	1,907,438	1,995,214	87,776	1,907,438	1,995,214	105%
Other Financing Sources-Trans	-	-	-	25,964	25,964	-	25,964	25,964	0%
Total Revenues	160,709	226,018	65,309	1,954,479	2,037,506	83,027	1,954,479	2,037,506	104%
Personnel Cost	214,227	295,363	81,136	2,570,718	2,667,537	96,819	2,570,718	2,667,537	104%
Operating Expenses	136,176	184,632	48,456	1,634,108	1,648,855	14,747	1,634,108	1,648,855	101%
Interdepartmental Charges	8,302	7,286	(1,016)	99,626	95,651	(3,975)	99,626	95,651	96%
Outlay	-	-	-	-	-	-	45,000	-	0%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenditures	358,705	487,281	128,576	4,304,452	4,412,043	107,591	4,349,452	4,412,043	101%
Property Taxes	199,581	199,581	0	2,394,973	2,394,973	-	2,394,973	2,394,973	100%
Increase (Use) of Fund Balance	1,585	(61,682)	(63,267)	45,000	20,436	(24,564)	-	20,436	

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BROWN COUNTY PUBLIC WORKS DEPARTMENT

Management Discussion and Analysis of Operations
Period Ended 1/31/2015

Summary of the Operations for Public Works
The Public Works Department is performing better than anticipated with positive variances in most areas.

HIGHWAY DIVISION:

General.

The Highway Division is showing a net year-to-date positive variance of $290,003 between the 660 & 240 Funds.

660 - Highway Operational Fund.

As of month-end January 2015:

- The Operational Fund is showing a positive year-to-date variance of $178,216.
- "Intergovernmental Revenues" has a positive year-to-date variance of $318,590. This positive year-to-date variance is primarily due to the winter activities in January and is offset by a negative variance in Miscellaneous Revenues. Personnel & Operating costs were higher than budget, which are also reducing the positive variance in "Intergovernmental Revenues".

240 - County Maintenance & Bridge Aid Fund.

As of month-end January 2015, the County Maintenance and Bridge Aid Fund has a positive year-to-date variance of $111,787. This is primarily attributed to the County Trunk Highway Maintenance expenses having a year-to-date positive variance of $91,781. Bridge Aid expenses are also lower than budget.

400s - Capital Projects.

For the Highway's Capital Project Funds, we anticipate a fund increase of $542,175, which is primarily attributable to the savings from the projects completed in 2014. Public Works intends to apply $234K of the savings to future projects to lessen future levy and bonding requirements. $286K of savings is earmarked in the 2015 budget to transfer out to Debt Service to assist in bond payments lowering their levy required to do so.

Attached are the January 2015 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find the Financial Summary for Road Maintenance through January 31, 2015.

BROWN COUNTY PUBLIC WORKS DEPARTMENT
HIGHWAY FINANCIAL SUMMARY
Month Ending January 31, 2015

660 Highway Operating Fund

	Jan 2015 Budget	Jan 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	301,109.59	619,699	318,590	301,110	619,699	318,590	3,663,500	619,699	17%
Public Charges	3,287.67	2,345	(942)	3,288	2,345	(942)	40,000	2,345	6%
Miscellaneous Revenue	1,066,699	1,027,546	(39,153)	1,066,699	1,027,546	(39,153)	20,045,808	1,027,546	5%
Other Financing Sources-Trans	-		-	-		-	-	-	#DIV/0!
Total Revenues	1,371,096	1,649,590	278,494	1,371,096	1,649,590	278,494	23,749,308	1,649,590	7%
Personnel Cost	619,882	727,530	107,648	619,882	727,530	107,648	7,438,579	727,530	10%
Operating Expenses	842,978	844,961	1,983	842,978	844,961	1,983	15,841,557	844,961	5%
Interdepartmental Charges	36,471	27,119	(9,352)	36,471	27,119	(9,352)	437,657	27,119	6%
Other Financing Uses-Trans	-		-	-		-	-	-	0%
Total Expenses	1,499,331	1,599,610	100,279	1,499,331	1,599,610	100,279	23,717,793	1,599,610	7%
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	(128,235)	49,981	178,215	(128,235)	49,981	178,216	31,515	49,981	

240 County Mait & Bridge Aid Fund

	Jan 2015 Budget	Jan 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,185,214	1,188,326	3,112	1,185,214	1,188,326	3,112	4,299,354	1,188,326	28%
Property Taxes	11,250	11,250	-	11,250	11,250	-	135,000	11,250	8%
Total Revenues	1,196,464	1,199,576	3,112	1,196,464	1,199,576	3,112	4,434,354	1,199,576	27%
CTH Maintenance	541,440	449,659	(91,781)	541,440	449,659	(91,781)	4,145,196	449,659	11%
Bridge Aid & Hwy Construction	24,097	7,203	(16,894)	24,097	7,203	(16,894)	289,158	7,203	2%
Transfer Out	-	-	-	-	-	-	-	-	#DIV/0!
Total Expenses	565,537	456,862	(108,675)	565,537	456,862	(108,675)	4,434,354	456,862	10%
Increase (Use) of Fund Balance	630,927	742,714	111,787	630,927	742,714	111,787	-	742,714	

GTA Accrued		(840,142.83)
Est Savings GTA Areas	$	145,000
240 True YTD Var		47,571

400s--Capital Projects

Est CAP PROJ FUND BALANCE 1/31/15	10,579,146.74
Add Interest Income	-
Less Projects est costs yet	(10,036,971.88)
Less Payments To Debt Service	-
Estimated Fund Increase	**542,174.86**

Main Contributors (Est Fund Increase)

			Notes:
AAA-16	16,913.78	Bond	Save For Future AAA Project
EA-8	81,890.75	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
EB-28	20,113.05	Levy	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
H-30	28,503.20	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
N-15	155,552.89	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
P-21	216,907.33	Bond & Levy	Save for Future P project
Total	**519,881**	**96%**	

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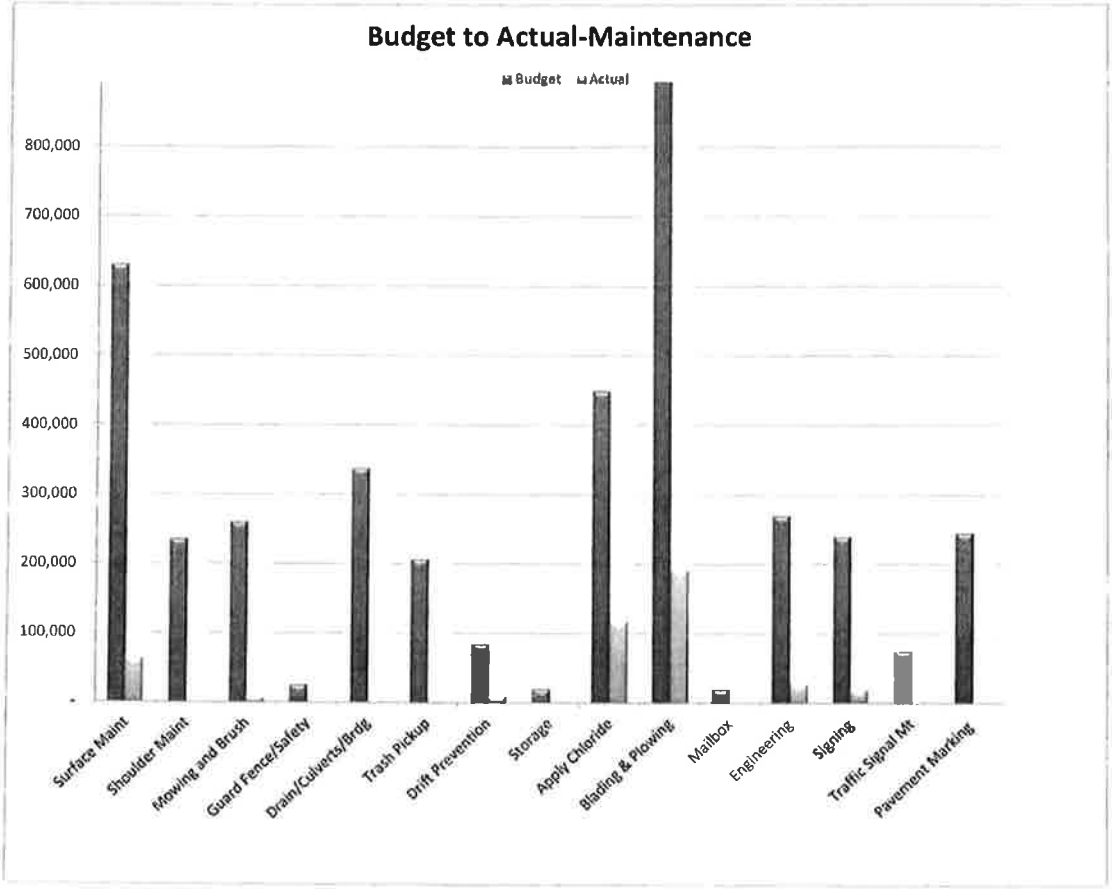
BROWN COUNTY PUBLIC WORKS
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240
AS OF 1/31/15

	Budget	Actual	Remaining	Percentage Used
Surface Maint	630,000	63,306	566,694	10.05%
Shoulder Maint	236,000	-	236,000	0.00%
Mowing and Brush	260,000	7,673	252,327	2.95%
Guard Fence/Safety	25,000	-	25,000	0.00%
Drain/Culverts/Brdg	338,000	2,380	335,620	0.70%
Trash Pickup	207,000	1,332	205,668	0.64%
Drift Prevention	85,000	10,884	74,116	12.80%
Storage	20,000	1,667	18,333	8.33%
Apply Chloride	450,000	118,559	331,441	26.35%
Blading & Plowing	1,044,039	192,171	851,868	18.41%
Mailbox	20,000	830	19,170	4.15%
Engineering	270,500	28,950	241,550	10.70%
Signing	239,657	20,730	218,927	8.65%
Traffic Signal Mt	75,000	1,179	73,821	1.57%
Pavement Marking	245,000	-	245,000	0.00%
Total	4,145,196	449,659	3,695,537	10.85%



FACILITY MANAGEMENT DIVISION:

As of January 31, we are showing a year to date (YTD) negative variance of $5,720.

The main contributors to the negative variance are as follows:

- Lower than anticipated Inter-departmental Billings
- Higher than anticipated costs in Repair & Maintenance-Buildings Costs
- Higher than anticipated personnel costs.

However, these cannot be looked at on an evenly spread budget; so at this time we anticipate these variances from budget to even out as the year continues on.

Attached are the Budget-to-Actual comparisons through January 31, 2015 for the Facilities Division of Public Works.

BROWN COUNTY PUBLIC WORKS DEPARTMENT
FACILITIES FINANCIAL SUMMARY-FUND 100
Month Ending January 31, 2015

	Jan 2015 Budget	Jan 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	1,250	1,250	-	1,250	1,250	-	15,000	1,250	8%
Public Charges	162	258	96	162	258	96	1,942	258	13%
Miscellaneous Revenue	156,499	141,357	(15,142)	156,499	141,357	(15,142)	1,877,985	141,357	8%
Other Financing Sources-Trans	-	-	-			-		-	0%
Total Revenues	157,911	142,865	(15,046)	157,911	142,865	(15,046)	1,894,927	142,865	8%
Personnel Cost	211,890	233,460	21,570	211,890	233,460	21,570	2,542,683	233,460	9%
Operating Expenses	154,921	127,417	(27,504)	154,921	127,417	(27,504)	1,859,056	127,417	7%
Interdepartmental Charges	7,909	4,518	(3,391)	7,909	4,518	(3,391)	94,905	4,518	5%
Outlay	-	-	-	-	-	-	-	-	0%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenditures	374,720	365,396	(9,324)	374,720	365,396	(9,324)	4,496,644	365,396	8%
Property Taxes	216,810	216,810	(0)	216,810	216,810	(0)	2,601,717	216,810	8%
Increase (Use) of Fund Balance	1	(5,720)	(5,721)	1	(5,720)	(5,721)	-	(5,720)	

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BROWN COUNTY
PUBLIC WORKS DEPARTMENT
Director's Report

Below are certain significant items I wish to report on for the Public Works Department as of 1/31/2015:

LEAN EVENT.

On February 3rd the Highway Division held a lean event regarding the right-of-way acquisition process. State statutes are followed for the overall process, but specifically how and when the highway division and corporation counsel should communicate was not formalized. The lean event documented the proposed process clarifying the roles and involvement of corporation counsel with future projects. The overall goal was to reduce/limit risk exposure for Brown County.

PROJECT SOLICITATIONS.

The following design projects have been submitted to the DOT for consultant solicitation through the DOT's solicitation process:

- Project 4616-03-00
  - CTH ZZ from Clay Street to Tetzlaff Road (STP-Rural 2019 Construction)
- Project 4516-07-00
  - CTH EA from STH 29 to Willow Road (STP-Urban 2019 Construction)
- Projects 4503-00-00 and 4503-03-00 (Local Bridge Aid 2018 Construction)
  - Cooperstown Road Bridge, Town of New Denmark
  - Wanek Road Bridge, Town of New Denmark
- Projects 4508-08-00 and 4519-09-00 (Local Bridge Aid 2018 Construction)
  - Park View Road Bridge, Town of Morrison
  - County Line Road Bridge, Town of Wrightstown
- Projects 4616-02-00 and 9287-03-00 (Local Bridge Aid 2018 Construction)
  - CTH ZZ Bridge
  - CTH M Bridge

TWELVE-HOUR DAYS.

Highway Division. Highway incurred 1,915.25 hours of overtime in January 2015. Substantially, all overtime was related to winter work. The amounts in excess of 12 hours per day are attached hereto.

Facility Management Division. There was one (1) employee that worked three (3) 12+ hour shifts in January 2015 (see attached).

STAFFING REPORT.

See Attached Table.

Public Works - Highway Division
12-Hour Work Days
1/1 - 1/31/15

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
1/3/2015	Kollross, Cory	state plow (10) Scott plow (2.5)	12.5
1/3/2015	Taicher, Kevin	county plow	12.75
1/3/2015	Schraufnagel, Dan	Scott plow	14
1/3/2015	Reedy, Jason	state plow	14.25
1/3/2015	Karbon, Dan	county plow (11.5) Eaton plow (3)	14.5
1/3/2015	VandeHei, Jamie	state plow(5.75) county plow (6.25), GB plow (2.5)	14.5
1/3/2015	Ignatowski, Paul	state plow	15.25
1/3/2015	Allen, Chris	state plow (15) county plow (1)	16
1/3/2015	VandenElzen, Ken	state plow (14) county plow (2)	16.5
1/3/2015	Cisler, Mike	state plow (12.5) county plow (2) GB plow (2)	16.5
1/3/2015	Little, Bob	state plow	16.75
1/4/2015	Beaupre, Jim	shop	12
1/4/2015	Cisler, Mike	state plow	12
1/4/2015	VandenElzen, Ken	state plow (10) county plow (2)	12
1/4/2015	Ignatowski, Paul	state plow (12.75), county plow (1)	13.75
1/8/2015	Dixon, Darrell	county surface (3) county plow (9.75)	12.75
1/8/2015	Corrigan, Chad	State salt shed (7), Holland plow (6)	13
1/8/2015	Kane, Kurt	county plow (6) Wrightstown plow (7)	13
1/8/2015	LeGrave, Steve	county surface (3) Green Bay plow (10)	13
1/8/2015	Mohr, Brian	shop	13
1/8/2015	Peot, Tracy	county plow (7) Scott plow (6)	13
1/8/2015	Schraufnagel, Dan	Bayport (7) Scott plow (6)	13
1/8/2015	Shimanek, Steve	county fence (6), eaton plow (3), New Denmark plow (4)	13
1/8/2015	Sweemer, Steve	shop	13
1/8/2015	Tilkens, Todd	state fence (8) Holland plow (5)	13
1/8/2015	Zelten, Brian	state fence (8), Rockland plow (5)	13
1/8/2015	VandeHey, Tom	county surface (3) county plow (10.5)	13.5
1/8/2015	Bastian, Dan	county plow (11), county patch (3)	14
1/8/2015	Curl, Todd	Shop	14
1/8/2015	Doucha, Dean	county fence (5), county plow (9)	14
1/8/2015	Gussert, Tim	county surface (5) county plow (9)	14
1/8/2015	Kielpikowski, Dennis	shop (6), county plow (8)	14
1/8/2015	Sausen, Jim	county patch (4) county plow (10)	14
1/8/2015	Sequin, Scott	county surface (3) county plow (11)	14
1/8/2015	Smits, Mike	county surface (5) county plow (9)	14
1/8/2015	Sperberg, Mark	county surface (5) county plow (9)	14
1/8/2015	Taicher, Kevin	state plow (5) county plow (9)	14
1/8/2015	White, Dan	county patch (5) county plow (9)	14
1/8/2015	Giese, Jon	Buildings (5.25), county plow (9)	14.25
1/8/2015	Karbon, Dan	county fence (5.25), county plow (8), Eaton plow (1)	14.25
1/8/2015	Sticka, John	county surface (5.25), county plow (9)	14.25
1/8/2015	Allen, Chris	state patch (5), state plow (10)	15
1/8/2015	Buhr, Mike	shop	15
1/8/2015	Charles, Brad	shop (6), state plow (9)	15

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
1/8/2015	Cisler, Mike	state plow (10), shop (2) county surface (3)	15
1/8/2015	Kaminski, Chad	state plow	15
1/8/2015	Kilgore, Shawn	Bayport (5), state plow (10)	15
1/8/2015	Kollross, Cory	county plow (3) state plow (12)	15
1/8/2015	Linskens, Joe	state litter (5), state plow (10)	15
1/8/2015	Little, Bob	state litter (4) state plow (11)	15
1/8/2015	Maus, Todd	county plow (7) state sign (4) county sign (4)	15
1/8/2015	Messerschmidt, Bill	state plow	15
1/8/2015	Neuville, Mike	shop	15
1/8/2015	Schmidt, Jamie	shop	15
1/8/2015	Scray, Norb	state plow (9) state repair (3) county plow (3)	15
1/8/2015	Thibodeau, Larry	state patch (4) state plow (11)	15
1/8/2015	VandeHei, Jamie	state patch (4) state plow (11)	15
1/8/2015	VandenElzen, Ken	state fence (5) state plow (9) county plow (1)	15
1/8/2015	VerHaagh, Ken	shop	15
1/8/2015	Brittnacher, John	state litter (6.25), state plow (9)	15.25
1/8/2015	Margitan, Jim	state plow	15.25
1/8/2015	Umentum, Matt	state plow	15.25
1/8/2015	Beaupre, Jim	shop	16
1/8/2015	Ignatowski, Paul	state plow (12), state litter (2), state repair(2)	16
1/8/2015	VanDenPlas, Todd	state litter (2) state plow (12), state repair (2)	16
1/8/2015	Zuleger, Kevin	shop	16
1/8/2015	Loritz, Nancy	state litter (4) state plow (13)	17
1/8/2015	Reedy, Jason	state plow	17
1/9/2015	Goral, Mike	shop	12
1/9/2015	Hollbrook, Matt	shop	12
1/9/2015	Tilkens, Todd	Holland plow (6) county surface (6)	12
1/9/2015	Bastian, Dan	county plow (10) state plow (3)	13
1/9/2015	Brittnacher, John	state plow (10) Wrightstown plow (3)	13
1/9/2015	Cisler, Mike	state plow (11.5), Green Bay plow (1.5)	13
1/9/2015	Corrigan, Chad	Holland plow (8), county plow (1.5), cty surface (3.5)	13
1/9/2015	Doucha, Dean	county plow	13
1/9/2015	Giese, Jon	county plow	13
1/9/2015	Gussert, Tim	county plow (10), Wrightstown plow (3)	13
1/9/2015	Huguet, Bob	shop	13
1/9/2015	Kaminski, Chad	state plow	13
1/9/2015	Kane, Kurt	county surface (3), Wrightstown plow (10)	13
1/9/2015	Kielpikowski, Dennis	shop (8), county plow (5)	13
1/9/2015	Kilgore, Shawn	county plow (4) state plow (9)	13
1/9/2015	Kollross, Cory	county plow (7) state plow (6)	13
1/9/2015	LeGrave, Steve	Green Bay plow	13
1/9/2015	Linskens, Joe	state plow	13
1/9/2015	Messerschmidt, Bill	state plow	13
1/9/2015	Mohr, Brian	shop	13
1/9/2015	Peot, Tracy	Scott plow	13

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
1/9/2015	Sausen, Jim	county plow	13
1/9/2015	Schraufnagel, Dan	Scott plow	13
1/9/2015	Scray, Norb	state plow (9) county plow (4)	13
1/9/2015	Shimanek, Steve	Eaton plow (5) New Denmark plow (8)	13
1/9/2015	Smits, Mike	county plow	13
1/9/2015	Sticka, John	county plow (12) Green Bay plow (1)	13
1/9/2015	Umentum, Matt	state plow	13
1/9/2015	VandeHey, Tom	county plow	13
1/9/2015	VandenElzen, Ken	state plow (10) county plow (3)	13
1/9/2015	White, Dan	county plow	13
1/9/2015	Zelten, Brian	county surface (6), Rockland plow (7)	13
1/9/2015	Karbon, Dan	county plow (11.75), Eaton plow (1.5)	13.25
1/9/2015	VandeHei, Jamie	state plow (9.25) county plow (4)	13.25
1/9/2015	Noe, Terry	county plow	13.5
1/9/2015	Thibodeau, Larry	state plow	13.5
1/9/2015	Margitan, Jim	state plow (10) county plow (3.75)	13.75
1/9/2015	Sperberg, Mark	county plow	13.75
1/9/2015	Dixon, Darrell	county plow	14
1/9/2015	VanDenPlas, Todd	state plow	14.25
1/9/2015	Curl, Todd	shop	14.5
1/9/2015	Sweemer, Steve	shop	14.5
1/9/2015	Taicher, Kevin	county plow	14.75
1/9/2015	Ignatowski, Paul	state plow	15
1/9/2015	Little, Bob	state plow	15
1/9/2015	Loritz, Nancy	state plow	15
1/9/2015	Reedy, Jason	state plow	15
1/9/2015	Sequin, Scott	county plow	15
1/9/2015	Allen, Chris	state plow (11.25) county plow (5)	16.25
1/13/2015	Raisleger, Dale	engineering	13.25
1/19/2015	Buhr, Mike	shop	12
1/19/2015	Brittnacher, John	state litter (8.25), state plow (4.75)	13
1/19/2015	Doucha, Dean	county patch (8) plow (5)	13
1/19/2015	Scray, Norb	state patch (8) state plow (4), county plow (1)	13
1/19/2015	White, Dan	equipment (8) county plow)5)	13
1/19/2015	Dixon, Darrell	county patch (8) plow (5.5)	13.5
1/19/2015	Kaminski, Chad	Bayport (8), state plow (5.5)	13.5
1/19/2015	Sperberg, Mark	county surface (4) equip repair (4) county plow (5.5)	13.5
1/19/2015	Thibodeau, Larry	state patch (8) state plow (5.5)	13.5
1/19/2015	VanDenPlas, Todd	state plow	13.5
1/19/2015	Bastian, Dan	state signing (7) county signing (1), county plow (5.75)	13.75
1/19/2015	Giese, Jon	Buildings (8.25), county plow (5.5)	13.75
1/19/2015	Kilgore, Shawn	Bayport (8), state plow (5.75)	13.75
1/19/2015	Sequin, Scott	GV-10 (8) county plow (5.75)	13.75

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
1/19/2015	Charles, Brad	state accident (5) county patch (3), state plow (6)	14
1/19/2015	Little, Bob	state patch (8) state plow (6)	14
1/19/2015	VandeHei, Jamie	state accident (5) county patch (3), state plow (6)	14
1/19/2015	VandenElzen, Ken	state plow (13) county plow (1)	14
1/19/2015	Ignatowski, Paul	state plow (12.25) county plow (2)	14.25
1/19/2015	Margitan, Jim	state accident (8.25) state plow (6)	14.25
1/19/2015	Allen, Chris	Bayport (8), state plow (6.5)	14.5
1/19/2015	Loritz, Nancy	state plow	15
1/19/2015	Reedy, Jason	state plow	15
1/20/2015	Charles, Brad	state plow	12
1/20/2015	Corrigan, Chad	Holland plow (9) county plow (3)	12
1/20/2015	Curl, Todd	shop	12
1/20/2015	Dixon, Darrell	county patch (3) plow (9)	12
1/20/2015	Doucha, Dean	county patch (2) plow (10)	12
1/20/2015	Goral, Mike	shop	12
1/20/2015	Kaminski, Chad	state plow	12
1/20/2015	Margitan, Jim	state plow	12
1/20/2015	Messerschmidt, Bill	Holland plow	12
1/20/2015	Noe, Terry	county plow	12
1/20/2015	Sausen, Jim	county plow	12
1/20/2015	Schraufnagel, Dan	Scott plow (11) county surface (1)	12
1/20/2015	Shimanek, Steve	Eaton plow (3) New Denmark plow (5) parts (4)	12
1/20/2015	Smits, Mike	county plow	12
1/20/2015	Sperberg, Mark	county surface (3) county plow (9)	12
1/20/2015	Taicher, Kevin	county plow	12
1/20/2015	VandeHei, Jamie	state plow (10) patch (2)	12
1/20/2015	VandenElzen, Ken	state plow (9) county plow (3)	12
1/20/2015	White, Dan	county plow (9) equipment (3)	12
1/20/2015	Zelten, Brian	Rockland plow (8) state plow (2) shop (2)	12
1/20/2015	Giese, Jon	buildings (4) county plow (8.25)	12.25
1/20/2015	Gussert, Tim	county plow (9.25) Wrightstown plow (3)	12.25
1/20/2015	Karbon, Dan	scott steamer (2) Eaton plow (1.5) county plow (8.75)	12.25
1/20/2015	LeGrave, Steve	Green Bay plow (8.25) county surface (11)	12.25
1/20/2015	Little, Bob	state plow	12.25
1/20/2015	Oettinger, Tim	Scott plow (8) state accident (3) county sign (1.25)	12.25
1/20/2015	Peot, Tracy	load salt	12.25
1/20/2015	Scray, Norb	scott steamer (2) state plow (7.25) county plow (3)	12.25
1/20/2015	Thibodeau, Larry	state patch (2) state plow (10.25)	12.25
1/20/2015	Brittnacher, John	state plow (10.5) Wrightstown plow (2)	12.5
1/20/2015	Cisler, Mike	state plow (9) patch (3.5)	12.5
1/20/2015	Linskens, Joe	state plow	12.5
1/20/2015	Sequin, Scott	county plow (10.5) county surface (2)	12.5
1/20/2015	Sticka, John	county plow (11.5) Green bay plow (1)	12.5

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
1/20/2015	Allen, Chris	state plow (7) patching (4) building maintenance (2)	13
1/20/2015	Kollross, Cory	state plow (12) patch (3)	15
1/23/2015	Brittnacher, John	state litter (8.25) county plow (1) state plow (3)	12.25
1/23/2015	Scray, Norb	state patch (7.5) Scott Steamer (2.5)	12.5
1/23/2015	Karbon, Dan	county surface (7.75) Scott Steamer (2.5) county plow (2.5)	12.75
1/26/2015	Charles, Brad	staet plow (3.5), county plow (3.5) state accident (5)	12
1/26/2015	Baugnet, Jason	state brush (5) state plow (7.5)	12.5
1/26/2015	Little, Bob	state patch (5) state plow (7.75)	12.75
1/26/2015	Allen, Chris	Bayport (8) state plow (5.25)	13.25
1/26/2015	VanDenPlas, Todd	state patch (4) state plow (10)	14
1/26/2015	Ignatowski, Paul	state litter (4) state plow (11.75)	15.75
1/26/2015	Reedy, Jason	state plow	18
1/27/2015	Bastian, Dan	county plow (9) Green Bay (3)	12
1/27/2015	Baugnet, Jason	state plow (10) county patch (2)	12
1/27/2015	Brittnacher, John	state plow (9), Wrightstown (2) haul sand (1)	12
1/27/2015	Charles, Brad	state plow (7) county plow (5)	12
1/27/2015	Cisler, Mike	state plow (8) Scott plow (2) Green Bay (1) shop (1)	12
1/27/2015	Corrigan, Chad	Holland plow (8) county plow (1) county surface (3)	12
1/27/2015	Dixon, Darrell	county plow (9) surface (3)	12
1/27/2015	Doucha, Dean	county plow (10), surface (2)	12
1/27/2015	Drewiske, Jerry	county plow (11) shop (1)	12
1/27/2015	Giese, Jon	county plow (8) state plow (3) buildings (1)	12
1/27/2015	Gussert, Tim	county plow (7) Wrightstown (2) county surface (1) shop (2)	12
1/27/2015	Kaminski, Chad	state plow (10) state patch (2)	12
1/27/2015	Kane, Kurt	Wrightstown (8) county surface (4)	12
1/27/2015	Karbon, Dan	county plow (10.5) Eaton plow (1.5)	12
1/27/2015	Kielpikowski, Dennis	county plow (4) shop (8)	12
1/27/2015	Kilgore, Shawn	state patch (2) state plow (10)	12
1/27/2015	Klish, John	county plow (8) surface (2) shop (2)	12
1/27/2015	Kollross, Cory	state plow (10) Green Bay (2)	12
1/27/2015	LeGrave, Steve	county surface (4) Green Bay (8)	12
1/27/2015	Liss, Tim	county plow	12
1/27/2015	Messerschmidt, Bill	Holland plow (6) county surface (3), shop (3)	12
1/27/2015	Mohr, Brian	shop	12
1/27/2015	Noe, Terry	county plow	12
1/27/2015	Oettinger, Tim	Eaton plow (2.5) New Denmark plow (6) state sign (1) county sign (2.5	12
1/27/2015	Peot, Tracy	Bayport (8), county plow (4)	12
1/27/2015	Sausen, Jim	county plow (6) county sand (5) Rockland (1)	12
1/27/2015	Schraufnagel, Dan	Scott plow (10) shop (2)	12
1/27/2015	Scray, Norb	state plow (6.5) county plow (2.5) state patch (3)	12
1/27/2015	Sequin, Scott	county plow (9) surface (3)	12
1/27/2015	Smits, Mike	county plow	12
1/27/2015	Sperberg, Mark	county plow (9) surface (3)	12

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
1/27/2015	Sticka, John	county plow (10) Scott (1) Green Bay (1)	12
1/27/2015	Sweemer, Steve	shop	12
1/27/2015	Thibodeau, Larry	state plow (10) state patch (2)	12
1/27/2015	VandeHei, Jamie	state plow (9) state patch (1) accident (2)	12
1/27/2015	VandenElzen, Ken	state plow (11) county plow (1)	12
1/27/2015	White, Dan	county plow (10) county patch (2)	12
1/27/2015	Zelten, Brian	Rockland plow (7) county surface (5)	12
1/27/2015	Allen, Chris	Bayport (8.25) state plow (4)	12.25
1/27/2015	Curl, Todd	shop	12.25
1/27/2015	Haumschild, Dan	Scott (10) county surface (2.25)	12.25
1/27/2015	Williams, Timothy	state plow	12.25
1/29/2015	Brittnacher, John	state plow (7) Wrighstown (1) state litter (4)	12
1/29/2015	VandenElzen, Ken	staste plow (7) state patch (4) county plow (1)	12

PUBLIC WORKS
FACILITY MANAGEMENT DIVISION
12-HOUR WORK DAYS
1/1/15 thru 1/31/15

DATE	EMPLOYEE	OPERATION PERFORMED	# HOURS WORKED
1/20/15	John Price	Housekeeping; short-staffed	12.25
1/23/15	John Price	Housekeeping; short-staffed	12.0
1/26/15	John Price	Housekeeping; short-staffed	12.0

BROWN COUNTY PUBLIC WORKS
STAFFING SUMMARY
AS OF 1/31/15

HIGHWAY DIVISION:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Fleet Manager	11/17/14	Transfer: Elfe	Fill: Open	In Process	N/A
Highway Crew	1/2/15	Retired: VanDenElsen	Fill: Shane Manson	1/26/15	N/A
Highway Crew	1/27/15	Termed: Loritz	Fill: Eligibility List	In Process	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Office	11.45	10.45
Electrician	1.0	1.0
Engineering	6.0	6.0
Mechanics / Shop	11.0	11.0
Laborers	70.0	69.0
Summer Help	4.0	0
TOTAL	**103.45**	**97.45**

FACILITY MANAGEMENT DIVISION:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Facility Mechanic	12/18/14	Retired: Refsguard	Fill: Brad Krause	1/26/15	N/A
Facility Worker	1/5/15	Transfer: Batal	Fill: Open	In Process	N/A
Housekeeper (0.5)	1/1/15	New Position	Fill: Open	In Process	N/A
Housekeeper (0.5)	1/23/15	Resigned: Brasure	Fill: Open	In Process	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Office	5.55	5.55
Facility Technicians	2.0	2.0
Facility Mechanics	7.0	7.0
Facility Workers	9.0	8.0
Housekeeping	18.5	17.5
Electrician	1.0	1.0
Summer Help	0.46	0
TOTAL	**43.51**	**41.05**