

# BOARD OF SUPERVISORS

## Brown County



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**PLAN, DEV. & TRANS. COMMITTEE**  
Bernie Erickson, Chair; Dave Kaster, Vice Chair  
Norbert Dantinne, Steve Deslauriers, Alex Tran

**PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE**  
**Monday, November 26, 2018**  
**Approx. 6:15 PM (Or to follow Land Con)**  
**Room 200, Northern Building**  
**305 E. Walnut Street**

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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 9, 2018.

### Comments from the Public

#### Consent Agenda

1. Harbor Commission of September 10, 2018.
2. Planning Commission Board of Directors of September 5, 2018.
3. Revolving Loan Fund Committee of June 1, 2017.
4. Airport Budget Status Financial report for October 2018 – Unaudited.
5. Planning Commission Budget Status Financial Reports for September and October 2018 – Unaudited.
6. Port & Resource Recovery – Budget Status Financial Reports for September 2018 – Unaudited.
7. Property Listing - Budget Status Financial Reports for September and October 2018 – Unaudited.
8. Zoning - Budget Status Financial Reports for September and October 2018 – Unaudited
9. Register of Deeds Budget Status Financial Report for October 2018 - Unaudited.
10. UW-Extension Budget Status Financial Report for September and October 2018 - Unaudited.

#### Communications

11. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department raked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October 17<sup>th</sup> County Board.*

#### UW-Extension

12. Budget Adjustment Request (18-115): Any increase in expenses with an offsetting increase in revenue.
13. Budget Adjustment Request (18-116): Any increase in expenses with an offsetting increase in revenue.
14. Budget Adjustment Request (18-117): Any increase in expenses with an offsetting increase in revenue.
15. Director's Report.

### **Port & Resource Recovery**

16. DNR Response to South Landfill Groundwater Exceedance Report – Update.
17. Legal Communications between Brown County and Town of Holland – Update.
18. Director’s Report – Update.

### **Airport**

19. 12-Hour Shift Report.
20. Departmental Opening Summary.
21. Director’s Report

### **Public Works**

22. Report on the County Road Safety Plan.
23. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH D – Town of Holland (CTH D Speed Study Incl.)
24. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH R – Town of New Denmark – Village of Denmark (CTH R Speed Study Incl.)
25. Summary of Operations.
26. Director’s Report.

### **Planning and Land Services (Land Info – No Items)**

#### **Planning Commission**

27. Brown County STEM Innovation Center Construction Update
28. Budget Adjustment Request (18-130): Any increase in expenses with an offsetting increase in revenue – STEM Solar Project Grant.
29. Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority.
30. Citizens Participation Plan Approval for Brown County Comprehensive Plan Update

### **Zoning**

31. Budget Adjustment Request (18-131): Any increase in expenses with an offsetting increase in revenue - Request Zoning Truck Replacement.

### **Other**

32. Acknowledging the bills.
33. Such other matters as authorized by law.
34. Adjourn.

Bernie Erickson, Chair

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

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

Pursuant to Section 19.84 Wis. Stats., a budget meeting of the Brown County Planning, Development & Transportation Committee was held on Tuesday, October 9, 2018 in Room 200, 305 E. Walnut St., Green Bay, WI

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**Present:** Chair Erickson, Supervisor Kaster, Supervisor Dantine, Supervisor Deslauriers, Supervisor Tran  
**Also Present:** Register of Deeds Cheryl Berken, Chief Deputy Register of Deeds Sara Frisque, Planning Director Chuck Lamine, Port & Resource Recovery Director Dean Haen, Airport Director Marty Piette, UW-Extension Director Judy Knudsen, Public Works Director Paul Fontecchio, Public Works Business Manager Brandy Younger; Supervisors Lund, Landwehr, Van Dyck; Director of Administration Chad Weininger, Internal Auditor Dan Process, Finance Director Bradley Klingsporn, Senior HR Generalist Kara Navin, County Executive Streckenbach, and other interested parties

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**I. Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 5:45 pm.

**II. Approve/Modify Agenda.**

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

**III. Approve/Modify Minutes of September 24, 2018.**

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

**\*\*BUDGET REVIEW\*\***

**Comments from the Public on Budget Items**

**REVIEW OF 2019 DEPARTMENT BUDGETS:**

**1. Register of Deeds - Review of 2019 department budget. Pages 242-246 in the budget book.**

Register of Deeds Cheryl Berken and Chief Deputy Sara Frisque were present to speak to the Register of Deeds 2019 Budget Proposal Highlights: New Initiatives, Revenue and Expenses handout provided in the agenda packet.

In addition, Berken informed she attended a conference and the IRS and other departments stated they will e-record documents once all 72 counties were e-recording; they had about 4 counties left to go. An e-recorded document got recorded instantly, if a document is brought to the office it got recorded that day but some send them in the mail and if there was something wrong with the document and its rejected, they send it back the way it was came. Sometimes there can be a week or two delay. E-recording take seconds to return, fix and send back. With Wisconsin being a 'race to the courthouse' state, it was to the benefit to the customer that their documents got recorded right away.

Referring to page 246, Lund questioned why they were running \$63,000 short of what they budgeted in 2018. Berken informed interest rates picked up so recordings were down, people weren't refinancing. The mortgage satisfaction of Wisconsin was gone. There were a lot of sales going on which made their transfer taxes go up and were offsetting everything at this point and time. Frisque added that they were noticing a trend the last 4-years as interest rates continued to rise, real estate documents were continually down, around 2,000 every year. They received \$15 for each document; it was a huge chunk of their budget.

Responding to Tran, with regard to the Vital Records applications, by statute they only needed to keep the application for two years and after that they could purge. They can access marriage records from 2015, divorce from 2016 as they started to get them in 2016, births 1907 and deaths are 2013. If the event happened in Wisconsin they can go to any Register of Deeds in the state to get those records, after those dates. The state was slowly putting in all of the documents; they should be in by 2022 and can access from any county.

**Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve and move the Register of Deeds budget on to the full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY**

**2. Planning & Land Services (Land Information, Planning Commission, Property Listing & Zoning)  
- Review of 2019 department budgets. Pages 208-215 in the budget book.**

Planning Director Chuck Lamine provided a handout (attached) re: Planning and Land Services (PALS) 2019 Budget Highlights and briefly spoke to it.

Erickson referred to page 214, Revenues – Fund 140 and questioned the drop from 2018 Amended Budget of \$46,000 to \$26,000. Lamine informed if there were additional funds, the state let them transfer those funds periodically. They did a one-time transfer of \$30,000.

Tran referred to page 209 under Summary Highlights – Miscellaneous Revenue and questioned why they were not using the trust. Lamine stated they contracted out for services from that fund, periodically there were additional funds left over at the end of the year, it compiled and carried over from year to year. It built up to \$30,000, they used it and contracted it out but it will take a few years for it to build up again so it won't happen in 2019.

Lamine informed one thing being considered was an opportunity posed by the city to take the Housing Authority back under the Planning and Land Services Department from the City of Green Bay as the Administrator for that program resigned recently. Meetings with city staff had been held. There would virtually be no levy impact and enough administrative funds to fund a position. It also had a fairly large amount of unrestricted funds that could be used. The biggest portion of their workload was in terms of administering a contract with ICS to administer the Section 8 Housing Voucher program that provided housing assistance countywide and was a Federal HUD program. Weinger added there was a substantial amount of money set aside for specific things that could be used for housing and development such as commercial/apartment, etc. They were in the due diligence process and it will take time to figure out if it was good for the county; they will do the number crunching before bringing back a recommendation or resolution.

Responding to Landwehr, the \$10,000 for the aerial photography was for the interpretation of the air photos.

**Motion made by Supervisor Deslauriers, seconded by Supervisor Kaster to approve and move the Planning and Land Services budget on to the full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Port and Resource Recovery - Review of 2019 department budget. Pages 216-226 in the budget book.**

Port & Resource Recovery Director Dean Haen referred to the 2019 Budget Memo provided in the agenda packet and provided a high level overview of the changes from last year's budget to this year's budget.

Responding to Tran, Haen informed a preferred contract rate was based on volume, bringing lots of tons. A contract rate was users of the landfill, 2,000-50,000 tons a year and if you are a small user, less than 2,000 tons a year, you paid the gate rate.

Van Dyck questioned what caused the trend to reverse and drop per the Solid Waste and Resource Recovery chart on page 220; Haen stated they dealt with a lot of paper mill sludge, industrial waste at their landfill, and over the last couple years they had been using it as animal bedding and finding other outlets. It had taken 100,000 tons a year to 25,000+.

Tran questioned why the Port & Resource Recovery location was on Broadway and not near the rest of the transfer stations. Haen informed it was one of those legacy things, if they could they should all be in one spot. They always had their landfills and when recycling came along they built the recycling facility and then they built a household hazardous waste collection facility. If they hadn't built the collection facility, they probably would be able to consolidate but it was such an expensive facility, which is what kept them there.

Haen briefly went over their Statement of Funds. He had one correction under Rates and Fees page 359, the Hurlbut Lease needed to be changed from \$750 per month to \$1,000 per month. The revenue was correct but the rates and fees did not reflect that.

With regard to a question from Tran, Haen informed they had multiple leases with GLC Minerals. They ended up leasing the entire Bilsby property to GLC so it consolidated the other leases and expanded the acres.

**Motion made by Supervisor Kaster, seconded by Supervisor Deslauriers to adjust the 2019 Rate for the Hurlbut Lease to \$1,000 a month. Vote taken. MOTION CARRIED UNANIMOUSLY**

**a. Resolution Regarding Changes to the Department of Port and Resource Recovery Table of Organization.**

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

**Motion made by Supervisor, seconded by Supervisor to approve the Port & Solid Waste budget and move to the full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Airport - Review of 2019 department budget. Pages 196-202 in the budget book.**

Airport Director Marty Piette went through the Airport budget starting on page 196, going over Performance Measures, Initiatives and Summary Highlights, also touching on the Revenues and Expenses, which were detailed on a handout (attached) he provided re: 2019 Airport Budget – Proposed.

Under Contracted & Professional Services on page 199, Tran questioned if the Airline Lease Consultant Services and Car Rental Lease Consulting Services could be done by airport staff? Piette informed he would be very hesitant to do that because of the complexities that go into the airline and rental car leases. His personal experiences, the airlines and rental cars would try to strong arm the county to try to pay less than their fair share to operate at the airport. The consultant brought the knowledge of other airports and how other airports were setting the rates and fees for airlines and rental cars in the country. They saw how every airport in the country was doing business and the best practices in the industry nationally, again, something their staff couldn't do.

Page 201 under Grants Focus on Energy, Tran questioned why they didn't have grants budgeted for 2019. Piette informed they had Focus on Energy grants that expired and they collected on all of them at the time. He would have to double check with their electrician on the upgrades they were doing. There may be more opportunity there but he did not foresee anything in 2019 and didn't want to budget for it if nothing came through. Best case scenario was they were able to get rebates and include it in their budget in 2019.

Tran questioned if they foresaw putting in more vendors in the airport, mentioning complaints with regard to lack of food availability. Piette informed they had the restaurant before screening and two cafes beyond screening. What they saw in the industry, passengers were typically in a hurry to get through screening so they bypass the restaurant before screening and the restaurant will confirm they were seeing less activity. Most people were gravitating to the concourses. One thing he talked to their restaurant concessionaire about was having it staffed more readily so when checkpoint opened, someone was at the restaurant and they had done a really good job with it. Where they were running into a challenge was TSA was not able to open the checkpoint any earlier than they already were. It was something he was working with TSA; TSA was looking at their staffing levels to address it.

Tran questioned why they didn't charge airlines for going through customs, it was a service they provided and she believed there should be a charge. Piette informed they were considered a board of entry through US Customs Abroad Patrol so there was no charge for it. They saw approximately 400 aircrafts per year that came through and cleared customs. By being a board of entry it gave them a bit of a competitive advantage. Appleton was not a board of entry, they could charge but they chose not to. Where the airport saw its revenue from those aircrafts, it counted towards their aircraft operations statistics, lands and takeoffs but they were also buying fuel or using ground services from one of the FBOs, they will bring trash in and they were able to discard international trash and there was a charge for that. There was revenue sources associated with it. The FBOs were the ones making the majority of the money and they remit a portion of that to the airport under an agreement with the airport.

Responding to Kaster, the Passenger Facility Charge was a fee or rate that the airport set and 90-95% of the airports in the country were at \$4.50 per segment, the maximum allowed, it hadn't been changed or increased since 2002. The airline can collect up to two segments and up to \$9 each way. There was quite a bit of industry buzz about trying to get that max raised up to \$8 per passenger.

Tran questioned Public Charges; Piette informed they were charges that were charged to some of their tenants.

Landwehr referred to page 201, he was surprised to see Concessions trending downward from last year's budget when it appeared passenger traffic was trending upwards. Piette informed the vast majority of concessions was parking lot, \$2.6 million. Concessions also included restaurant, gift shop and some of the FBO activity. The FBO activity was increasing but the concession revenue from the terminal concessionaires had decreased a bit. It was hard to say what was causing it but they were budgeting conservatively. If passenger traffic continued to trend upward, they will see an increase in the concessionaire revenue as well.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve the Airport budget and send it on to full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY**

**5. U.W. Extension - Review of 2019 department budget. Pages 247-251 in the budget book.**

Family Living Educator/UW Extension Director referred to page 247, in regard to the Performance Measures, she anticipated numbers going up once they moved into their new facility as they had to work around the Museum schedule. She highlighted their Initiatives – Development of Urban Farming/Small Scale Producers Program and Science, Technology, Engineering, and Math (STEM) and briefly spoke to a handout provided (attached) re: 2019 Budget Presentation UW-Extension.

Deslauriers questioned what STEM education looked like at the pre-k and kindergarten level? Knudsen informed Bee-Bots were a new robot that looked like little bees and were designed for use by young children where they learn to do simple coding, drop and drag and make the Bee-Bot do all sorts of things. It was the new language that young people needed to learn. The kindergarteners will be building with big Legos. First grade will use WeDo, along with a computer screen/iPad, and build with it. They had been watching what Iowa State University and other institutions were doing and were very interested in thinking do they need to start even younger with kids.

Tran questioned if they foresaw going from STEM to STEAM? Knudsen informed with the after-school program that they were doing this fall, for the younger kids, they had an art activity.

**a. Resolution Regarding Reclassification of Community Garden Coordinator Position for the UW-Extension Table of Organization.**

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

**Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve the UW Extension budget and pass it on to full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. Public Works (Highway, County Roads & Bridges, Facility Management)  
- Review of 2019 department budget. Pages 227-241 in the budget book.**

Public Works Director Paul Fontecchio informed their budget was pretty much a status quo budget. He referred to the Budget Highlights handout in the agenda packet and spoke to the initiatives and changes in the 2019 budget.

Landwehr questioned the amount for the Courthouse Dome; Landwehr informed \$15,000 per year noting it was under Contract Services page 233 – Dome Cleaning.

Van Dyck questioned if Project 5 and Project 9 will be done at the same time; Fontecchio responded, yes. Based on the way next year was looking, from balancing the crews from an earthwork and paving perspective, they will be starting from the north on PP in De Pere and working their way south to School Lane. That will be their southerly end. The north end they were not anticipating much excavation below subgrade bad soils (EBS) but once you get further out you do incur it. He briefly explained why it was broken up; it was a different project type. Van Dyck questioned if there was an option to reconsider how Project 5 was setup? Fontecchio informed that what they had been trying to do was get as much of a shoulder as they could. There were sections of road out there that had an existing wider gravel shoulder that they could get 3-5', just because it accommodated lights, pull offs for emergencies, etc. There were other areas where the roadbed was narrower and the most they were going to get was 3' without buying right-of-way and tearing the road apart trying to widen it, which was super expensive. CTH G used to have two 11' lanes and a robust gravel shoulder; they now had two 12' lanes and two 5' paved shoulders, which made the whole section a whole lot better. With some, the best he could do was take two 11' lanes and make them two 12' lanes and that's about it.

Van Dyck would like a chart going back in time for the bridge funding, to see how the numbers fluctuated. Fontecchio informed that the state statutes were very clear; it had to be an identified project. One thing they were going to talk to the towns about in April was if they had a big project, the county would like to know that ahead of time so they could offset mitigate some of these. He believed they could track it starting last year but before they change the rules he didn't know if the data would help because it was just sticking money in there.

**a. Resolution Regarding Deletion of One Highway Crew Position for the Department of Public Works Table of Organization.**

Younger informed the net reduction under the fiscal impact on the submission form was due to the town still wanting the county to do some summer work for them. There was a reduction in winter revenue but the expense reduction for that employee was \$61,437 so the net reduction was \$36,437.

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

**Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve the Public Works budget and pass it on to full County Board. Vote taken. MOTION CARRIED UNANIMOUSLY**

**\*\*NON-BUDGET ITEMS\*\***

**Comments from the Public on Non-Budget Items**

**Michael Geiger – Supervisor and Chairman of Local Monitoring Committee and a member of the Zoning Board, Town of Holland**

Geiger questioned if there was a start date for the south landfill, they heard 2022-2023. Erickson informed that was correct. He received questions about the well contamination and the digester. Most people were not happy with the way it was

handled. The testing was in November or December and verified in February and April. The levels were 160x the state actionable limits and it was kept quiet by the county until July. There were questions as to what else was going on that the township and people were not being told about, were there other problems? He had a family, grandchildren and a daughter that built a house next door on the farm and was less than 2.5 miles from the landfill property. The county did not know the extent the spread of contamination until September 18 and did not notify residents. He heard there wasn't too much to worry about because the wells were 300+ feet. Another supervisor's well was 1.5 miles from that property and his well was 63'. There were a lot of other people whose wells were shallow. There were concerns that the DNR and Brown County Health Department were not involved until August 2018, only after being turned in by Supervisor Deslauriers.

The other information he got was on the proposed digester. Erickson stated the only thing they will have to do with that was if the town board approved it for the zoning, then they will approve the lease. Other than that they won't approve it. They had nothing to do with it. Geiser informed that the Denmark Digester promised they would take manure after building a pipeline to the farm and after they cashed the grant check they shut the farmer off and will not take any more manure from him, which was a concern. He was told that there were three digesters that were the models for the United States, Denmark, Town of Springfield and a farm in Indiana. They were taking in absolutely no manure and may make the manure problem worse. Town of Springfield had 15% more affluent than they had before if they wouldn't have sent any manure in.

Another question, he sat in three presentations by Dynamics, that was going to build this and the two they gave to the townships was completely different than the one they gave to the PD&T Committee. Why could they not find any information online? When Dynamics gave their presentation the last slide said questions and Geiger was stopped and told he could not ask a question. They had three different attorneys from the Town of Holland state that was wrong.

He questioned why the county would want this when there was no benefit to the county. The county was going to charge them the same exact amount of money that they were getting for the land rent and the Town of Holland did not want it. Erickson responded there was no one on the county that said they wanted it. The land was not approved. He reiterated the town had to approve it in their zoning and if that was approved it would come to the county to approve a lease. Geiser believed they had no choice, state law states they had to give them the conditional use permit. Erickson talked to the corporate attorney for Brown County and he stated it was not true and that he would make some calls. Geiser stated the only information and contact they got was when he contacted the county, Erickson will follow up on that.

Deslauriers informed for such a complex project as a \$60 million dollar digester, it was going to impose and estimating \$100,000 of costs to a not a rich town to provide substantial and actual evidence as to why they wouldn't grant and the consideration of this application. The core of the problem was as long as the county was willing to consider the land lease the problem fell on the town because of Act 67 last year. It was overwhelmingly clear through the town board and citizens that the town did not want this.

One other item Geiser checked on today, there was no more electric generation out of Big Ox by Denmark and WE Energies and WPS will not accept their gas so it had to go to a Canadian company. This should tell them some of the problems that were going to happen when the digester goes down by them. He encouraged the committee to call and talk to some of the people from the plant and see if they want to be allowing this on county land in the Town of Holland.

#### Consent Agenda

1. **Board of Adjustments Minutes of September 24, 2018.**

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

#### Discussion/Action Items

##### Airport

2. **Director's Report.**

Piette informed for September they were up in 6.4% in passenger activity vs 2017. The most significant impact was American Airlines, up 44.9% this month over last year. They were up 11.0% passenger traffic for the year.



Piette reminded the committee of the “Flight of Champions” Honor Flight on Thursday, November 1, 2018 at the airport. It was scheduled to land at 8:30pm; their intent was to open the concourse to the public at 5:30pm.

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

### Planning and Land Services

#### Planning Commission

3. **Budget Adjustment Request (18-108): Any allocation from a department’s fund balance.**

Lamine informed these were pass-through dollars when they set up the Revolving Loan Fund Program for the NE Wisconsin Regional Community Development Block Grant (CDBG) housing program. As payments start coming back in those funds are available to loan back out. They had more money come in than anticipated so they had to do a budget adjustment to reflect that.

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

4. ~~Discussion and Action regarding the Brown County Farmland Preservation Plan Amendment.~~

**Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to strike non-budget Item 4 off the agenda. Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Resolution Authorizing Submittal of an Application for the Community Development Block Grant – Emergency Assistance Housing Program for Small Cities.**

Lamine stated with the series of serious storms across NE Wisconsin there was a state designation of a federal emergency because of weather conditions. That had subsequently entitled the availability of Community Block Grant – Emergency Assistance Housing Program funds. The program required that they get a County Board resolution enabling them to apply for the grant funds. If you have damage from those storms not covered by insurance, it was an outright grant to repair or replace your home. There was no levy impact, Administration costs were 100% covered by the block grant.

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

### Land Information, Property Listing, Zoning – No agenda items.

#### UW-Extension

6. **Director’s Report. *No report.***

#### Public Works

7. **Summary of Operations.**

Fontecchio informed that with the April snowstorm, they were a little ahead, performing higher than normal budget. When looking at winter work, they were at 90% before December. This had happened before, there was fluctuation and that’s why they had the fund balance.

CTH T30 on the Capital Projects, they had more excavation below subgrade, more bad soils so they will be over budget on it. G-33 was done. They should be under budget on ZZ. He wasn’t concerned and felt over under they will be okay. The good news was they had all the undercutting and soil covered before the rain happened.

Tran questioned if there were any complaints regarding rumble strips. Fontecchio informed they only put in at T & K so far and had zero complaints. Dantine informed he received a nice email thanking them, they were very happy with them. Erickson informed his phone rang 8-10 times after the meeting thanking the committee for what they did and the motion they passed. It was all positive, not one bad comment. Deslauriers informed the Town of Holland also voted, reaffirming the good work that was done at that meeting; he felt it was very well received.

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

**8. Director's Report.**

Fontecchio provided an update on projects, briefly speaking to his written Director's Report in the packet.

Deslauriers informed the toxicology for the gentleman that caused the double fatality at WayMorr Park came back and there was a component for both Fontecchio and him that he took a little personally and the results were that his blood alcohol level was .224, almost three times the legal limit and he also had THC in his system. He believed in certain accidents they weren't going to stop and that was the accident that kicked off the rumble strip discussion. Fontecchio informed he was at the Traffic Safety Commission meeting and they go through every fatality in Brown County. Some of the details were interesting and not what you expect. One thing that was difficult when talking distracted driving even impaired driving, rumble strips may help still, to some degree.

Fontecchio added, the states that legalized marijuana had tried to put a level to it to give it some sort of validity. The motorcyclist at G&Z would have had, according to this info, twice the legal amount. He didn't know the gentleman made it that far; it was astounding to him and tragic. However, some of these accidents that were fatal and happened months ago, they were waiting on the results.

Responding to Tran, Fontecchio stated if they got really deep into brine he would like to bring his Ops Manager in to provide technical detail. What he understood, for the brine to work better they wanted something a little lower speed to start with and had a respectable amount of traffic on it. The traffic helped the brine apply on the pavement so he wouldn't want to try it first on Hwy 41 with heavy traffic or CTH T where there wasn't enough traffic. It may not be something they could do everywhere and he didn't have the equipment setup to try it anywhere other than the current route. If this worked really well, he was all for investing some money on capital outlays to get sleeves to drop into a dump truck to do more of the application, most likely 2020.

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

**Port & Resource Recovery**

**9. South Landfill Response Plan Results.**

Haen informed this was a follow-up to the discussions happening regarding landfill exceedances, part of the baseline monitoring at the south landfill. In August they met with the DNR and determined a bunch of activities they were going to do including testing the bailers and other wells on the site and redeveloping the baseline wells, purging and activating them, test private wells and they had to replace one well and test the soil around it. On September 24<sup>th</sup> they met with the DNR and shared all their findings. The bailers were the source of introduced contaminates, the glue they were using was the source and they did remove them the same day they saw it on the MSDS sheet. It was done in a laboratory environment where they simulated a well and used a stairwell and test the bailer and within 1-hour the glue was coming off. They went around the site to wells that were not part of the baseline monitoring wells and there were no introduced contaminates in those wells. The well they drilled, because one had broke, they tested the soil every 2' all the way down, which was next to the well that had some of the higher concentrations of TCE and methylene chloride so that confirmed, just as they believed, that it wasn't able to move through the clay. So the whole soil column had no TCE moving away from the well. They began redeveloping those baseline wells, they purged them 8 times, basically taking out all the water out of them and returning and

returning. In the middle of it they sampled one of the wells that had some higher contamination and be able to see the trends starting to come down at four intervals. Then they went to the private wells, they contacted the two wells that were downgradient of the landfill. Went there, took samples and they came back with nothing in them. When they came back after those four rounds they sampled the baseline wells again and basically what ended up happening, they thought if they kept taking the glue water out they would see those dissipating and it was even below detection. They were going to put this all together in a big report, they were just not ready and will give to the DNR, they will give them a concurrence letter and basically they were resuming their baseline monitoring and by the time they get to the end of that TCE methylene chloride will be gone. This issue had been discussed and was unfortunate. They bought those bailers. From the DNR perspective, the department had done everything timely and appropriately and he wanted the committee to be comfortable that they had been acting appropriately.

Deslauriers informed the DNR answered his question in a surgical way. They didn't directly answer his questions about whether or not the appropriateness of the communication and what had occurred but once involved it sounded like they were comfortable with Port & Resource Recovery's efforts. All along his problem with this had been timeline of events and that they didn't know the cause, extent or spread of the contamination for a long time before it got out of the Port & Resource Recovery silo. They had good and logical theories, which he validated right off the bat, he thought they were on the right track but at the levels they were at without certainty he thought they acted in a very irresponsible way. Haen took exception to that as the DNR confirmed they did it appropriately. You had to start figuring it out and not run to the DNR without info, which is what they did. From the DNR's perspective they analytically, scientifically, professionally did what they should have done. Deslauriers stated the attorney's they talked to, there was some different opinion there. Deslauriers questioned if this were to happen tomorrow, what would Port and Resource Recovery do differently than how it was handled this time. Haen stated they probably could have reached out 6-8 weeks sooner as that's the timeframe that they could have done something different after they started to piece it together. Deslauriers noted that if it had been an environmental contaminate the possible liabilities to the county and health impacts to families. He struggled with the fact of Port & Resource Recovery not seeing that perspective. He informed the Health Department would prefer in the case of such high contaminate levels to be notified earlier and Corporation Counsel had recommended that Port & Resource Recovery going forward report this type of event within 60 days. Haen responded they would not notify the Health Department. It wasn't just their department, they had engineering consulting firms working on their behalf and right from the get go there wasn't perceived risk of it leaving their site because of the geology of that site and again they were reaffirmed by the DNR that they did act appropriately. He was comfortable with what they did.

It was Deslauriers opinion that the county was in violation of the Landfill Monitoring Agreement and had been numerous times stating the Local Monitoring Committee and Town of Holland did not receive a 212 page report that was submitted by the county to the DNR regarding the well contamination.

Tran questioned if there was a new plan of action regarding the standard operating procedure that would satisfy other requirements of the state, department of Health and DNR. Haen responded this wasn't a landfill so there were all kinds of landfill regulations; it was a farm field yet and it wasn't a spill so it didn't fall under spill rules. It was unique. When you go out and do baseline monitoring, you gather background data for something you do in the future. There weren't really any changes to operate in that space.

Deslauriers stated there was contamination in the 90s and questioned the data. By doing all of this, how could the results from these 22 wells be valid or trusted or considered a true baseline when they were flushing them out, redeveloping them and doing artificial measures around them back in the 90s as well as today. How were they going to get an effective baseline and was the county going to do something to ensure that enough time had passed so the readings were statically accurate instead of just a flush. Haen stated in the 90s methylene chloride was an introduced lab contaminate so it got set aside, it wasn't real and happened at the lab. Now these bailers had introduced contaminates. They were testing for 150-180 different parameters. So the other data was all spot on because it was all going to come back wherever it was but those become the baseline. No matter where they were it became the background. TCE will get set aside in that they will continue to monitor it, they knew it was introduced and by the time they got out of their baseline monitoring it should be zero and basically the state, from that point forward, it didn't exist there anymore so if it showed up again, how was that possible? These wells will be

continually monitored into the future with the exception of some of them; they will be removed. They just did round-4 and were going to round-8 and will all be part of the data packet, the TCE and methylene chloride will be asterisks as part of the document.

Deslauriers informed he was battling quorum issues and wanted to follow up on what Gieger stated about the digester. Deslauriers reiterated the problem they were having with the digester was the county and this committee continually stated it was up to the town whether they rezoned but the problem occurred with the consideration of the conditional use permit application for the digester as confirmed by the three attorney's they hired. They had to come up with criteria due to Act 67. Conditional uses were not permitted uses, they couldn't just say no. They had to come up with substantial evidence on a \$60 million dollar plant that offered no tax base, so never recouping the money and they had to do it in a very careful and surgical way to investigate whether it was appropriate for the town. The initial reaction of townspeople and the town board was that they absolutely wanted no part of a \$60 million dollar industrial plant on ag land but the contention was the Port & Resource Recovery was a willing landlord and participant at this point. He was hoping the county would consider working out an agreement where they could give a vote of the town board, a petition, a consensus of electors, anything they needed to do. Deslauriers felt there was some goodwill that could be generated to have a discussion with the town. He further explained why he felt the county was causing them major financial and potential environmental problems at that site if it was not the town's intent to have it.

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

**10. Director's Report.**

Haen provided a brief update, speaking to his written report in the agenda packet material.

Deslauriers questioned at what point they would ever landfill recyclables. Haen informed there was a state law that items had to be recycled but they didn't have to do the marginal things, they could maybe not do the 3-7. The glass was proven to be a horrible venture since day one and they petitioned the state. They used it for roadbeds and put it in the landfill but it was considered recycling because they were using it beneficially. When you grind it up, it's not sharp. He didn't think they'd go there for paper, plastics, aluminum cans and tin but who knows.

Haen informed the committee of the Renard Island Interactive Planning Event on October 16, 17 & 18 – Public Workshops held at 6 p.m. each day at T2 Accelerator, 340 N. Broadway, Suite 200, Green Bay.

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

**Other**

**11. Acknowledging the bills.**

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

**12. Such other matters as authorized by law. None.**

**13. Adjourn.**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to adjourn at 9:00 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,  
Alicia A. Loehlein, Recording Secretary



**PORT & RESOURCE RECOVERY DEPARTMENT**

2561 S. BROADWAY  
GREEN BAY, WI 54304

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

DEAN R. HAEN  
DIRECTOR

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**MINUTES OF THE BROWN COUNTY HARBOR COMMISSION**

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A meeting was held on **Monday, September 10, 2018**  
at the Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:35 am.

2) Roll Call:

Present:

President Tom Klimek  
Commissioner Ron Antonneau  
Commissioner Pete Diemer  
Commissioner Bernie Erickson  
Commissioner Tim Feldhausen  
Commissioner Bryan Hyska  
Commissioner Wes Kornowske  
Commissioner Hank Wallace

Excused:

Commissioner Mike Vizer

Also Present:

Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Patti Cole, Brown County P&RR  
Chris Anderson, Foth  
Jean Romback-Bartels, WI DNR  
Wade Connett, UWGB  
Mary Long, UWGB  
Holly Bellmund, GLC Minerals  
Dave Zarling, FHR  
Troy Ramaker, GLC Minerals  
Al Jamir, FOBB  
Ken Przybyla, GLC Minerals  
Heidi Anderson, Edgewater  
Greg Weycamp, Edgewater  
Gregg Calpino, SmithGroup  
Brian VanderLoop, NEW Water  
Brenda Krainik, Greater Green Bay CVB  
Wendy Townsend, City of Green Bay  
Jim and Sylvia Graefe, Green Bay Residents  
Devin Yoder, Brown County Planning Commission  
Kathy Lefebvre, Brown County Supervisor District 6  
Paul Spillers, Tetra Tech

3) Approval/Modification – Meeting Agenda

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

4) Approval/Modification – Minutes of July 30 Meeting

A motion to approve the minutes of the July 30, 2018 meeting was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.

5) Announcements/Communications

Dean Haen announced that there was a good turnout for the press conference earlier this morning for the release of the *Economic Impacts of the Port of Green Bay* report. See #11 below.

Immediately prior to this meeting, there was a kickoff meeting to introduce the Renard Island End-Use Project Team. See #10 below.

6) Bylsby Avenue Project

a. Budget Adjustment – Request For Approval

When the Bylsby property was leased, the Port agreed to finish the sedimentation pond and expand the storage area. The amount of money previously budgeted was not enough to complete the project. Upon completion, the property will then generate revenue that is expected to provide a return on investment in two years. A budget adjustment for increase in contracted services of \$81,000 is being requested to complete the project.

A motion to approve the Budget Adjustment was made by Hank Wallace and seconded by Bernie Erickson. Unanimously approved.

b. Request For Bid - Request For Approval

Two bids were received for the Bylsby Avenue project: Vinton Construction for \$97,200 and Peters Concrete for \$59,925.

A motion to award the contract to Peters Concrete in the amount of \$59,925 was made by Tim Feldhausen and seconded by Bryan Hyska. Unanimously approved.

7) 2019 Budget

The Finance Department and County Executive have accepted the Budget with the Harbor Commission's amendment adding \$5,000 to support the 2019 Tall Ships Festival and cruise ship visits. The budget will go to PD&T in October and then to County Board in November.

Dean Haen provided the final version of the statement of funds. He pointed out the increased revenue expected from the dredging project in Sturgeon Bay going to Bay Port, and the expected 2019 dredging by the Army Corps of Engineers in Green Bay is budgeted but will not be determined until spring. Expenses are expected from emptying Cell 5 at Bay Port over the winter of 2019.

8) Status of Pulliam Plant Property

Dean Haen and Tom Klimek met with State Representative Eric Genrich, who represents the Pulliam Plant's District, and representatives from the city of Green Bay, and it was mutually agreed that the highest and best use of the Pulliam Plant property is port-related industrial property. The Port of Green Bay has been expressing interest in the Pulliam Plant property for a long time.

The city of Green Bay separately has met with WE Energies. The County will also meet with WE Energies and WPS in early October, to offer county expertise and concept designs of a greater community vision and economic impact with port, manufacturing and industrial uses for the Pulliam Plant property.

Commissioner Antonneau advised that we need to invite key legislators and senators to the meeting with WE Energies and WPS to get communication flowing freely and to get them involved.

Commissioner Kornowske's suggestion was to get Class 1 Railroads involved in the discussion regarding better rail service, which would advance Green Bay as an intermodal shipping facility.

Holly Bellmund, President and COO of GLC Minerals, stated that as adjacent landowners it is essential for them to understand what is going on, they want to be part of the expansion and would like to have access to part of the property. She expressed concern that they have 40 manufacturing jobs that rely upon port viability and would like to expand and grow their business. She stated that it is essential that they be at the table. She spoke for GLC Minerals at 1450 Bylsby Avenue.

9) Beneficial Reuse Project

Dean Haen indicated that the Kurtz Bros Inc. in partnership with ENVi Environmental provided a phase II proposal to advance the beneficial reuse effort. They are currently working with the state of Ohio doing beneficial reuse of fill and topsoil. Their proposal would cost \$70,000-100,000 to implement. This is not in the budget this year and would have to follow the RFP process.

Mr. Haen recommended breaking apart the project into phases. The first step is to create a work group with the DNR, the Army Corps of Engineers, an environmental consulting firm and the county; develop an RFP to hire that environmental consulting firm to create and direct the group and to work alongside the DNR to establish and advance a beneficial reuse plan, and then develop another RFP to implement the beneficial reuse plan. The first RFP could be released in the fall of 2018 with work beginning in 2019.

Tom Klimek asked whether any grants are available for funding this project. Mark Walter remarked that there are several grants that might be related to this type of project, so he will look at specific grants. The grant cycle process takes at least a year from application to awarding any funding. More grants would be available for the second RFP for implementing the plan, doing the sampling and putting together a market analysis.

An RFP will be put together and brought to the Harbor Commission for approval to start the process.

10) Renard Island End-Use Plan

Dean Haen reported that the Renard Island End-Use Project held a kickoff meeting to introduce the project team and describe the process.

The team leader, Gregg Calpino from SmithGroup, presented an overview of the vision for the "Renard Island Strategic Master Plan." He explained that the six month process will consist of a kick-off meeting, and a 3-day charrette workshop open to all interested stakeholders and the public. The NCI charrette approach invites key groups to participate and collaborate in the design process, generating relevant feedback and making decisions for community projects.

The next step for the team is to identify the stakeholder groups to invite, to set up a date and to arrange a venue for the Charrette meeting. Dean encourages all Harbor Commissioners to attend the 3-day meeting. Mark Walter will be the contact point for

communication with the Team. He can be reached by phone 920-492-4965 or email [Walter\\_MA@co.brown.wi.us](mailto:Walter_MA@co.brown.wi.us) .

Bernie Erickson suggested that the project team should be made aware of the potential end-use of the Pulliam Plant property and to consider whether it might affect the Renard Island End-Use Plan.

11) Great Lakes St. Lawrence Seaway Economic Impact Study

Dean Haen noted that the Great Lakes-St. Lawrence Seaway Economic Impact Study was completed and released in July. The Great Lakes-St. Lawrence Seaway as a whole produced 240,000 jobs and \$35 billion toward the Great Lakes economy. The Wisconsin Impact Study was rolled out at the Wisconsin Commercial Ports Association (WCPA) annual meeting in August. The Wisconsin value was \$1.4 billion of economic activity and 7,500 jobs in the state of Wisconsin.

There was a press conference earlier in the morning to release the results of the *Economic Impacts of the Port of Green Bay* report. The cargo and vessel activity at the Port of Green Bay generated \$147 million toward the regional economy and supported 1,289 jobs in 2017. Since the last study was done with 2010 data, there has been a 49% growth in jobs and a 77% growth in economic impact, which are significant increases since the last study was completed. The press conference was well attended. County Executive Troy Streckenbach, Jim Haese of Lafarge and Harbor Commission President Tom Klimek each made remarks. Each job is worth about \$120,000 in an indirect ripple effect on the community's economics.

12) Tonnage Report

Dean Haen shared that the August tonnage is up 16%. The Port is having a strong shipping season. All commodities are up with the exception of salt. Salt tonnage had been halted due to a strike in Canada, but will resume later and continue until ice-up. Mr. Haen expects that the tonnage could be at 2 million tons by the end of the season.

13) Director's Report

Dean Haen stated that the process is underway to consolidate the Bay Port Plan Modifications reports into one new Plan of Operation.

14) Acknowledgement of Bills

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

15) Such Other Matters as Authorized by Law – Update

16) Adjourn

**A motion to adjourn the Harbor Commission meeting at 11:07am was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department



**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, September 5, 2018**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, 54302**  
**6:30 p.m.**

**ROLL CALL:**

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

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

1. Approval of the minutes of the August 1, 2018 regular meeting of the Brown County Planning Commission Board of Directors.

C. Lamine stated there should be a correction to the minutes. The financial partners of the STEM Innovation Center were incorrectly identified. The Financial partners should be identified as:

- WIS DOA State Building Commission - \$5 million
- UW-Green Bay fundraising - \$5 million
- Brown County Sales Tax - \$5 million

A motion was made by S. Grenier and seconded by J. Ward to approve the amended minutes of the August 1, 2018 regular meeting of the Brown County Planning Commission Board of Directors to change the identification of the WIS DOA State Building Commission rather than UW System Board of Regents as the \$5 million grant. Motion carried.

2. Receive and place on file the approved minutes of the August 20, 2018 meeting of the Brown County Commission Board of Directors Transportation Subcommittee.

A motion was made by G. Pahl and seconded by S. Grenier to receive and place on file the approved minutes of the August 20, 2018 meeting of the Brown County Commission Board of Directors Transportation Subcommittee. Motion carried.

3. Receive and place on file the draft minutes of the August 27, 2018, meeting of the Brown County Planning Commission Board of Directors Transportation Subcommittee.

A motion was made by G. Pahl and seconded by D. Juengst to receive and place on file the draft minutes of the August 27, 2018 meeting of the Brown County Planning Commission Board of Directors Transportation Subcommittee. Motion carried.

4. Discussion and action regarding transportation system performance targets for pavement/bridge condition, system reliability, and transit asset management.

C. Runge noted that the agenda packet contains three resolutions and provided a brief overview via PowerPoint. C. Runge stated that a few months ago the Planning staff asked you to adopt a similar resolution relating to safety on the national highway system. C. Runge noted that all three resolutions pertain to the national highway system in our area. C. Runge noted that major interstates and other major highways and streets apply. C. Runge indicated that most of these highways and streets are under the State's jurisdiction, but that there are a few that are not.

Staff asks that the Brown County Planning Commission Board of Directors to approve the adoption of the pavement/bridge condition, system reliability, and transit asset management as they relate to the major streets and highways system in our area.

C. Runge explained that supporting these performance targets for the state will not force us to modify anything we're doing right now in terms of project selection or project prioritization. C. Runge explained we are trying to formalize the targets by resolution so they can satisfy federal transportation law.

A motion was made by B. Erickson and seconded by D. Kaster to approve the transportation system performance targets for pavement/bridge condition, system reliability, and transit asset management. Motion carried.

5. **Overview and Public Hearing:** *Draft Major Amendment #3 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

L. Conard provided an overview of the Draft Major Amendment #3 to the 2018-2022 TIP via PowerPoint.

L. Conard stated that staff is amending the current Transportation Improvement Program from 2018-2022. The TIP is a five-year program of highway, roadway, transit, programs for seniors and persons with disabilities, as well as transportation alternatives. L. Conard stated that this amendment consists of three parts.

- a. A request from the Wisconsin Department of Transportation to add one project to the program. Design work on STH 172 to STH 54 to I-41 Resurface Design work only.
- b. Adding to the TIP the three performance measures: NHS Pavement and Bridge Condition, NHS Travel and Freight Reliability, and State of Good Repair and Transit Asset Management.
- c. Change in the Surface Transportation Block Grant Program funds that the MPO receives to spend over a 5-year program.

L. Conard stated that in the fall of 2017, WisDOT provided the MPO staff with an estimated \$5,281,855 to spend on projects. L. Conard stated that last October, these projects were added to the program.

Project	Amount
<u>New Projects</u>	
Gray – reconstruction (2021 preferred)	\$2,072,800
Lawrence Drive – design (2019 preferred)	\$227,200
Lawrence Drive – reconstruction (2022 preferred)	\$1,296,513
<u>Additional funds to existing projects</u>	
Vanderperren – reconstruction	\$653,251
Manitowoc – reconstruction	\$1,032,091
<b>Total:</b>	<b>\$5,281,855</b>

L. Conard stated that WisDOT informed MPO that the 5-year program was reduced to a 4-year program and the new estimate of funding would be \$1,781,122 – a difference of \$3,500,733.

L. Conard stated that the MPO developed some scenarios, and the scenarios were presented to the Transportation Subcommittee on August 20<sup>th</sup> and August 27<sup>th</sup>. L. Conard stated that the Transportation Subcommittee recommended approval of funding for Scenario #1.

Scenario #1

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

L. Conard stated we could no longer fund Gray Street construction and the Lawrence Drive project would have to be postponed.

L. Conard opened up the hearing for comment.

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

6. Discussion and action regarding the *Draft Major Amendment #3 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

Discussion occurred on if the MPO staff knows what WisDOT did with the withheld Surface Transportation Block Grant (STBG) funds. C. Runge stated that he has asked WisDOT Central Office Division of Transportation Investment Management representatives about what happened to the withheld STBG funds, and he has not received an answer.

Discussion occurred on the Gray Street project. The City of Green Bay withdrew the Gray Street project from funding consideration. S. Grenier stated that the City would continue with the project, 2020-2021, it would be a city-funded project. S. Grenier stated that it won't have as big of an impact on the residents because Green Bay recently adopted the vehicle registration fee (wheel tax) so there will not be assessments levied against residential properties.

Discussion occurred on the wheel tax, and what percentage of the wheel tax goes toward roads. S. Grenier explained that all of the wheel tax money goes towards transportation projects. S. Grenier summarized the categories of transportation projects.

C. Runge and other MPO's directors were recognized and thanked for their work at raising concerns and asking questions regarding the STBG program changes.

P. Blindauer commented, in respect to the Gray Street project, although amicable that the city withdrew the project, but remembers delaying this project with the understanding that it would be available for funding in the future and now its been pulled. In the future, P. Blindauer stated that he might be a little less open to taking something off the docket or delaying something on the docket, something like this could happen again. S. Grenier stated that from Green Bay's perspective, as C. Runge mentioned, the funding was reduced and no one knows why. S. Grenier stated he spent time talking with staff about this and there is a lot more going on; and because we delayed the project and put it back-in in October, that never formally got adopted to the state's TIP (STIP). Because it never got formally into the STIP, the funding changed before that happened; a new agreement was never executed, therefore, the city was bound by the 2018 original agreement.

G. Pahl asked if the state provides the STBG funds or is it the federal government. C. Runge stated that was a question MPO staff asked the federal highway administration several times. C. Runge stated that what they have been told is that for large MPO's that have populations of 200,000 or greater, then the state should not be able to withhold its STBG funding, and if it does, its supposed to make the MPO whole by the end of federal transportation law, which is the FAST Act, which is set to expire currently in 2020. C. Runge stated that the last staff heard, since we lost about 3.5 million dollars of our allocation, we should be getting that back, theoretically, before 2020. C. Runge noted that he is not sure that this is the case.

Discussion of HWY 41 becoming six lanes from DePere to Neenah/Oshkosh was brought up and questions asked if this project was possibly, why the STBG funds were reduced. B. Brock explained the approval process for this project, and stated that the Governor wants the DOT to make this a priority in identifying this as a need. B. Brock stated nothing has been approved yet.

C. Runge noted that over the last four months, MPO staff had been periodically informed of various plans to restructure the STBG Program by the WisDOT Central Office Bureau of Local Programs and Finance. C. Runge stated that MPO staff did ask a lot of questions as to how it would affect things – complying with federal MPO laws, in addition to what it will do to projects. C. Runge stated this is what we were left with, instead of 5.2 million dollars to assign to projects that we had already assigned the money to, now we have to figure out how to take those projects and fund as many as we can with 1.7 million dollars. C. Runge stated that MPO is continuing to ask questions, pushing federal highway, because ultimately the federal highway administration will have to make the decision. It is federal money and for large MPO's that federal funding is supposed to come to our large MPO's not to be diverted at the state

level. C. Runge stated that if we receive the answers, staff will let the Planning Commissioners know.

K. Flom asked if the MPO's were impacted in the same way in terms of the same amount. K. Flom also asked if there was anything we could do to reach out to our state representatives? C. Runge stated that all the MPO's in the state were impacted in proportion to the amount of money they get annually through the program. C. Runge stated that in terms of doing anything about it, or what could be done; C. Runge encouraged everyone to ask questions and reach out to your elected officials and possibly contact the federal highway administration.

D. Juengst suggested staff prepare a resolution, for Board approval, to send to our state and federal elected officials. C. Lamine stated that staff could prepare a resolution. D. Juengst directs staff to prepare and bring back a resolution at the next meeting.

G. Pahl asked staff if they had phone numbers for our representatives. C. Runge will provide that information to G. Pahl.

C. Runge commended staff, the transportation subcommittee members, and S. Grenier on their collaborative efforts. C. Runge stated that this hit quickly and staff needed to act fast. The subcommittee was able to meet twice in a week and worked through many difficult issues.

D. Juengst asked that if the funding was resolved and we receive more funding, could that be put towards the Gray Street project? S. Grenier stated no, and explained why.

A motion was made by S. Grenier and seconded by M. Woicek to approve the Draft Major Amendment #3 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

**7. Overview and Public Hearing: *Draft 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area and the Green Bay Metro 2019 Program of Projects.***

L. Conard provided an overview of the Draft 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area and the Green Bay Metro 2019 Program of Projects via PowerPoint.

L. Conard stated we also provide the public hearing for the 2019 Green Bay Metro Program of Projects.

L. Conard summarized the TIP Schedule.

L. Conard opened up the hearing for comment.

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

**8. Discussion and approval of the Intergovernmental Agreement Preparation of the Comprehensive Plan Update between the Village of Denmark and Brown County Planning Commission.**

D. Yoder indicated that this was a standard local assistance contract. The project will begin in 2019 and conclude in 2020.

A motion was made by G. Pahl and seconded by K. Flom to approve the Intergovernmental Agreement Preparation of the Comprehensive Plan Update between the Village of Denmark and Brown County Planning Commission. Motion carried.

9. Overview and discussion of Brown County Comprehensive Plan timeline.

C. Lamine requested members to disregard the timeline that was included in the agenda packet. C. Lamine explained that the current comprehensive plan was adopted in 2004; and rather than having staff try to update this plan, staff got together and decided to have our new staff take a look at it and consider some new ideas, and new approaches. C. Lamine stated that D. Yoder researched some examples that have been completed successfully.

D. Yoder shared an example of a web-based, on-line interactive approach from Plano, Texas of their comprehensive plan.

Discussion occurred regarding an interactive approach and use of technology services.

10. Director's Report.

C. Lamine stated the Planning and Land Services budget is in and he will bring the budget for approval to the Planning Commission at the next meeting.

C. Lamine provided an update on the STEM Innovation project. The state building commission included \$5 million in their budget. The state building commission meeting was recently held in Milwaukee. The contracts with the UW Board of Regents were approved for the land lease as well as leasing space in the building. The construction contract with Miron Construction Company was also approved and signed. A ground-breaking ceremony will be held on September 17<sup>th</sup>.

Question asked if anyone from the Town of Ledgeview has contacted staff regarding holding one of the planning commission meetings at their new building. C. Lamine indicated that he has not been contacted by anyone and noted that if there are any transportation items on the agenda, the meeting needs to take place at a location that is easily assessable to the public.

Update on the Marion Shrine project. C. Lamine stated that D. Yoder has been working with the community for approximately six months.

11. Brown County Planning Commission staff updates on work activities during the month of August 2018.

A motion was made by B. Erickson seconded by G. Pahl to receive and place on file the staff updates. Motion carried.

12. Other matters.

M. Malcheski commented about the Dark Store legislation – if all of our big box retail in Ashwaubenon go to empty store real estate taxation, we lose over 5 million dollars of tax base. He encouraged members to call their legislators.

D.Juengst announced that October 5, 2018 is the 5<sup>th</sup> annual Clean Bay Backer *Bringing Back the Bay* tour. It is a bus tour and stormwater management is one of the topics. D. Juengst will provide more information to town chairs.

13. Adjourn.

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

The meeting adjourned at 7:35 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
September 5, 2018**

**August 2018 Staff Activity Reports**

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

- Coordinated and attended the Brown County Planning Commission meeting August 1.
- Attended Economic Development Committee Department Head meetings with County Executive.
- STEM Innovation Center Building Project Management:
  - Finalized lease agreements with the building partners.
  - Attended and presented at Wisconsin DOA State Building Commission Meeting for the \$5 Million grant August 8.
  - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
  - Attended several Design Programming Meetings as well as detail meetings with the building tenant groups.
  - Updated detailed task list and completion schedule with UW System, WisDOA-State Building Commission and County staff to assure that required information was available for the meeting packet deadlines.
  - Met with Somerville staff to discuss Wisconsin DFD review comments August 3.
  - Attended pre-construction meeting on August 17.
  - Attended and presented at the Brown County Unit of the Towns Association meeting the evening of July 26.
  - Assisted with coordination for ground breaking ceremony.
- CDBG Housing program:
  - Assisted with development of the 2019 program budget.
  - Assisted the Senior Planner – Housing with 2017 grant administration for State CDBG Housing Rehabilitation program.
  - Assisted Senior Planner - Housing with project coordination.
- Attended the Brown County/City of Green Bay Stadium District meeting on August 20 and was elected Chairman.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff.
- Personnel:
  - Completed recruitment for Property Analyst position.
  - Continued with 2018 Class & Compensation Position Reviews.
- Coordinated a WisDOA CDBG Close Program training to be held in Green Bay
- Met with business looking for a Brown County Economic Development Revolving Loan to locate within Brown County.
- Prepared, submitted and presented 2019 budget for Planning and Land Services Department to County Executive and Department of Administration staff.



- Participated in meeting with Principal Transportation Planner, consultant and WisDOT staff regarding the Southern Bridge project.
- Met with County board supervisor and Administration Director regarding potential Tiny House project for homeless veterans similar to project in Racine County.
- Coordinated and led Planning and PALS Managers staff meetings.
- Communicated with Village of Howard staff regarding potential use of fill from the Green Bay Packaging project.
- Developed the general planning sections of the PALS Department's 2018 Accomplishments Report, 2018 SMART Goals Status Report, 2019-2023 Strategic Plan, and 2019 SMART Goals Plan.

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

- Completed the Section 85.21 Program ridership report for the second quarter of 2018 and submitted it to WisDOT.
- Completed the Section 85.21 Program ridership summaries for July of 2018.
- Developed and sent correspondence to recipients of 2018 Section 85.21 Program funding regarding the upcoming 2019 Section 85.21 Program application/plan development process.
- Developed and sent correspondence to the BCPC Transportation Subcommittee about the WisDOT Division of Transportation Investment Management's plans to revise the federal Surface Transportation Block Grant (STBG) Program in Wisconsin.
- Discussed STBG funding redistribution options with the Senior Transportation Planner and WisDOT Northeast Region staff.
- Developed the agendas for the BCPC Transportation Subcommittee's August 20 and August 27 meetings. Also sent the agendas and other meeting information to the subcommittee members and staffed the meetings with the Senior Transportation Planner.
- Prepared for and participated in a meeting with Village of Allouez staff about completing a pedestrian crossing study for portions of Webster Avenue and Riverside Drive in Allouez. Also contacted WisDOT and Brown County Public Works Department staff to discuss the study.
- Continued to develop the MPO's Draft 2019 Transportation Planning Work Program. Also developed the MPO's Draft 2019 Cost Allocation Plan.
- Developed the crash summaries and graphics for the MPO's 2018 Transportation System Performance Measures Report.
- Participated in a news segment about bicycle and pedestrian safety at roundabouts with Peter Flucke of WE BIKE.
- Developed a letter of support on behalf of MPO staff for Green Bay Metro's application for buses through the state's Environmental Mitigation Trust Program.
- Prepared for and participated in a meeting with the Senior Transportation Planner, Green Bay Metro Director, and Brown County Mobility Coordinator to discuss proceeding with the Specialized Transportation Voucher Pilot Project for Seniors and People with Disabilities.
- Developed resolutions that identify proposed pavement/bridge, transportation system performance, and transit asset management performance targets for the Green Bay Metropolitan Planning Area.
- Held a mobile MPO staff meeting to observe operations at Green Bay Metro's new bus hub on the east side of Green Bay.
- Developed the transportation sections of the PALS Department's 2018 Accomplishments Report, 2018 SMART Goals Status Report, 2019-2023 Strategic Plan, and 2019 SMART Goals Plan.

- Developed and distributed correspondence to the Brown County Transportation Coordinating Committee (TCC) Section 5310 Program Application Review Subcommittee regarding the subcommittee's role in the program's project selection process. Also organized and scheduled a meeting of the subcommittee and delivered the meeting materials to the subcommittee members.
- Participated in a monthly check-in call with representatives of the City of Green Bay, Green Bay Area Public School District, Live54218, and the project consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Consulted with City of De Pere Department of Public Works staff regarding criteria for selecting the locations of school crossing guards.
- Reviewed and commented on the Draft 2019-2023 Transportation Improvement Program (TIP).
- Reviewed and commented on the Draft Green Bay Metro Quarterly Route Review for August of 2018.
- Participated in a quarterly MPO Directors teleconference.
- Participated in coordination efforts to complete the Brown County Comprehensive Plan update.
- Along with other planning staff, met with the airport director to talk about possible partnerships and collaboration on future projects together.

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

- Continued work on the *2019-2023 Green Bay Metro - Transit Development Plan* to be issued in 2018.
  - Continued to collect data and write various chapters.
- Continued to review the WisDOT Division of Transportation Investment Management (DTIM) *Change Management* policy regarding Surface Transportation Block Grant (STBG) funds and the impact on urbanized area programming. The *Change Management* policy vacates approximately one year of funding from the current five year program. As a result, the Green Bay MPO will have a reduction from \$5,281,855 to \$1,781,122 in STBG funds if WisDOT DTIM is allowed to proceed with implementation.
  - Developed possible funding scenarios for Transportation Subcommittee consideration on August 20.
  - Follow-up with WisDOT staff regarding additional funding scenarios. Developed fiscal impact of said alternatives.
  - Developed a PowerPoint for Transportation Subcommittee meeting scheduled for August 27.
- Began and completed writing *Draft Amendment #3 to the 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - At the request of WisDOT, added a new project to the program.
  - Incorporated language regarding transportation system performance targets for pavement/bridge condition, system reliability, and transit asset management into the amendment.
  - Identified Transportation Subcommittee recommendations related to the WisDOT *Change Management Policy*.
  - Scheduled public review and comment period.
  - Wrote legal notice.
  - Prepared social media posts.
  - Disseminated draft to approximately 205 individuals and entities on the MPO's interested parties list.

- Completed writing the *Draft 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Collaborated with WisDOT staff regarding projects to be included in the TIP.
  - Worked with Green Bay Metro and Curative Connections regarding projects to be considered for federal funding.
  - Finalized draft text and tables.
  - Wrote legal notices for the public comment period and hearing for both the TIP and 2019 Green Bay Metro Program of Projects.
  - Prepared social media posts.
  - Disseminated draft to approximately 205 individuals and entities on the MPO's interested parties list.
- Reviewed and scored a *Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program* project application and supporting documents from lone applicant. Section 5310 provides funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. This may include human service vehicles, mobility management, operating, and non-vehicle capital projects. The Brown County Planning Commission Board of Directors is scheduled to consider awards to specific project(s) in October 2018.
- Began collecting data for the August 2018 edition of the *Green Bay Metro – Quarterly Route Data and Analysis Report*.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Observed the Green Bay Metro's new East Side Transfer Point in the field. The new service began on July 30.
- Met with Metro staff and the Mobility Coordinator to discuss program staffing levels, upcoming work program, and voucher pilot project.
- Participated in the Mobility Management Program for Brown County Focus Group meeting on August 23.
- Attended the Green Bay Transit Commission meeting on August 15.
- Participated in the Brown County Planning Commission Transportation Subcommittee meeting on August 20 and August 27. Recorded and wrote minutes.
- Attended the Brown County Planning Commission Board of Directors meeting on August 1.
- Participated in MPO staff and BCPC staff meetings as necessary.

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

- Town of Holland Comprehensive Plan Update
  - Prepared the Planning Commission Resolution
  - Prepared the Town Board Adoption Ordinance
  - Prepared the Public Hearing Notice.
- Certified Survey Maps (CSMs)
  - Began Review of 8 new CSMs
  - Completed review of 8 CSMs
  - Signed and filed 10 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere: 2
    - C of Green Bay: 1
- Plats
  - Preliminary Plats

- Began review of 0 preliminary plats
    - Completed review of 2 preliminary plats
  - Final Plats
    - Began review of 0 final plat
    - Completed review of 1 final plats
  - City Plat Reviews
    - Reviewed 1 plat in the City of Green Bay and 0 plats in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
  - Completed 1 ESA Plan Correction
  - Completed review of 1 Minor ESA Amendment
  - 1 site visits to assess ESA conditions
  - Uploaded 3 ESA amendments to WDNR SWIMS account
- Sewer Service Area Amendments (SSA)
  - Completed 0 SSA reviews
- Water Quality Management (WQM) Letter
  - Completed 2 reviews/letters
- Discussed amongst BCPC staff a WI Coastal Management Grant application for the 2019-2020 budget year.
- Assisted 45 members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Met with a citizen to discuss development of her property – 8/15/18.
- Met with Austin Straubel International Airport Director and BCPC staff to discuss planning projects at/around the airport grounds. 8/15/18
- Met with the Village of Wrightstown Administrator, Representative from Robert E. Lee & Associates, and Evergreen Consultants to discuss development along the Fox River near STH 96 bridge. 8/23/18
- Met with the Village of Bellevue Administrator to provide an overview of our department services. 8/29/18
- Attended Town of Holland Town Board Meeting 8/6/18.

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

**General Planning/Local Assistance**

- Attended regular BCPC staff meetings.
- Assisted in reviewing CSMs ready for signature.
- Helped process new CSMs and plats for review.
- Assisted helping customers at front counter with questions.
- Presented Comprehensive Plan Update proposal and contract to the Denmark Village Board on August 6<sup>th</sup>.
- Along with other planning staff, met with the airport director to talk about possible partnerships and collaboration on future projects together.
- Worked with other staff on planning for a 2019 Wisconsin Coastal Management Grant Program (WCMP) application to study a sub-basin of Fox River Watershed.
- Attended WCMP grant application workshop on August 23, 2018 at the Neville Public Museum.

**Brown County Comprehensive Plan**

- Reviewed work already completed on County Comp Plan.
- Created new schedule planning staff to complete County Comprehensive Plan by fall of 2018, and presenting for approval in early 2019.
- Completed review and revisions of Chapter 1 – Issues and Opportunities.

**Safe Harbors Study**

- Continue writing report for study.
- Completed inventory of public launch sites.
- Mapped public launch sites for report and for future display online.
- Field visit to Metro, Suamico, and Bay Shore boat launches by boat.

**Town of Wrightstown Comp Plan**

- Completed writing Chapter 2 – Land Use.
  - Presented future land use map to Town Plan Commission on August 6<sup>th</sup>.
- Continued writing Implementation chapter.

**Town of Green Bay Area Development Plan**

- Began drafting document for final ordinance for Shrine Area Overlay Zone District.

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

- Prepared and ordered two (2) interim site inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and ordered three (3) initial Housing Quality Standards (HQS) inspections for CDBG clients.
- Prepared and ordered three (3) final site inspections for CDBG clients.
- Prepared and ordered two (2) lead-based paint clearances for CDBG clients.
- Met with four (4) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Met with one (1) Brown County Revolving Loan Fund (RLF) client and the contractor to prepare them for their future rehabilitation project.
- Opened two (2) new CDBG applications.
- Denied one (1) CDBG application.
- Prepared and closed one (1) CDBG Door County Downpayment Assistance Loan.
- Prepared and closed four (4) CDBG Housing Rehabilitation Loans.
- Prepared and closed one (1) Brown County RLF Housing Loan.
- Prepared six (6) CDBG Environmental Reviews.
- Prepared and corresponded with one (1) bid document to a CDBG applicant for future rehab project.
- Reviewed and prepared two (2) mortgage amendments for existing CDBG clients due to project final changes.
- Reviewed and prepared two (2) mortgage loan satisfactions for existing CDBG clients due to project change orders or payoffs.
- Attended staff meetings.
- Preparing and training our Planner I – Housing Position.
- Prepared for and attended a Brown County Lead Coalition Meeting.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

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

- Prepared and ordered two (2) housing quality standards (HQS) inspections for NE Wisconsin Regional Community Development Block Grant (CDBG) clients.
- Prepared documents for two (2) loan closing meetings.
- Assisted Todd with three (3) CDBG clients and their awarded contractor to prepare them for their future rehabilitation project.
- Opened six (6) new CDBG applications.
- Denied one (1) CDBG application.
- Assisted in preparing and closing two (2) CDBG Housing Rehabilitation Loans.
- Prepared and sent five (5) CDBG Housing Rehabilitation Loan Applications.
- Attended two (2) staff meetings.
- Attended one (1) Planning Commission meeting.
- Organized eight (8) loan files for potential State of Wisconsin DOA audit reviews.
- Assisted Todd with one (1) Purchase Order for a CDBG project.
- Prepared and corresponded with four (4) bid document(s) to CDBG applicants for future rehab projects.
- Maintained new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Started general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Researched and completed a memorandum for Chuck on the James A. Peterson Veteran Tiny Home Village in Racine, Wisconsin and how that could apply to Brown County.
- Updated the Brown County Comprehensive Plan Housing Chapter.

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

- Continued to assisting Public Safety Communications (PSC) with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Ran several "refreshes" to update information in the new system for testing purposes. Weekly conference calls. Working with local municipalities, police, and fire departments to verify response recommendations and code them into GIS. Adding hydrants and other map layers as requested.
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed. Working with the Wisconsin Department of Revenue to test out data exchange
- Began working on the 2019-2021 work program (strategic plan required by the state)
- Proposed a 2019 budget. Met with Administrative staff and County Executive to review and discuss proposed budget.
- Held a Land Information Council meeting on August 9<sup>th</sup> to review the proposed budget and also the LIO work plan.
- Met with the Sheriff's Office staff to discuss GIS needs for their crime analysis software.
- Began work on snow plow route maps for Public Works – Highway.
- Made thousands of edits to the GIS database (addresses, streets, fire/police areas, etc.)
- Provided GIS information for various county departments as needed.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

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

- Assigned an address in the Town of Eaton, an address in the Town of Holland, an address in the Town of Glenmore, an address in the Town of Pittsfield, and seven addresses in the Town of Green Bay.
- Continue to work on the Green Bay Metropolitan Area Transportation System Performance Measures status report.
- Created the X College Express Route map for Green Bay Metro Transit. This is an express route between NWTC, UW-Green Bay, and the Green Bay Metro transit center.
- Update Routes (2, 4, 6, 7, 9, 15, 16) for Green Bay Metro. Updated the Transit Guide with the changes to the routes. Updated the turn-by-turn maps to be distributed to the bus drivers for the updated routes. Updated the individual colored route maps.
- Continue to update the interactive story map for the Fox River State Trail.
- Continue to work on maps for the Transit Development Plan.
- Updated maps for the Transportation Improvement Program.
- Provided data on bike facilities to a member of Green Bay Bicycle Collective.
- Provided bus route data to a staff at the Village of Bellevue.
- Began to collect data on paper manufacturers, distributors, etc.
- Attended the press conference to launch Green Bay's new bike share program provided by Lime on July 30, 2018.
- Attended the Brown County Planning Commission meeting on August 1, 2018. Created a driving directions map to the Brown County Planning Commission meeting at the Reforestation Camp.
- Attended the Green Bay Active Communities Alliance meeting on August 1, 2018.
- Attended the Brown County Planning Commission meeting on August 1, 2018.
- Attended the Adaptive Bike Share Task Force meeting on August 3, 2018.
- Attended Performance-Based Planning and Programming (PBPP) training for WisDOT and MPOs on August 15, 2018.
- Posted weekly construction projects on the Transportation website in the month of August.
- Participated in MPO staff meeting as required.
- Participated in PALS staff meetings monthly.

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

- Continued working with the Brown County Parks Department and Friends of the Fox River Trail to create a 3 x 4 foot wayfinding map for the Fox River Trail.
- Reviewed the 1991 and 2010 American with Disabilities Act Design Standards for curb ramps as part of the ADA Compliance Plan for the Green Bay Metropolitan Planning Area.
- Developed an inventory for curb ramps using GIS, identifying and mapping over 11,100 curb ramps across the Metropolitan Planning Area.
- Began analyzing curb ramp data to identify ADA non-compliant curb ramps across the Metropolitan Planning Area.
- Updated the 2018 Single Route Guide for bus routes 2-18 for Green Bay Metro.

**MINUTES**  
**BROWN COUNTY REVOLVING LOAN FUND COMMITTEE**  
**Thursday, June 1, 2017**  
**Northern Building**  
**305 E. Walnut Street, Conference Room 391**  
**Green Bay, WI 54301**  
**1:30 p.m.**

**ROLL CALL:**

Adam DeKeyser	<u>X</u>	Ron Van Straten, Chair	<u>X</u>
Robert Patrickus	<u>X</u>	Chad Weinger	<u>Exc</u>
Charles Riley	<u>X</u>		

**OTHERS PRESENT:** Seaphes Miller, Jason Braun, Chuck Lamine, and Kathy Meyer

**ORDER OF BUSINESS:**

1. Approval of the minutes of the April 14, 2017, meeting of the Brown County Revolving Loan Fund Committee.

A motion was made by R. Patrickus, seconded by A. DeKeyser, to approve the minutes as presented. C. Riley abstained from voting. Motion carried.

2. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of reviewing a loan security subordination request from Fusion Integrated Solutions, LLC.

A motion was made by C. Riley, seconded by R. Patrickus, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of a loan security subordination request from Fusion Integrated Solutions, LLC. Motion carried unanimously.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

A motion was made by A. DeKeyser, seconded by C. Riley to return to open session. Motion carried unanimously.

A motion was made by A. DeKeyser, and seconded by R. Patrickus to agree to Citi Bank Lien Release and Acknowledgement Agreement as presented.

3. Pursuant to Wisconsin Statute 19.85(1)(e), the Brown County Revolving Loan Fund Committee will convene in Executive Session for the purpose of renewing/extending the payment terms of the loan for Apex Heating & Air.

A motion was made by R. Patrickus, seconded by C. Riley, to convene in closed session pursuant to Wisconsin Statute 19.85(1)(e) for the purpose of renewing/extending the payment terms of the loan for Apex Heating & Air. Motion carried unanimously.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.



A motion was made by A. DeKeyser, seconded by C. Riley to return to open session. Motion carried unanimously.

A motion was made by R. Patrickus, seconded by C. Riley to extend scheduled balloon payment to Brown County to the terms of the primary lender not to exceed twenty years. Additionally to approve subordination to a new primary lender at substantially the same terms and conditions as currently agreed. Motion passed unanimously.

4. Other matters.

None.

5. Adjourn.

A motion was made by A. DeKeyser, seconded by C. Riley, to adjourn. Motion carried unanimously. The meeting adjourned at 2:30 p.m.

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

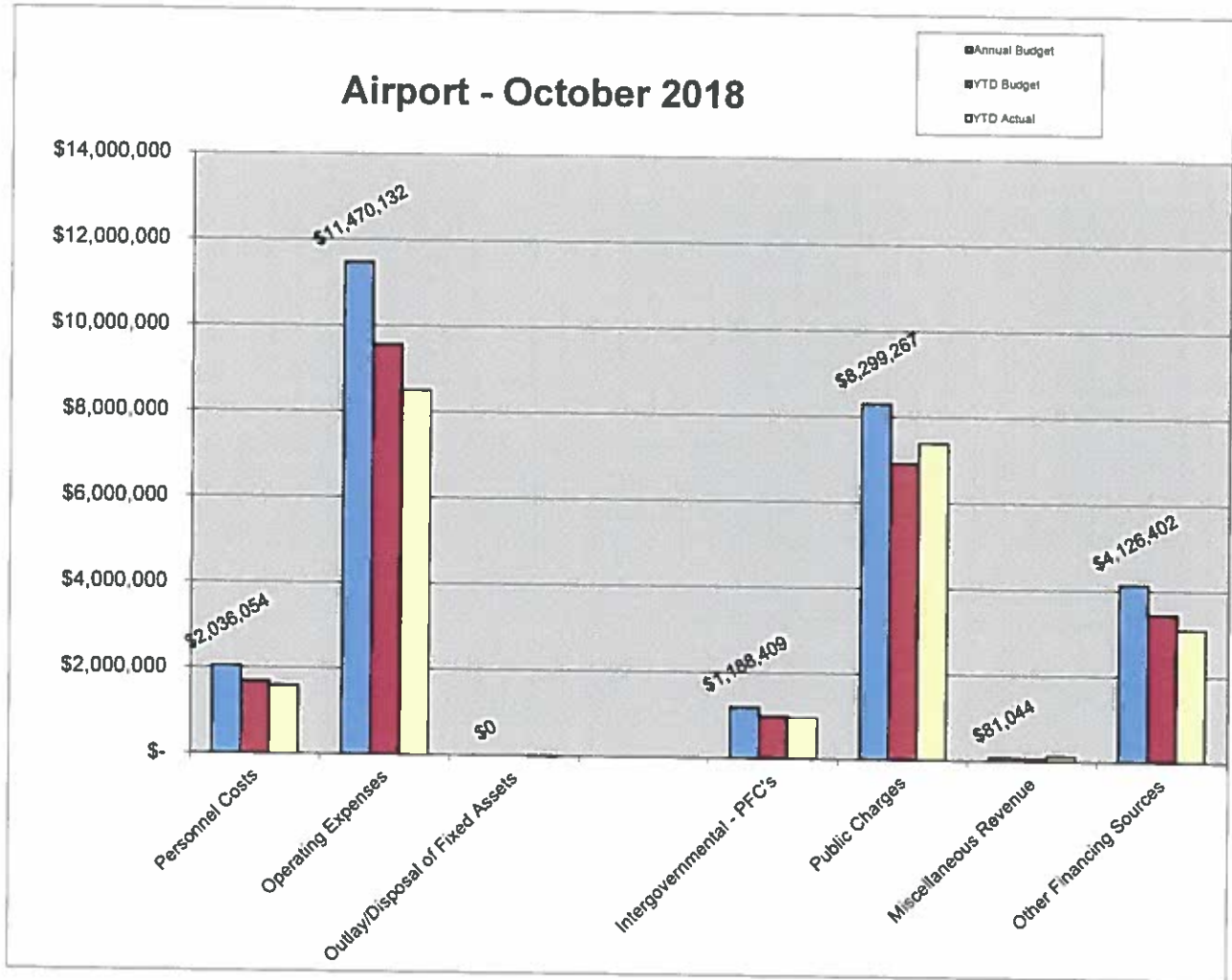
	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$2,036,054	\$1,696,712	\$1,589,333
Operating Expenses	\$11,470,132	\$9,558,443	\$8,491,248
Outlay/Disposal of Fixed Assets	\$0	\$0	-\$34,866
Intergovernmental - PFC's	\$1,188,409	\$990,341	\$952,308
Public Charges	\$8,299,267	\$6,916,056	\$7,389,777
Miscellaneous Revenue	\$81,044	\$67,537	\$119,126
Other Financing Sources	\$4,126,402	\$3,438,668	\$3,087,019

**HIGHLIGHTS**

Approximately 75% of the airport's budget has been expended through 10 months.

Revenues exceed expenses by \$1.5M.

American and United continue to perform well, up nearly 19.7% and 21.0% respectively. Overall traffic is up 11.1%.



Brown County - Planning  
Budget Status Report  
September 30, 2018

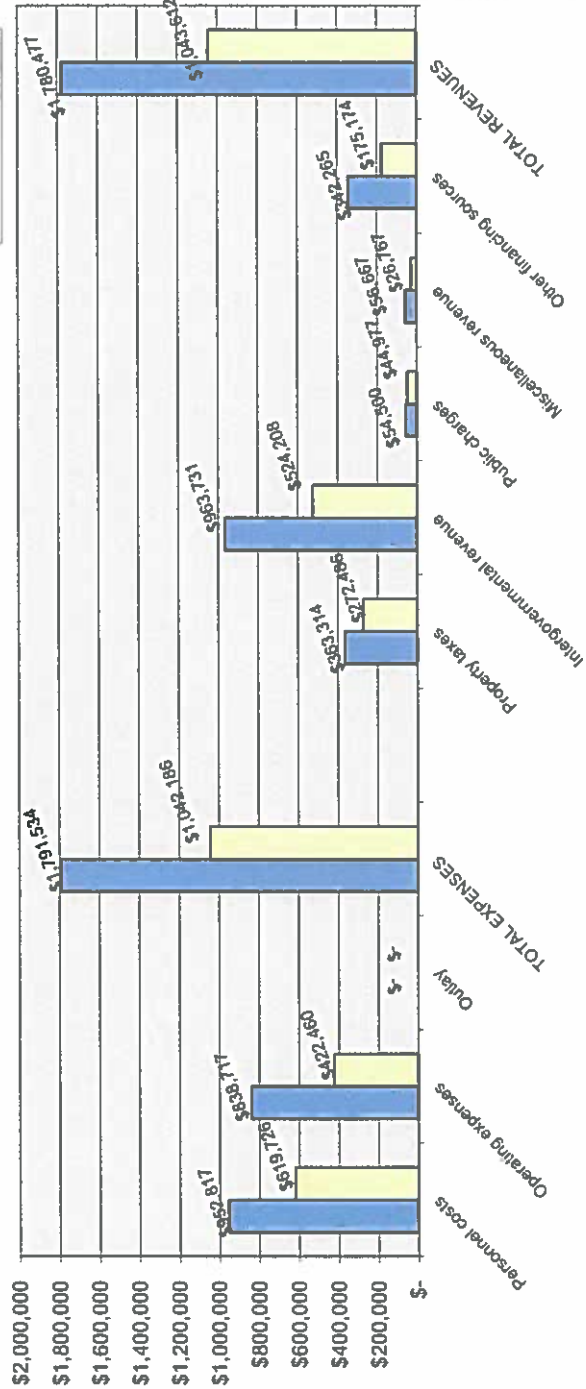
	2018 Amended		2018 YTD		2017 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 952,817	\$ 619,726	\$ 824,384	\$ 579,561				
Operating expenses	\$ 838,717	\$ 422,460	\$ 194,745	\$ 104,100				
Outlay	\$ -	\$ -	\$ -	\$ -				
<b>TOTAL EXPENSES</b>	<b>\$ 1,791,534</b>	<b>\$ 1,042,186</b>	<b>\$ 1,019,129</b>	<b>\$ 683,661</b>				
Property taxes	\$ 363,314	\$ 272,486	\$ 264,983	\$ 198,737				
Intergovernmental revenue	\$ 963,731	\$ 524,208	\$ 417,410	\$ 289,037				
Public charges	\$ 54,500	\$ 44,977	\$ 53,850	\$ 52,963				
Miscellaneous revenue	\$ 56,667	\$ 26,767	\$ 26,667	\$ 26,698				
Other financing sources	\$ 342,265	\$ 175,174	\$ 256,219	\$ 180,826				
<b>TOTAL REVENUES</b>	<b>\$ 1,780,477</b>	<b>\$ 1,043,612</b>	<b>\$ 1,019,129</b>	<b>\$ 748,261</b>				

**HIGHLIGHTS:**

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

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

**Planning - September 30, 2018 - Unaudited**



Brown County - Planning  
Budget Status Report  
October 31, 2018

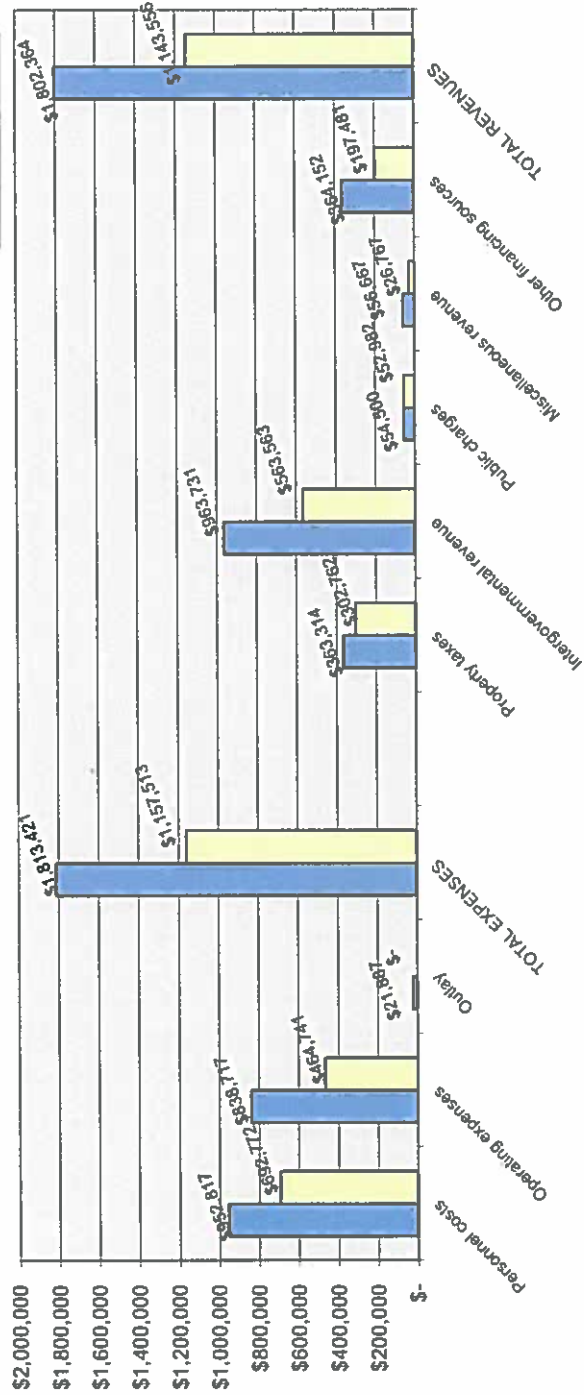
	2018 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 952,817	\$ 692,772	\$ 824,384	\$ 637,965
Operating expenses	\$ 838,717	\$ 464,741	\$ 194,745	\$ 147,364
Outlay	\$ 21,887	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 1,813,421</b>	<b>\$ 1,157,513</b>	<b>\$ 1,019,129</b>	<b>\$ 785,329</b>
Property taxes	\$ 363,314	\$ 302,762	\$ 264,983	\$ 220,819
Intergovernmental revenue	\$ 963,731	\$ 563,563	\$ 417,410	\$ 330,413
Public charges	\$ 54,500	\$ 52,982	\$ 53,850	\$ 57,343
Miscellaneous revenue	\$ 56,667	\$ 26,767	\$ 26,667	\$ 26,698
Other financing sources	\$ 364,152	\$ 197,481	\$ 256,219	\$ 181,328
<b>TOTAL REVENUES</b>	<b>\$ 1,802,364</b>	<b>\$ 1,143,556</b>	<b>\$ 1,019,129</b>	<b>\$ 816,601</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

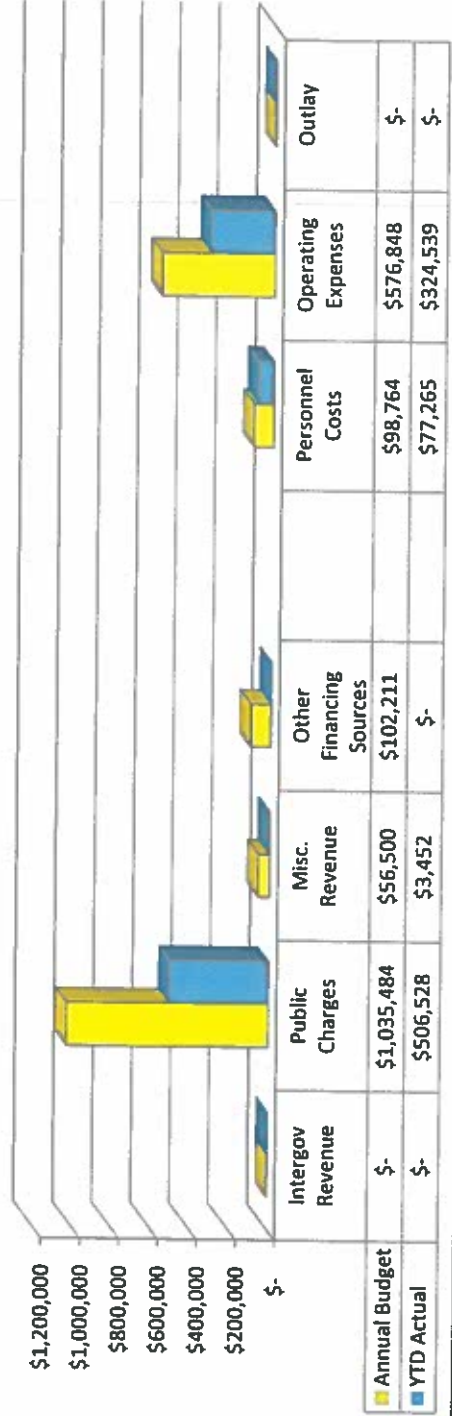
**Planning - October 31, 2018 - Unaudited**



**Brown County Port & Resource Recovery Department  
Port Area Budget Status Report  
September 30, 2018**

Revenue	Annual Budget	YTD	YTD	YTD Total	Comments
		Actual	%		
Intergov Revenue	\$ -	\$ -	-		<b>Public Charges</b> is expected revenue generated by dredge material placed at Bay Port through the year (primarily in the Fall). <b>Misc. Revenue</b> is interest earned and includes the market valuation on a specific day. Variation is the change in market value not actual cash value. <b>Other Financing Sources</b> is the transfer in from Harbor 217 (Corps Public Charges) to Port General that will occur as an actual amount upon closure of the fiscal year-by Finance. <b>Personnel costs</b> were higher because of a pension adjustment that was unbudgeted. <b>Operating Expenses</b> will be under budget. Only 50% of cell 5 at Bay Port was excavated because of the warm winter.
Public Charges	\$ 1,035,484	\$ 506,528	49%		
Misc. Revenue	\$ 56,500	\$ 3,452	6%		
Other Financing Sources	\$ 102,211	\$ -	0%		
<b>Total</b>	<b>\$ 509,980.02</b>				
Expenses					
Personnel Costs	\$ 98,764	\$ 77,265	78%		
Operating Expenses	\$ 576,848	\$ 324,539	56%		
Outlay	\$ -	\$ -	-		
<b>Total</b>	<b>\$ 401,804.05</b>				

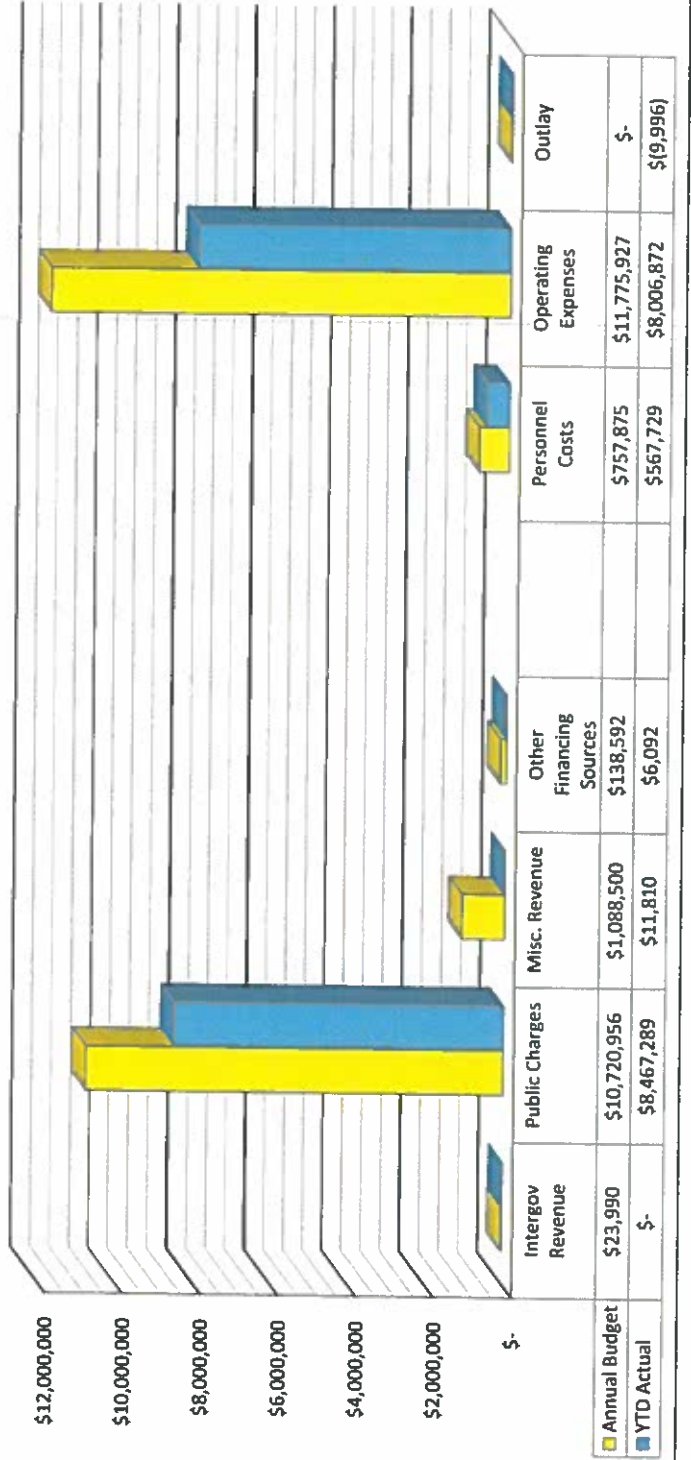
**Port - September 30, 2018**



# Brown County Port & Resource Recovery Department Resource Recovery Area Budget Status Report September 30, 2018

Revenue	Annual Budget		YTD Actual	YTD %	YTD Total	Comments
	\$		\$	%	\$	
Intergov Revenue	\$ 23,990		\$ -	0%		Intergovernmental Revenue difference reflects a HMR grant of \$23,990 to be received by year's end. Misc. Revenue is expected BOW proceeds (\$500,000) and interest earned and includes the market value on a specific day. Variations is the change in market value not actual cash value. Other Financing Sources is the estimated Gas-to-Energy profit after expenses.
Public Charges	\$ 10,720,956		\$ 8,467,289	79%		
Misc. Revenue	\$ 1,088,500		\$ 11,810	1%		
Other Financing Sources	\$ 138,592		\$ 6,092	4%		
<b>Personnel Costs</b>	<b>\$ 757,875</b>		<b>\$ 567,729</b>	<b>75%</b>	<b>\$ 8,485,191</b>	
<b>Operating Expenses</b>	<b>\$ 11,775,927</b>		<b>\$ 8,006,872</b>	<b>68%</b>		
<b>Outlay</b>	<b>\$ -</b>		<b>\$ (9,996)</b>	<b>-</b>	<b>\$ 8,564,604</b>	

## Resource Recovery - September 30, 2018



**Brown County - Property Listing  
Budget Status Report  
September 30, 2018**

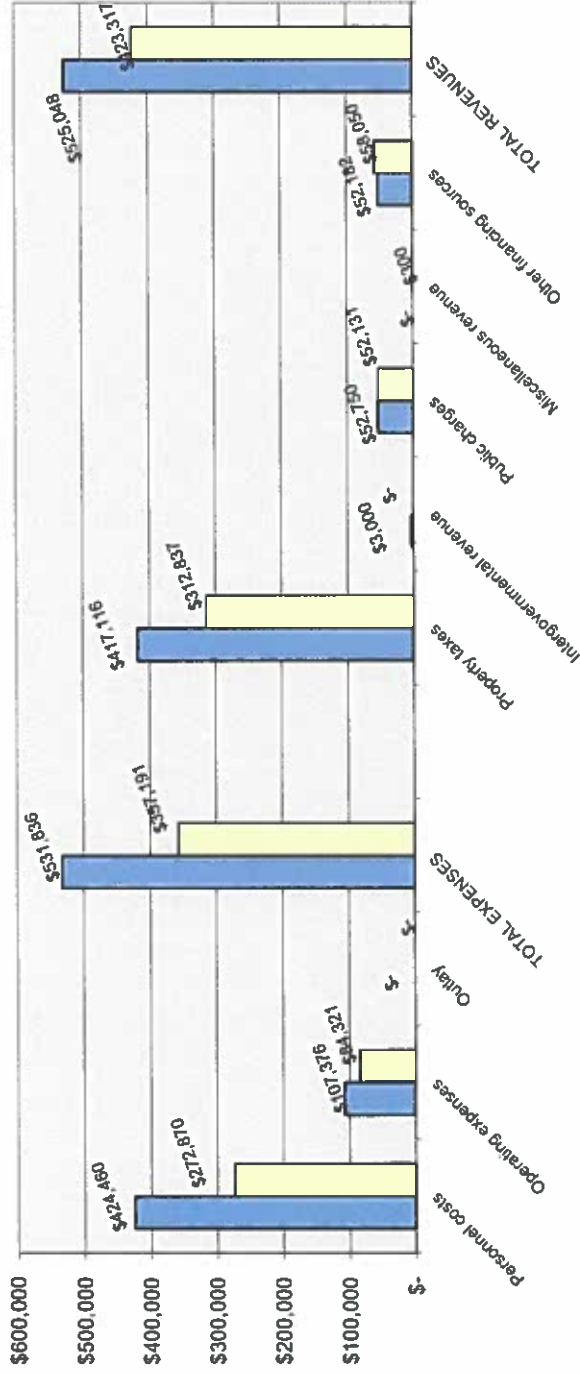
	2018 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 424,460	\$ 272,870	\$ 411,237	\$ 299,374
Operating expenses	\$ 107,376	\$ 84,321	\$ 101,041	\$ 77,635
Outlay	\$ -	\$ -	\$ 32,950	\$ 32,715
<b>TOTAL EXPENSES</b>	<b>\$ 531,836</b>	<b>\$ 357,191</b>	<b>\$ 545,228</b>	<b>\$ 409,724</b>
Property taxes	\$ 417,116	\$ 312,837	\$ 348,530	\$ 261,398
Intergovernmental revenue	\$ 3,000	\$ -	\$ 5,996	\$ 2,899
Public charges	\$ 52,750	\$ 52,131	\$ 50,750	\$ 46,376
Miscellaneous revenue	\$ -	\$ 300	\$ -	\$ 3,300
Other financing sources	\$ 52,182	\$ 58,050	\$ 139,952	\$ 119,281
<b>TOTAL REVENUES</b>	<b>\$ 525,048</b>	<b>\$ 423,317</b>	<b>\$ 545,228</b>	<b>\$ 433,255</b>

**HIGHLIGHTS:**

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

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

**Property Listing - September 30, 2018 - Unaudited**

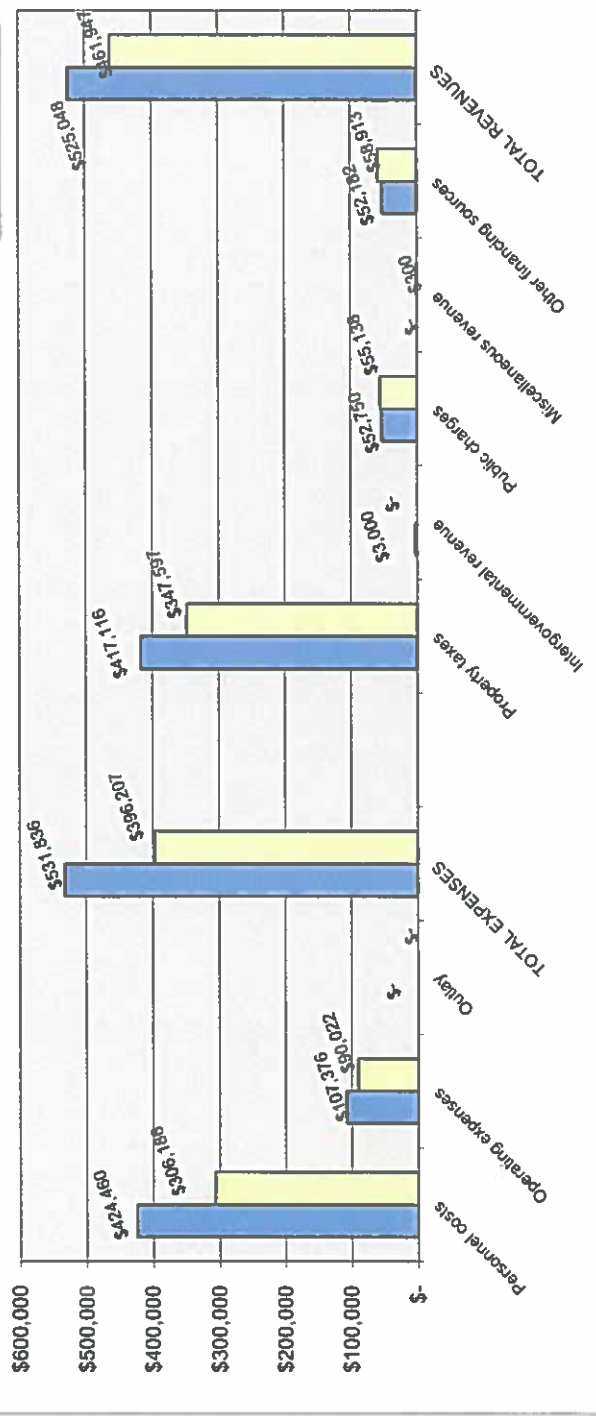


**Brown County - Property Listing  
Budget Status Report  
October 31, 2018**

	2018 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 424,460	\$ 306,186	\$ 411,237	\$ 332,041
Operating expenses	\$ 107,376	\$ 90,022	\$ 101,041	\$ 83,421
Outlay	\$ -	\$ -	\$ 32,950	\$ 32,715
<b>TOTAL EXPENSES</b>	<b>\$ 531,836</b>	<b>\$ 396,207</b>	<b>\$ 545,228</b>	<b>\$ 448,176</b>
Property taxes	\$ 417,116	\$ 347,597	\$ 348,530	\$ 290,442
Intergovernmental revenue	\$ 3,000	\$ -	\$ 5,996	\$ 2,899
Public charges	\$ 52,750	\$ 55,138	\$ 50,750	\$ 50,102
Miscellaneous revenue	\$ -	\$ 300	\$ -	\$ 3,300
Other financing sources	\$ 52,182	\$ 58,913	\$ 139,952	\$ 125,564
<b>TOTAL REVENUES</b>	<b>\$ 525,048</b>	<b>\$ 481,947</b>	<b>\$ 545,228</b>	<b>\$ 472,307</b>

**HIGHLIGHTS:**  
Expenditures: All expenditures are within anticipated levels.  
Revenues: All revenues are progressing as anticipated.

**Property Listing - October 31, 2018 - Unaudited**



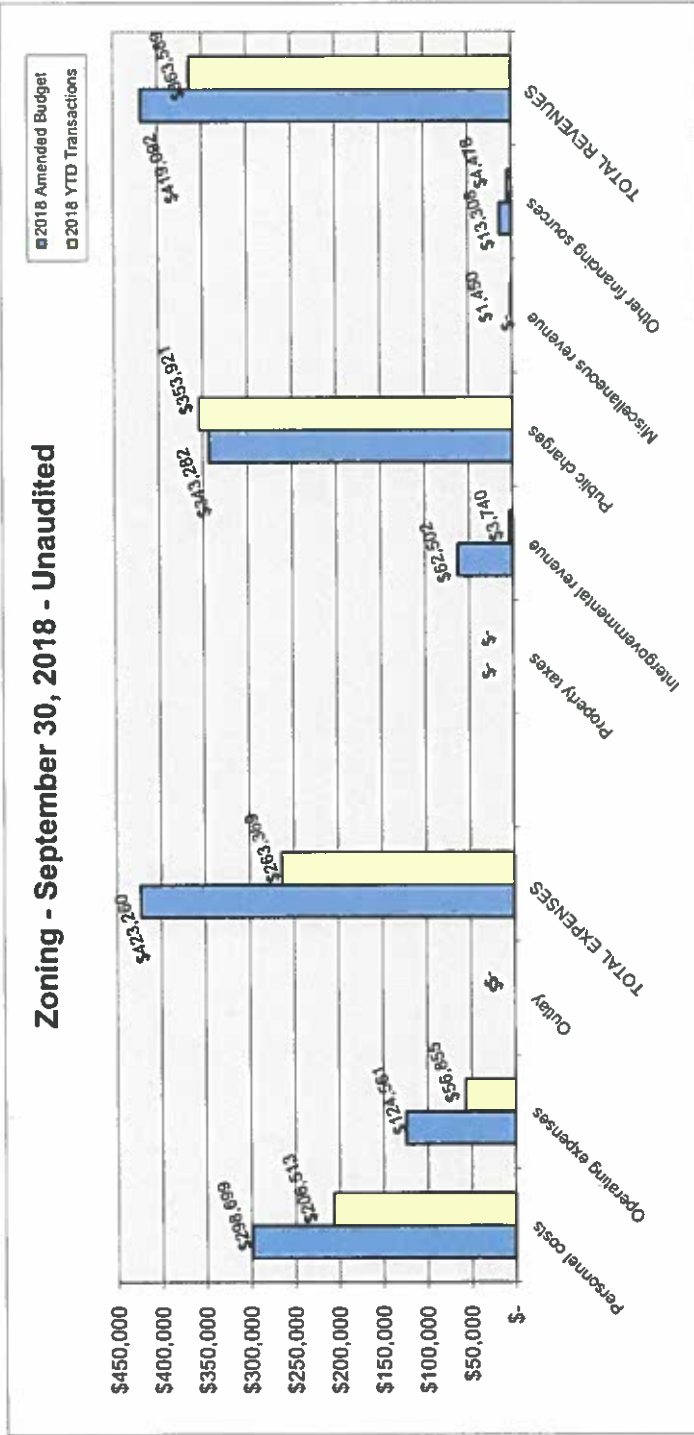


Brown County - Zoning  
Budget Status Report  
September 30, 2018

	2018 Amended		2017 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 298,699	\$ 206,513	\$ 276,609	\$ 199,518	\$ 276,609	\$ 199,518
Operating expenses	\$ 124,561	\$ 56,855	\$ 149,690	\$ 51,656	\$ 149,690	\$ 51,656
Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 423,260</b>	<b>\$ 263,369</b>	<b>\$ 426,299</b>	<b>\$ 251,174</b>	<b>\$ 426,299</b>	<b>\$ 251,174</b>
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenue	\$ 62,502	\$ 3,740	\$ 87,292	\$ 6,346	\$ 87,292	\$ 6,346
Public charges	\$ 343,282	\$ 353,921	\$ 334,532	\$ 334,530	\$ 334,532	\$ 334,530
Miscellaneous revenue	\$ -	\$ 1,450	\$ -	\$ 2,279	\$ -	\$ 2,279
Other financing sources	\$ 13,308	\$ 4,478	\$ 4,475	\$ 460	\$ 4,475	\$ 460
<b>TOTAL REVENUES</b>	<b>\$ 419,092</b>	<b>\$ 363,589</b>	<b>\$ 426,299</b>	<b>\$ 343,615</b>	<b>\$ 426,299</b>	<b>\$ 343,615</b>

**HIGHLIGHTS:**  
Expenditures: All categories are progressing as anticipated.  
Revenues: Public charges for P.O.W.T.S. program are progressing as planned.

Zoning - September 30, 2018 - Unaudited



Brown County - Zoning  
Budget Status Report  
October 31, 2018

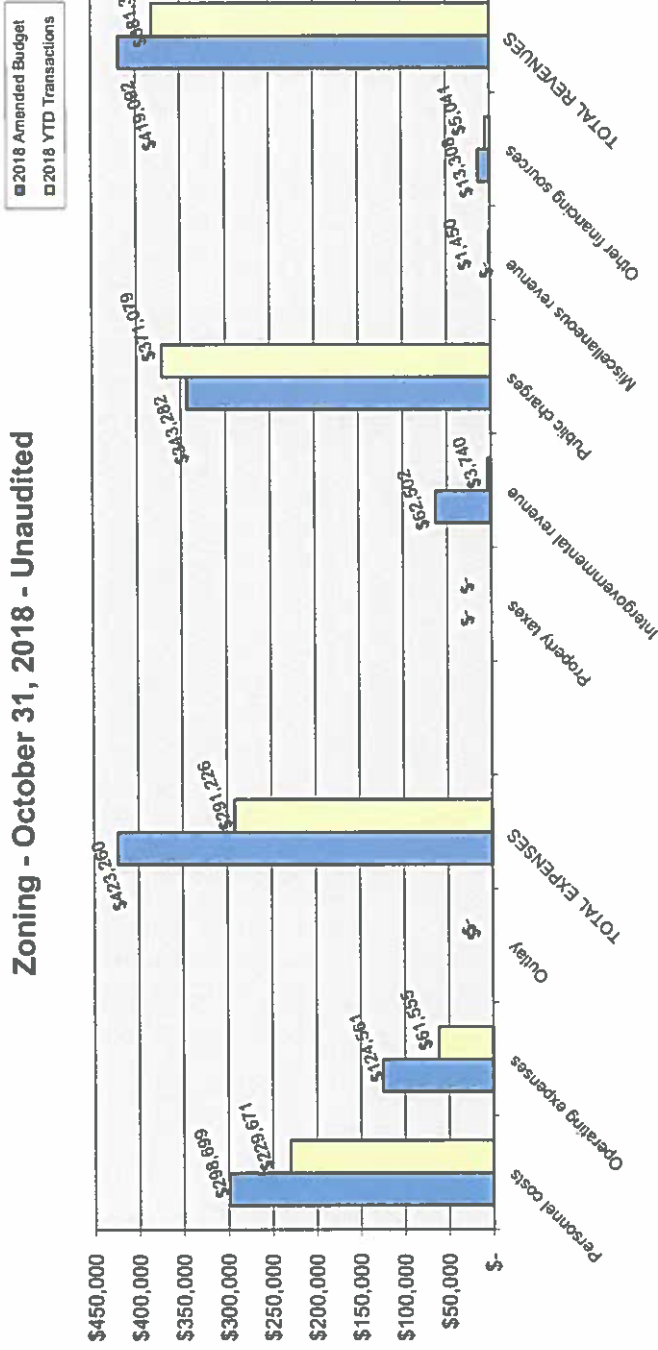
	2018 Amended		2017 YTD	
	Budget	Transactions	Budget	Transactions
Personnel costs	\$ 298,699	\$ 229,671	\$ 276,609	\$ 218,660
Operating expenses	\$ 124,561	\$ 61,555	\$ 149,690	\$ 58,662
Outlay	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 423,260</b>	<b>\$ 291,226</b>	<b>\$ 426,299</b>	<b>\$ 277,322</b>
Property taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenue	\$ 62,502	\$ 3,740	\$ 87,292	\$ 6,346
Public charges	\$ 343,282	\$ 371,079	\$ 334,532	\$ 345,585
Miscellaneous revenue	\$ -	\$ 1,450	\$ -	\$ 2,529
Other financing sources	\$ 13,308	\$ 5,041	\$ 4,475	\$ 682
<b>TOTAL REVENUES</b>	<b>\$ 419,092</b>	<b>\$ 381,310</b>	<b>\$ 426,299</b>	<b>\$ 355,142</b>

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

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

Zoning - October 31, 2018 - Unaudited



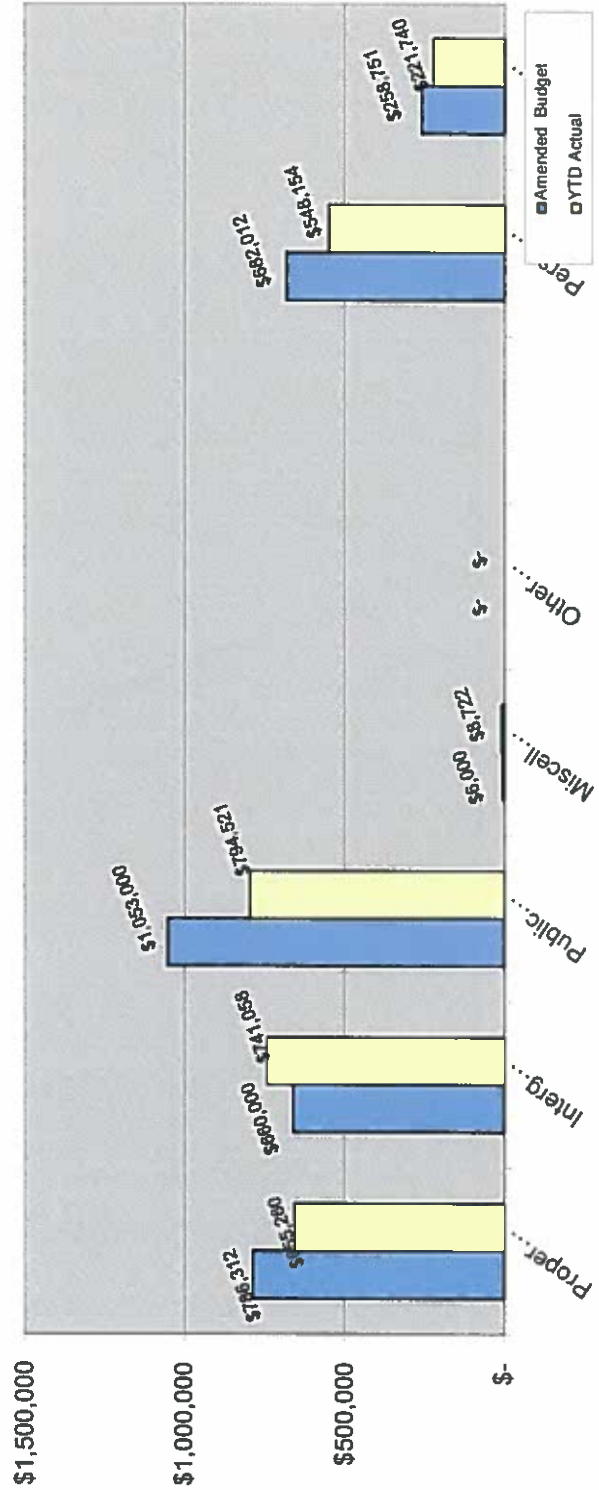
**Brown County**  
**Register of Deeds**  
**Budget Status Report (Unaudited)**  
**Fiscal year through 10/31/2018**

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated  
Revenues: All categories are at or near expectations.

	Amended Budget	YTD Actual	Percent of Budget
Property Taxes	\$ 786,312	\$ 655,260	83.3%
Intergovernmental Rev	\$ 660,000	\$ 741,058	112.3%
Public Charges	\$ 1,053,000	\$ 794,521	75.5%
Miscellaneous Rev	\$ 6,000	\$ 8,722	145.4%
Other Financing Sources	\$ -	\$ -	0.0%
Personnel Costs	\$ 682,012	\$ 548,154	80.4%
Operating Exp	\$ 258,751	\$ 221,740	85.7%

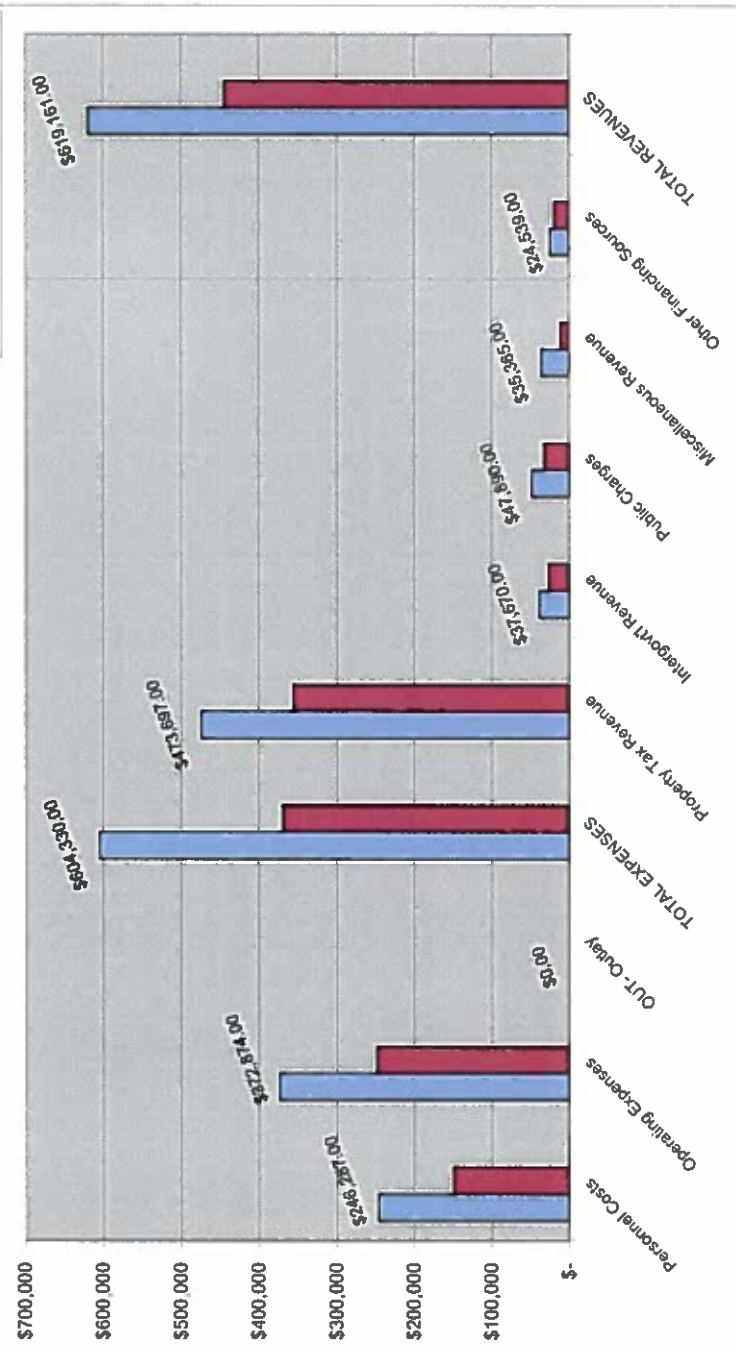
**Register of Deeds - Through 10/31/2018 Unaudited**



**Brown County UW-Extension**  
**Unaudited**  
**September 30, 2018**

	<u>2018 Amended Budget</u>	<u>2018 YTD Transactions</u>	<u>2017 Amended Budget</u>	<u>2017 YTD Transactions</u>
Personnel Costs	\$246,287.00	\$148,938.42	\$222,530.00	\$217,934.83
Operating Expenses	\$372,874.00	\$248,165.09	\$419,019.00	\$390,270.55
OUT- Outlay	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$604,330.00</b>	<b>\$369,368.13</b>	<b>\$641,549.00</b>	<b>\$608,205.38</b>
Property Tax Revenue	\$473,697.00	\$355,272.75	\$442,652.00	\$442,652.00
Intergov't Revenue	\$37,670.00	\$26,452.59	\$42,631.00	\$51,029.49
Public Charges	\$47,890.00	\$32,663.32	\$70,400.00	\$52,156.69
Miscellaneous Revenue	\$35,365.00	\$10,995.39	\$62,987.00	\$49,267.93
Other Financing Sources	\$24,539.00	\$18,856.32	\$22,879.00	\$20,264.85
<b>TOTAL REVENUES</b>	<b>\$619,161.00</b>	<b>\$444,240.37</b>	<b>\$641,549.00</b>	<b>\$615,370.96</b>

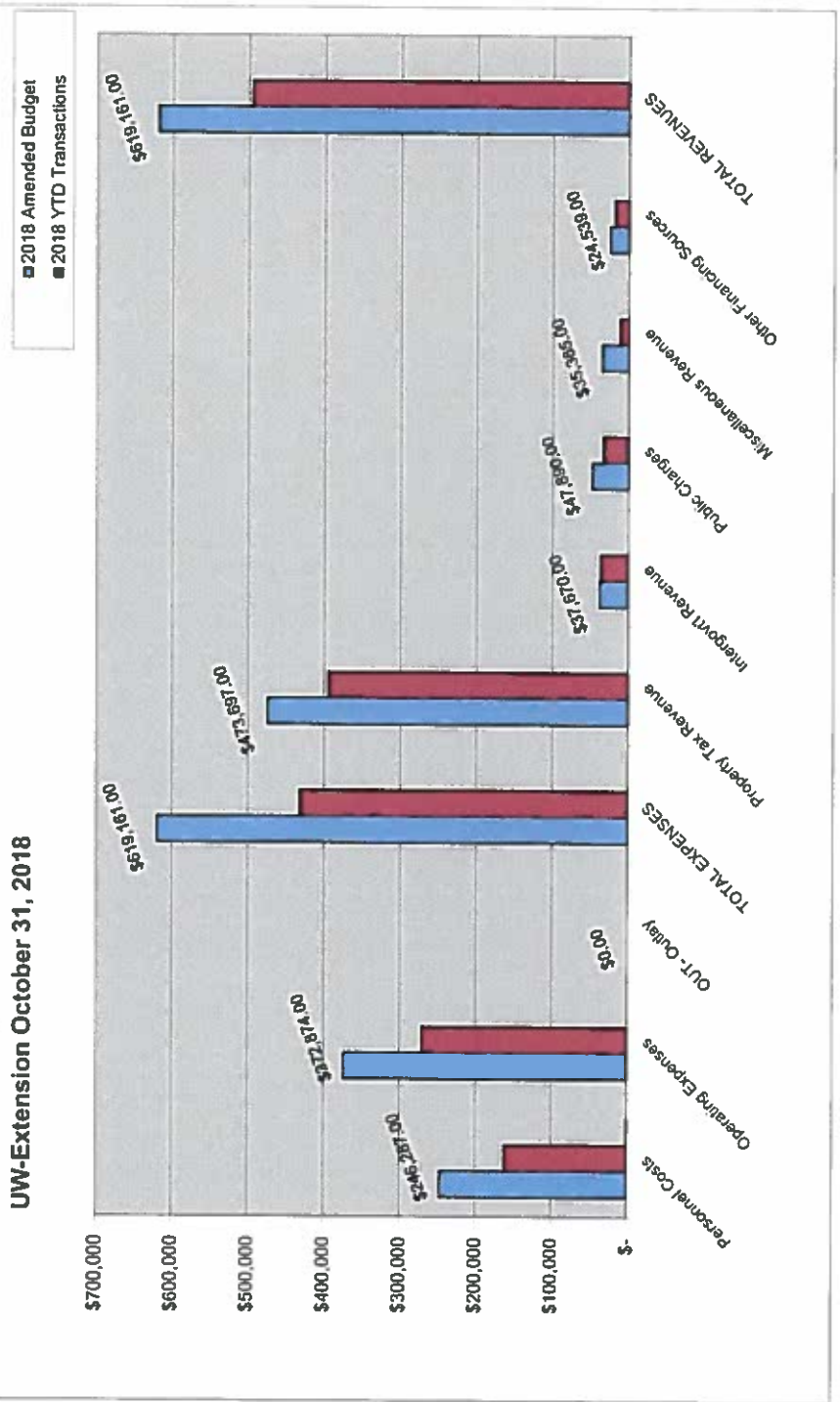
**UW-Extension September 30, 2018**



Brown County UW-Extension  
 Unaudited  
 October 31, 2018

	2018 Amended Budget	2018 YTD Transactions	2017 Amended Budget	2017 YTD Transactions
Personnel Costs	\$246,287.00	\$161,270.57	\$222,530.00	\$217,934.83
Operating Expenses	\$372,874.00	\$270,076.18	\$419,019.00	\$390,270.55
OUT- Outlay	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$619,161.00</b>	<b>\$431,346.75</b>	<b>\$641,549.00</b>	<b>\$608,205.38</b>
Property Tax Revenue	\$473,697.00	\$394,747.50	\$442,652.00	\$442,652.00
Intergov't Revenue	\$37,670.00	\$36,344.18	\$42,631.00	\$51,029.49
Public Charges	\$47,890.00	\$33,528.82	\$70,400.00	\$52,156.69
Miscellaneous Revenue	\$35,365.00	\$11,715.39	\$62,987.00	\$49,267.93
Other Financing Sources	\$24,539.00	\$18,856.32	\$22,879.00	\$20,264.85
<b>TOTAL REVENUES</b>	<b>\$619,161.00</b>	<b>\$495,192.21</b>	<b>\$641,549.00</b>	<b>\$615,370.96</b>

UW-Extension October 31, 2018





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

**BROWN COUNTY BOARD OF SUPERVISORS**

Meeting Date: 10/17/18

Agenda No. : all standing chairs / committees

Motion from the Floor

I make the following motion: the Br. Co. board needs to do a 5yr plan re: budgets. The county needs to sit & prioritize which dept. needs more attention (money & staff) - 1 to 10 (dept. ranked) on this need. This way we will know what dept. needs will be in the future with dept. moving up & down on the scale.

Signed: Kathy Lafabure  
District No.: 6

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

### BUDGET ADJUSTMENT REQUEST

**Category**

**Approval Level**

- 1 Reallocation from one account to another in the same level of appropriation Dept Head
- 2 Reallocation due to a technical correction that could include:
  - Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior yearDirector of Admin
- 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) County Exec
- 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. Oversight Comm  
2/3 County Board
- 6 Reallocation between two or more departments, regardless of amount Oversight Comm  
2/3 County Board
- 7 Any increase in expenses with an offsetting increase in revenue ✓ Oversight Comm  
2/3 County Board
- 8 Any allocation from a department's fund balance Oversight Comm  
2/3 County Board
- 9 Any allocation from the County's General Fund Oversight Comm  
Admin Committee  
2/3 County Board

**Justification for Budget Change:**

This budget adjustment request is for UW Extension's Afterschool programming additional instructor fees to be funded by reimbursement from the Green Bay Area Public School District.

**Budget Impact \$2,241**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4700	Intergovernmental Charges	\$2,241
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5700	Contracted Services	\$2,241
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

EB 10/16/18

**AUTHORIZATIONS**

Judy Knudson  
 Signature of Department Head  
 Department: UW Extension  
 Date: 10/16/18

[Signature]  
 Signature of DOX or Executive  
 Date: 10/25/18

### BUDGET ADJUSTMENT REQUEST

**Category**

**Approval Level**

- 1 Reallocation from one account to another in the same level of appropriation Dept Head
- 2 Reallocation due to a technical correction that could include:
  - Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior yearDirector of Admin
- 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) County Exec
- 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. Oversight Comm  
2/3 County Board
- 6 Reallocation between two or more departments, regardless of amount Oversight Comm  
2/3 County Board
- 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm  
2/3 County Board
- 8 Any allocation from a department's fund balance Oversight Comm  
2/3 County Board
- 9 Any allocation from the County's General Fund Oversight Comm  
Admin Committee  
2/3 County Board

**Justification for Budget Change:**

UW Extension received a grant from Cornerstone Foundation of Northeast Wisconsin in the amount of \$2,000 to replace garden boxes that are in bad repair at its Olde North Community Garden.

**Budget Impact \$2,000**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4309	Other Grant Revenue	\$2,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	\$2,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

*egb 10/18*

**AUTHORIZATIONS**

*Judy Knudson*  
Signature of Department Head

Department: UW Extension

Date: 10/16/18

*[Signature]*  
Signature of DOA or Executive

Date: 10/25/18



### BUDGET ADJUSTMENT REQUEST

<u>Category</u>	<u>Approval Level</u>
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul>	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
<input type="checkbox"/> 9 Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

**Justification for Budget Change:**

UW Extension received a grant from Cellcom Green Gift in the amount of \$1,200 to replace garden boxes that are in bad repair at its Olde North Community Garden.

**Budget Impact \$1,200**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4309	Other Grant Revenue	\$1,200
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	\$1,200
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

*CSB 10/19/18*

**AUTHORIZATIONS**

*Judy Knudsen*  
 Signature of Department Head

Department: UW Extension

Date: 10/16/18

*[Signature]*  
 Signature of DOA or Executive

Date: 10/25/18

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
2984 Shawano Avenue  
Green Bay WI 54313-6727

Scott Walker, Governor  
Daniel L. Meyer, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



November 8, 2018

FID 405132860  
Brown County  
SW/Correspondence

Mr. Dean Haen  
Brown County Port & Solid Waste Dept.  
2651 South Broadway Street  
Green Bay, WI 54304

**SUBJECT:** Response to Brown County's groundwater quality exceedance report for the proposed South Landfill located in Holland, Wisconsin, WDNR Monitoring No. 3565

Dear Mr. Haen:

The Department of Natural Resources (department) has reviewed Brown County's groundwater quality exceedance report for the proposed Brown County South Landfill. Based on our review of the report, the department considers the exceedances to be addressed and concurs with the continued baseline monitoring at the Brown County South Landfill. The exceedance report titled 'Brown County Proposed South Landfill Observed Groundwater Quality Exceedances,' dated October 23, 2018, was received by the department on October 26, 2018. The report documents groundwater quality exceedances of trichloroethene (TCE) and methylene chloride that were observed during baseline monitoring conducted in preparation for the resubmittal of the plan of operation for the proposed Brown County South Landfill (Monitoring No. 3565). Resubmittal of the plan of operation is expected to occur in 2019.

Based on the information provided in the report, the department concurs that the bailers used for sampling were the likely source of TCE and methylene chloride observed in the monitoring wells at the proposed Brown County South Landfill property. The well redevelopment activities conducted in late August and early September 2018 on the affected groundwater monitoring wells appear to have reduced concentrations of TCE and methylene chloride in those wells. The department believes Brown County has taken appropriate steps to identify the cause and significance of the groundwater exceedances and has taken actions to reduce the concentrations as much as technically and economically feasible per ss. NR 140.24 and 140.26, Wis. Adm. Code. Therefore, the department considers the groundwater exceedances to be addressed for the proposed Brown County South Landfill property.

It is the department's understanding that Brown County intends to use the groundwater samples collected in December 2017, February 2018, April 2018, and September 2018 for baseline monitoring, and baseline monitoring will continue on a monthly basis (with at least 30 days between sampling events) beginning in November 2018 until a total of 8 rounds of samples have been collected. The sample rounds will occur in November 2018, December 2018, January 2019, and February 2019. Also, based on previous correspondence with Brown County, the department understands that volatile organic compounds (VOCs) will continue to be monitored during these last 4 rounds (Nov 2018, Dec 2018, Jan 2019, Feb 2019).

The department concurs with this approach for completing baseline groundwater monitoring for the proposed Brown County South Landfill. However, the department has a few items for Brown County to keep in mind as baseline groundwater monitoring is continued:

- 1) Detection limits for methylene chloride were elevated in several of the recent monitoring events. Please ensure the methylene chloride detection limits are below the preventative action limit (PAL) in the last 4 rounds of sampling.
- 2) If any of the other non-VOC parameters appear to have also been affected by the use of the bailers manufactured by Royal Custom Plastics, the first three rounds of groundwater data collected prior to redevelopment activities on the groundwater monitoring wells with TCE and methylene chloride (Dec 2017, Feb 2018, and Apr 2018) should not be used for baseline monitoring.
- 3) If groundwater results from the next 4 rounds of baseline groundwater monitoring results suggest TCE and methylene chloride concentrations are increasing, additional evaluation and response may be needed.

Please contact Jackie Marciulionis at 920-662-5433 or email at [Jacqueline.Marciulionis@wisconsin.gov](mailto:Jacqueline.Marciulionis@wisconsin.gov) if you have questions regarding this letter.

Sincerely,



Kristin DuFresne  
Waste and Materials Management Program  
Northeast Region Supervisor

CC: Chad Doverspike, Brown County Port & Resource Recovery Department (e-mail)  
Sharon Kozicki, Foth (e-mail)  
Chris Anderson, Foth (e-mail)  
Keld Lauridsen, WDNR (e-mail)  
Sally Hronek, WDNR (e-mail)  
Jackie Marciulionis, WDNR (e-mail)  
Joe Lourigan, WDNR (e-mail)

**Report**

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**Brown County Proposed South  
Landfill Observed Groundwater  
Quality Exceedances**

**Project I.D.: 18B027**

**Brown County Port & Resource Recovery Department  
Green Bay, Wisconsin**

**October 2018**



# 1 Introduction

Foth Infrastructure & Environment, LLC (Foth) has prepared this report at the request of the Brown County Port & Resource Recovery Department (BCPRRD) to summarize the timeline and activities related to baseline monitoring that is being conducted at the Brown County South Landfill (BCSL) project site in advance of the resubmittal of the Plan of Operations (POO).

During baseline monitoring, Trichloroethylene (TCE) and methylene chloride were detected in some of the on-site groundwater monitoring wells. These detections were unexpected as the site is undeveloped farm land and a search of the Wisconsin Department of Natural Resources (WDNR) Bureau of Remediation and Redevelopment Tracking System (BRRTS) online database indicates no identified sources for the TCE nearby. There were no TCE detections during previous baseline sampling activities in the 1990s. Methylene chloride was detected during the original baseline activities in the 1990s but were determined to be the result of sample contamination at the laboratory. Figures showing on-site monitoring wells and nearby private wells are presented as Figures 1 and 2.

This report has been prepared as a final report detailing the response plan activities and their results related to the presence of the TCE and methylene chloride in the monitoring wells.

#10

## 2 Background Information

The 2018 sampling results indicated the presence of TCE and methylene chloride, both are volatile organic compounds (VOC) typically associated with degreasing, dry cleaning operations, or paint stripping activities. Additional data collected upon the detections of TCE and methylene chloride indicated that the presence of these compounds in some of the site groundwater monitoring wells was the result of dedicated bailers that were installed in most of the baseline monitoring well network. The dedicated bailers were assembled using a glue that contained both TCE and methylene chloride (Appendix A). The information gathering process was presented in an August 13, 2018 memorandum to BCPRRD (Appendix B) and discussed in a subsequent meeting with the WDNR on August 15<sup>th</sup>, 2018 (Appendix C) with Brown County and WDNR representatives. A response plan was presented in an August 21, 2018 memorandum. Comments were received in an email from the WDNR and responses to those comments were sent to the WDNR on August 27, 2018. Both of these memoranda are presented in (Appendix D). The results of the response plan were initially presented to the WDNR in a memorandum dated September 20, 2018.

### 3 Timeline of Activities

The following section presents a timeline of activities from the point that dedicated bailers were installed through the submittal of this report.

1. November 7, 2017 – Dedicated bailers were installed in select groundwater monitoring wells by Robert E. Lee & Associates, Inc. (REL) (Green Bay, Wisconsin). The bailers were purchased new from Royal Custom Plastics and are described as 1.75-inch outer diameter by 8 foot long bailers made of a polycarbonate material. A photo of the bailer is presented in the photo log in Appendix E.
2. December 11, 12, and 13, 2017 – Selected monitoring wells were developed by Badger Laboratories (Green Bay, WI) in preparation for baseline monitoring.
3. December 15-19, 2017 – Badger collected the first round of groundwater samples as part of the baseline monitoring and verification sampling. Results are provided in Table 1A.
4. February 9, 2018 – December sampling results were received from Badger Laboratory. During the second half of February, Foth prepared the database and formatted the data for database entry.
5. February 13-16, 2018 – Badger collected the second round groundwater samples as part of the baseline monitoring and verification sampling. Results are provided in Table 1B.
6. March 19, 2018 – January sampling results were received from Badger Laboratory.
7. March 2018 – Foth completed an evaluation of the first two sampling event data. The presence of TCE and methylene chloride was noted and discussions began between Foth and BCPRRD to attempt to explain and investigate the source of the TCE and methylene chloride.

Given that the site is undeveloped farm field and there are no known nearby sources, the most logical explanation was contamination of the sample at the lab. The laboratory was asked to check their results. The laboratory verified that the detections were actually in the sample.

The next possible explanation was that there was contamination of the sample in the field at the surface. If the contamination did not happen at the surface and it was present in the groundwater in the well, it could mean that something was introduced into the well that had TCE and methylene chloride in it.

Although the dedicated bailers were considered a potential source of the methylene chloride and TCE, it was thought to be very unlikely. Bailers are typically purchased from well-established groundwater sampling supply companies and it would be unlikely that a brand new bailer would be manufactured with glue containing

methylene chloride or TCE. Cases like this were common in the 1970s and 1980s but are almost unheard of in 2018.

Given this, a plan of action was put into place to determine the source of the TCE and methylene chloride through a systematic process of elimination. The plan included starting with the most logical explanation and ruling out potential causes one by one.

The plan was established in March included the following activities:

- a. Collect two additional samples (split samples) and send them to two alternate licensed laboratories for analysis during the next round of sampling. This would rule out lab contamination.
- b. Conduct independent sampling of nearby groundwater monitoring wells that were not part of the baseline monitoring to assess groundwater across the site.
- c. Conduct an audit of Badger's sampling procedures to identify sampling steps that may have introduced methylene chloride or TCE to the sample at the surface or introduced it into the wells themselves.

It was determined that we did not have enough information at this point to conclude that the methylene chloride and TCE were actually present in the monitoring wells. It was decided that additional information was needed before we contact the WDNR to discuss the results.

8. April 24-26, 2018 – Badger collected the third round of groundwater samples as part of the baseline monitoring and verification sampling. Results are provided in Table 1C.
9. April 25, 2018 – During the April event, Foth requested that Badger collect a split sample at MW-49 to test for possible contamination at the lab. Split samples were sent to Pace Analytical and Test America for analysis of VOCs. All results were consistently positive, indicating that the parameters were present in the sample and it was not due to sample contamination at the lab. The results of the split tests are provided in Table 2.
10. June 1, 2018 – Foth completed a confirmation sampling event to assess if the contamination was restricted to the baseline wells and if it was sample contamination at the surface or present in the wells themselves. The following wells were sampled for VOCs:
  - a. MW-49 – This well was chosen as a control as it was developed, sampled, and had both TCE and Methylene Chloride detections. This was also the well that the split sample was collected from.
  - b. MW-5B, MW-5X, and MW-5A – This well nest was chosen because it was developed but not sampled by Badger and is located amongst other well nests with detections.
  - c. MW-25, MW-25A, and MW-25B – This well nest was chosen because it was not developed, not sampled and is located amongst other well nests with detections.



- d. MW-4 and MW-4A – This well nest was chosen because it was not developed, and not sampled by Badger and is located in a different subwatershed.

The results are summarized in Table 3 and indicated that the TCE and methylene chloride is restricted to the baseline monitoring wells and was in the well itself.

11. June 14, 2018 – Results of the Foth sampling were presented to Brown County. Based on the results it appeared that there was some kind of cross contamination that occurred during the baseline sampling activities. Foth prepared a memorandum that could be used by BCPRRD to request sampling information from Badger.
12. June 18, 2018 – Email sent to REL confirming the timeline of when the bailers were installed and what type of rope, metal hooks, tape on rope, etc.
13. June 18, 2018 – Response back from REL “installed the bailers with a stainless steel clip that attached to stainless steel eye bolt on the existing monitoring well caps.”
14. June 19, 2018 – Response back from REL, “No rope was used. The bailer was clipped directly to the eye bolt.”
15. July 18, 2018 – Brown County sent an information request meeting and request for meeting with Badger Labs to explore the possibility of cross contamination as a result of their sampling procedures. Brown County purchased the bailers. They were delivered to REL and installed on November 7, 2017 based on email correspondence.
16. July 23, 2018 – Planning, Development & Transportation Committee of the Brown County Board of Supervisors.
17. August 7, 2018 – Representatives from Badger Labs and Foth met with Brown County to review the sampling and confirmation results. Badger provided a summary of their procedures and equipment used. Based on the discussion of methods it was determined that the presence of TCE and methylene chloride was unlikely the result of cross contamination during sampling. It was also presented that well MW-12C did not have a dedicated bailer installed due to inner diameter restrictions. This well did not have methylene chloride or TCE during any of the sampling events. This bolstered evidence that the TCE and methylene chloride may be linked to the dedicated bailers that were installed. Since the presence of TCE and methylene chloride was not the result of Badger’s sampling procedures the next step was to contact Robert E. Lee to discuss the bailer installation and the bailer manufacturer. A copy of the correspondence with Badger laboratory is provided in Appendix F.
18. August 8, 2018 – Representatives of Foth and Brown County had a telephone conference with the WDNR to discuss the results of the sampling as a result of a public notification received by the WDNR. The timeline and results were discussed and the WDNR was notified that additional information was being requested from the bailer supplier, Royal Custom Plastics in De Pere, Wisconsin, and REL.

19. August 13, 2018 – Email response back from REL, contact person at Royal Custom Plastic is Mary Toellner.
20. August 15, 2018 – Safety data sheets (SDS) were requested from Royal Custom Plastics on August 13, 2018. Upon receipt and review, one SDS for Weld-on 3 (Attachment 1), an acrylic plastic cement, contains methylene chloride, trichloroethylene, and methyl Methacrylate Monomer. The dedicated bailers were determined to be the source of the TCE and methylene chloride. All of the dedicated bailers were removed from the wells on August 15, 2018, the same day the SDS were obtained.

Brown County removed all of the dedicated bailers in the morning of August 15, 2018. The bailers were bagged and the locations they were removed from were documented. The bailers are being stored for now.

In the afternoon, representatives of Brown County and Foth met with the WDNR at the WDNR Green Bay service center. A response plan and subsequent summary memorandum was requested. The response memorandum was prepared as a result of this meeting. It detailed the actions that were taken to remove the TCE and methylene chloride from the affected wells and provided evidence that there is no other potential source of TCE or methylene chloride at the site.

21. August 20, 2018 – A response plan was prepared and submitted to the WDNR as discussed in the August 15, 2018 meeting with the WDNR.
22. August 20, 2018 – Solid Waste Board meeting.
23. August 22, 2018 – Human Services Committee of the Brown County Board of Supervisors meeting.
24. August 23, 2018 – Comments on the Response Plan were received from the WDNR.
25. August 27, 2018 – A response to comments memorandum was submitted to the WDNR.
26. August 27, 2018 – Planning, Development & Transportation Committee meeting of the Brown County Board of Supervisors.
27. August 28-September 12, 2018 – Eight rounds of well redevelopment were completed on the wells affected by the contaminated bailers.

The affected baseline monitoring wells were redeveloped and a purging program was initiated with the intention of removing remaining TCE and methylene chloride that were introduced. The baseline monitoring well network is shown on Figure 1. Monitoring wells and associated nested wells MW-2, MW-6, MW-7, MW-10, MW-12, MW-30, MW-41, MW-42X, MW-49, MW-58, MW-71, MW-75 were part of the

redevelopment program. The redevelopment program consisted of the following elements:

- a. Purging of the water in each well. Multiple well volumes were removed. The recharge rate of most of these wells is slow so purging required multiple events.
- b. Agitation of the water within the screened interval. The purpose of the agitation was to stir up any sediment settled at the bottom of the well that may contain VOCs.

The monitoring wells were initially purged and agitated four times: August 24, 27, 29, and 31, 2018.

After four rounds of redevelopment, monitoring well MW-49 was tested for VOCs to assess the success of the redevelopment program. Methylene chloride was detected at 13.5 microgram per liter ( $\mu\text{g/L}$ ) and TCE was detected at 1.16  $\mu\text{g/L}$ .

A second round of redevelopment was initiated and conducted on September 5, 7, 10, and 12, 2018.

On September 13<sup>th</sup> and 14<sup>th</sup>, the entire baseline monitoring well network was sampled.

The post-redevelopment results indicated a significant reduction in the occurrence and concentrations in both methylene chloride and TCE. Post-redevelopment methylene chloride was detected in 6 monitoring wells and TCE was detected in 4 monitoring wells. By comparison, in May 2018, methylene chloride was detected in 19 monitoring wells and TCE was detected in 21 monitoring wells.

All post redevelopment methylene chloride results were below 4  $\mu\text{g/L}$  and all results were flagged by the laboratory as estimated values because they are below the reporting limit of the analysis method used. All TCE results were below 0.99  $\mu\text{g/L}$ .

None of the methylene chloride or TCE results were over the ES post-redevelopment.

28. August 24, 2018 – MW-10A-R was installed and soil samples were collected and tested for VOCs. Results are summarized in Table 4.

The replacement well was installed on August 24, 2018 approximately 15 feet north of MW-10A and was named MW-10A-R. It was installed using 2-inch, SCH 40 polyvinyl chloride (PVC) and a 5-foot screen to a depth of 43.5 feet. MW-10A was 40.6 feet deep with a 2-foot screen. Please note this is a correction from the *Response Plan* as 10A was inaccurately listed as being 70 feet deep in the plan.

Two-foot split spoon samples were driven at 5, 10, 20, 30, and 40 feet. VOC samples were collected for analysis at each of these intervals, for a total of 5 VOC samples. The soil samples were sent to Pace Analytical for analysis of VOCs. There were no VOCs detected in any of the soil samples. There were some VOCs detected in the equipment

rinse blank, but these results are background concentrations in the DI. The DI water used was not certified to be free of VOCs and lab analysis techniques have such low detection limits that background VOCs are common if the DI is not certified kept in an air tight container.

29. August 30, 2018 – Letters were send to the residents of 1096 Mill Rd and 1139 Lamers Clancy Rd to inform them of the cross-contamination and requested permission to sample their wells. A copy of the letters are provided in Appendix G, Attachment 5.
30. September 4-8, 2018 – The bailer test was completed.

Twenty-five, 8-foot bailers were purchased from Royal Custom Plastics in November 2017 by REL. Twenty-two were installed in baseline monitoring wells by REL.

One of the unused bailers was inserted into a Schedule 40 PVC tube, the same as the monitoring wells on site, and laboratory deionized (DI) water was added to the PVC to submerge the bailer. The test was started on September 4, 2018. Samples were collected after submersion of the bailer at 1, 24, and 72 hours and tested for VOCs by Pace Analytical Laboratories (Green Bay, Wisconsin). Prior to the start and at the end of the bailer test, samples of the DI water were collected for quality assurance (QA) to evaluate potential background VOC concentrations in the DI water. DI water was also added to the PVC prior to starting the bailer test and allowed to sit in the PVC tube for 24 hours as a tube equipment blank.

The results of the testing are summarized in Table 5. Methylene chloride was detected above background concentrations and above the enforcement standard at 1 hour. Methylene chloride concentrations increased as the test time progressed to 24.5 µg/L. TCE was detected at a J flagged concentration (estimated concentration at or above the limit of detection and below the limit of quantitation) after the first hour and approximately doubled in the 24-hour sample and then doubled again in the 72-hour sample to 3.3 µg/L, which exceed the PAL.

TCE was not detected in any of the QA samples. Methylene chloride was detected at J flagged concentrations in two of the QA samples. There were also J flagged detections of styrene, toluene, and carbon disulfide in some of the test results and QA samples. Pace Analytical was contacted to evaluate the VOCs in the blanks and responded in an email on September 7, 2018 that the lab DI water sent in the quantities that we needed is not certified to be clean of VOCs due to the container type needed to store the water. Also, the containers were not air tight and as soon as they are exposed to air there is the potential for VOCs to go into the DI. Finally, the limits that the tests achieve are very sensitive, below 1 µg/L. Therefore, the values detected in the DI water should be considered background. Even if the results are corrected for background, the detections of methylene chloride in the bailer test are still above the enforcement standard as a result of coming into contact with the bailer.

Foth concluded that the results support the belief that the dedicated bailers installed at BCSL in November 2017 caused the TCE and methylene chloride in the on-site monitoring wells.

31. September 5, 2018 – Additional groundwater monitoring wells were sampled per the response plan. These results are summarized in Table 5.

During the August 15<sup>th</sup> meeting with the WDNR, additional groundwater monitoring was requested from downgradient wells MW-1, MW-3, MW-10A-R, MW-13, MW-13A. Samples were collected from these wells and analyzed for VOCs to evaluate the presence of TCE and methylene chloride in these downgradient wells that did not have dedicated bailers installed in them. The samples were sent to Pace Analytical on September 5, 2018. There were no VOCs detected in any of the additional wells.

32. September 11, 2018 – Two private wells were sampled per the response plan. During the August 15<sup>th</sup> meeting with the WDNR, private well sampling was suggested from downgradient private wells.

Groundwater flow direction at the project site is to the west. There are two private groundwater wells located west of the proposed landfill site, VL548 and YG310, shown on Figure 2. BCPRRD contacted the owners of these wells and requested permission to sample for VOCs. These two private wells were tested on September 11, 2018.

The water samples were collected at the point after the water is pumped from the ground but before it goes through any kind of water treatment in the homes. The wells were tested for methylene chloride and TCE by Pace Analytical. There was no methylene chloride or TCE detected in either of the wells. These results are summarized in Table 6.

33. September 13-14, 2018 – The fifth round of baseline sampling was conducted. These results are summarized in Table 1D.
34. September 17, 2018 – Solid Waste Board meeting.
35. September 19, 2018 – County Board of Supervisors meeting.
36. September 24, 2018 – A meeting was conducted with the WDNR to present the results of the Response Plan. The findings concluded that the TCE and methylene chloride were the result of the dedicated bailers, since the removal and redevelopment of the bailers concentrations have decreased to levels below the ES, and there has been no detrimental effect to nearby groundwater, soils or drinking water wells. A documentation report will be prepared that includes data and correspondence.
37. October 23, 2018 – The documentation report was submitted for review by the WDNR.

#### **4 Conclusions**

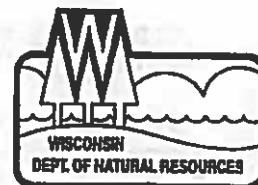
The results of the *Response Plan* testing indicate that the methylene chloride and TCE resulted from dedicated bailers that were installed in November 2017. The bailers were assembled using glue containing methylene chloride and TCE, per the safety data sheets obtained. The bailers have been removed and there is no longer any ongoing contamination occurring.

In summary, there were no detections in private wells, no detections in soil, no detections in other wells on the property. The affected wells were bailed a total of eight times, all methylene chloride and TCE results are now below the ES and the extent of the detections of methylene chloride has decreased from 19 to 6 monitoring wells and TCE detections have decreased from 21 to 4 monitoring wells.

The fourth round of baseline sampling for the POO was initiated on September 13, 2018.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
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November 8, 2018

FID 405132860  
Brown County  
SW/Correspondence

Mr. Dean Haen  
Brown County Port & Solid Waste Dept.  
2651 South Broadway Street  
Green Bay, WI 54304

**SUBJECT:** Response to Brown County's groundwater quality exceedance report for the proposed South Landfill located in Holland, Wisconsin, WDNR Monitoring No. 3565

Dear Mr. Haen:

The Department of Natural Resources (department) has reviewed Brown County's groundwater quality exceedance report for the proposed Brown County South Landfill. Based on our review of the report, the department considers the exceedances to be addressed and concurs with the continued baseline monitoring at the Brown County South Landfill. The exceedance report titled 'Brown County Proposed South Landfill Observed Groundwater Quality Exceedances,' dated October 23, 2018, was received by the department on October 26, 2018. The report documents groundwater quality exceedances of trichloroethene (TCE) and methylene chloride that were observed during baseline monitoring conducted in preparation for the resubmittal of the plan of operation for the proposed Brown County South Landfill (Monitoring No. 3565). Resubmittal of the plan of operation is expected to occur in 2019.

Based on the information provided in the report, the department concurs that the bailers used for sampling were the likely source of TCE and methylene chloride observed in the monitoring wells at the proposed Brown County South Landfill property. The well redevelopment activities conducted in late August and early September 2018 on the affected groundwater monitoring wells appear to have reduced concentrations of TCE and methylene chloride in those wells. The department believes Brown County has taken appropriate steps to identify the cause and significance of the groundwater exceedances and has taken actions to reduce the concentrations as much as technically and economically feasible per ss. NR 140.24 and 140.26, Wis. Adm. Code. Therefore, the department considers the groundwater exceedances to be addressed for the proposed Brown County South Landfill property.

It is the department's understanding that Brown County intends to use the groundwater samples collected in December 2017, February 2018, April 2018, and September 2018 for baseline monitoring, and baseline monitoring will continue on a monthly basis (with at least 30 days between sampling events) beginning in November 2018 until a total of 8 rounds of samples have been collected. The sample rounds will occur in November 2018, December 2018, January 2019, and February 2019. Also, based on previous correspondence with Brown County, the department understands that volatile organic compounds (VOCs) will continue to be monitored during these last 4 rounds (Nov 2018, Dec 2018, Jan 2019, Feb 2019).

The department concurs with this approach for completing baseline groundwater monitoring for the proposed Brown County South Landfill. However, the department has a few items for Brown County to keep in mind as baseline groundwater monitoring is continued:

- 1) Detection limits for methylene chloride were elevated in several of the recent monitoring events. Please ensure the methylene chloride detection limits are below the preventative action limit (PAL) in the last 4 rounds of sampling.
- 2) If any of the other non-VOC parameters appear to have also been affected by the use of the bailers manufactured by Royal Custom Plastics, the first three rounds of groundwater data collected prior to redevelopment activities on the groundwater monitoring wells with TCE and methylene chloride (Dec 2017, Feb 2018, and Apr 2018) should not be used for baseline monitoring.
- 3) If groundwater results from the next 4 rounds of baseline groundwater monitoring results suggest TCE and methylene chloride concentrations are increasing, additional evaluation and response may be needed.

Please contact Jackie Marciulionis at 920-662-5433 or email at [Jacqueline.Marciulionis@wisconsin.gov](mailto:Jacqueline.Marciulionis@wisconsin.gov) if you have questions regarding this letter.

Sincerely,



Kristin DuFresne  
Waste and Materials Management Program  
Northeast Region Supervisor

CC: Chad Doverspike, Brown County Port & Resource Recovery Department (e-mail)  
Sharon Kozicki, Foth (e-mail)  
Chris Anderson, Foth (e-mail)  
Keld Lauridsen, WDNR (e-mail)  
Sally Hronek, WDNR (e-mail)  
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November 6, 2018

VIA EMAIL: [GEORGE.MAREK@QUARLES.COM](mailto:GEORGE.MAREK@QUARLES.COM)  
AND U.S. MAIL

George J. Marek, Esq.  
Quarles & Brady LLP  
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Milwaukee, WI 53202

Re: Brown County South Landfill, Town of Holland, Brown County, Wisconsin

Dear Attorney Marek:

As you know, our Firm represents Brown County with respect to the above matter. Please direct any further communications concerning the issues raised in your October 18, 2018 correspondence to my attention. As you no doubt suspect, we disagree with many of the assertions in your recent letter. This is Brown County's response.

You allege noncompliance by Brown County with the Landfill Siting Agreement for the Brown County South Landfill ("the Agreement") specifically concerning "...certain groundwater testing conducted by Brown County at the Landfill Site." Ironically, however, by the time you signed your October 18, 2018 letter, Brown County had communicated no less than seven times with members of the Landfill Monitoring Committee (LMC) concerning this very issue. Moreover, the complete set of data from all of the well testing was provided to the LMC in August and September, a full month or more prior to your letter. Your letter is simply inaccurate in many ways.

First, you cite us to Wisconsin's Hazardous Substance Spill Law in Chp. 292.11, Wis. Stats. As you know, there is no private right of action under that statute and your client can claim no rights or interests in its compliance. That is a matter between a property owner or discharger and the WDNR. Moreover, as you also are well aware, that statute is designed to impose a reporting and response obligation on whomever "possesses or controls" a hazardous substance that has been "discharge(d)" to the environment. The statute defines "discharge" as "...spilling, leaking, pumping, pouring, emitting, emptying or dumping" -- all very active terms of releasing hazardous substances to the environment. The statute has long been known in this state as (and indeed the very title of the section refers to) the state's "spills law." As the Final Report submitted on October 23, 2018 confirms (and as the County's Response Plan submitted to the LMC a month prior to your letter addressed), this was not a "spill." Rather, defective dedicated bailers acquired by a vendor and installed in the wells were constructed with materials that introduced these compounds into the wells. Brown County stands by the conclusions reached in its October 23, 2018 report, a copy of which was provided to the LMC the day it was filed with WDNR in full compliance with the Agreement.

George J. Marek, Esq.  
November 6, 2018  
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Importantly, WDNR agrees with the County. In WDNR's September 22, 2018 e-correspondence to Supervisor Deslauriers, WDNR recognizes the "uniqueness of the situation" and concludes the County took "appropriate and timely steps to investigate the situation," notwithstanding Supervisor Deslauriers' leading questions. Further, in response to another leading question, WDNR concludes that the County's response to these unexpected and unexplained detections was "common" in resampling to confirm results and evaluate true risks.

Second, apparently taking a page from Supervisor Deslauriers, your letter attempts to contort the facts presented in the October 23, 2018 report (all of which were known to the LMC when you signed your October 18, 2018 letter<sup>1</sup>) into a separate violation of the Agreement for failure to provide notice of "any known hazards or dangers of the landfill..." This assertion is meritless in that there is no landfill constructed at the site; the property being tested is a farm field. There are no "known hazards or dangers of the landfill" revealed by this testing, because the landfill has not yet been constructed or begun to accept waste. You also selectively quote from the language you cite from Sec. XIV, conveniently leaving out the words "fires, explosion or similar..." which describe the types of dangers or hazards that could immediately threaten public health or safety for which immediate notice is to be provided. To construe the detection of a laboratory contaminant and a solvent localized in wells that contained the dedicated bailers as the equivalent of and deserving the exigency of a "fire or explosion" truly strains credulity. As the October 23, 2018 report documents, this issue was localized to the on-site wells that had the offending dedicated bailers installed, such bailers having been removed and the water is now testing within standards for both compounds following well redevelopment and purging. And again, WDNR agrees with the County's response.

Third, you address what you characterize as a "directive" from the Brown County Port and Resource Recovery Department Director to Supervisor Deslauriers, a member of the LMC. Yet your letter correctly quotes the word "please" when the Director requested that Supervisor Deslauriers refrain from certain statements that we believe were knowingly inaccurate when made -- and your letter has certainly not made them accurate in hindsight. The Director made a request, not a directive. We reiterate that request here.

The baseline water testing conducted in 2018 was part of reestablishing site conditions that would lead to the formal filing of an amended Plan of Operations for the proposed landfill site. The County previously provided the LMC with wetland delineation information, navigability determination information, and threatened and endangered resources information<sup>2</sup> and provided well information as early as August 3, 2018. This baseline testing has still not been finalized or filed in any sort of formal report regarding baseline groundwater conditions nor does this information relate to the actual construction or operation of the landfill. Even if this activity were

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<sup>1</sup> See, information provided to the LMC by the County on August 23, 2018, August 24, 2018, and September 20, 2018.

<sup>2</sup> See, information provided to the LMC by the County on November 16, 2017, November 29, 2017, May 3, 2018 and August 10, 2018.



George J. Marek, Esq.  
November 6, 2018  
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to be construed to fall with the Agreement, the County has complied with its obligations as noted herein.

Lastly, we must note for you that nowhere in the Agreement is it clear that "any data sent to the WDNR" must be provided to the LMC at the same time, as you assert. That construction reads into the Agreement an obligation that the Parties did not draft. The parameters of the obligation are addressed in the August 27, 2018 memorandum you reference in your letter.

The County reports that it has had difficulty with individual members of the LMC reporting they never received information, concerning which the County has confirmed "sent" items in emails. Perhaps these items were rejected by the individuals' servers due to email size or spam filters. In any event, the County maintains the records of the information sent to the LMC.

To avoid this problem from recurring, the County will establish a web-based tool for information sharing. The County will post information to this website and LMC members can access it 24-7 for updates at their convenience. The County hopes to have this web-based tool developed shortly and further details can be provided when the parties meet.

On that point, please provide me with some times and dates in November or December when the LMC would be available to meet with Brown County and I will check those against my and the County's schedule.

Sincerely,

**MICHAEL BEST & FRIEDRICH LLP**

A handwritten signature in blue ink, appearing to read 'David A. Crass'.

David A. Crass

cc via email:

David Hemery, Corporation Counsel (david.hemery@co.brown.wi.us)  
Mr. Dean Haen (haen\_dr@co.brown.wi.us)  
Mr. Chad Doverspike (doverspike\_cc@co.brown.wi.us)

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November 13, 2017



Mr. Dean Haen  
Director  
Brown County Port & Resource Recovery Department  
2561 South Broadway  
Green Bay, WI 54304

**RE: Town of Holland Local Monitoring Committee  
Request for Information Regarding Proposed Brown County South Landfill,  
and Request for Meeting with Brown County Port & Resource Recovery  
Department**

Dear Dean:

I hope this letter finds you well. I am writing to you as legal counsel for the Town of Holland Local Monitoring Committee (the "LMC") created pursuant to the December, 1998 Landfill Siting Agreement ("Siting Agreement") between Brown County and the Town of Holland for the Brown County South Landfill. The purpose of this letter is to reiterate Brown County's obligation to provide ongoing information and documentation to the LMC relating to the development and operations of Brown County's South Landfill (the "Landfill") and the Landfill site pursuant to the terms of the Siting Agreement.

At the time of the execution of the Siting Agreement in the late 1990s, the parties anticipated that the Landfill would be constructed within a few years. With the advent of the three-county regional waste agreement between Brown, Outagamie and Winnebago Counties, the development of the Landfill has been delayed for many years. The three counties have been coordinating their waste disposal, using a single county-run landfill in sequence, with the Brown County South Landfill yet to be used.

Eventually, however, the Brown County South Landfill will be constructed and will accept wastes pursuant to the terms of the Siting Agreement with necessary safeguards to protect the health and safety of Brown County residents. Therefore, the LMC wishes to engage with the County in a regular, ongoing sharing of information relating to the Landfill. Specifically, the LMC has the expectation that the County will comply with the provisions found in Section II, Paragraph 2 of the Siting Agreement. That paragraph requires that:

Mr. Dean Haen  
November 13, 2017  
Page 2

Brown County shall provide the LMC with a copy of all correspondence, reports and data relating to the Landfill filed with the Wisconsin DNR and other governmental agencies by the County and its retained environmental consultants at the same time such documents are filed. The County shall also provide the LMC, within 10 days of receipt, a copy of all such reports, data, correspondence, etc. relating to the Landfill sent to the County and its consultants by the DNR and other governmental agencies, unless it is apparent from the face of the document that the LMC has already been sent a copy.

The Siting Agreement has parallel language regarding correspondence, reports, etc. from the LMC to the Wisconsin DNR and other government agencies. The LMC will share such documents with the County.

Under the terms of the Siting Agreement, at Section II, Paragraph 6, the correspondence, reports, data and other information provided by Brown County to the LMC are to be sent to the LMC Chairperson. Mike Geiger is the current LMC Chairperson. We also request that such information be sent at the same time to the LMC Secretary, Steve Deslauriers. Given the fact that most correspondence can be done via email, we believe that sending communications to both Chairman Geiger and Secretary Haven should not impose a burden on the County. For your reference, the mailing information for Mike Geiger and Steve Deslauriers are as follows:

Mr. Mike Geiger  
Chairman, Local Monitoring Committee  
1435 Wayside Road  
Greenleaf, WI 54126  
[mk02geiger@gmail.com](mailto:mk02geiger@gmail.com)

Mr. Steve Deslauriers  
Secretary, Local Monitoring Committee  
2889 Wayside Road  
Greenleaf, WI 54126  
[reesfd@gmail.com](mailto:reesfd@gmail.com)

It is my understanding that in late June of this year, you provided Cindy Haven, who is also a member of the LMC, with correspondence regarding the Landfill between the Wisconsin DNR and Brown County, including correspondence from the County's environmental consultant (Foth), between 2014 and that date. One of the letters was dated May 3, 2017 from Foth to Ms. Valerie Joosten of the Wisconsin DNR. In that letter, Foth had requested a meeting with the Department to discuss an update to the Plan of Operation for the Brown County South Landfill. Has the Plan of Operation been updated? If so, please provide the LMC with a copy, as well as related correspondence to and from the DNR, the County and Foth since May 3, 2017.

Mr. Dean Haen  
November 13, 2017  
Page 3

Finally, pursuant to the terms of the Siting Agreement, the LMC can request that a representative from the Port & Resource Recovery Department periodically attend regularly scheduled LMC meetings, to report on the conditions of the Landfill. The LMC hereby requests such a report at its next meeting. In order to make the meeting convenient for residents of the Town of Holland, as well as neighbors surrounding the proposed Landfill site, that meeting will be held at the Town of Holland Town Hall.

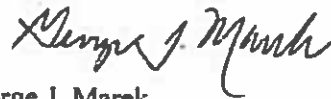
Please contact Mike Geiger to discuss a mutually agreed upon date for this meeting. The LMC believes it will be helpful for its members, the Town residents and neighboring property owners to get an update from the County as to the status of the proposed Landfill, including but not limited to such information as: the anticipated timeline for construction activities at the Landfill, the anticipated start date for waste to be accepted at the Landfill, the status of necessary approvals from the Wisconsin DNR and other agencies, the anticipated waste streams (type and volume), any proposed changes to the landfill design since the previous submittal of technical documents to the Wisconsin DNR, etc.

In closing, the development, operations, and ultimately closure and long term maintenance of the Brown County South Landfill will take many years. The Siting Agreement created the LMC in order to serve as a liaison between the County and local residents, and to provide a regular, long-term mechanism by which information can be exchanged and by which open lines of communication can be kept between the Town, Town residents and Brown County. We believe that it best serves the interests of all parties to follow not only the letter of the Siting Agreement, but also its spirit. As such, the LMC looks forward to ongoing and open communications with the County.

If you would like to discuss any aspect of this letter further, please do not hesitate to contact me. My direct phone number is (414) 277-5537, and my email address is [george.marek@quarles.com](mailto:george.marek@quarles.com).

Very truly yours,

QUARLES & BRADY LLP



George J. Marek

GJM:lg1

cc: Mr. Mike Geiger -- Chair, Local Monitoring Committee  
Steve Deslauriers -- Local Monitoring Committee Secretary  
Butch Jeske -- Local Monitoring Committee  
Cindy Haven -- Local Monitoring Committee

# Port & Resource Recovery Department Director's Report November 2018

**Andrew and Karen Hoffman Property** – Brown County Solid Waste Board took action on an offer to sell. The Solid Waste Board voted that they are no longer interested in purchasing the property. Hoffman's have filled a claim and public information request.

**Recycling Markets** - Market values for secondary materials continue to fall resulting in Brown County increase the tipping fees for single stream recyclables starting at \$20/ton up to \$30/ton. Recycling Right campaign is trying to further reduce collection of non-recyclable material that is processed at the BOW recycling facility.

**Pulliam Plant** – Meetings and discussions with WE Energies regarding the future use of the WPS Pulliam Plant continue. WE Energies has provided a revised site plan identifying infrastructure and land that needs to remain WE Energies. Brown County will reevaluate the property. The Port's main interest is that the property be used for its highest and best use as industrial-related port property with rail and interstate connections.

**Renard Island End-use Plan** – Concept designs and all associated features are being vetted for regulatory, engineering and economics. Final design expected in February at the full County Board meeting. PDT and Harbor Commission will meet prior to County Board for approval.

### Open Position Form Port and Resource Recovery Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason

**EMPLOYEES WORKING OVER 12 HRS. IN A 24 HR. PERIOD REPORT  
BROWN COUNTY AUSTIN STRAUBEL INTERNATIONAL AIRPORT**

November - 2018

<b>EMPLOYEE NAME</b>	<b>DATE</b>	<b>HOURS WORKED-24 HR. PERIOD</b>	<b>REASON</b>
Becky Christoph	11/1/18	12	Honor Flight
Diane Collier	11/1/18	12.5	Honor Flight
Vicki Reynen	11/1/18	12.5	Honor Flight
Marvin Smith	11/1/18	14.5	Honor Flight
Dave Tomlinson	11/1/18	17.25	Honor Flight
Vernon Vanderleest	11/1/18	18	Honor Flight
Zachery Weihert	11/1/18	13	Honor Flight



BROWN COUNTY  
GREEN BAY AUSTIN STRAUBEL INT'L AIRPORT

**Departmental Openings Summary**

**To: Planning, Development & Transportation Committee**

**From: Airport**

11/15/2018

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Housekeeper	8/2/2018	Resigned	Fill	Recruitment re-opened.
Maintenance Mechanic	10/16/2018	Terminated	Fill	Posting ends on 11/16/18
Marketing Manager	Newly created position	N/A	Fill	Interviews in progress.

PUBLIC WORKS DEPARTMENT  
*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303  
PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us



TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: November 26, 2018  
RE: County Road Safety Plan

The County Road Safety Plan (CRSP) prepared for Brown County is the first of its kind in the State of Wisconsin. These plans have been utilized in Minnesota with high success for a number of years. Brown County's plan started as a 2018 budget initiative and has been worked on by our consultant, through the summer and fall of 2018 gathering the needed data and preparing the report.

As stated in the report's introduction:

*The goal of this safety plan is to reduce fatal and serious injury crashes on county roads by providing Brown County staff with a list of prioritized locations that have safety issues and guidance on specific safety strategies to implement.*

The report documents the process used to collect and analyze data on Brown County's roadways and identifies safety concerns and location specific low-cost high-impact suggested improvements that the county can implement. The plan focuses on engineering related roadway concerns and how to improve the infrastructure. It does not specifically address other emphasis areas that are driver behavior focused such as drinking and driving, speeding, distracted driving, etc.

Brown County Public Works intends to utilize this report as a starting point for specific safety improvements on the County Highway system. Improvements that can be incorporated into larger resurfacing or reconstruction projects as part of the County's Capital Improvement Plan (CIP) will be built into the project. In addition, the County has budgeted \$50,000 per year in General Transportation Aid funded projects for roadways that are not scheduled for improvement in the CIP. The Safety Plan will also be utilized for future Highway Safety Improvement Program applications to assist the County in securing Federal funding for continued improvements on the County Highway system.

The next step for the Brown County Public Works Department is to identify and prioritize the suggested improvements from this report into a more specific Brown County Highway Safety Improvement Capital Plan that will supplement our overall 6-year CIP, outlining the improvements that will be added to the existing capital projects and additional GTA funded safety projects.

The CRSP can be found in its entirety on the Brown County website:

Main Page → Departments → Public Works – Highway → Engineering → [County Road Safety Plan](#)



## SPEED STUDY CTH D FROM 1,350 FEET NORTH OF CTH CE TO 925 FEET NORTH OF SCHMIDT ROAD

### Purpose

The purpose of this study is to determine a reasonable and prudent speed limit on CTH D from 1,350 feet north of CTH CE to 925 feet north of Schmidt Road by using data driven decisions and sound traffic engineering principles.

*The Town of Holland has passed a motion during the August 2018 Planning Board meeting to move the existing 30 mph speed limit sign north on CTH D to the crest of the hill (approximately 925 feet north of Schmidt Road).*

Note: The minimum length for a speed zone is 0.3 miles. The southern 150 feet of the roadway limits were added in this study so the minimum speed zone length requirement would be met.

### Background Information

Wisconsin State Statute Section 346.57(4) defines speed limits for all public roadways based on factors that include surrounding land use, roadway jurisdiction, and roadway type. These speed limits, referred to as statutory speed limits, are summarized in Table 1.

While state statute establishes speed limits for roadways, Section 349.11 also gives local government the authority to change the speed limit on the local road system within the constraints identified in Table 1. WisDOT approval is required for proposed changes to speed limits that are outside the constraints identified in Table 1.

According to Brown County Corporation Counsel:

*In order to modify a speed limit in Wisconsin, a speed study must be conducted and the results of the speed study must support the proposed modification, or it cannot legally be done (see Wis Stat. Sec. 349.11, entitled "Authority to modify speed restrictions," which requires that speed limit modifications be based on "...an engineering and traffic investigation. . .," more commonly known as a speed study).*

In accordance with the Wisconsin Transportation Bulletin No. 21, engineering studies should include the following:

- 85<sup>th</sup> Percentile Speed
- Reported Accidents
- Development / Driveway Access
- Sight Distances
- Road Geometrics
- Parking and Pedestrian/Bicycle Conflicts
- Pavement Surface
- Enforcement Level

### **Current Roadway**

CTH D from 1,350 feet north of CTH CE to 925 feet north of Schmidt Road is 0.30 miles long and classified as a rural major collector. The average annual daily traffic (AADT) is 3,800 vehicles.

The existing roadway has a rural cross section that consists of two-12 foot lanes and 4 foot shoulders (2 feet of which is paved). The pavement on the existing roadway is asphalt, which was last paved in 2011. The pavement was evaluated in 2017 and has a Pavement Surface Evaluation and Rating (PASER) that varies between 7 and 8. The rating system is based on a scale of 1 to 10 with a 10 rating being excellent condition (newly placed pavement) and a 1 rating being failed condition.

The existing speed limit on CTH D from 1,350 feet north of CTH CE to 1,500 feet north of CTH CE is posted at 30 mph, and the existing speed limit on CTH D from 1,500 feet north of CTH CE to 925 feet north of Schmidt Road is posted at 55 mph. The speed limit immediately south of this section of CTH D is 30 mph.

### **85<sup>th</sup> Percentile Speed**

The 85<sup>th</sup> percentile speed is the speed at or below which 85 percent of the observed traffic travels. The 85<sup>th</sup> percentile speed has been found to best represent the "reasonable" and "proper" speed perceived by motorists and is a key characteristic of traffic conforming to a "safe" and "reasonable" speed limit. Studies have indicated that the lowest risk of being involved in a crash occurs when motorists travel at approximately the 85th percentile speed. Nationally, the most recognized practice is to post the speed limit as near as practical to the 85th percentile speed.

While 15 percent of the observed motorist travel above the perceived "reasonable" and "proper" speed, this group of motorist's causes many of the vehicle crashes along roadways. This is also the group at which enforcement action is most effectively targeted.

The speed data was collected on 8/16/18 (Thursday afternoon) to 8/20/18 (Monday morning) at two separate locations along CTH D (at either end of the proposed speed zone). The first location was approximately 1,500 feet north of CTH CE mounted on the northbound 55 mph sign; this is near the south end of the requested speed zone change where the speed changes from 30 mph to 55 mph. The second location was approximately 925 feet

north of Schmidt Road mounted on the southbound truck sign; this is the north end of the requested speed zone.

For the first location (1,500 feet north of CTH CE) the 85<sup>th</sup> percentile speed was 53 mph. The second location (925 feet north of Schmidt Road) had an 85<sup>th</sup> percentile speed of 62 mph.

***The 85<sup>th</sup> percentile speed on CTH D supports the state set speed limit of 55 mph.***

## **Reported Accidents**

Injury and fatality crashes are highest for motorists traveling at speeds much higher or lower than the 85<sup>th</sup> percentile speed. Variation of speed within the traffic stream creates more conflicts and passing maneuvers, which in turn leads to more crashes. Crashes can also be an indicator that other safety concerns exist.

Since 2013, there have been no reported accidents on CTH D from 1,350 feet north of CTH CE to 925 feet north of Schmidt Road.

**The absence of accidents on CTH D supports the state set speed limit of 55 mph.**

## **Development / Driveway Access**

Land use, zoning, and driveway access along a corridor is used to determine a rational speed limit based on statutory speed limits and constraints identified in Table 1. It also can play a significant role in driver expectancy and vehicle speeds along the roadway.

The majority of property along this segment of CTH D is residential, with some agricultural (in farmland preservation) and industrial.

In the most dense 1,000 foot stretch (both access and building spacing). The average space between buildings is less than 200 feet and the average space between driveways is less than 200 feet.

***Building density on CTH D from 1,350 feet north of CTH CE to 925 feet north of Schmidt Road warrants a reduction in speed.***

## **Road Geometrics/Sight Distance**

The design speed of a roadway is considered when developing a recommended speed limit. This is the highest safe speed for which the road was designed.

The existing roadway horizontal alignment is straight. The existing roadway vertical alignment is considered level and meets requirements for a posted speed limit of 45 mph.

***Roadway geometrics on CTH D from 1,350 feet north of CTH CE to 925 feet north of Schmidt Road support lowering the speed limit.***

## Parking and Pedestrian/Bicycle Conflicts

On-street parking, pedestrian and bicycle activity play a significant role in driver expectancy and vehicle speeds along a roadway.

This section of roadway is not on the current Brown County Bicycle plan, and does not accommodate parking or pedestrian/bicycle traffic.

*There are no observed parking or pedestrian/bicycle conflicts along this section of CTH D that would support a lower speed limit.*

## Enforcement Level

Recommended changes to the speed limit should be consistent, safe, reasonable, and enforceable. When 85% of drivers voluntarily comply with speed limits, it is possible and reasonable to enforce the limits with the 15% who drive too fast.

The Brown County Sheriff's Office enforces the speed limits on the county highway system. Officers regularly patrol CTH D as part of their route.

## Recommendation

Brown County Public Works Department recommends the following speed limit changes:

- CTH D from 1,350 feet north of CTH CE to 1,500 feet north of CTH CE (length of 150 feet)
  - Increase the posted speed limit from 30 mph to 45 mph
  - This 150-foot segment of CTH D was added to the requested speed adjustment limits to meet the minimum speed zone length of 0.3 miles (1,584 feet)
- CTH D from 1,500 feet north of CTH CE to 925 feet north of Schmidt Road (length of 1,434 feet)
  - Decrease the posted speed limit from 55 mph to 45 mph

While the 85<sup>th</sup> percentile speed in this area supports a speed limit of 55 mph, the driveway/development density and roadway geometrics in this section support a speed less than 55 mph; however, these factors are not significant enough to warrant a speed limit of 30 mph at this time.

The recommended 45 mph speed limit matches the transitional nature of this section of roadway as it changes from a rural landscape (with a posted speed of 55 mph) to a semi-urban district (with a posted speed of 30 mph). Further speed reductions may be warranted in the future as additional development occurs in the area immediately surrounding this segment of roadway.

A map showing the recommended speed limit change on CTH D can be seen in the attachments.

**Table 1**  
**Speed Limits and Authority to Change**

Fixed Limits – Statute 346.57(4) <sup>(a)</sup>	Local Government Authority <sup>(b)</sup> – Statute 349.11(3) and (7) <sup>(a)</sup>
65 mph – Freeway / Expressway	WisDOT only.
55 mph – State Trunk Highways (STHs)	WisDOT only.
55 mph – County Trunk Highways (CTHs), town roads	Lower the speed limit by 10 MPH or less.
45 mph – Rustic roads	Lower the speed limit by 15 MPH or less.
35 mph – Town road (1,000' min) with 150' driveway spacing	Lower the speed limit by 10 MPH or less.
25 mph – Inside corporate limits of a city or village (other than outlying district)	Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.
35 mph – Outlying district <sup>(c)</sup> within city or village limits	Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.
35 mph – Semi-urban district <sup>(d)</sup> outside corporate limits of a city or village	Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.
15 mph – School zone, when conditions are met	Raise the speed limit to that of the roadway. Lower the speed limit by 10 MPH or less.
15 mph – School crossing, when conditions are met	Raise the speed limit to that of the adjacent street. Lower the speed limit by 10 MPH or less.
15 mph – Pedestrian safety zone with public transit vehicle stopped	No changes permitted.
15 mph – Alley	Lower by 10 MPH or less.
15 mph – Street or town road adjacent to a public park	Lower by 10 MPH or less.
Construction or maintenance zones, as appropriate <sup>(e)</sup>	State and local agencies have authority to establish.

Notes:

- (a) Source: Updated 2007-2008 Wisconsin Statutes Database
- (b) All speed limit changes shall be based on a traffic engineering study, including modifications allowed under State Statute. Local governments can implement speed limit changes on the local road system without WisDOT approval when proposals are within the constraints identified above.
- (c) Per Statute 346.57(1)(ar) "outlying district" is an area contiguous to any highway within the corporate limits of a city or village where on each side of the highway within any 1,000 feet buildings are spaced on average more than 200 feet apart.
- (d) Per Statute 346.57(1)(b) "semiurban district" is an area contiguous to any highway where on either or both sides of the highway within any 1,000 feet buildings are spaced on average not more than 200 feet apart.
- (e) Guidance on establishing speed limits in work zones is available in [http://dotnet/dtid\\_bho/extranet/manuals/tgm/13/13-05-06.pdf](http://dotnet/dtid_bho/extranet/manuals/tgm/13/13-05-06.pdf).

Modified from original found in WisDOT Traffic Guidelines Manual, Chapter 13-5-1, Figure 1, June 2009.

## References

*Wisconsin Statewide Speed Management Guidelines.* Wisconsin Department of Transportation Bureau of Highway Operations, Traffic Engineering Section, June 2009

*Wisconsin Transportation Bulletin No. 21, Setting Speed Limits on Local Roads.* Wisconsin Transportation Information Center, 1999

*Setting Appropriate Speed Limits on Wisconsin's State Highways.* Wisconsin Department of Transportation.



**AN ORDINANCE TO AMEND SCHEDULE A OF SECTION 340.0003  
OF CHAPTER 340 OF THE BROWN COUNTY CODE OF ORDINANCES  
CTH D – TOWN OF HOLLAND**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Schedule A of Section 340.0003 of Chapter 340 is hereby amended as follows:

**County Trunk Highway "D", "D," Town of Holland:**

Thirty miles per hour from a point 0.18 of a mile south of its intersection with Van Street, in the unincorporated place known as Holland, northerly for a distance of 0.68 of a mile to a point 1,350 feet north of CTH CE.

Forty-five miles per hour from a point 1,350 feet north of CTH CE northerly to a point 925 feet north of Schmidt Road.

**Section 2** - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

\_\_\_\_\_  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by: Public Works - Highway Division

Approved by: Corporation Counsel

***Fiscal Note:** This amendment does not require an appropriation from the General Fund. This work will be funded from the 2018 sign installation budget under the Highway Division of Public Works.*



2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 11/9/2018  
**REQUEST TO:** Planning, Development & Transportation Committee  
**MEETING DATE:** 11/26/2018  
**REQUEST FROM:** Paul Fontecchio, Director  
**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** AN ORDINANCE TO AMEND SCHEDULE A OF SECTION 340.0003 OF CHAPTER 340 OF THE BROWN COUNTY CODE OF ORDINANCES CTH D – TOWN OF HOLLAND

**ISSUE/BACKGROUND INFORMATION:**

Ensure the safety of the traveling public of Brown County. See attached Speed Study.

**ACTION REQUESTED:**

Recommend the PD&T Committee approve the Ordinance to increase the speed limit on CTH D to 45 mph between 1,350 feet north of CTH CE and 1,500 feet north of CTH CE and to decrease the speed limit on CTH D to 45 mph between 1,500 feet north of CTH CE to 925 feet north of Schmidt Road, and forward on to the County Board of Supervisors for approval and implementation.

**FISCAL IMPACT:**

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

- 1. Is there a fiscal impact?  Yes  No
- a. If yes, what is the amount of the impact? \$400.00 – PWD Sign Installation
- b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
- c. Is it currently budgeted?  Yes  No
- 1. If yes, in which account? 660.044.001.5000.550
- 2. If no, how will the impact be funded? \_\_\_\_\_

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



**AN ORDINANCE TO AMEND SCHEDULE A OF SECTION 340.0003  
OF CHAPTER 340 OF THE BROWN COUNTY CODE OF ORDINANCES  
CTH R - TOWN OF NEW DENMARK - VILLAGE OF DENMARK**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Schedule A of Section 340.0003 of Chapter 340 is hereby amended as follows:

**County Trunk Highway "R," Town of New Denmark**

Forty-five miles per hour from the Brown County/Manitowoc County line at  
CTH BB, to a point 250 feet north of Maribel Road-CTH "T".

**County Trunk Highway "R", "R." Village of Denmark:**

Forty-five miles per hour for a distance of 0.26 miles North of North Avenue,  
southerly to the intersection of Wisconsin Street—CTH "T" Hershman Avenue.

**Section 2** - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

\_\_\_\_\_  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE (Date)

\_\_\_\_\_  
COUNTY CLERK (Date)

\_\_\_\_\_  
COUNTY BOARD CHAIR (Date)

Authored by: Public Works - Highway Division

Approved by: Corporation Counsel

*Fiscal Note: This amendment does not require an appropriation from the General Fund. This work will be funded from the 2018 sign installation budget under the Highway Division of Public Works.*



2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

PHONE (920) 662-2160 FAX (920) 434-4576  
EMAIL: bc\_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 11/9/2018  
**REQUEST TO:** Planning, Development & Transportation Committee  
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**REQUEST FROM:** Paul Fontecchio, Director  
**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** AN ORDINANCE TO AMEND SCHEDULE A OF SECTION 340.0003 OF CHAPTER 340 OF THE BROWN COUNTY CODE OF ORDINANCES CTH R - TOWN OF NEW DENMARK - VILLAGE OF DENMARK

**ISSUE/BACKGROUND INFORMATION:**

Ensure the safety of the traveling public of Brown County. See attached Speed Study.

**ACTION REQUESTED:**

Recommend the PD&T Committee approve the Ordinance, to decrease the speed limit on CTH R to 45 mph between CTH BB and 250 feet north of CTH T (Maribel Road) and to increase the speed limit on CTH R to 55 mph between CTH T (Wisconsin Avenue) and Hershman Avenue, and forward on to the County Board of Supervisors for approval and implementation.

**FISCAL IMPACT:**

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

- 1. Is there a fiscal impact?  Yes  No
- a. If yes, what is the amount of the impact? \$800.00 – PWD Sign Installation
- b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
- c. Is it currently budgeted?  Yes  No
- 1. If yes, in which account? 660.044.001.5000.550
- 2. If no, how will the impact be funded? \_\_\_\_\_

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

## SPEED STUDY CTH R FROM CTH BB TO HERSHMAN AVENUE

### Purpose

The purpose of this study is to determine a reasonable and prudent speed limit on CTH R from CTH BB to Hershman Avenue by using data driven decisions and sound traffic engineering principles.

*Prompted by a resident request to lower the speed limit on CTH R, the Town of New Denmark has requested a speed study on CTH R between CTH T and CTH BB.*

### Background Information

Wisconsin State Statute Section 346.57(4) defines speed limits for all public roadways based on factors that include surrounding land use, roadway jurisdiction, and roadway type. These speed limits, referred to as statutory speed limits, are summarized in Table 1.

While state statute establishes speed limits for roadways, Section 349.11 also gives local government the authority to change the speed limit on the local road system within the constraints identified in Table 1. WisDOT approval is required for proposed changes to speed limits that are outside the constraints identified in Table 1.

According to Brown County Corporation Counsel:

*In order to modify a speed limit in Wisconsin, a speed study must be conducted and the results of the speed study must support the proposed modification, or it cannot legally be done (see Wis Stat. Sec. 349.11, entitled "Authority to modify speed restrictions," which requires that speed limit modifications be based on "...an engineering and traffic investigation. . .," more commonly known as a speed study).*

In accordance with the Wisconsin Transportation Bulletin No. 21, engineering studies should include the following:

- 85<sup>th</sup> Percentile Speed
- Reported Accidents
- Development / Driveway Access
- Sight Distances
- Road Geometrics
- Parking and Pedestrian/Bicycle Conflicts
- Pavement Surface
- Enforcement Level

## Current Roadway

CTH R from CTH BB (Brown County limits) to CTH T (Wisconsin Avenue) is located in the Town of New Denmark and from CTH T (Wisconsin Avenue) to Hershman Avenue is located in the Village of Denmark.

This portion of CTH R is 2.47 miles long and is classified as a rural major collector. The average annual daily traffic (AADT) is 3,400 vehicles.

The pavement on the existing roadway from CTH BB to 1,135 feet northwest of Hershman Avenue (west approach to the bridge over the Devil River State Trail) is asphalt with a concrete base and it is concrete from 1,135 feet south of Hershman Avenue to Hershman Avenue. The roadway has a rural cross section that consists of two-12 foot lanes and 8 foot shoulders (3 feet of which is paved).

The concrete portion of the roadway was placed in 1955 while the asphalt overlay was paved between 2006 and 2008. The pavement was evaluated in 2017 and has a Pavement Surface Evaluation and Rating (PASER) of 6. The rating system is based on a scale of 1 to 10 with a 10 rating being excellent condition (newly placed pavement) and a 1 rating being failed condition.

The existing speed limit is posted 55 mph between CTH BB and CTH T (Wisconsin Avenue) and 45 mph between CTH T (Wisconsin Avenue) and Hershman Avenue. The posted speed limit immediately north and south of this section of CTH R is 45 mph.

## 85<sup>th</sup> Percentile Speed

The 85<sup>th</sup> percentile speed is the speed at or below which 85 percent of the observed traffic travels. The 85<sup>th</sup> percentile speed has been found to best represent the "reasonable" and "proper" speed perceived by motorists and is a key characteristic of traffic conforming to a "safe" and "reasonable" speed limit. Studies have indicated that the lowest risk of being involved in a crash occurs when motorists travel at approximately the 85th percentile speed. Nationally, the most recognized practice is to post the speed limit as near as practical to the 85th percentile speed.

While 15 percent of the observed motorist travel above the perceived "reasonable" and "proper" speed, this group of drivers cause many of the vehicle crashes along roadways. This is also the group at which enforcement action is most effectively targeted.

Speed data was collected on 8/13/18 (Monday afternoon) to 8/15/18 (Wednesday morning) at two separate locations along CTH R. The first location was approximately 2,880 feet south of CTH T (Wisconsin Avenue) mounted on a sign. The second location was approximately 1,220 feet south of CTH T (Maribel Road) mounted on a utility pole.

The 85th percentile speed at the first location (2,880 feet south of CTH T, Wisconsin Avenue) was 57 mph. The second location (1,220 feet south of CTH T, Maribel Road) had an 85th percentile speed of 58 mph.

***The 85<sup>th</sup> percentile speed on CTH R supports the state set speed limit of 55 mph.***

## Reported Accidents

Injury and fatality crashes are highest for motorists traveling at speeds much higher or lower than the 85th percentile speed. Variation of speed within the traffic stream creates more conflicts and passing maneuvers, which in turn lead to more crashes. Crashes can also be an indicator that other safety concerns exist.

Since 2013 there have been 33 accidents on CTH R, between CTH BB and Hershman Avenue:

- 15 of which were due to deer
- 2 of which were due to alcohol or drug related
- 8 were weather related

Of the 8 remaining accidents:

- 2 were due to driving too fast for conditions
- 1 was due to inattentive driving and following too close. The vehicle rear ended a left turning vehicle onto Hershman Avenue
- 5 were due to vehicles on CTH T (Maribel Road) failing to stop or yield to oncoming traffic
  - 3 accidents were vehicles on the south approach failing to yield to west bound traffic
  - 2 accidents were vehicles on the north approach failing to yield to east bound traffic

The average crash rate for a Wisconsin rural 2-lane road between 2,000 AADT and 7,000 AADT is 80.94 crashes per HMVMT (hundred million vehicle miles traveled), with an upper limit of 102.52 crashes per HMVMT (limit used to help screen for potential safety issues). The crash rate for CTH R from CTH BB to Hershman Avenue is 104 crashes per HMVMT, which is above the acceptable upper limit of crashes for this type of roadway.

***The crash rate on CTH R is above the acceptable upper limit for this type of County Highway with a high concentration at the intersection of CTH T (Maribel Road). This crash rate warrants a possible reduction in speed, especially through the intersection with CTH T (Maribel Road). Further intersection safety countermeasures should also be considered at this intersection.***

## Development / Driveway Access

Land use, zoning, and driveway access along a corridor is used to determine a rational speed limit based on statutory speed limits and constraints identified in Table 1. It also can play a significant role in driver expectancy and vehicle speeds along the roadway.

The majority of property along CTH R in the Town of New Denmark is zoned agricultural (with the south portion placed in farmland preservation), with some agricultural-residential and community business.

The majority of property along CTH R in the Village of Denmark is zoned residential, with some industrial and some business. Although adjacent land to CTH R is residential in the Village of Denmark there are only two driveway accesses between CTH T (Wisconsin Avenue) and Hershman Avenue. This is due to the roadway being elevated and adjacent



roadway layout. The first driveway is a field entrance and the other is a driveway to County Rescue Services.

New Organic Digestion/Northern Concrete is located on CTH R between CTH P and CTH T (Maribel Road) is the most dense 1,000 foot stretch (both access and building spacing). The average space between buildings is less than 200 feet and the average space between driveways is 210 feet. New Organic Digestion/Northern Concrete is also a significant traffic generator and destination for semi-trailers, which impacts vehicle speeds surrounding these driveways. According to a representative for New Organic Digestion/Northern Concrete, approximately 400 vehicles access this facility daily.



Figure 1: Aerial image of New Organic Digestion/Northern Concrete on CTH R

The next densest location is a grouping of farms just south along CTH R at CTH P, which has average building spacing less than 200 feet. There are only 2 driveways in this 1,000 foot stretch, making the average greater than 200 feet.

***Building density along CTH R from CTH BB to 1,700 feet south of CTH T (Maribel Road) warrants a reduction in speed, especially with the increased truck traffic turning in and out of New Organic Digestion/Northern Concrete.***

### **Road Geometrics/Sight Distance**

The design speed of a roadway is considered when developing a recommended speed limit. This is the highest safe speed for which the road was designed.

The existing roadway is fairly straight. There are two curves, one at Wavrunek Lane and another at CTH T (Maribel Road). The curve at Wavrunek Lane is designed for 35 mph, and the curve at CTH T (Maribel Road) is designed for 55 mph.

The existing roadway vertical alignment is considered level and meets requirements for a posted speed limit of 55 mph between CTH BB to CTH P, 45 mph from CTH P to 1,700 feet south of CTH T (Maribel Road), and 55 mph from 1,700 feet south of CTH T (Maribel Road) to Hershman Avenue.

The intersection sight distance at CTH R and CTH T (Maribel Road) is rated for 45 mph due to the location of a hill south of the intersection. Tree trimming and brushing on the west approach of CTH T and relocating the electrical pole on the northeast corner will also improve the sight distance of the intersection. The parking lot (in the southwest corner of the intersection) extends within the right-of-way (r/w). Parked vehicles within that portion of the parking lot could also inhibit the sight distance from CTH T (Maribel Road).

"The Wisconsin Statewide Speed Management Guidelines" "recommend(s) that the length of the speed zone should be at least 0.3 miles to allow for more uniform and realistic speed limits..." CTH R from CTH BB to 250 feet north of CTH T (Maribel Road) is 1.07 miles and CTH R from 250 feet north of CTH T (Maribel Road) to Hershman Avenue is 1.40 miles.

***Roadway geometrics on CTH R between CTH BB and 250 feet north of CTH T (Maribel Road) support lowering the speed limit to 45 mph. The geometrics on CTH R from 250 feet north of CTH T (Maribel Road) to Hershman Avenue meets design requirements for the state set speed limit of 55 mph.***

### **Parking and Pedestrian/Bicycle Conflicts**

On-street parking, pedestrian and bicycle activity play a significant role in driver expectancy and vehicle speeds along a roadway.

This section of roadway is not on the current Brown County Bicycle plan, and does not accommodate parking or pedestrian/bicycle traffic.

There is a barn within 20 feet of the roadway on CTH R just south of CTH P that has a milk truck staging area on a gravel pad just off the roadway shoulder. The trucks along with the barn have a visual narrowing effect.

***There are no observed parking or pedestrian/bicycle conflicts along this section of CTH R that would support a lower speed limit.***

### **Enforcement Level**

Recommended changes to the speed limit should be consistent, safe, reasonable, and enforceable. When 85% of drivers voluntarily comply with speed limits, it is possible and reasonable to enforce the limits with the 15% who drive too fast.

The Brown County Sheriff's Office enforces the speed limits on the county highway system. Officers regularly patrol CTH R to the southern county line as part of their route.

## Recommendation

Brown County Public Works Department recommends the following speed limit changes:

- CTH R from CTH BB to 250 feet north of CTH T (Maribel Road)
  - Reduce the posted speed limit from 55 mph to 45 mph.
  - While the 85<sup>th</sup> percentile speed in this area supports a speed limit of 55 mph, the driveway/development density, crash rate, and roadway geometrics in this section support lowering the speed limit. By reducing the speed limit to 45 mph, these other factors can be accommodated making the roadway safer. In addition, the New Organic Digestion/Northern Concrete truck traffic will be increasing substantially once the digester is online. This added braking and turning movements will also be made safer with a lower speed in this section. Lastly, the speed limit will extend the 45 mph zone that is contiguous with the speed limit along CTH R to the south in Manitowoc County which is set at 45 mph.
- CTH R from 250 feet north of CTH T (Maribel Road) to CTH T (Wisconsin Avenue)
  - Maintain existing posted speed limit of 55 mph.
  - The speed data and physical factors support keeping the posted speed at 55 mph.
- CTH R from CTH T (Wisconsin Avenue) to Hershman Avenue
  - Increase the posted speed limit from 45 mph to 55 mph.
  - The speed data and physical factors support increasing the posted speed to the state set limit of 55 mph.

See attached map for additional information on the recommended speed limits for each section of CTH R.

**Table 1**  
**Speed Limits and Authority to Change**

Fixed Limits – Statute 346.57(4) <sup>(a)</sup>	Local Government Authority <sup>(b)</sup> – Statute 349.11(3) and (7) <sup>(a)</sup>
65 mph – Freeway / Expressway	WisDOT only.
55 mph – State Trunk Highways (STHs)	WisDOT only.
55 mph – County Trunk Highways (CTHs), town roads	Lower the speed limit by 10 MPH or less.
45 mph – Rustic roads	Lower the speed limit by 15 MPH or less.
35 mph – Town road (1,000’ min) with 150’ driveway spacing	Lower the speed limit by 10 MPH or less.
25 mph – Inside corporate limits of a city or village (other than outlying district)	Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.
35 mph – Outlying district <sup>(c)</sup> within city or village limits	Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.
35 mph – Semi-urban district <sup>(d)</sup> outside corporate limits of a city or village	Raise the speed limit to 55 mph or less. Lower the speed limit by 10 mph or less.
15 mph – School zone, when conditions are met	Raise the speed limit to that of the roadway. Lower the speed limit by 10 MPH or less.
15 mph – School crossing, when conditions are met	Raise the speed limit to that of the adjacent street. Lower the speed limit by 10 MPH or less.
15 mph – Pedestrian safety zone with public transit vehicle stopped	No changes permitted.
15 mph – Alley	Lower by 10 MPH or less.
15 mph – Street or town road adjacent to a public park	Lower by 10 MPH or less.
Construction or maintenance zones, as appropriate <sup>(e)</sup>	State and local agencies have authority to establish.

Notes:

- (a) Source: Updated 2007-2008 Wisconsin Statutes Database
- (b) All speed limit changes shall be based on a traffic engineering study, including modifications allowed under State Statute. Local governments can implement speed limit changes on the local road system without WisDOT approval when proposals are within the constraints identified above.
- (c) Per Statute 346.57(1)(ar) “outlying district” is an area contiguous to any highway within the corporate limits of a city or village where on each side of the highway within any 1,000 feet buildings are spaced on average more than 200 feet apart.
- (d) Per Statute 346.57(1)(b) “semiurban district” is an area contiguous to any highway where on either or both sides of the highway within any 1,000 feet buildings are spaced on average not more than 200 feet apart.
- (e) Guidance on establishing speed limits in work zones is available in [http://dotnet/dtid\\_bho/extranet/manuals/tgm/13/13-05-06.pdf](http://dotnet/dtid_bho/extranet/manuals/tgm/13/13-05-06.pdf).

Modified from original found in WisDOT Traffic Guidelines Manual, Chapter 13-5-1, Figure 1, June 2009.

## References

*Wisconsin Statewide Speed Management Guidelines.* Wisconsin Department of Transportation Bureau of Highway Operations, Traffic Engineering Section, June 2009

*Wisconsin Transportation Bulletin No. 21, Setting Speed Limits on Local Roads.* Wisconsin Transportation Information Center, 1999

*Setting Appropriate Speed Limits on Wisconsin's State Highways.* Wisconsin Department of Transportation.

# Proposed Speed Limit

CTH BB to Hershman Avenue



A map key (legend) and other information about this map is available at: [maps.gis.co.brown.wi.us](http://maps.gis.co.brown.wi.us)  
Geographic Information System (GIS) data provided by: Brown County Planning & Land Services Department  
Brown County is not responsible for user-drawn graphics that may have been added to this GIS base map.  
This map is intended for advisory purposes only. It is based on sources believed to be reliable, but Brown County distributes this information on an "As Is" basis. No warranties are implied. Boundaries shown on this map are general representations only and should not be used for legal documentation, boundary survey determinations, or other property boundary issues.

10/30/2018  
Scale 1:15840

PUBLIC WORKS DEPARTMENT

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PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: November 26, 2018  
RE: Summary of Operations

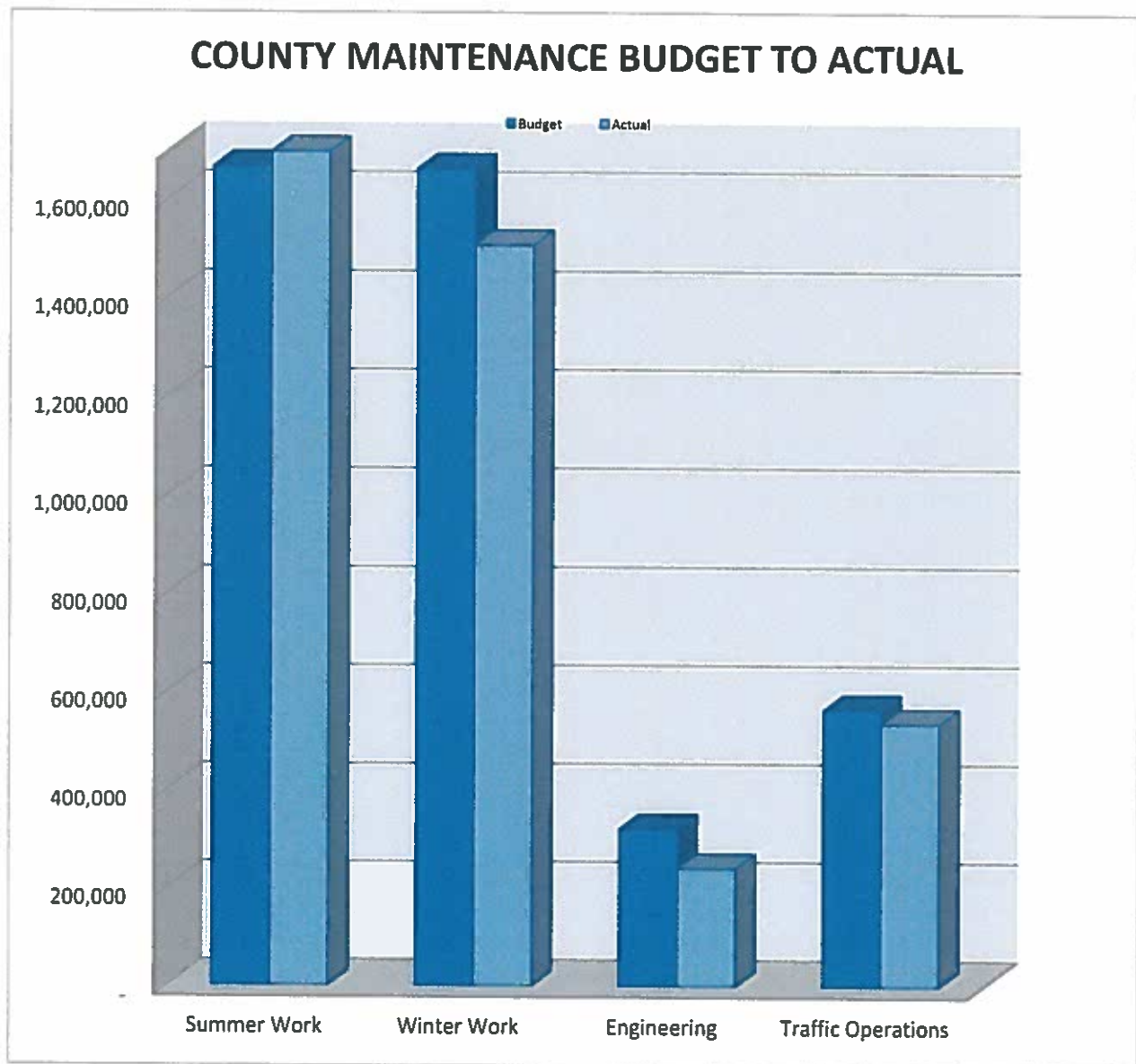
The Public Works Department is performing at a higher than normal budget rate through the month of October. The end of October represents 83.33% of the year. Here is a summary of our operations:

(240) County Maintenance	94.51%
(660) State Maintenance	78.43%
(660) Other Work (Interdepartmental, Municipal, etc.)	102.46%
(400) Capital Projects	94.56%
Facilities	78.39%

Please see the attached charts for more details.

**BROWN COUNTY PUBLIC WORKS  
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240  
AS OF 10/31/18**

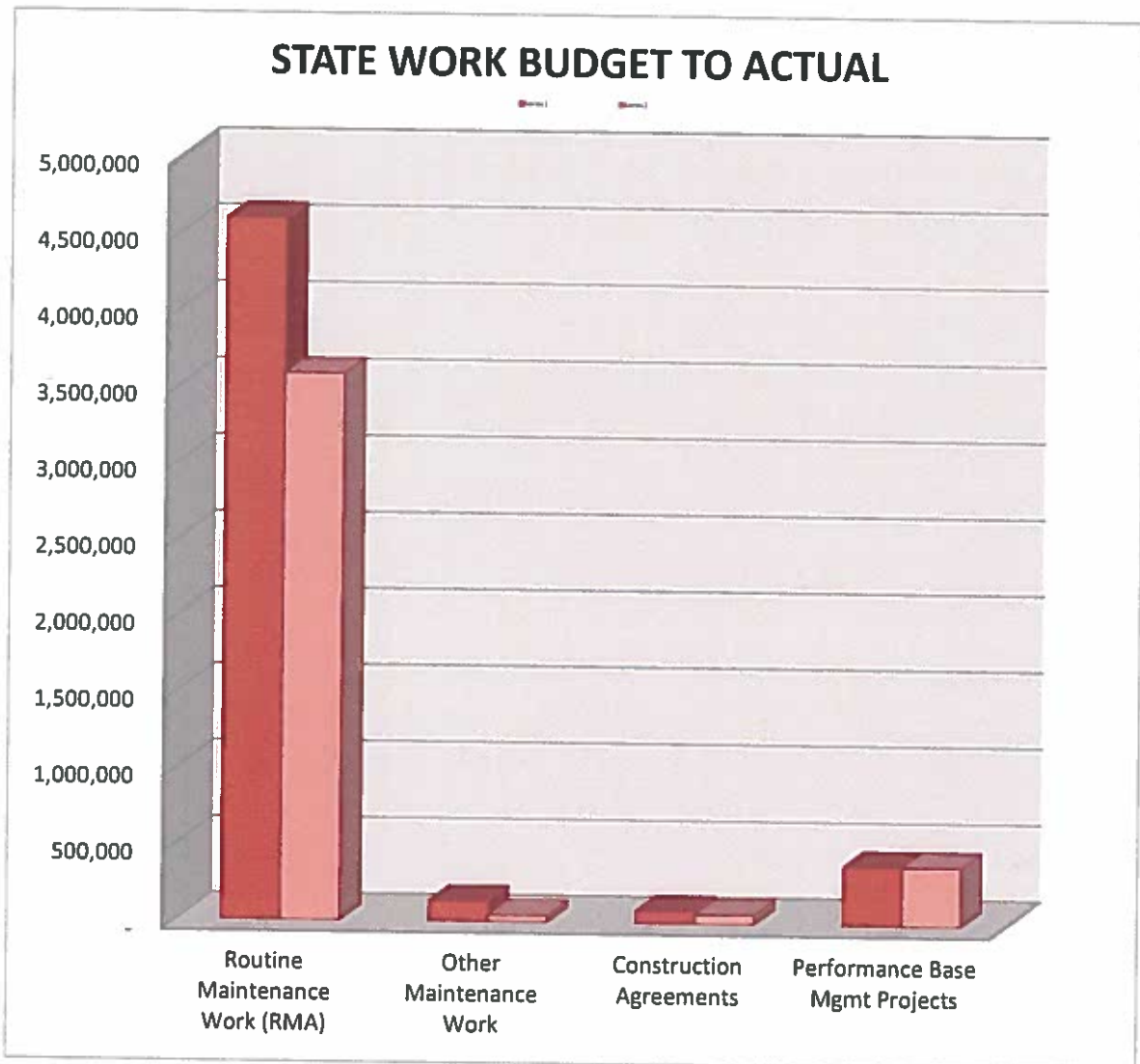
	Budget	Actual	Remaining	Percentage Used
Summer Work	1,663,949	1,694,754	(30,805)	101.85%
Winter Work	1,659,750	1,505,971	153,779	90.73%
Engineering	320,939	240,953	79,986	75.08%
Traffic Operations	564,306	536,316	27,990	95.04%
<b>Total</b>	<b>4,208,944</b>	<b>3,977,994</b>	<b>230,950</b>	<b>94.51%</b>





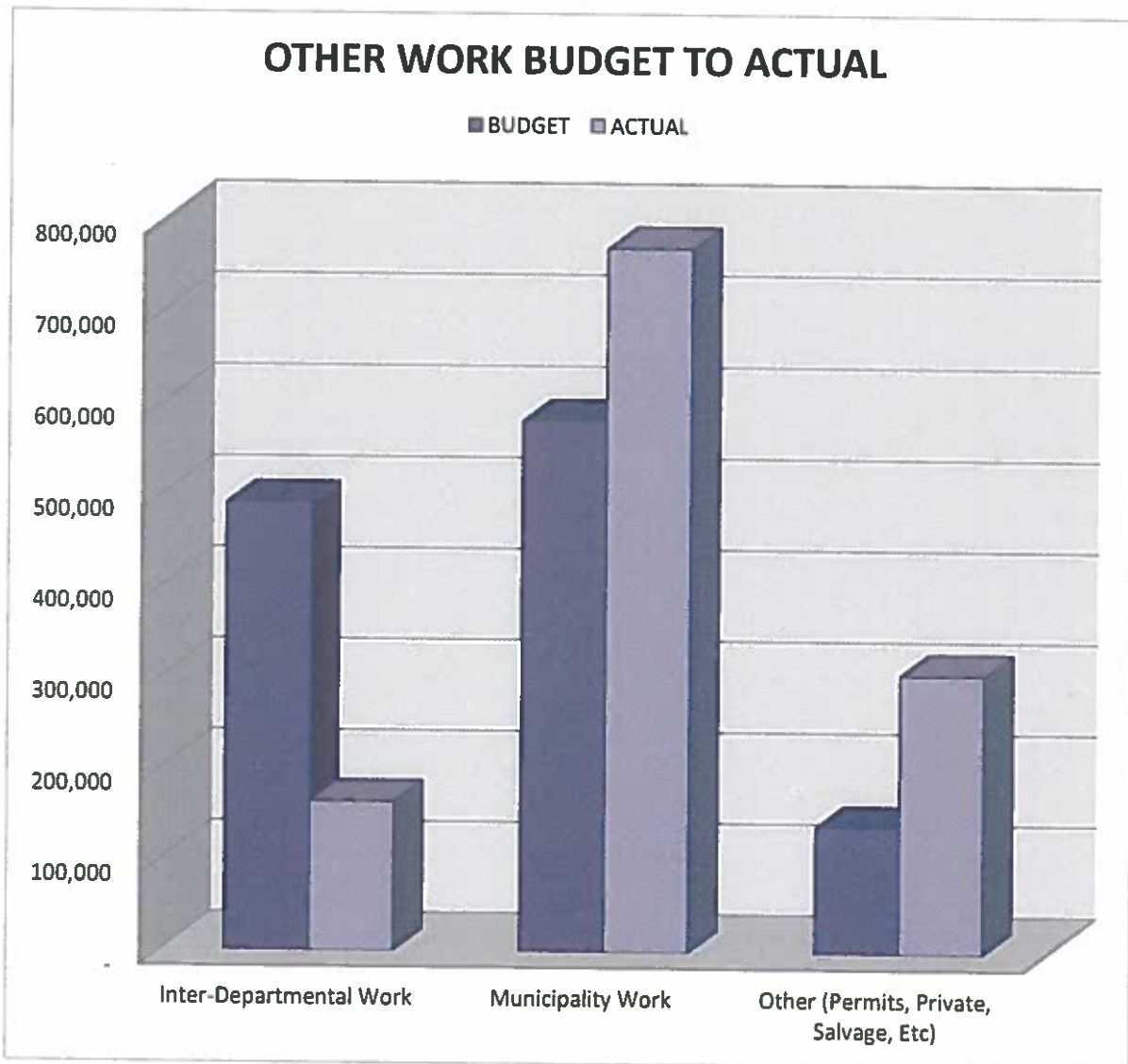
## BROWN COUNTY PUBLIC WORKS-HIGHWAY STATE WORK BUDGET TO ACTUAL As Of 10/31/2018

	Budget	Actual	Remaining	Percentage Used
Routine Maintenance Work (RMA)	4,593,300	3,580,798	1,012,502	77.96%
Other Maintenance Work	133,640	45,242	88,397	33.85%
Construction Agreements	82,824	62,920	19,904	75.97%
Performance Base Mgmt Projects	386,984	386,984	-	100.00%
<b>Total</b>	<b>5,196,747</b>	<b>4,075,944</b>	<b>1,120,803</b>	<b>78.43%</b>



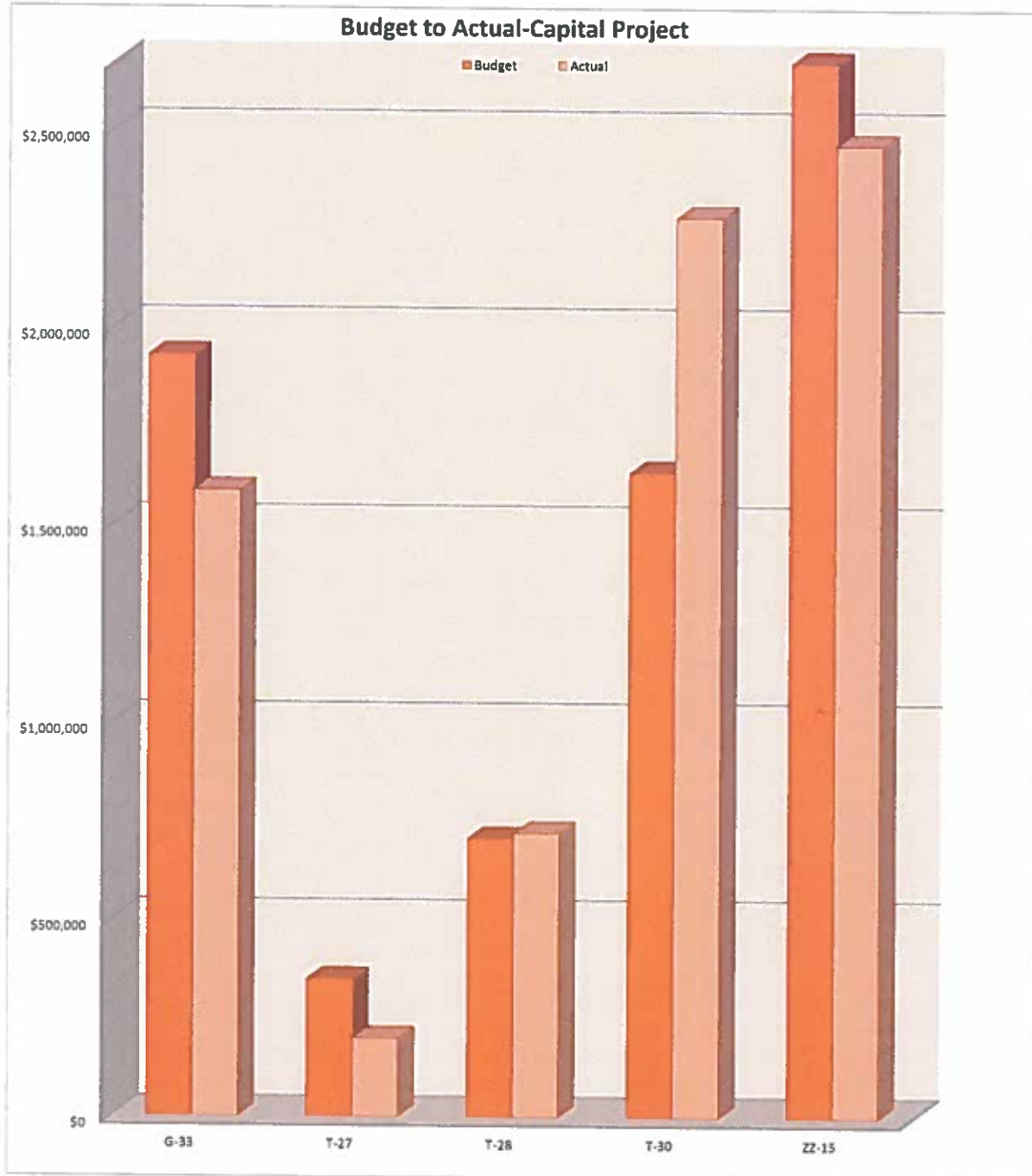
**BROWN COUNTY PUBLIC WORKS-HIGHWAY  
OTHER WORK BUDGET TO ACTUAL  
As Of 10/31/2018**

	Budget	Actual	Remaining	Percentage Used
Inter-Departmental Work	490,525	163,611	326,915	33.35%
Municipality Work	581,500	770,872	(189,372)	132.57%
Other (Permits, Private, Salvage, Etc)	138,285	305,562	(167,277)	220.97%
<b>Total</b>	<b>1,210,310</b>	<b>1,240,044</b>	<b>(29,734)</b>	<b>102.46%</b>



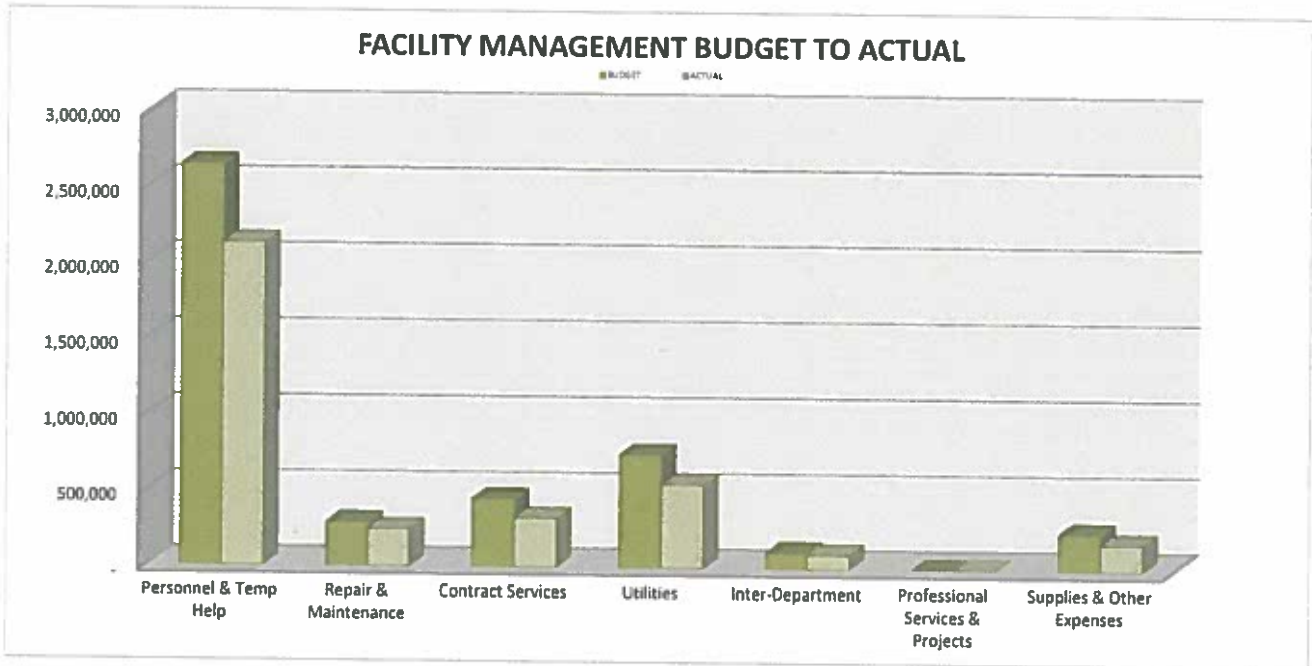
**BROWN COUNTY HIGHWAY DEPARTMENT  
CAPITAL PROJECT EXPENSE-BUDGET TO ACTUAL  
As Of 10/31/2018**

Project	Project Description	% BC Cost	Budget	Actual	Remaining	Percentage
FRP	Fox River Papermaking Corridor	100%	\$3,050,000	\$403,106	\$2,646,894	13.22%
G-33	Resurface CTH G - STH 96 to CTH V	100%	\$1,930,680	\$1,588,302	\$342,378	82.27%
T-27	Culvert Replacement - CTH T Pine St to Highridge Ave	100%	\$349,560	\$199,097	\$150,463	56.96%
T-28	Recondition CTH T - CTH N to RR	100%	\$707,949	\$721,409	-\$13,461	101.90%
T-30	Recondition CTH T - Town Hall Rd to Blahnik Rd	100%	\$1,636,206	\$2,282,605	-\$646,399	139.51%
ZZ-15	Reconstruction CTH ZZ - Masse Cir to STH 57	100%	\$3,052,134	\$2,467,509	\$584,625	80.85%
	<b>Total</b>		<b>\$7,676,528</b>	<b>\$7,258,922</b>	<b>\$417,606</b>	<b>94.56%</b>



**BROWN COUNTY PUBLIC WORKS  
FACILITY MANAGEMENT BUDGET TO ACTUAL  
AS OF 10/31/18**

	Budget	Actual	Remaining	% Used
Personnel & Temp Help	2,641,761	2,125,424	516,337	80.45%
Repair & Maintenance	286,975	242,508	44,467	84.50%
Contract Services	446,240	320,482	125,758	71.82%
Utilities	745,853	547,827	198,026	73.45%
Inter-Department	104,390	92,856	11,534	88.95%
Professional Services & Projects	-	-	-	0.00%
Supplies & Other Expenses	243,823	174,201	69,622	71.45%
<b>Total</b>	<b>4,469,042</b>	<b>3,503,297</b>	<b>965,745</b>	<b>78.39%</b>



PUBLIC WORKS DEPARTMENT  
*Brown County*

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PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: November 26, 2018  
RE: Director's Report

**PROJECTS:**

**CTH MM:** The reconstruction of the CTH MM bridge started in late August and has an anticipated completion date of November 16<sup>th</sup>.

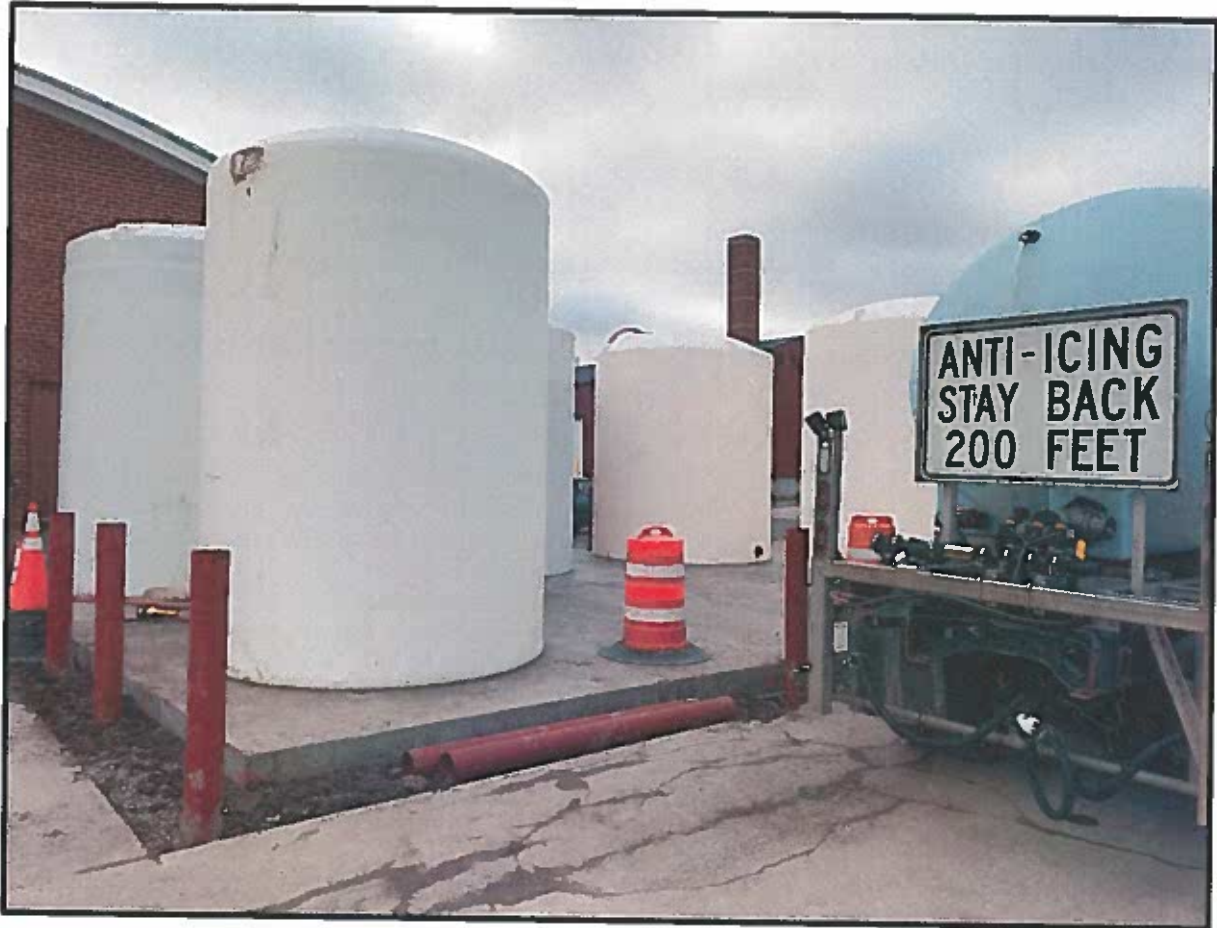
**Fox River Papermaking Corridor Project (FRP):** Heavy trucking to the fill site at the Brown County farm started October 22<sup>nd</sup>. By the week of October 29<sup>th</sup> there was typically 30-40 trucks hauling to the site. The fill material will continue to be hauled to the site through mid-February. Pond design continues as well as discussions with the City of Green Bay and WisDNR. We anticipate pond construction to take place in late spring or early summer 2019.

**Health Department Move:** Work continues at the Sophie Beaumont building and at the Health Lab at Duck Creek. The move from the Broadway Street location is anticipated to be completed by February 2019.

**Duck Creek Highway Shop:** Construction of the new HVAC and elevator began mid-September and will run through mid-January.



**Brine Upgrades & Route:** The new storage units for the brine machine were installed in October. There are now five (5) 6,500 gallon storage units on site with upgraded controls. These improvements were paid for by the Wisconsin DOT. The 'brine-only' route will consist of CTH M (Lineville Road), CTH HS (Velp Ave.), and CTH EB – all near our Duck Creek Shop. These roads were chosen for three reasons. First, they are close to our Duck Creek Shop so if anything doesn't work out as planned we can have other regular plow trucks assist. Second, we will be able to easily monitor the roadways given their proximity to our shop. Third, these are lower speed, higher volume roadways which should be a good area to start using brine in a 'brine-only' fashion.



**TWELVE-HOUR DAYS:**

**Highway Division:** Highway incurred 1,099.0 hours of overtime in October. Most of the overtime was related to the Fox River Paper Corridor Project accepting fill material at the Brown County Farm. The amounts in excess of 12 hours per day for October are attached.

**Facility Management Division:** Facilities incurred 89.0 hours of overtime in October. The overtime was related to longer cleaning shifts to cover vacancies and mechanical repairs. The amounts in excess of 12 hours per day for October are attached.

**STAFFING REPORT:**

See Attached Table.

**Public Works - Highway Division**  
**12-Hour Work Days**  
**10/1/18 - 10/31/18**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
10/2/2018	Bockelman, Ben	Oconto County Curb	12
10/2/2018	Bouche, Macaine	Oconto County Curb	12
10/2/2018	Byrne, Nate	Oconto County Curb	12
10/2/2018	Dickerson, Ben	T-30, ZZ-16	14
10/2/2018	Kostreva, James	T-30, ZZ-16	14
10/2/2018	McEwen, Bryan	Oconto County Curb	12
10/2/2018	Sequin, Scott	T-30, ZZ-16, EB-38, PP-19 - Move equipment	12.75
10/2/2018	Skaletski, Todd	Oconto County Curb	12
10/2/2018	Zalewski, Jared	Oconto County Curb	12
10/4/2018	Dixon, Darrell	Signing, State Closures	13.75
10/4/2018	DuBois, Phil	Signing, Paintstriping, State Closures	13.75
10/4/2018	Hennes, Pat	Signing, State Closures	13.75
10/4/2018	Liss, Tim	Signing, Paintstriping, State Closures	13.75
10/4/2018	Mineau, Zach	State Bridge Decks; Tech-Crete on 172	13.75
10/4/2018	Rentmeester, Dan	State Bridge Decks; Tech-Crete on 172	14
10/4/2018	Vieth, Ryan	State Bridge Decks; Tech-Crete on 172	14
10/11/2018	Bastian, Dan	Asphalt Plant (Paving T-30)	12.5
10/11/2018	Dallas, Chris	T-30	12
10/11/2018	Dickerson, Ben	T-30	13.25
10/11/2018	Kapinos, Vince	T-30	12
10/11/2018	Kostreva, James	T-30	13.25
10/11/2018	Woelfel, Jon	T-30	12.5
10/12/2018	Bouche, Macaine	State Accidents; Patch State Blowout	13
10/12/2018	Byrne, Nate	State Accidents; Patch State Blowout	12.75
10/12/2018	Dallas, Chris	T-30	12
10/12/2018	Dickerson, Ben	T-30	12.5
10/12/2018	Kostreva, James	T-30	12.5
10/12/2018	Ledvina, Jason	Paintstriping, ERC call-in	14
10/12/2018	Maus, Todd	PP-19, FRP-1, T-13, County Mowing	12.5
10/12/2018	McEwen, Bryan	State Accidents; Patch State Blowout	13
10/12/2018	Schraufnagel, Dan	T-30	12
10/12/2018	Skaletski, Todd	State Accidents; Patch State Blowout	13
10/12/2018	Williams, Tim	County mowing; ERC call-in	12.25
10/12/2018	Zalewski, Jared	State Accidents; Patch State Blowout	12.75
10/16/2018	VandenBush, Ken	Signal conflict monitors	15
10/17/2018	VandenBush, Ken	Signal conflict monitors	13
10/22/2018	Gussert, Tim	FRP-1	12
10/22/2018	Mangin, Justin	FRP-1	12
10/24/2018	Gussert, Tim	FRP-1	12
10/24/2018	Johnson, Jason	FRP-1	12
10/24/2018	Mangin, Justin	FRP-1	12

12-Hour Report

10/1 - 10/31/18

Page 2

10/24/2018	Maus, Todd	G-34, PP-19, FRP-1, T. Scott	12.75
10/25/2018	Gussert, Tim	FRP-1	12.5
10/25/2018	Johnson, Jason	FRP-1	12.5
10/25/2018	Mangin, Justin	FRP-1	12.5
10/25/2018	Maus, Todd	T-30, FRP-1	13.25
10/26/2018	Gussert, Tim	FRP-1	12.25
10/26/2018	Johnson, Jason	FRP-1	12
10/26/2018	Shimanek, Steve	FRP-1	12
10/26/2018	Zelten, Brian	FRP-1	12.25
10/29/2018	Gussert, Tim	FRP-1	12.75
10/29/2018	Johnson, Jason	FRP-1	12.5
10/29/2018	Mangin, Justin	FRP-1	12.75
10/29/2018	Maus, Todd	FRP-1, G-34, County Drainage	12.5
10/29/2018	Williams, Tim	FRP-1	12.5
10/29/2018	Zelten, Brian	FRP-1	12.75
10/30/2018	Gussert, Tim	FRP-1	12.75
10/30/2018	Johnson, Jason	FRP-1	12.5
10/30/2018	Mangin, Justin	FRP-1	12.75
10/30/2018	Maus, Todd	X-33, T-30, FRP-1	12.75
10/30/2018	Shimanek, Steve	FRP-1	12
10/30/2018	Sweemer, Steve	Mechanic Shop	12
10/30/2018	Zelten, Brian	FRP-1	12.75
10/31/2018	Gussert, Tim	FRP-1	12.25
10/31/2018	Johnson, Jason	FRP-1	12
10/31/2018	Mangin, Justin	FRP-1	12.25
10/31/2018	Maus, Todd	FRP-1	12
10/31/2018	Zelten, Brian	FRP-1	12.25



**PUBLIC WORKS  
FACILITY MANAGEMENT DIVISION  
12-HOUR WORK DAYS  
10/1/18 thru 10/31/18**

DATE	EMPLOYEE	OPERATION PERFORMED	# HOURS WORKED
10/27/18	Liz Schroeder	Regular shift, plus coverage for employee on disability leave	12.0

**BROWN COUNTY PUBLIC WORKS  
STAFFING SUMMARY**

As of 10/31/2018

**HIGHWAY DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Senior Civil Engineer	5/11/18	Resigned	Fill	In Process	N/A
Highway Crew	6/27/18	Retired	Hold: Eliminate 2019	---	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	10.75	10.75
Electrician	1.0	1.0
Engineering	7.0	6.0
Mechanics / Shop	12.0	12.0
Highway Crew	73.0	72.0
Sign Crew	2.0	2.0
Summer	4.12	0
LTE	2.0	1.0
<b>TOTAL</b>	<b>111.87</b>	<b>104.75</b>

**FACILITY MANAGEMENT DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Housekeeper (0.5)	9/5/17	Resigned	Hold per Vacancy Committee	---	Hold

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	5.25	5.25
Facility Technicians	2.0	2.0
Facility Mechanics	7.0	7.0
Facility Workers	9.0	9.0
Housekeeping	18.5	18.0
Electrician	1.0	1.0
Summer Help	0.46	0
<b>TOTAL</b>	<b>43.21</b>	<b>42.25</b>



**MEMORANDUM**

**DATE:** November 16, 2018  
**TO:** Planning, Development and Transportation Committee  
**FROM:** Chuck Lamine, Planning Director  
**RE:** Brown County STEM Innovation Center Project Update

**Construction Progress:**

Construction was started on September 17, 2018. To date construction has primarily been in the areas of clearing and grubbing the site, excavation, chilled water tie in, piping steam/chilled water, excavation of foundations, forming /pouring foundations, backfilling foundations and underground mechanical, electric and plumbing. In addition to construction, the contractor and architect have been processing material submittals as well as architectural and engineering shop drawing reviews.

The weather has not been kind to the project as the Fall season has included a remarkable amount of rain that in particular has had a negative impact on site excavation work. At this time Miron is indicating that the project is 13 days behind schedule. Additionally, we have encountered a significant amount of unanticipated unsuitable soil conditions that have required an increase in excavation and the importing of suitable fill material. This work has required the processing of Field Orders for work beyond the original amount of the Miron Construction contract.

The first steel deliveries are anticipated to start next week and we will soon begin to see progress above the ground.

**Field Orders:**

Brown County Change Order Policy FM-1 defines a Field Order as "a change order approved on an emergency basis when circumstances require an immediate change to the contract to avoid further cost increases which would occur in the absence of immediate approval." Per this policy for Field Orders that exceed \$10,000, the County Executive and the County Board Chair have approved and they are being reported to the Planning Development and Transportation Committee as summarized below:



**Field Order #1:**

PCI 0011 - 1,835 CY Excess Topsoil Removal and import/placement of 1,835 CY of compacted fill \$81,412.00

**Field Order #2:**

Service drive earthwork - Undercut 1,500 CY of unsuitable clay soil (\$78,000) and installation of 3,000 sy.yd. of geotextile fabric \$7,500. Total of \$ 85,500.00

With of these Field Order cost increases the project continues to be under budget with sufficient contingency funds.

**WPS Electrical Connection:**

Permits have been approved and we have contracted with WPS for installation of the electrical connections from Nicholet Drive to the STEM building. The WPS contract amount of \$126,731.91 was less than the budgeted \$200,000 for WPS electric connection.

**Public Service Commission of Wisconsin for 2018 Energy Innovation Grant:**

The Planning and Land Services Department (with assistance from Doug Marsh, Facilities Management) applied for and received a grant award from the Public Service Commission of Wisconsin for 2018 Energy Innovation Grant in the amount of \$211,580 to install a 98 kilowatt solar energy system on the Brown County STEM Innovation Center building. In addition to energy savings the solar project will provide an educational component with renewable energy performance Kiosks located within the building and on line reporting that is consistent with the Brown County STEM Innovation Center educational theme. The grant will cover 100% of the cost associated with the solar energy system.

CL:km

Enclosure

**Meyer, Kathy A.**

---

**From:** Allison Plank <Allison.Plank@Miron-Construction.com>  
**Sent:** Friday, September 28, 2018 3:40 PM  
**To:** Bonkowski, Janet; Wiitanen, Daniel J.  
**Cc:** Lamine, Chuck F.; Marsh, Doug S.; Jason Lemke; Adam Kimball; Jessica Mayer  
**Subject:** Brown County STEM Innovation Weekly Update - Week of 9/24

## **Brown County STEM Innovation Center - Week of 9/24/18**

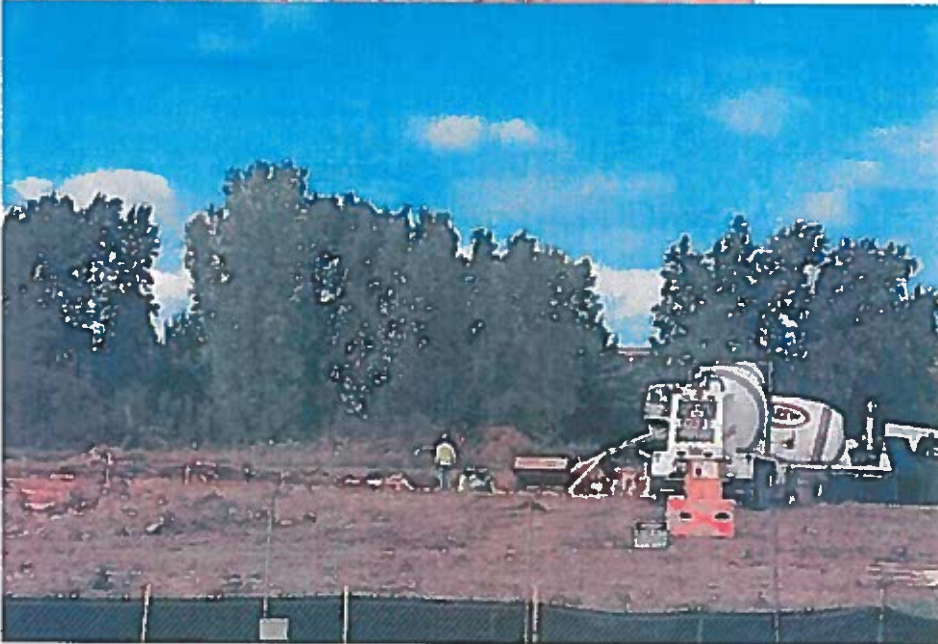
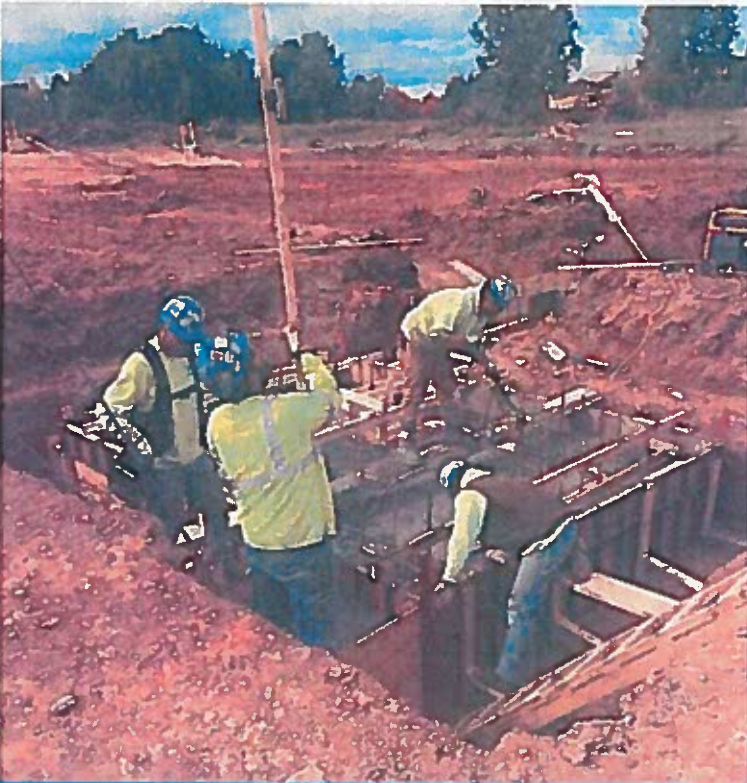
This week, crews continued stripping and grading of the building site.



Miron crews began prepping for concrete foundation pours by staking and placing batter boards.

Concrete arrived on Friday!





Thanks,

**Allison Plank**  
*Project Manager*  
[Allison.Plank@Miron-Construction.com](mailto:Allison.Plank@Miron-Construction.com)

**Miron Construction Co., Inc.**  
PH 920.886.7813 | FX 920.969.7393  
1471 McMahon Drive | Neenah, WI 54956

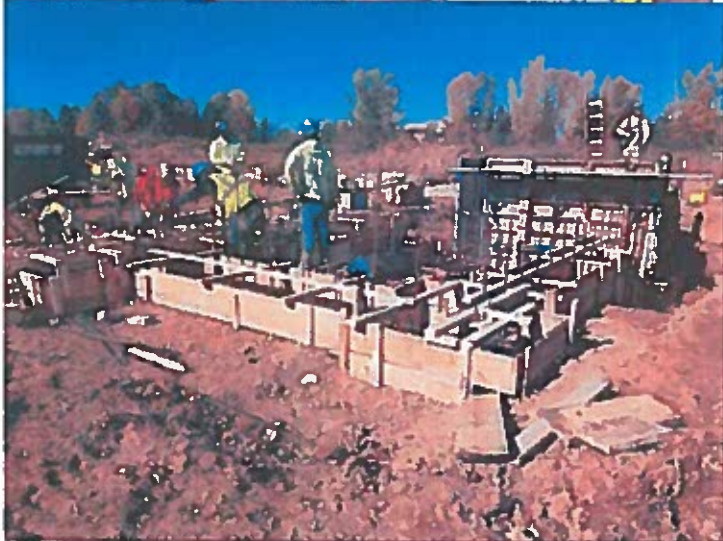
**Meyer, Kathy A.**

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**From:** Allison Plank <Allison.Plank@Miron-Construction.com>  
**Sent:** Friday, October 19, 2018 11:34 AM  
**To:** Bonkowski, Janet; Dan Wiitanen  
**Cc:** Lamine, Chuck F.; Marsh, Doug S.; Jason Lemke; Adam Kimball; Jessica Mayer  
**Subject:** Brown County STEM Innovation Weekly Update - Week of 10/15

## **Brown County STEM Innovation Center - Week of 10/15/18**

The rain held off earlier this week, which allowed crews to continue working on the footings/walls around the elevator, steam pit and stairs.



The crane is now also on site.





We're hoping for dry weather next week!

Thanks,

**Allison Plank**  
*Project Manager*  
[Allison.Plank@Miron-Construction.com](mailto:Allison.Plank@Miron-Construction.com)

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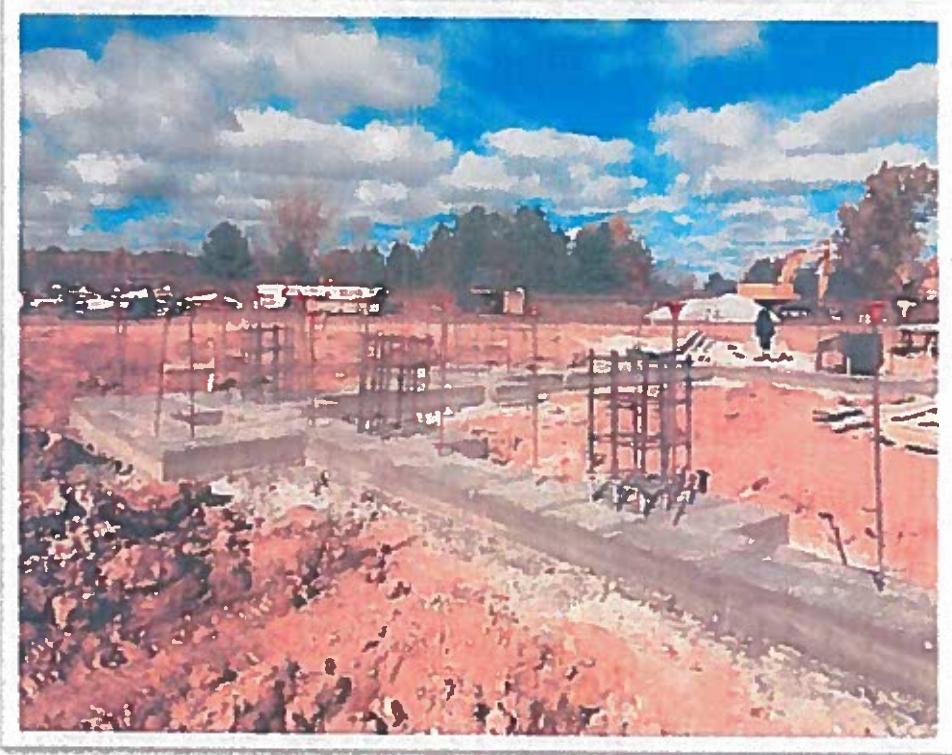
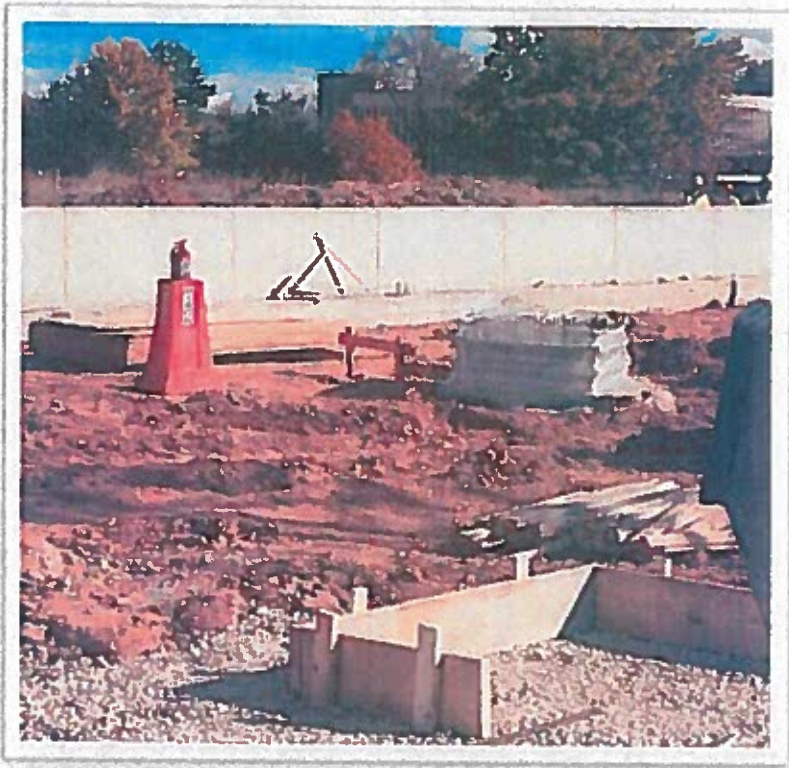
**Meyer, Kathy A.**

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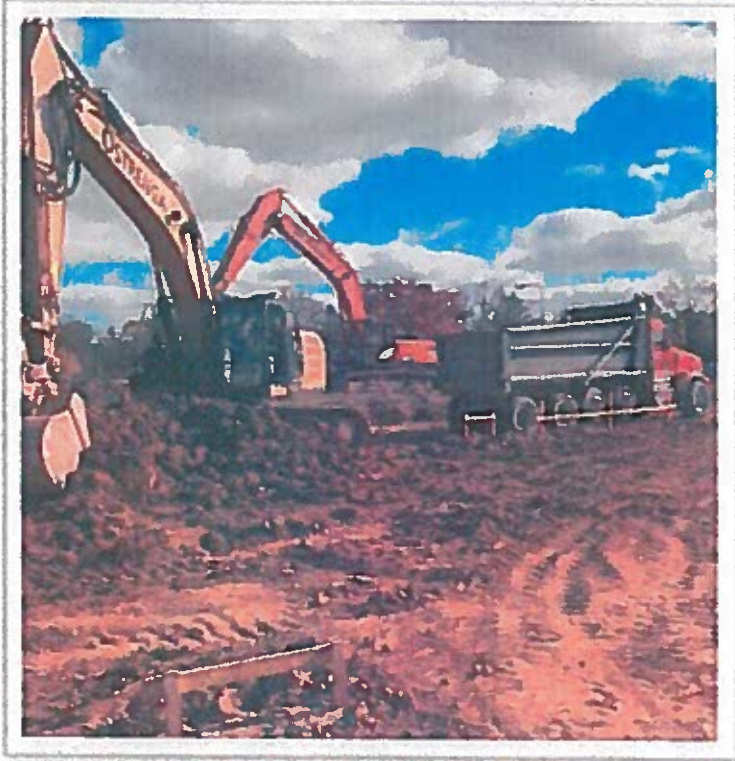
**From:** Allison Plank <Allison.Plank@Miron-Construction.com>  
**Sent:** Friday, October 26, 2018 2:27 PM  
**To:** Bonkowski, Janet; Dan Wiitanen  
**Cc:** Lamine, Chuck F.; Marsh, Doug S.; Jason Lemke; Adam Kimball; Jessica Mayer  
**Subject:** Brown County STEM Innovation Weekly Update - Week of 10/22

## **Brown County STEM Innovation Center - Week of 10/22/18**

The mainly dry weather this week allowed crews to continue with footings and wall pours for the elevator, steam pit and stairs.



Things are starting to pick up, with site utilities installation beginning this week. We are also gearing up for the chilled water tie-in soon.



Thanks,

**Allison Plank**  
*Project Manager*  
[Allison.Plank@Miron-Construction.com](mailto:Allison.Plank@Miron-Construction.com)

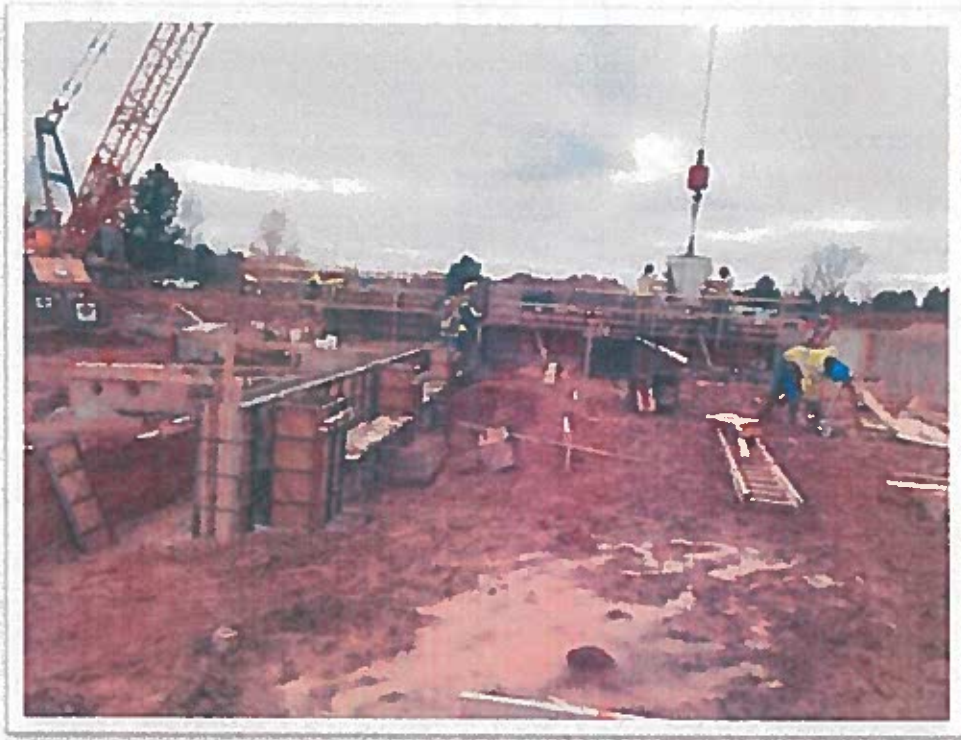
**Meyer, Kathy A.**

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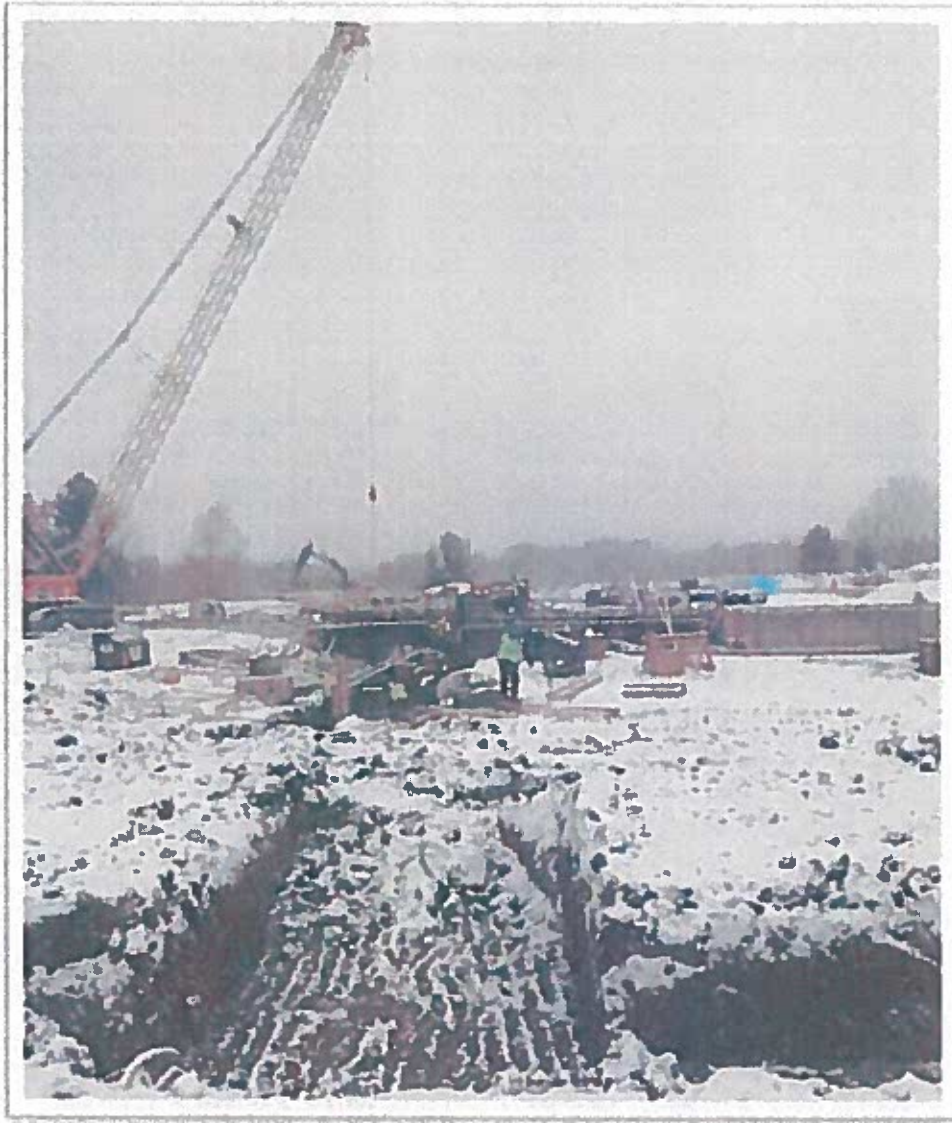
**From:** Allison Plank <Allison.Plank@Miron-Construction.com>  
**Sent:** Friday, November 9, 2018 2:29 PM  
**To:** Bonkowski, Janet; Dan Wiitanen  
**Cc:** Lamine, Chuck F.; Marsh, Doug S.; Jason Lemke; Adam Kimball; Jessica Mayer  
**Subject:** Brown County STEM Innovation Weekly Update - Week of 11/05

## **Brown County STEM Innovation Center - Week of 11/05/18**

This week brought quite the range of weather. It started off with a lot of rain, then came the cold temperatures, and now snow!



Crews are continuing to work on the concrete footings and walls in preparation for masonry, steel, and precast wall panel delivery. Digging for footings and backfilling are ongoing, and site utilities are nearing completion. The steam and chilled water piping in the tunnels will also be taking place soon.



Thanks,

**Allison Plank**  
*Project Manager*  
[Allison.Plank@Miron-Construction.com](mailto:Allison.Plank@Miron-Construction.com)

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### BUDGET ADJUSTMENT REQUEST

<u>Category</u>	<u>Approval Level</u>
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul>	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
<input type="checkbox"/> 9 Any allocation from the County's General Fund ( <i>requires separate Resolution</i> )	Oversight Comm Admin Committee 2/3 County Board

**Justification for Budget Change:**

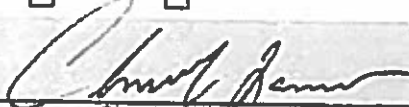
The Planning and Land Services Department applied for and received a grant award from the Public service Commission of Wisconsin for 2018 Energy Innovation Grant in the amount of \$211,580 to install a 98 kilowatt solar energy system on the Brown County STEM Innovation Center building. In addition to energy savings the solar project will provide an educational component with renewable energy performance kiosks located within the building and on line reporting that is consistent with the Brown County STEM Innovation Center educational theme. The grant will cover 100% of the cost associated with the solar energy system.

**Amount: \$211,580**


<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	460.066.001.4301	Federal Grant Revenue	\$211,580
<input checked="" type="checkbox"/>	<input type="checkbox"/>	460.066.001.6182	Construction General	\$211,580
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

SO 11/15/18

**AUTHORIZATIONS**

  
 \_\_\_\_\_  
 Signature of Department Head

Department: Planning and Land Services  
 Date: 11/15/18

  
 \_\_\_\_\_  
 Signature of DOA or Executive

Date: 11/15/18



December 19, 2018

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

Ladies and Gentlemen:

**RESOLUTION FOR TABLE OF ORGANIZATION CHANGE  
IN THE PLANNING AND LAND SERVICES DEPARTMENT AND  
AUTHORIZATION FOR BROWN COUNTY TO ADMINISTER, OPERATE AND  
MANAGE THE BROWN COUNTY HOUSING AUTHORITY**

WHEREAS, Wis. Stat. Sec. 66.1201, commonly referred to as the “Housing Authorities Law,” states that upon a finding and declaration of necessity, a county housing authority may be created via Resolution; and

WHEREAS, the Brown County Board of Supervisors created the Brown County Housing Authority (BCHA) by Resolution on February 21, 1973, upon it being determined that there existed in Brown County unsafe and unsanitary inhabited dwelling accommodations, and that there was a need to provide additional assistance in order to realize the goal of decent, safe, and sanitary homes for all of its citizens; and

WHEREAS, the Brown County Board of Supervisors approved a Memorandum of Understanding between Brown County and the United States Department of Housing and Urban Development (HUD) by resolution on February 21, 1973, concerning the operation of a Housing Allowance Program in Brown County; and

WHEREAS, today the BCHA receives funding from HUD, mainly to manage the Housing Choice Voucher (HCV) Program which is administered through a contract with Integrated Community Solutions (ICS); and

WHEREAS, the BCHA currently shares staff with the City of Green Bay Housing Authority, which until 2006 had been located in a shared City of Green Bay and Brown County Planning Commission office in Green Bay City Hall; and

**WHEREAS**, a vacancy occurred in October 2018 for the Housing Administrator position that was shared by the City of Green Bay Housing Authority and the BCHA; and

**WHEREAS**, by letter dated October 24, 2018, the City of Green Bay provided formal notice to the County that the City believes that the BCHA will best be served by an Executive Director and Housing Administrator located within a County department, that the City will no longer be managing the BCHA effective January 1, 2019, and that the City has notified the BCHA of this decision; and

**WHEREAS**, after due consideration it was determined that if staffing for the BCHA was located within the Brown County Planning and Land Services Department, the BCHA has adequate funding from HUD and other resources to cover the staffing and administrative expenses necessary to operate the program without utilizing Brown County tax levy revenue; and

**WHEREAS**, the Brown County Planning and Land Services Department has the knowledge and expertise to administer the programs of the BCHA, and the mission of the BCHA is consistent with the community development mission of the Planning and Land Services Department; and

**WHEREAS**, in order to adequately staff the BCHA, the Table of Organization for the Planning and Land Services Department needs to be amended to add a Housing Administrator position.

**NOW THEREFORE BE IT RESOLVED**, by the Brown County Board of Supervisors, that it hereby approves of the Brown County Planning and Land Services Department Table of Organization change, as described above and in the "Budget Impact" section of this Resolution below, and it hereby requires that if the grant funding terminates for the Housing Administrator position, then the position shall terminate; and that it hereby authorizes and directs County Administration and the Planning and Land Services Department to take any and all actions

necessary to administer, operate and manage the Brown County Housing Authority (BCHA), which may include: 1) Entering into an agreement between the BCHA and Brown County to have the Planning and Land Services Department provide administrative support to the BCHA; 2) Establishing a Cost Allocation Plan between the BCHA and Brown County to establish cost allocations or billings that are allowable; and 3) Completing HUD-required administrative procedures to enable Brown County staff to administer the HUD programs under the direction of the BCHA.

**Budget Impact:**

Planning and Land Services

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
<b>Housing Administrator</b> \$29.36/hr Position # TBD Hours: 2088	<b>1.00</b>	<b>Addition</b>	<b>\$61,304</b>	<b>\$19,006</b>	<b>\$80,310</b>
Funding received from BCHA HUD Housing Choice Voucher Grant					<b>-\$80,310</b>
Annualized Budget Impact					<b>\$0.00</b>

*Fiscal Note: This resolution does not require an appropriation from the general fund in 2019 as the BCHA has adequate funds to cover all administrative costs.*

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

HUMAN RESOURCES DEPARTMENT



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

BREE A. MADISON

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES DIRECTOR

**DATE:** November 16, 2018  
**REQUEST TO:** Planning, Development & Transportation and Executive Committee  
**MEETING DATE:** November 26, 2018 and December 10, 2018  
**REQUEST FROM:** Bree Madison  
Acting Human Resources Manager  
Chuck Lamine  
Planning Director, Planning and Land Services

**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority

**ISSUE/BACKGROUND INFORMATION:**

This resolution creates a grant-funded Housing Administrator position to carry out duties related to the administration and operation of the Brown County Housing Authority.

**ACTION REQUESTED:**

Review and approve the attached resolution for implementation effective January 1, 2019.

**FISCAL IMPACT:**

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

1. Is there a fiscal impact?  Yes  No
  - a. If yes, what is the amount of the impact? \$     0
  - b. If part of a bigger project, what is the total amount of the project? Approximately \$20 million Brown County Housing Authority operating budget.
  - c. Is it currently budgeted?  Yes  No
    1. If yes, in which account? \_\_\_\_\_
    2. If no, how will the impact be funded? BCHA HUD Housing Choice Voucher Grant program administrative funds as well as BCHA reserve funds.

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**



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

**CHUCK LAMINE, AICP**

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning)

PLANNING DIRECTOR

**MEMORANDUM**

**DATE:** November 14, 2018  
**TO:** Planning, Development and Transportation Committee  
**FROM:** Chuck Lamine, Planning Director  
**RE:** Citizen Participation Process for Brown County Comprehensive Plan Update

The Brown County Planning Commission will be updating the County's Comprehensive Plan in 2019 in accordance with Wisconsin State Statutes 66.1001. The plan was adopted in 2004 and last amended in 2007. Under the Wisconsin Comprehensive Planning Law Wisconsin Statute, 66.1001 (4), the Brown County Board of Supervisors will need to approve a Citizen Participation Process to foster robust public participation and ensure wide distribution of draft chapters and the draft document for comment prior to adoption.

The Brown County Planning Commission approved the attached proposed Citizen Participation Process at their November 7, 2018 meeting. Please review the attached proposed Citizen Participation Plan for adoption and referral to the County Board of Supervisors.

CL:km

Enclosure



## **CITIZEN PARTICIPATION PROCESS FOR THE BROWN COUNTY COMPREHENSIVE PLAN UPDATE**

The Brown County Comprehensive Plan Update process will include several public participation components. These components are summarized below:

### Brown County Planning Commission (BCPC)

The BCPC Board of Directors will serve as the primary steering committee for the comprehensive plan update. The planning commission will review data and other materials for inclusion into the updated comprehensive plan. All comprehensive plan update agenda items will be discussed during their regular meetings, unless otherwise publicly noticed. All meetings are open to the public and the public is encouraged to attend.

### Public Input

BCPC staff plan to utilize various forms of public input throughout the planning process. With the wide variety of topics covered within the Comprehensive Plan, appropriate methods of public engagement will be utilized including, but not limited to, online surveys and mapping software. Public input from documents such as the *Brown County Life Study*, *Greater Green Bay: Envisioning the Future Report to the Community*, and the *Economic Development Strategic Plan*, will be used as a supplement to the information collected during the Comprehensive Plan Update effort.

### Non-Governmental Organizations

BCPC staff intends to identify and engage key stakeholder groups throughout the planning process. Upon request, BCPC staff will also present the process and findings of the comprehensive plan update to non-governmental organizations.

### Public Open House Meeting

When the draft plan update has been compiled, at least one public open house meeting will be held to present the key updated sections and findings of the plan. Meeting participants will also have the opportunity to discuss the recommendations with planning staff and committee members and to suggest modifications to be considered during the statutory review period.

### Brown County Planning Commission Website

All draft chapters will be placed on the Brown County Planning Commission website located at <http://www.co.brown.wi.us/Planning>.

### Other Locations for Draft Chapters

Additional draft chapters will be available at the Brown County Planning and Land Services Department during regular office hours.

### Public Hearing

Following the open house meeting, a public hearing will be held in front of the Brown County Planning Commission Board of Directors to receive additional input on the comprehensive plan.

### Adjacent Governmental Jurisdictions

Neighboring governmental jurisdictions will receive via mail or email, all agendas and minutes of the planning commission meetings, when the comprehensive plan is on the agenda. Neighboring governmental jurisdictions include adjacent local units of government, school district, counties, and regional planning commission.

### Brown County Planning Commission Board of Directors, Brown County Planning, Development, and Transportation Committee, and Brown County Board

Following the public hearing, the draft plan update and feedback from the public hearing will be presented to the Brown County Planning Commission Board of Directors and Brown County Planning, Development, and Transportation Committee for their recommendation to the Brown County Board. The Brown County Board will act upon the draft plan at a regularly scheduled board meeting.

**BUDGET ADJUSTMENT REQUEST**

Category

Approval Level

- 1 Reallocation from one account to another in the same level of appropriation Dept Head
- 2 Reallocation due to a technical correction that could include:
  - Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior yearDirector of Admin
- 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) County Exec
- 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. Oversight Comm  
2/3 County Board
- 6 Reallocation between two or more departments, regardless of amount Oversight Comm  
2/3 County Board
- 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm  
2/3 County Board
- 8 Any allocation from a department's fund balance Oversight Comm  
2/3 County Board
- 9 Any allocation from the County's General Fund (*requires separate Resolution*) Oversight Comm  
Admin Committee  
2/3 County Board


**Justification for Budget Change:**

The Planning and Land Services Dept. Zoning Division request use of excess revenue from Sanitary & Shoreland permits to replace a 2003 GMC Sonoma with 105,300 miles and maintenance required for mechanical and body work to repair rust damage. Repairs will exceed value of vehicle. Would replace with 2019 GMC Canyon Pickup Extended Cab. Received replacement cost from Purchasing of \$25,000. We have excess revenue to cover cost.

**Amount: \$25,000**

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.066.067.4400.882	Permits Sanitary permit	\$21,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.066.067.4400.883	Permits Land use permit	\$4,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.066.067.6110.020	Outlay Equipment	\$25,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**AUTHORIZATIONS**

  
 Signature of Department Head  
 Department: Planning & Land Services  
 Date: 11/15/18

  
 Signature of DOA or Executive  
 Date: 11/15/18

\$25 11/15/18