

BOARD OF SUPERVISORS

Brown County



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

PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, October 16, 2017
Approx. 5:45 PM (Or to follow Land Con)
Room 200, Northern Building
305 E. Walnut St., Green Bay

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

**** NOTE TIME - Please Bring Budget Book**
(COMBINED BUDGET & REGULAR MEETING)**

*** Please Note: The numbering restarts for non-budget items so it's listed correctly on the
County Board of Supervisor's agenda.*

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 25, 2017.

****BUDGET REVIEW****

Comments from the Public on Budget Items

REVIEW OF 2018 DEPARTMENT BUDGETS:

1. **Register of Deeds** - Review of 2018 department budget.
2. **Planning & Land Services** (Land Information, Planning Commission, Property Listing & Zoning)
- Review of 2018 department budgets.
3. **Port and Resource Recovery** - Review of 2018 department budget.
 - a. Resolution Approving a Change in Position during the 2018 Budget Process in the Port and Resource Recovery Department Table of Organization.
4. **Airport** - Review of 2018 department budget.
5. **U.W. Extension** - Review of 2018 department budget.
6. **Public Works** (Highway, County Roads & Bridges, Facility Management)
- Review of 2018 department budget.
 - a. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Public Works Department – Facilities Management Table of Organization.

- b. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Public Works Department – Highway Table of Organization.

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

Comments from the Public on Non-Budget Items

1. Review Minutes of:
 - a. Harbor Commission (July 31, 2017).

Planning and Land Services

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

Planning Commission

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

UW-Extension

3. Budget Status Financial Report for August 2017.
4. Budget Adjustment Request (17-71): Any increase in expenses with an offsetting increase in revenue.
5. Director's Report.

Public Works

6. Summary of Operations.
7. Director's Report.

Port & Resource Recovery

8. Director's Report.

Other

9. Acknowledging the bills.
10. Such other matters as authorized by law.
11. Adjourn.

Bernie Erickson, Chair

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

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

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, September 25, 2017 in Room 200, 305 E. Walnut St., Green Bay, WI

Present: Supervisors Bernie Erickson, Dave Kaster, Dave Landwehr, Norbert Dantine, Tom Sieber
Also Present: Supervisor Tom Lund, Planning Director Chuck Lamine, Port & Resource Recovery Director Dean Haen, Airport Director Tom Miller, Public Works Director Paul Fontecchio, Register of Deeds Cheryl Berken, Chief Deputy Register of Deeds Sara Frisque and other interested parties.

**Audio of the meeting is available by contacting the County Board office (920) 448-4015.*

I. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 6:40 p.m.

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of August 28, 2017.

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

Comments from the Public

Mike Vande Hei – 2696 Lost Dauphin Rd., De Pere

Vande Hei informed they needed help; they tried talking to the Highway Department. On Oct 8, 2017 someone milled the road and they hadn't seen them since except for the dust. The only time they got water was if the county crews were working in the area. He believed this was air pollution and noted there was a DNR ruling 10.68 regarding dust control on highways construction projects. They had called the county numerous times and they will come through once a week. They got water today but the county water truck was going so fast through the watering lasted less than 5 minutes. They called the County Executive Sunday and haven't heard back. He told them they didn't have to come to this meeting and he would take care of it and he never got back to them. They could go right to the DNR because of the ruling on dust control and they could go to the Brown County Health Department because it was air pollution. He invited the committee to come sit in their front yards, CTH D. He believed the county guys were trying their hardest to get this thing done, they were supposed to be done Oct 1st and now they were hearing rumors that they may not get it done at all this year. He questioned why they had to rip up their road and make them live with the dust. Vande Hei stated they didn't want to threaten anyone but they were tired of it and because Streckenbach was supposed to get back to them today there were only 2 of them that could make the meeting but they could have 50-60 people here.

Larry Offer - 2676 Lost Dauphin Rd., De Pere

Offer stated they didn't have a summer because of the dust, they couldn't go outside or open windows and had a dust storm when they cut their grass and questioned what do they do? He questioned why their section was tore up when they really don't have anything done 100% on the other end? He had called Highway many times questioning where they were. There were 2 water trucks sitting at the other end. Vande Hei informed that they told that staff was not allowed in those water trucks unless they got approval from their Supervisors.

Landwehr stated he would attest to it, he was in the area last night and it was bad. Even the county equipment that was out there had a layer of dust on them. A key thing for the committee to understand, this roadway was done in three different segments and these gentlemen were in the last segment.

Public Works Director Paul Fontecchio stated he never met or talked with these gentlemen so somehow there was a breakdown in communication and he apologized for that. The reason they tore the asphalt off was they had some culvert pipes... Vande Hei interjected that they had the pavement cut and it was earlier this spring. Fontecchio wasn't trying to argue [Erickson interjected that it was Fontecchio's time to talk; Kaster stated they understood that they were frustrated] Fontecchio furthered, it's been a long summer. As noted in his report, the whole project was over budget and behind schedule. The weather had not helped them earlier this year. They were not excuses but it was the way it was. They were coming up their way very quickly. They had had water trucks out there. He again apologized for any miscommunication or misunderstandings but they were doing their best. They will get the road done this fall.

Landwehr brought this issue up over the last several months, comments about the dust and phone calls he had been getting and it's all in the minutes. He acknowledged that they will water on occasion when working out there but he had never heard of them watering on the weekends. Fontecchio stated that they could, he reiterated that for a lot of the summer it rained so water was the enemy but they will keep watering it.

Erickson stated this was the road they had issues on so it wasn't going as smoothly as it was supposed to anywhere. It was a small disaster that they didn't anticipate and they were trying to get this corrected, it was unfortunate. He questioned if they had a potential timeframe. Fontecchio responded they were working that way with undercutting and earthwork. They were currently paving on a DOT project. Next week they should be back on D committed full throttle for the rest of the year with paving. Erickson suggested they upped the water control.

Vande Hei stated their crew did a great job when they were working but they forgot about everyone else. He informed he called their office and talked to Rachel and it took 3 months to get a reply from her. He then went to Nick and the following day he heard from Rachel. They called the Highway so many times. They started to realize that they were only watering where they were working. They understood you can't have workers in that pollution but they were allowing them to be in that. Fontecchio guaranteed that they will redouble their efforts and asked that if they had anymore issues to call him directly.

1. **Review Minutes of:**
 - a. **Board of Adjustment (September 18, 2017).**
 - b. **Planning Commission Board of Directors (August 2, 2017).**
 - c. **Solid Waste Board (July 31, 2017 and August 28, 2017).**
 - d. **Transportation Coordinating Committee (September 11, 2017).**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to suspend the rules to take Items 1a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file Items 1a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

Advance Economic Development

2. **Quarterly Report from Advance Business – Peter Zaehring, Vice President, Economic Development.**

Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to hold for the evening. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

3. **Communication from Supervisor Dantine re: To have Brown County Planning put together a report of what we should do with the land that the STEM Center is moved to at UWGB. *Referred from September County Board.***

Lamine informed Dantine was correct in that there was a decision to move the STEM building out to UW-Green Bay. It was in process but not a complete final deal as they had a land lease they had to work through but that was the direction they were working towards. UWGB's intention was to provide another 63 acres in order to put the research park property on that balance of land. Both were moving forward but there were a lot of steps to go through.

A brief discussion ensued with regard to the county owned property, Lamine felt a study should be done and brought back to this committee with some options.

Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to have staff report back in January. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to suspend the rules to modify the agenda to take Item 5 before 4. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Communication from Supervisor Dantine re: To have Director Miller look into ways to consolidate airport services with other airports to give better service to travelers. *Referred from September County Board.*

Dantine questioned if it was possible to share services to have direct flights out of Green Bay? Airport Director Tom Miller stated as it stood right now you couldn't restrict an airline from operating to a destination in which they wanted to serve regardless of what airport they were coming from. A few years ago there was the Wright Amendment that restricted the stage length of what cities could be served out of Dallas Love Field out of Texas. That's when congress got involved and created those restrictions and then ultimately took those restrictions away where Dallas/Fort Worth had two major airports where you could fly to virtually any destination in the United States. He wasn't aware of any "agreement" between neighboring communities which would limit what destinations could be served from a particular airport. Decisions to serve nearby cities on different days of the week were made by the airline as opposed to by the airport. The covenants that they agreed to as sponsors for taking grant dollars from the Federal Aviation Administration for capital projects restrict them from limiting aeronautical services provided by an airline.

Sieber had heard people talk about the possibilities of consolidating Appleton and Brown County, combining them into a central location to become a regional powerhouse and asked if Miller had anything to say about it. Miller stated he had been here over 24 years and that discussion had been going on since he came to Green Bay. Philosophically it may make a little sense but realistically because of the infrastructure that had been built in both communities, in order to be able to build a central location, the effort to get that accomplished would cost a lot of money. Earlier this year he put together a brief cost estimate for the Executive and it was on the higher side of a half a billion dollars. While they continue to fight for their various market shares the financial cost of doing that was, in his opinion, prohibited.

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

5. Communication from Supervisor Clancy re: I request the Capital Improvement Plan be modified as follows: The 2021 CTH KB project at a cost of \$750,000 be moved to 2019; and the 2018 CTH PP project be modified with new project limits from School Lane to Shirley Road at a new cost of \$600,000; and the 2020 CTH PP project be modified with new project limits from Man-Cal Road to School Lane at a new cost of \$3,162,500. *Referred from September County Board.*

Supervisor Clancy was approach by Denmark Village Board and they stated this was the first time in years that they had the ability to do something great for the village but it all would come together if the county could facilitate with the building of a roundabout; a \$8-\$10 million dollar tax base. They would have a full size Kwik Trip, a hotel/motel built plus they were promised a commitment to have international softball played there. He talked to Weininger to see if this could be arranged through Public Works.

Fontecchio informed they were working with the Village of Denmark for a while to accommodate what they needed

to build an industrial type park area and that included building a roundabout. They had it in their 6-year CIP for 2021 but they wanted to move it up to 2019. Fontecchio explained it was trickier to move stuff around with the .5% sales tax but informed how he was able to shuffle things around to make it work. It was a \$0 impact to the 2018 budget.

Landwehr's stated the 3rd piece to this was making sure the other communities that this may affect were aware of it and okay with it.

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

Register of Deeds

6. Budget Status Financial Report for August 2017.

Register of Deeds Cheryl Berken informed real estate was still going strong; interest rates were hiked in March and in June with vaulted the refi craze. As interest rates go up they decrease in mortgages and satisfactions.

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

7. 2018 Budget Worksheet / Revenue Report.

8. Brown County Remote Access Analysis.

9. Register of Deeds Rates and Fees.

Items 7, 8 and 9 were taken together.

Cheryl Berken provided handouts (attached) and informed this was where all the proposals would come in. In the past they added revenue by increasing the per-print fee but they never raised the monthly fees. They proposed a rate increase of their tiered customers. They had not raised those fees since 2003. Also Fidler, their real estate software vendor, fees were increasing on their tiered plans as noted on the budget worksheet. They had different plans, tiered plans and four customers that were grandfathered. At this point they don't pay Fidler for their grandfathered customers but those customers pay \$400 a month for the first line and \$120 for each additional lines. 2 of their customers had quite a few additional lines. When Fidler first started the previous Register of Deeds negotiated that the 4 grandfathered companies, because they were Brown County's customers, not get charged by Fidler.

As Fidler progressed they created this Tapestry program that would give them \$40,000 in revenue. In 2016 but they only received \$7,500 because the county was holding back the 4 grandfathered, they don't get as much revenue. Tapestry was a different program that users from the outside could go in and get copies. It was linked when you look at your tax bill, etc. and you can get a copy of your deed. It's charged more money to do that and they received revenue from it. She informed that by raising the fees on their tiered and if they gave back their grandfathered plans they would be paying Fidler the extra money but they would be getting the cost back from the Tapestry. So it increased their revenue by \$43,144. She informed Corporation Counsel had looked at their contracts and were rewriting them.

Sieber questioned why title companies had to come to them to get access to the program? Why don't they contract with Tapestry or Fidler? Chief Deputy Register of Deeds Sara Frisque informed because they were using the county's data. Every 5 years they had their maintenance agreement that came due and it usually went up a certain percentage every year and it had since 2003. They were looking at increasing their outside user fees as they had not increased since 2003. Berken stated that if they left everything the same, they had increased expenses without increased revenue.

Berken informed they had to give a 60 day notice to any changes they were going to make. Responding to Landwehr, Frisque informed that they could come again next year to split up the increase as he calculated it to be about a 40% increase.

Frisque surveyed all of the counties that ran the Laredo program because that's what every county would use as their outside service and asked them what their tiered plans were and Brown County, being as large as it was, they were one of the cheapest counties even considering the counties closest to us. It was a minimum of \$25-\$50 less. When they were looking at numbers they went in the medium. They would not be the highest and not the lowest but similar to what all the other counties around them were charging already. Almost every county, there were at least 6 or 7 that will be increasing their fees again in the 2018 budget so Brown County will be even further back fees wise. Berken added their yearly amount to Fidler for this lifecycle was \$59,000 and was going up to \$68,000 which was considerable.

Landwehr and Sieber felt it would be better to make increases in stages over the next couple of years verses all at once. Sieber felt anytime fees jumped 10%+ people came forward and he was worried that when they got to budget the budget meeting, all the title companies showed up to complain that they didn't receive any notice and they end up not doing anything because the full board can't make a decision. Berken and Frisque stated they could but it was a matter of doing contracts every year, they were auto renew. Gerbers stated the notices can go out a week after it's approved at the October County Board. Berken informed the way the contract read, this could start in February. Erickson stated they were just raising it to be workable.

Landwehr didn't feel comfortable raising fees just because they could. Frisque responded that they wanted to be comparable, they had to raise their rates this year, and if they didn't have to they would have left them where they were. They did this study just to see where everyone else was at. They didn't want to lose any customers out of this either. Landwehr questioned if companies had a choice, Berken and Frisque informed they could come in the office and do their searching for free and pay for their copies. There was a choice, it was just convenience.

**Motion made by Supervisor Dantine, seconded by Supervisor Erickson to approve as submitted. Vote taken.
Nay: Landwehr, Sieber. MOTION CARRIED 3 to 2**

Planning and Land Services

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

Planning Commission

10. Southern Bridge Update.

Principal Planner Cole Runge informed this was a request by Landwehr. They had discussions about issues and misconceptions about the project. The Brown County Planning Commission had seen most of this and had been updated slightly since the meeting in September. Handouts were provided re: Answers to Frequently Asked Questions about the Southern Bridge Project in which he spoke to. They thought this would be a helpful thing for people to take a look at and distribute.

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

Airport

11. Airport Departmental Opening Summary.

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

UW-Extension

12. Budget Status Financial Report for July 2017.

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

13. Budget Adjustment Request (17-66): Any increase in expenses with an offsetting increase in revenue.

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

14. Director's Report.

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

Public Works

15. Resolution Providing One-Time Supplemental Compensation to: 1) Employees in the IBEW Local 158 Bargaining Unit; and 2) Employees in the Brown County Human Services Professional Employee Association.

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

16. Recommendation and Approval for Jail Ceiling Repairs – Project #2179.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to approve HJ Martin and Sons for \$36,418. Vote taken. **MOTION CARRIED UNANIMOUSLY**

17. New Initiatives for Plowing Optimization. *Directive out of August meeting.*

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

18. Summary of Operations.

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

19. Director's Report.

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

Port & Resource Recovery – No agenda items.

20. Resolution Authorizing the Purchase and Sale of Real Estate.

Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to take Item 20 after Item 24. Vote taken. **MOTION CARRIED UNANIMOUSLY** See Item 24.

21. Director's Report.

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

Closed Session

22. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding buying and selling property for landfill use.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to enter into closed session. Vote taken. MOTION CARRIED UNANIMOUSLY

23. **Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County PD&T Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding buying and selling property for landfill use.**
24. **Reconvene into Open Session: The Brown County PD&T Committee shall reconvene into open session for possible voting and/or other action regarding buying and selling property for landfill use.**

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to approve the sale and move on to the Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

25. **Acknowledging the bills.**

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

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

27. **Adjourn.**

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to adjourn at 9:26 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein,
Recording Secretary

2018 Budget Proposal Highlights Register of Deeds

New Initiatives

- ✓ Statewide Issuance: Beginning January 1, 2017 Statewide issuance of vital records allows any Register of Deeds office in the State of Wisconsin to issue records of birth, death, marriage and divorce from all Wisconsin counties. At this time the records that can be obtained statewide are birth from 1907 to present, death from 2013 to present, marriage from 2015 to present and divorce from 2016 to present.
- ✓ Vital Records applications: All vital record applications are scanned into the W drive and kept secure for two years. We no longer keep the paper copy that has to be filed, stored, and then destroyed.
- ✓ Preservation and indexing of oldest vital records is ongoing. The Brown County Register of Deeds Office is the oldest in the State with the oldest birth record and recorded deed on file in our office.
- ✓ Back indexing of scanned real estate records is ongoing. To date we have back indexed all scanned documents to 1972.
- ✓ There is an ongoing mission to get all customers to e-record their real estate records. E-recording saves staff time and also saves money on paper, postage and ink. We currently e-record about 50% of the real estate documents that get recorded.

Revenues

- ✓ We are proposing a reconfiguration of our grandfathered company's contracts to allow us to increase our revenue from a separate form of online access fees that have not been utilized.
- ✓ We are proposing an online access fee increase on our tiered companies. Online access fees have not been increased since 2003.
- ✓ We have increased the sale of vital records due to statewide issuance.

Expenses

- ✓ Real Estate Maintenance Agreement 5 year contract renewal increasing. Register of Deed portion is increasing \$3,939.00 yearly.
- ✓ Real Estate software pricing plan increasing approximately 20% on per minute plans
- ✓ Chargebacks – indirect cost increased \$2,490; Intra-county expense Technology increased \$4,085; and insurance increased \$484
- ✓ Contracted services increased \$12,600 due to an increase in online access fees. This service will be offset by an increase in online access fees to our customers and online access fees that have not been utilized.
- ✓ Information service chargeback – maintenance agreement software \$4,799 for two SQL licenses.
- ✓ Repairs and Maintenance includes \$1,010 for maintenance on Scan Pro and \$200 for miscellaneous repairs.

Revenue losses

- ✓ Elimination of Weatherization program by State budget will be a revenue loss of approximately \$4,500.

Exceed Target budget levy (\$785,478) by \$6,389 to (\$791,867)

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

Ladies and Gentlemen:

**RESOLUTION APPROVING A CHANGE IN POSITION DURING THE 2018 BUDGET
PROCESS IN THE PORT AND RESOURCE RECOVERY DEPARTMENT
TABLE OF ORGANIZATION**

WHEREAS, a request to change a position was submitted by the Port and Resource Recovery Department (“Department”) during the 2018 budget process; and,

WHEREAS, during 2016 and 2017 the Department had to hire LTE-Co-op/Student Intern positions (junior level college students) (“Position”) at \$10.00/hour because they were unable to recruit at \$8.25/hour; and,

WHEREAS, the Department has requested to increase the budgeted amount for the Position to reflect the \$10.00/hour rate of pay.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Port and Resource Recovery Department table of organization be changed by increasing the LTE Co-op/Student Intern position (junior level college students) rate of pay to \$10.00/hour; requested through the 2018 budget process to be effective January 1, 2018.

Budget Impact:

| Position Title | FTE | Addition/ Deletion | Salary | Fringe | Total |
|--|--------|-----------------------|------------|-----------|-----------------|
| LTE-Co-op/Student Intern @ \$8.25/hour | Varies | Deletion | \$(17,160) | \$(1,355) | \$(18,515) |
| LTE-Co-op/Student Intern @ \$10.00/hour | Varies | Addition | \$ 20,800 | \$ 1,643 | \$ 22,443 |
| Total 2018 Budget Impact – Port and Resource Recovery | | | | | \$ 3,928 |

Budget Impact: *The fiscal change of this resolution is reflected in the 2018 budget.*



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

KATHRYN ROELICH

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

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: September 28, 2017
REQUEST TO: Planning, Development & Transportation Committee; and Executive Committee
MEETING DATE: October 16, 2017; and October 23, 2017
REQUEST FROM: Kathryn Roellich
Human Resources Director

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

TITLE: Resolution Approving a Change in Position During the 2018 Budget Process In The Port and Resource Recovery Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Port and Resource Recovery Department submitted a request to change the rate of pay for the LTE-Co-op/Student Intern position (junior level college students) during the 2018 budget process.

ACTION REQUESTED:

Make the following changes to the Port and Resource Recovery table of organization:

- Increase the rate of pay for the LTE-Co-op Student/Intern position (junior level college students) from \$8.25/hour to \$10.00/hour.

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? \$3,928
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No It is reflected in the 2018 budget.
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

2018 Airport Budget Highlights

Planning, Development & Transportation Committee

October 16, 2017

So far in 2017 passenger traffic has been flat to down a couple of percentage points for the year. Delta has continued to reduce capacity in an effort to increase load factors. American and United have also temporarily reduced their frequency to Chicago, but the schedule returns to normal in November and December. United's forecast for 2018 anticipates sizable growth in the number operations at GRB, while American is showing an anticipated schedule similar to 2017. In an effort to stimulate more use of GRB the staff intends to employ additional grassroots marketing next year, including participation in the downtown Farmer's Market, the Convention & Visitor's Bureau Corporate Travel Coordinators event, along with various Chamber events including their annual Golf Outing, Business Recognition Luncheon and Manufacturing Expo. We have already started working on a "Jet Pull" for next summer, where teams can sign up and raise money for their charity, as well as a health fair at the airport. Through conservative budgeting, and competitive revenue enhancements in recent years, the Airport Fund Balance, is still expected to exceed \$7.3-Million at the end of 2018.

Highlights for the 2018 Budget include:

Revenue:

- Passenger enplanements are expected to be down about 3% by the end of the year, and have been budgeted to increase 1% in 2018, resulting in an increase of about \$60,357 in Passenger Facility Charges (PFC).
- Previously negotiated lease agreements will result in decreased Public Charges from Landing Fees, Customer Facility Charges, FBO Concession Fees and the Fuel Flowage Fee, passenger terminal rent, building rent other than the terminal and land rent.

Expense:

- Overall expenses increased by only 2.3%. Software maintenance, equipment repairs and maintenance along with building repairs and maintenance will see increases in 2018. Jet bridge repairs, maintenance on the former Titletown Jet Centre hangars – including new doors, replacement/additional CCTV cameras, consultant assistance in the negotiation of both airline and rental car agreements in 2018 are all contributing factors.
- Overall, utilities are expected to go up slightly (budget to budget). Despite our best efforts to reduce electrical consumption in the terminal building by converting a lot of the lighting to LED, our costs are down only about 1% year-to-date, while consumption is down almost 6%.
- Contracted and Professional Services will also include an increase in security and aircraft rescue and firefighting services.
- Capital Outlay in 2018 was trimmed over \$200,000 compared to 2017. A scissors lift is needed at the Snow Removal Equipment Building, a replacement zero-turn-radius mower, and a portable pressure washer, are the only "local" capital acquisitions. Bond payments come from a schedule to reduce our debt, which will be fully paid off by 2024. Finally, the \$827,431 in Capital Outlay represents the airport/county share of state and federal projects listed on the airport C.I.P. If the grant dollars do not become available during the year, the projects would be delayed.

phone 920.498.4800

fax 920.498.8799

2077 Airport Drive, Suite 18

Green Bay, WI 54313-5596

flygrb.com



PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE
GREEN BAY, WI 54303

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

PAUL A. FONTECCHIO, P.E.
DIRECTOR

TO: PD&T Committee
FROM: Paul Fontecchio, P.E.
DATE: October 16, 2017
RE: Budget Highlights

The Public Works Department incorporated a number of initiatives and changes into the 2018 budget including the following:

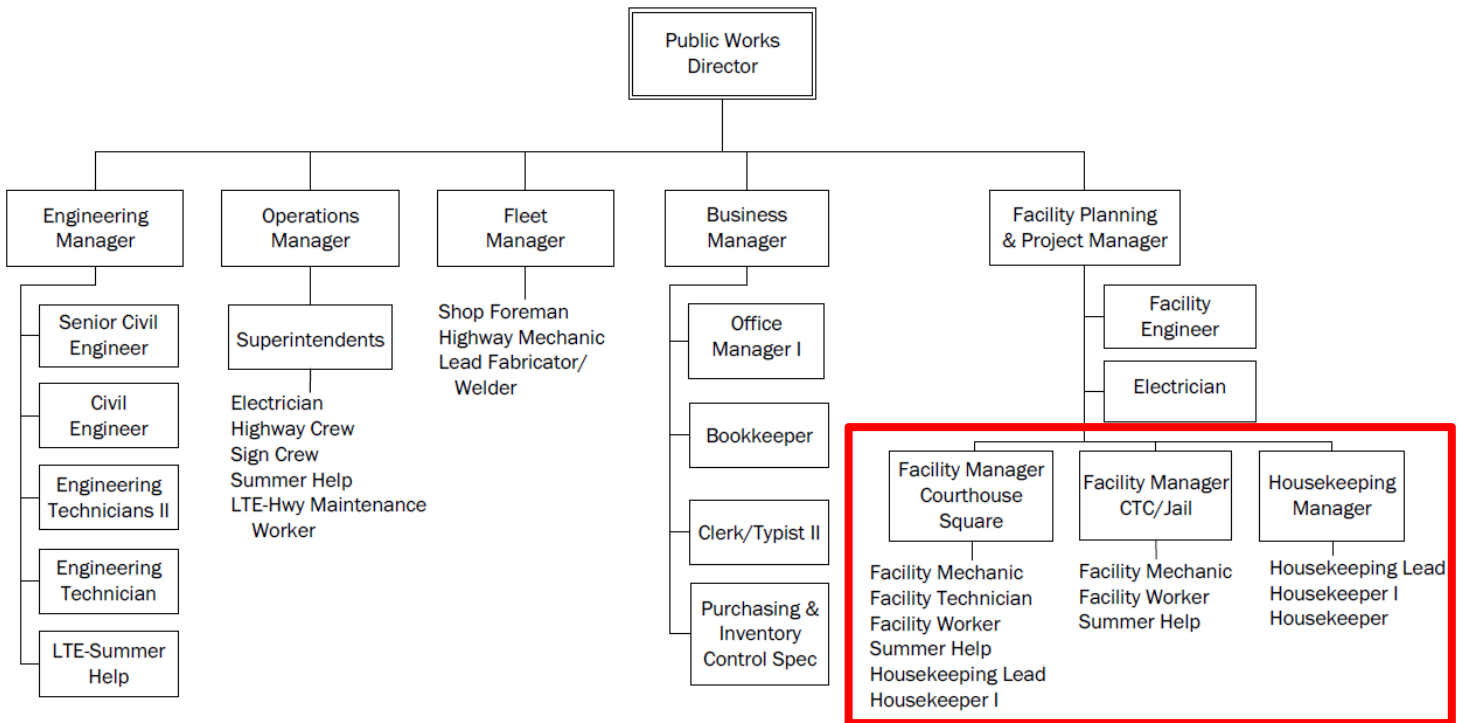
- **County Road Safety Plan:** Brown County Public Works will have a County Road Safety Plan (CRSP) prepared for all County Highways in Brown County. The CRSP will analyze crash data and identify specific low cost safety projects that are linked to the causation factors associated with the most severe crashes on the County's system of highways. Future projects may include edge line rumble strips, enhanced pavement marking, enhanced curve delineation, enhanced intersection signing, dynamic warning devices, etc. These plans have been utilized in Minnesota with high success. For more information see:
<http://www.dot.state.mn.us/stateaid/county-roadway-safety-plans.html>
- **Highway Fleet & Staff Changes:** The Highway Division will continue to improve the snow plow fleet and routes by adding three new tow-plows (for a total of five in the fleet for the 2018-2019 winter). The additional tow-plows will free up other plows/drivers for routes that need to be adjusted based on the 2016-2017 winter operations. The overall fleet will be reduced by one plow truck with overall staff levels remaining the same with one highway crew position becoming a mechanic position to better accommodate the new plowing schedules.
- **Facility Reorganization:** The Facility Division will be reorganized with more direct supervision at the Courthouse Square Campus and the Bayview Campus. The Facility Manager at the Courthouse Square Campus will directly supervise the facility mechanics, technicians, workers and housekeepers for that campus. The Facility Manager at the Bayview Campus will be stationed at the Jail and will directly supervise the facility mechanics and workers for that campus. The Housekeeping Manager will continue to be stationed at the CTC building and will supervise the CTC housekeeping staff. This will provide improved direct supervision at each campus.
- **Performance Measures:** The performance measures at the bottom of the first page of the budget book have been revised. The road ratings are done as part of a state reporting for the Wisconsin Information System for Local Roads (WISLR). The bridge ratings are done as part of the federal requirements for the National Bridge Inspection Standards (NBIS). In 2015 Public Works significantly revised the 6-year capital improvement plan which became the baseline for the re-scoped and reprioritized project

efforts for the County's roads and bridges. As you can see from the performance measures, we have seen significant and consistent improvements to the county's overall highway infrastructure. The 2018 CIP continues the overall maintenance improvement plan for the county's roads and bridges.

| PERFORMANCE MEASURES | 2014 | 2015 | 2016 | 2017 | 2018* |
|---|--------|--------|--------|--------|--------|
| Road Rating 6-10 (Good - Excellent) | 66.23% | 70.34% | 74.70% | 78.35% | 82.51% |
| Road Rating 4-5 (Fair) | 15.56% | 13.17% | 10.66% | 8.55% | 6.60% |
| Road Rating 1-3 (Failed to Poor) | 18.21% | 16.49% | 14.65% | 13.10% | 10.89% |
| Bridge Rating 80-100 (Good - Excellent) | 69.74% | 70.13% | 72.73% | 72.73% | 75.32% |
| Bridge Rating 50-80 (Fair) | 14.47% | 14.29% | 14.29% | 14.29% | 14.29% |
| Bridge Rating < 50 (Poor) | 15.79% | 15.58% | 12.99% | 12.99% | 10.39% |

*Projected at end of 2018

- Overall Staff Levels:** Overall staff levels remain unchanged from the 2017 budget in terms of total FTE's.
- Overall Budget Levels:** Overall budget levels are very similar to 2017 with the minor variations noted in the budget book.
- Table of Organization Changes:** The table of organization has been updated, especially in regards to updating the facility reorganization as noted above and as shown below.



November 1, 2017

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE
2018 BUDGET PROCESS IN THE PUBLIC WORKS DEPARTMENT – FACILITIES
MANAGEMENT TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Public Works Department - Facilities Management (“Department”) during the 2018 budget process; and

WHEREAS, the Department has requested to increase the starting wage for LTE-Summer Employee positions in order to be competitive. The current starting wage is \$9.05 per hour with returning employees receiving a \$.40 per hour increase, up to a maximum of \$10.25 per hour. The Department has requested a starting wage of \$10.25 per hour with the flexibility to offer returning employees up to a maximum of \$11.45 per hour; and

WHEREAS, the Department has also requested to increase its overtime budget in order to have a Facility Worker onsite during open meetings that take place after business hours to ensure the building doors remain open during the meeting and are secured when the meeting ends.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Public Works Department – Facilities Management table of organization be changed by increasing the LTE-Summer Employee starting rate to \$10.25 with flexibility to offer returning employees up to \$11.45 per hour, and by increasing the overtime budget as indicated in the “Budget Impact” section of this Resolution, below, for a Facility Worker to be onsite during open meetings that take place after business hours, as requested through the 2018 budget process to be effective January 1, 2018.

Budget Impact:

| Position Title | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---|--------|-----------------------|------------|-----------|-----------------|
| LTE-Summer Employee | (0.46) | Deletion | \$(9,044) | \$(910) | \$(9,954) |
| LTE-Summer Employee | 0.46 | Addition | \$ 10,956 | \$ 1,102 | \$ 12,058 |
| Current Overtime | -- | Deletion | \$(39,934) | \$(5,979) | \$(45,913) |
| Proposed Overtime | -- | Addition | \$ 44,029 | \$ 6,593 | \$ 50,622 |
| Total 2018 Budget Impact – Public Works – Facilities | | | | | \$ 6,813 |

Budget Impact: The fiscal impact of this Resolution is reflected in the 2018 budget.

Respectfully submitted,
 PLANNING, DEVELOPMENT &
 TRANSPORTATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
 Approved by Corporation Counsel's Office



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

KATHRYN ROELICH

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

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: October 2, 2017

REQUEST TO: Planning, Development & Transportation Committee; and Executive Committee

MEETING DATE: October 16, 2017; and October 23, 2017

REQUEST FROM: Kathryn Roellich
Human Resources Director

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

TITLE: Resolution Approving New or Deleted Positions During the 2018 Budget Process In The Public Works Department – Facilities Table of Organization

ISSUE/BACKGROUND INFORMATION:

A New Position or Position Deletion Request was submitted by the Public Works Department - Facilities during the 2018 budget process.

ACTION REQUESTED:

Make the following changes to the Public Works Department – Facilities table of organization:

- LTE-Summer Employee positions – Increase starting wage to \$10.25 per hour with flexibility to offer returning employees up to \$11.45 per hour
- Increase the overtime budget \$4,709 to have a Facility Worker onsite during open meetings that take place after business hours

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? \$6,813
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No It is reflected in the 2018 budget.
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

6a

November 1, 2017

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE
2018 BUDGET PROCESS IN THE PUBLIC WORKS DEPARTMENT – HIGHWAY
TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Public Works Department - Highway (“Department”) during the 2018 budget process; and

WHEREAS, in the 2017 budget, the Department added Highway Crew positions to be adequately staffed to handle the additional state lane miles. With the additional staff, the equipment is being used more and there is a need for an additional mechanic; and

WHEREAS, the Department has requested to delete a vacant (1.00) FTE Highway Crew position and add 1.00 FTE Highway Mechanic position to support the Highway Crew, add coverage when running three shifts during snow storms, and reduce mechanics overtime; and

WHEREAS, the Department has requested to increase the starting wage for LTE-Summer Employee positions to be competitive. The current starting wage is \$9.05 per hour with returning employees receiving a \$.40 per hour increase up to \$10.25 per hour. The Department has requested a starting wage of \$10.25 per hour with the flexibility to offer returning employees up to \$11.45 per hour maximum.

WHEREAS, the Department has requested the flexibility to offer returning LTE-Summer Employee Engineer positions up to \$14.95 per hour. Returning employees would lessen the re-training costs; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Public Works - Highway table of organization be changed by deleting (1.00) FTE Highway Crew position and adding 1.00 FTE Highway Mechanic position; and by increasing the LTE-Summer Employee starting rate to \$10.25 with flexibility to offer returning employees up to \$11.45 per hour; and by authorizing the flexibility to offer returning LTE-Summer Employee Engineer employees up to \$14.95 per hour, as requested through the 2018 budget process to be effective January 1, 2018.

Budget Impact:

| Position Title | FTE | Addition/ Deletion | Salary | Fringe | Total |
|--|--------|-----------------------|------------|------------|------------------|
| Highway Crew | (1.00) | Deletion | \$(44,850) | \$(21,282) | \$(66,132) |
| Highway Mechanic | 1.00 | Addition | \$ 47,335 | \$ 21,778 | \$ 69,113 |
| LTE-Summer Employee | (2.85) | Deletion | \$(60,885) | \$(6,122) | \$(67,007) |
| LTE-Summer Employee | 2.85 | Addition | \$ 68,013 | \$ 6,839 | \$ 74,852 |
| LTE-Summer Employee Engineer | (1.27) | Deletion | \$(36,300) | \$(3,649) | \$(39,949) |
| LTE-Summer Employee Engineer | 1.27 | Addition | \$ 39,468 | \$ 3,968 | \$ 43,436 |
| Total 2018 Budget Impact – Public Works - Highway | | | | | \$ 14,313 |

Budget Impact: The fiscal impact of this Resolution is reflected in the 2018 budget.

Respectfully submitted,
 PLANNING, DEVELOPMENT &
 TRANSPORTATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By: _____

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office



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

KATHRYN ROELICH

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

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: October 2, 2017
REQUEST TO: Planning, Development & Transportation Committee; and Executive Committee
MEETING DATE: October 16, 2017; and October 23, 2017
REQUEST FROM: Kathryn Roellich
Human Resources Director
REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: Resolution Approving New or Deleted Positions During the 2018 Budget Process In The Public Works Department – Highway Table of Organization

ISSUE/BACKGROUND INFORMATION:

A New Position or Position Deletion Request was submitted by the Public Works Department - Highway during the 2018 budget process.

ACTION REQUESTED:

Make the following changes to the Public Works Department – Highway table of organization:

- Delete (1.00) FTE Highway Crew position
- Add 1.00 FTE Highway Mechanic position
- LTE-Summer Employee positions – Increase starting wage to \$10.25 per hour with flexibility to offer returning employees up to \$11.45 per hour
- LTE-Summer Employee Engineer positions – Flexibility to offer returning employees up to \$14.95 per hour

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? \$14,313
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No It is reflected in the 2018 budget.
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

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

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, July 31st, 2017**
Jack Day Center, 90 Bay Beach Road, Green Bay, WI

1) Call to Order:

The meeting was officially called to order by Commissioner Hank Wallace at 9:00 am.

2) Roll Call:

Present: Commissioner Hank Wallace
Commissioner Ngosong Fonkem at 9:06 am
Commissioner Ron Antonneau
Commissioner Tim Feldhausen at 9:10 am
Commissioner Mike Vizer
Commissioner Peter Zaehring

Excused: President Tom Klimek
Vice President Bryan Hyska
Commissioner Bernie Erickson

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Shelby Schraufnagel, Brown County P&RR
Chad Doverspike, Brown County P&RR
Randy Siewert, RGL Holdings
Jeff Ruechert, GLSW

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to approve the agenda was made by Ron Antonneau and seconded by Peter Zaehring. Unanimously approved.

4) Approval/Modification – Meeting Minutes of June 26th, 2017 – *Request for Approval*

A motion to approve the minutes of June 26th, 2017 was made by Ron Antonneau and seconded by Mike Vizer. Unanimously approved.

5) Announcements/Communication

The Wisconsin Commercial Ports Association meeting will take place August 10th and 11th in Sturgeon Bay, WI.

6) 2018 Budget – Request for Approval

Mr. Haen explained the Port's portion of the Port & Resource Recovery budget to the Harbor Commissioners.

Mr. Haen stated that there are no significant changes to the 2018 budget when compared to 2017. The biggest change is an increase to the Bay Port tipping fees due to the 5-year audit done by Schenck & Associates. Another increase to the revenue stream is the Hurlbut property that is being leased by the city of Green Bay. One new initiative for the Port is the process of working toward an end-use plan for Renard Island. Resources for engineering studies are accounted for.

A motion to approve the 2018 Budget was made by Ngosong Fonkem and seconded by Ron Antonneau. Unanimously approved.

7) Port Incident on July 16, 2017 – Update

On July 16th the Kaye E. Barker made contact with the protective structures of the Main Street Bridge, pushed up a portion of the Green Bay City Deck and capsized a recreational boat. The only damage done to the Main Street Bridge was on the protective structures that are in place for that purpose. Mr. Haen sent a letter to the city of Green Bay Mayor, Coast Guard, Brown County Sheriff and city of Green Bay Police Department. The letter included comments by Mr. Haen recommending placement of throw rings near the water, adding signage regarding safety on the City Deck while vessels are coming through, and several other safety measures to prevent another incident. US Coast Guard will be preparing an incident report, which may require permanent structure, safety and/or other changes in this area.

8) Director's Report – Update

Mr. Haen has been informed that the State budget will not decrease the Harbor Assistance Program (HAP) fund and it may even be increased. The State budget will be finalized in the near future. .

Commissioner Fonkem asked if the Port of Green Bay has a Foreign Trade Zone. Mr. Haen stated yes that the Port of Green Bay Foreign Trade Zone #167 covers the whole state of Wisconsin.

9) Acknowledgement of Bills – Request for Approval

A motion to approve Acknowledgement of Bills was made by Ron Antonneau and seconded by Peter Zaehringer. Unanimously approved.

10) Tonnage Report – Request for Approval

Mr. Haen stated that tonnage is up 8% compared to what it was this time last year.

Commissioner Antonneau asked if Mr. Haen expects tonnage to increase as it did in earlier years when it was over 2 million metric tons. Mr. Haen stated that tonnage seems to trend ahead of economic conditions. He also stated that the future of coal is bleak as industry moves towards natural gas. Graymont has idled their limestone kiln which is expected to decrease shipments of limestone as well both of which will make reaching the 2 million metric ton threshold more difficult

A motion to approve the Tonnage Report was made by Tim Feldhausen and second by Peter Zaehringer. Unanimously approved.

11) Such Other Matters as Authorized by Law – Update

Commissioner Vizer presented an idea for the Terminal Operator landmark project on Cat Island. His idea is a sign with directional arrows pointing to locations where the Port exports to and imports from. The Menomonee sign is at the top. The idea is simple and will raise awareness to the extent of shipping in the Port. Commissioner Vizer will draft a project statement including what the purpose is.

Other Commissioners indicated they liked the design and project idea.

Mr. Walter has been directed to look into grants available. The Terminal Operators are interested in spending roughly \$150,000.

12) Adjourn

A motion to adjourn the Harbor Commission meeting at 9:49 am was made by Mike Vizer and seconded by Ron Antonneau. Unanimously approved.

Tom Klimek, President
Harbor Commission

Dean R. Haen, Director
Port & Resource Recovery Department

PLANNING COMMISSION

Brown County



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

PLANNING DIRECTOR

MEMORANDUM

DATE: October 9, 2017
TO: Planning, Development and Transportation Committee
FROM: Dan Teaters, Senior Planner
RE: Brown County Farmland Preservation Plan Amendment

Farmland Preservation Program Background:

Under Chapter 91 of the Wisconsin Statutes, Brown County is required to prepare and adopt a Farmland Preservation Plan that meets Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) certification requirements to permit qualified landowners to claim the Wisconsin Farmland Preservation Income Tax Credit. Landowners of parcels identified on the Brown County Farmland Preservation Plan map will be eligible for the Wisconsin Farmland Preservation Tax Credit, provided:

- The properties are also zoned for agriculture within a State of Wisconsin DATCP certified agricultural zoning district.
- The person farming the properties makes at least \$6,000 a year or \$18,000 over a rolling three-year period in gross farm receipts (lease/rent payments may not be counted) from the properties.
- The properties are in compliance with state soil and water conservation standards as certified by the Brown 065
- County Land and Water Conservation Department.
- All property taxes owed from previous years are paid.

The Wisconsin Farmland Preservation Tax Credit is a refundable state income tax credit that can be claimed annually by qualified Wisconsin landowners. The tax credit claimed in Brown County is typically \$7.50 per acre. To provide a frame of reference for the tax impacts of the credit, there are a total of 129,133 acres of agricultural lands identified for farmland preservation within Brown County, which totals \$968,498 in refundable state income tax credits to qualified landowners.



Brown County Farmland Preservation Plan Amendment:

Brown County last adopted a Farmland Preservation Plan in 2017 following DATCP certification for a ten-year period. The current plan expires on May 31, 2027, after which qualified landowners could not collect the state income tax credit if an updated plan was not adopted by the Brown County Board and certified by DATCP prior to this date.

Since the plan was adopted and approved by DATCP in May of 2017, four communities have contacted BCPC staff and indicated that a handful of parcels were unintentionally excluded from the plan. Each community provided the parcel identification numbers of each parcel to be included in the amendment. Each of the four communities will ensure that the changes are consistent with their Comprehensive Plans and official Zoning Maps.

Under the requirements of Chapter 91 Wisconsin Statutes, the process to adopt the Brown County Farmland Preservation Plan is the same as the process to adopt a comprehensive plan. Accordingly, the BCPC Board of Directors, at the October 4th BCPC meeting, approved a resolution to review and forward to the Brown County Planning, Development, and Transportation (PD&T) Committee for their October 16th meeting at the Brown County Northern Building (Room 200) 305 E. Walnut Street at 6:15 p.m. Following PD&T action, the plan will be forwarded to the full Brown County Board of Supervisors for their November 1st 2017 meeting for consideration.

Should you have any questions at all related to the Farmland Preservation Plan Amendment or the process for approval, please feel free to call me at 448-6490 or email me at teaters_dw@co.brown.wi.us.

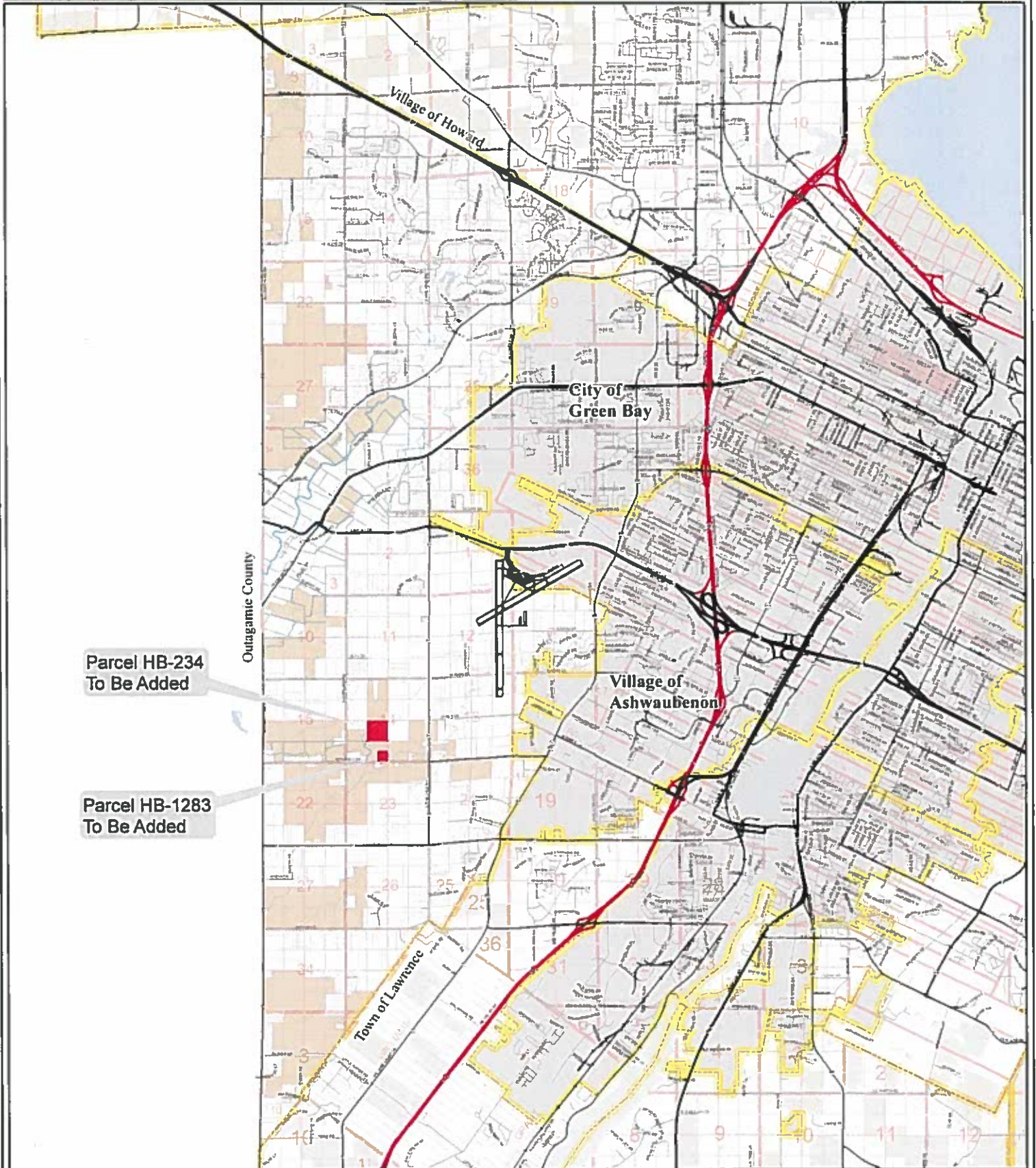
DT:km

cc: Chuck Lamine, Brown County Planning and Land Services Department
Mike Mushinski, Brown County Land and Water Conservation Department

Figure 7-31

Farmland Preservation Plan Map

Village of Hobart, Brown County, WI



Parcel HB-234
To Be Added

Parcel HB-1283
To Be Added

Outagamie County

Legend

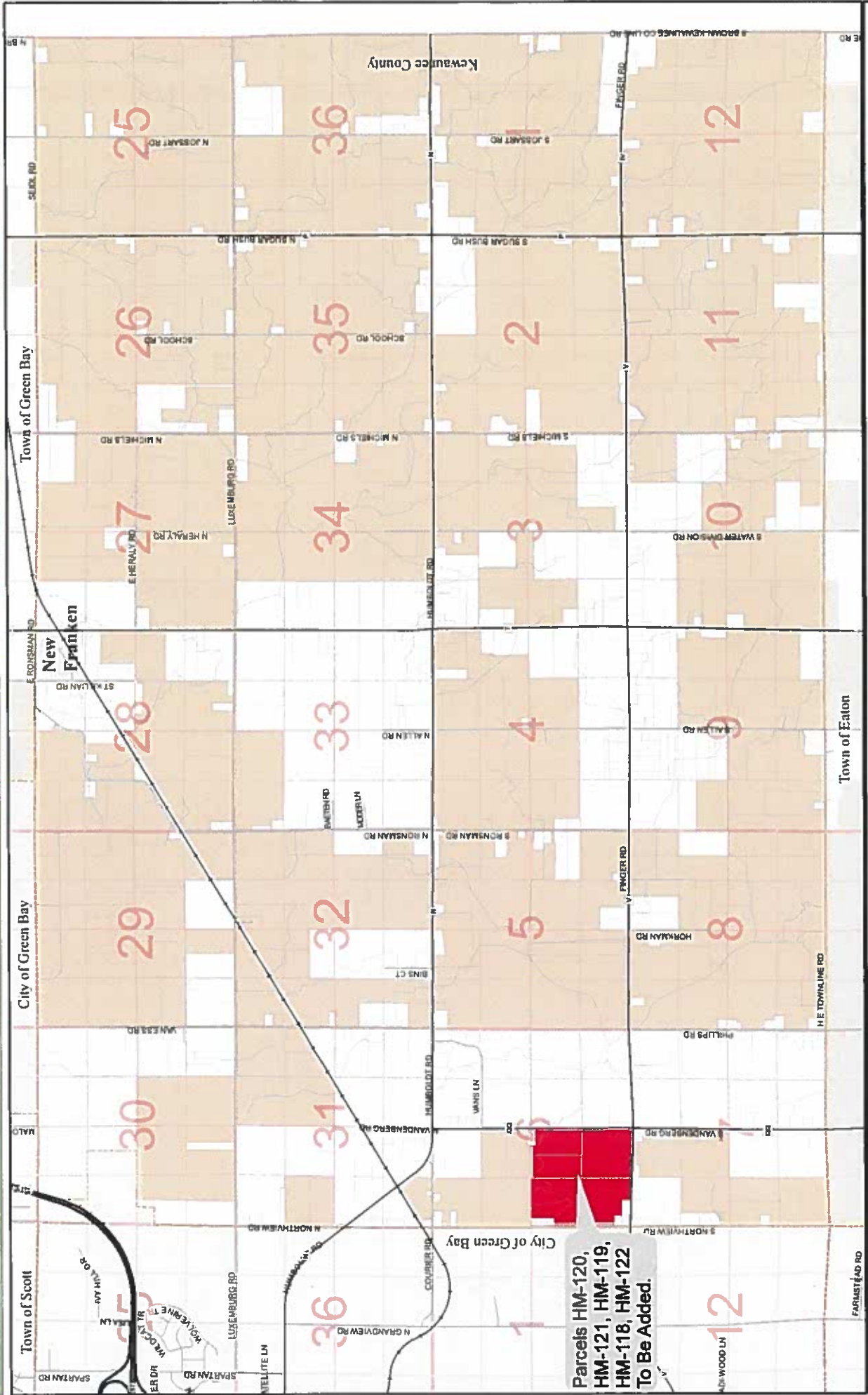
| | | | | | |
|---------------------------------|----------------------------------|----------------------|--------------------|----------------------|-----------------------|
| Parcel to be added | Municipal Districts | Tax Parcel | County Highway | U.S. / State Highway | Lakes, Ponds & Rivers |
| Non-Farmland Preservation Areas | Non-Participating Municipalities | Section Line | Interstate Highway | U.S. Highway | Rivers & Streams |
| Farmland Preservation Areas | Quarter Section Line | Local Road or Street | Railroads | | |
| | | | State Highway | | |

Source: Village of Hobart, Brown County Planning and Land Services, 9/26/2017

Figure 7-34

Farmland Preservation Plan Map

Town of Humboldt, Brown County, WI



Parcels HM-120, HM-121, HM-119, HM-118, HM-122 To Be Added.

Legend

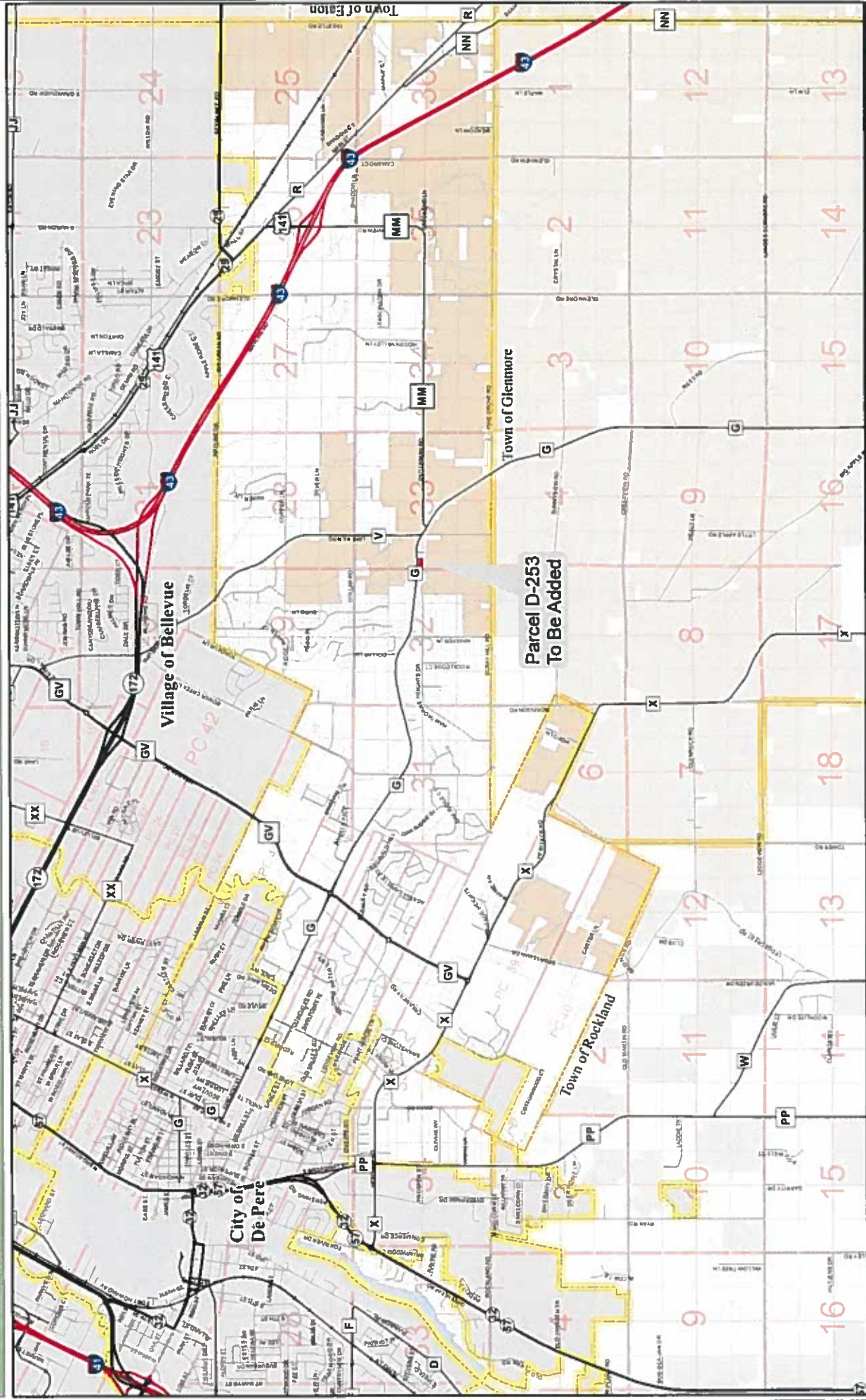
| | | | |
|--|----------------------------------|--|-----------------------|
| | Parcel to be added | | Lakes, Ponds & Rivers |
| | Farmland Preservation Areas | | Rivers & Streams |
| | Non-Farmland Preservation Areas | | County Highway |
| | Municipal Districts | | U.S. / State Highway |
| | Non-Participating Municipalities | | U.S. Highway |
| | | | Local Road or Street |
| | | | Railroads |
| | | | State Highway |
| | Tax Parcel | | |
| | Section Line | | |
| | Quarter Section Line | | |

Source: Report of Humboldt, Brown County Planning and Land Services, 9/24/2017

Figure 7-36

Farmland Preservation Plan Map

Town of Ledgewood, Brown County, WI



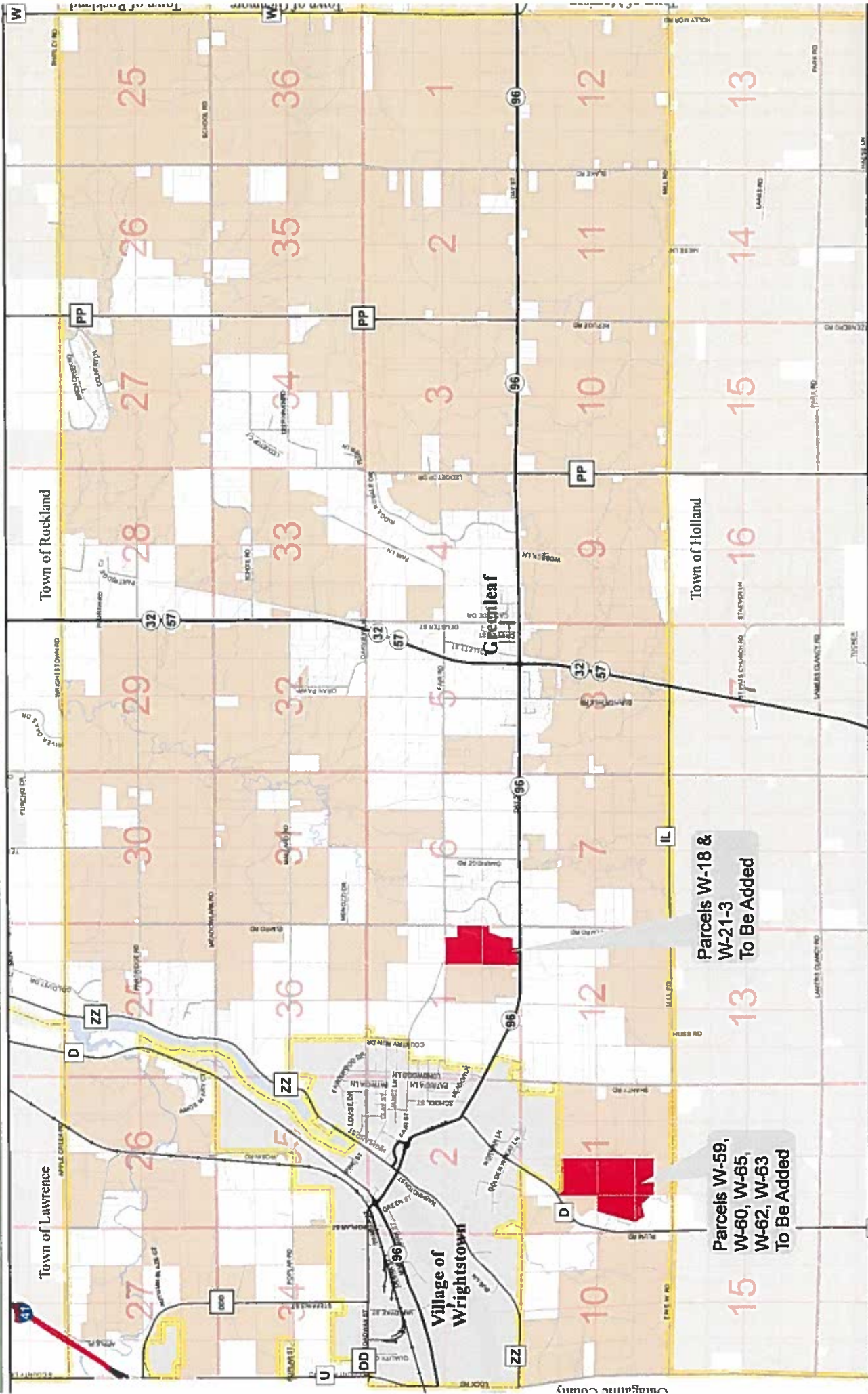
Parcel D-253
To Be Added

- ### Legend
- Parcel to be added
 - Non-Farmland Preservation Areas
 - Farmland Preservation Areas
 - TaxParcel
 - Section Line
 - Quarter Section Line
 - County Highway
 - Interstate Highway
 - Local Road or Street
 - State Highway
 - Municipal Districts
 - Non-Participating Municipalities
 - U.S. / State Highway
 - U.S. Highway
 - Railroads
 - Lakes, Ponds & Rivers
 - Rivers & Streams

Figure 7-43

Farmland Preservation Plan Map

Town of Wrightstown, Brown County, WI



- Legend**
- Parcel to be added
 - Farmland Preservation Areas
 - Non-Farmland Preservation Areas
 - Municipal Districts
 - Non-Participating Municipalities
 - Tax Parcel
 - Section Line
 - Quarter Section Line
 - County Highway
 - Interstate Highway
 - Local Road or Street
 - State Highway
 - U.S. / State Highway
 - U.S. Highway
 - Railroads
 - Lakes, Ponds & Rivers
 - Rivers & Streams

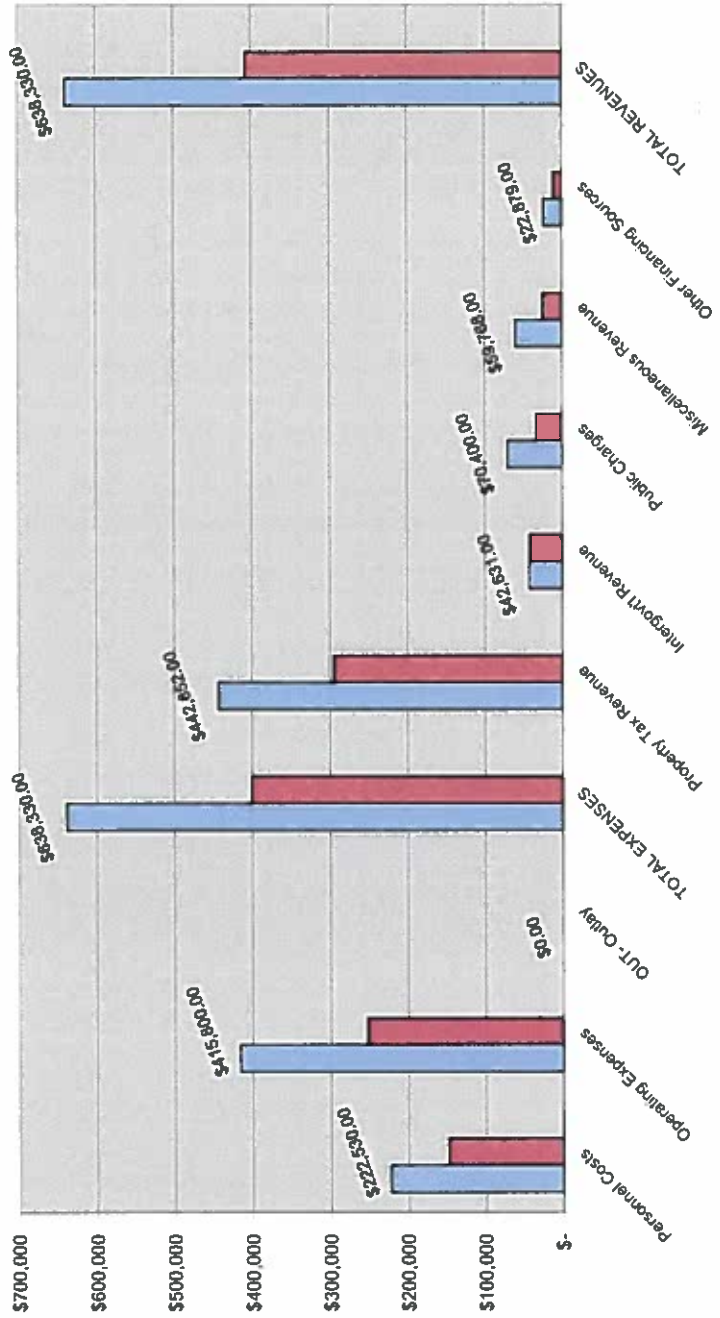
Source: Town of Wrightstown, Brown County Planning and Land Services, 6/26/2017

Brown County UW-Extension

August 31, 2017

| | 2017 Amended Budget | 2017 YTD Transactions | 2016 Amended Budget | 2016 YTD Transactions |
|-------------------------|---------------------|-----------------------|---------------------|-----------------------|
| Personnel Costs | \$222,530.00 | \$147,982.94 | \$260,372.00 | \$218,391.55 |
| Operating Expenses | \$415,800.00 | \$252,490.17 | \$383.99 | \$385,481.72 |
| OUT- Outlay | \$0.00 | \$0.00 | \$25,000.00 | \$30,771.00 |
| TOTAL EXPENSES | \$638,330.00 | \$400,473.11 | \$675,460.00 | \$634,644.27 |
| Property Tax Revenue | \$442,652.00 | \$295,101.36 | \$427,768.00 | \$427,768.00 |
| Intergov't Revenue | \$70,400.00 | \$33,337.06 | \$61,604.00 | \$63,482.28 |
| Public Charges | \$59,768.00 | \$24,769.16 | \$80,849.00 | \$54,979.93 |
| Miscellaneous Revenue | \$22,879.00 | \$10,848.29 | \$43,506.00 | \$31,226.40 |
| Other Financing Sources | \$638,330.00 | \$406,568.84 | \$61,733.00 | \$56,774.29 |
| TOTAL REVENUES | | | \$675,460.00 | \$634,230.27 |

UW-Extension August 31, 2017



17-71

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"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | 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 <i>sw</i> 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 donation from Cellcom Green Gift of \$1000 for installing water access at Church Road garden.

Budget Impact \$1000

| Increase | Decrease | Account # | Account Title | Amount |
|-------------------------------------|--------------------------|------------------|---------------------|---------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.083.001.4901 | Donation | \$1,000 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.083.001.5700 | Contracted Services | \$1,000 |
| <input type="checkbox"/> | <input type="checkbox"/> | | | |

EB 10/10/17

AUTHORIZATIONS

Judy Knudson
Signature of Department Head

Department: UW Extension

Date: 10/10/17

[Signature]
Signature of DOA or Executive

Date: 10/10/17

PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE
GREEN BAY, WI 54303

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

PAUL A. FONTECCHIO, P.E.
DIRECTOR

TO: PD&T Committee
FROM: Paul Fontecchio, P.E.
DATE: October 16, 2017
RE: Summary of Operations

The Public Works Department is performing at a normal budget rate through the month of September. The end of September represents 75% of the year. Here is a summary of our operations:

| | |
|---|---------|
| (240) County Maintenance | 67.12% |
| (660) State Maintenance | 59.15% |
| (660) Other Work (Interdepartmental, Municipal, etc.) | 119.55% |
| (400) Capital Projects | 76.57% |
| Facilities | 67.67% |

Please see the attached charts for more details.

PUBLIC WORKS DEPARTMENT



2198 GLENDALE AVENUE
GREEN BAY, WI 54303

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

PAUL A. FONTECCHIO, P.E.
DIRECTOR

TO: PD&T Committee
FROM: Paul Fontecchio, P.E.
DATE: October 16, 2017
RE: Director's Report

PROJECTS:

Courthouse Dome: Copper continues to be placed and clock faces are being installed. Substantial completion is set for October 13. The project is on schedule and on budget.

CTH D: Paving operations continue as well as earthwork/gravel operations from Hickory Road to Barrington Drive.

WisDOT: Asphalt milling and paving operations took place the last week of September on I-43 south of the Tower Drive Bridge as well as state shouldering operations on STH 96.

TWELVE-HOUR DAYS:

Highway Division: Highway incurred 1,622.5 hours of overtime in September. Substantially, all overtime was related to roadway maintenance/reconstruction projects. The amounts in excess of 12 hours per day for September are attached.

Facility Management Division: Facilities incurred 242.25 hours of overtime in September. The overtime was related to longer cleaning shifts to cover vacancies and mechanical repairs. The amounts in excess of 12 hours per day for September are attached.

STAFFING REPORT:

See Attached Table.

Public Works - Highway Division
12-Hour Work Days
9/1/17 - 9/30/17

| DATE | EMPLOYEE | OPERATION PREFORMED | HOURS WORKED |
|-------------|-------------------|--|---------------------|
| 9/1/2017 | Goral, Nick | Rubber Crew Leadman | 12.5 |
| 9/5/2017 | Drewiske, Doug | Signing, Traffic control for gasline hit | 15 |
| 9/5/2017 | Maus, Todd | Centerlining/ Paint Striping, Traffic control for gasline hit | 15.25 |
| 9/6/2017 | Gussert, Tim | D-18 | 12 |
| 9/6/2017 | Liss, Tim | Centerlining / Paint Striping | 12.25 |
| 9/6/2017 | Maus, Todd | Centerlining / Paint Striping | 12.25 |
| 9/7/2017 | Cisler, Mike | Grade (State, T. Lawrence & West Landfill) | 13.25 |
| 9/11/2017 | Gussert, Tim | D-17 / D-18 | 13 |
| 9/11/2017 | Liss, Tim | Centerlining / Paint Striping | 12 |
| 9/11/2017 | Maus, Todd | Centerlining / Paint Striping | 12 |
| 9/12/2017 | Liss, Tim | Centerlining / Paint Striping | 12.25 |
| 9/12/2017 | Maus, Todd | Centerlining / Paint Striping | 12.5 |
| 9/13/2017 | Drewiske, Doug | Signing, Set up Traffic Control for State Bridge Inspections | 18 |
| 9/13/2017 | Gussert, Tim | D-17 | 12.75 |
| 9/13/2017 | Haumschild, Dan | State Bridges, Set up Traffic Control for State Bridge Inspections | 18 |
| 9/13/2017 | Liss, Tim | Centerlining / Paint Striping | 15.75 |
| 9/13/2017 | Maus, Todd | Centerlining, Set up Traffic Control for State Bridge Inspections | 18 |
| 9/14/2017 | Taicher, Kevin | Pavement Marking (Ashwaubenon & County) | 12 |
| 9/18/2017 | Allen, Chad | State Bridge Joints | 12 |
| 9/18/2017 | Gussert, Tim | D-17 | 12 |
| 9/18/2017 | Van De Hei, Jamie | State Bridges | 12.25 |
| 9/19/2017 | Drewiske, Doug | Signing, Road Closures, Animal Waste Spill on CTH V | 15 |
| 9/19/2017 | Ledvina, Jason | Centerlining, Animal Waste Spill on CTH V | 13.25 |
| 9/19/2017 | Oettinger, Tim | Sweeping, State/County/Animal Waste Spill on CTH V | 13.5 |
| 9/20/2017 | Doucha, Dean | HS-9, Scheuring Road RR Tracks | 12 |
| 9/20/2017 | Loritz, Nancy | HS-9, Scheuring Road RR Tracks | 12 |
| 9/20/2017 | Thompson, Nick | HS-9, Scheuring Road RR Tracks | 12 |
| 9/21/2017 | Buhr, Mike | Mechanic Shop | 14.75 |
| 9/21/2017 | Corrigan, Chad | Bldg Maintenance, State Rubber | 18 |
| 9/21/2017 | Curl, Todd | Mechanic Shop | 14.25 |
| 9/21/2017 | Dallas, Chris | Bldg Maintenance, State Rubber | 18 |
| 9/21/2017 | Dixon, Darrell | Signing, Traffic Control for State Rubber | 18 |
| 9/21/2017 | Goral, Nick | D-17, State Rubber | 18 |
| 9/21/2017 | Haumschild, Dan | Cut Grass, State Rubber | 18 |
| 9/21/2017 | Hennes, Pat | Signing, Traffic Control for State Rubber | 18 |
| 9/21/2017 | Van De Hei, Jamie | D-17, State Rubber | 18 |
| 9/21/2017 | Vieth, Ryan | D-17, State Rubber | 18 |
| 9/21/2017 | Zellner, Aaron | State Ramps, State Rubber | 18 |
| 9/25/2017 | Schraufnagel, Dan | D-17 / D-18 | 12 |
| 9/27/2017 | Cisler, Mike | State PBM-10 | 12.25 |
| 9/27/2017 | Corrigan, Chad | State Guardrail Repair, State Rubber | 16 |
| 9/27/2017 | Dallas, Chris | State Guardrail Repair, State Rubber | 15.5 |
| 9/27/2017 | Dixon, Darrell | State Signing, D-17, State Rubber Traffic Control | 16 |
| 9/27/2017 | Goral, Nick | State Rubber | 15.75 |
| 9/27/2017 | Haumschild, Dan | Cut Grass, State Rubber | 16 |
| 9/27/2017 | Ignatowski, Paul | State Roamer, State Rubber | 15.5 |
| 9/27/2017 | Maus, Todd | Centerlining, State Rubber | 16 |
| 9/27/2017 | Zellner, Aaron | State Guardrail Repair, State Rubber | 15.5 |

**PUBLIC WORKS
FACILITY MANAGEMENT DIVISION
12-HOUR WORK DAYS
9/1/17 thru 9/30/17**

| DATE | EMPLOYEE | OPERATION PERFORMED | # HOURS WORKED |
|-------------|-----------------|--|-----------------------|
| 9/20/17 | Greg Eichhorn | Security for Late Court | 13.5 |
| 9/26/17 | John Price | Assist in covering for vacant housekeeping positions @ Courthouse Square | 12.0 |
| 9/28/17 | Kris Gardiner | Assist in covering for vacant housekeeping positions @ Courthouse Square | 12.0 |

**BROWN COUNTY PUBLIC WORKS
STAFFING SUMMARY**

AS OF 9/30/2017

HIGHWAY DIVISION:

| Position | Vacancy Date | Reason for Leaving | Fill or Hold | Filled Date | Unfilled Reason |
|------------------|--------------|--------------------|----------------------------|-------------|-----------------|
| Highway Crew | 5/4/17 | Resigned | Filled | 9/4/17 | N/A |
| Highway Crew | 6/1/17 | Resigned | Filled | 9/7/17 | N/A |
| Highway Crew | 8/3/17 | Resigned | Hold (Reclass to Mechanic) | N/A | N/A |
| Highway Crew | 8/4/17 | Resigned | Fill | In Process | N/A |
| Highway Mechanic | 9/5/17 | Retired | Fill | In Process | N/A |

| | Budgeted FTE's | Actual #FTE's |
|------------------|----------------|---------------|
| Mgmt / Admin | 10.75 | 10.75 |
| Electrician | 1.0 | 1.0 |
| Engineering | 7.0 | 7.0 |
| Mechanics / Shop | 11.0 | 10.0 |
| Highway Crew | 74.0 | 72.0 |
| Sign Crew | 2.0 | 2.0 |
| Summer | 4.12 | 0 * |
| LTE | 2.0 | 1.5 |
| TOTAL | 111.87 | 104.25 |

FACILITY MANAGEMENT DIVISION:

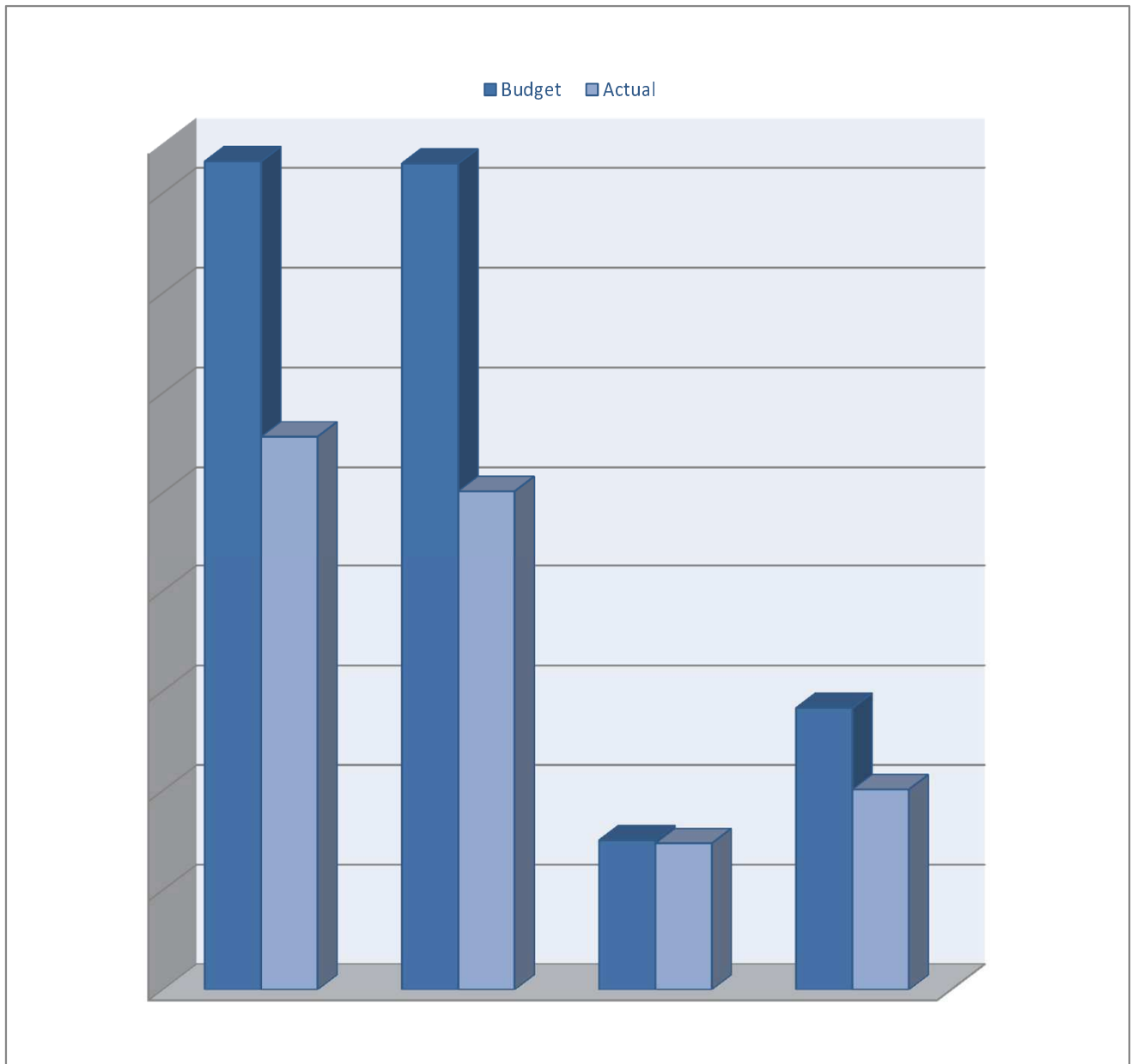
| Position | Vacancy Date | Reason for Leaving | Fill or Hold | Filled Date | Unfilled Reason |
|-------------------|--------------|--------------------|----------------------------|-------------|-----------------|
| Housekeeper | 5/20/17 | Transferred | Fill | In Process | --- |
| Housekeeper (0.5) | 9/5/17 | Resigned | Hold per Vacancy Committee | --- | Hold |
| Lead Housekeeper | 9/26/17 | Resigned | Fill | In Process | --- |

| | 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 | 16.0 |
| Electrician | 1.0 | 1.0 |
| Summer Help | 0.46 | 0 * |
| TOTAL | 43.21 | 40.25 |

* **NOTE:** All of the summer students have returned to college – numbers reflected in “Actual FTE’s” for both divisions.

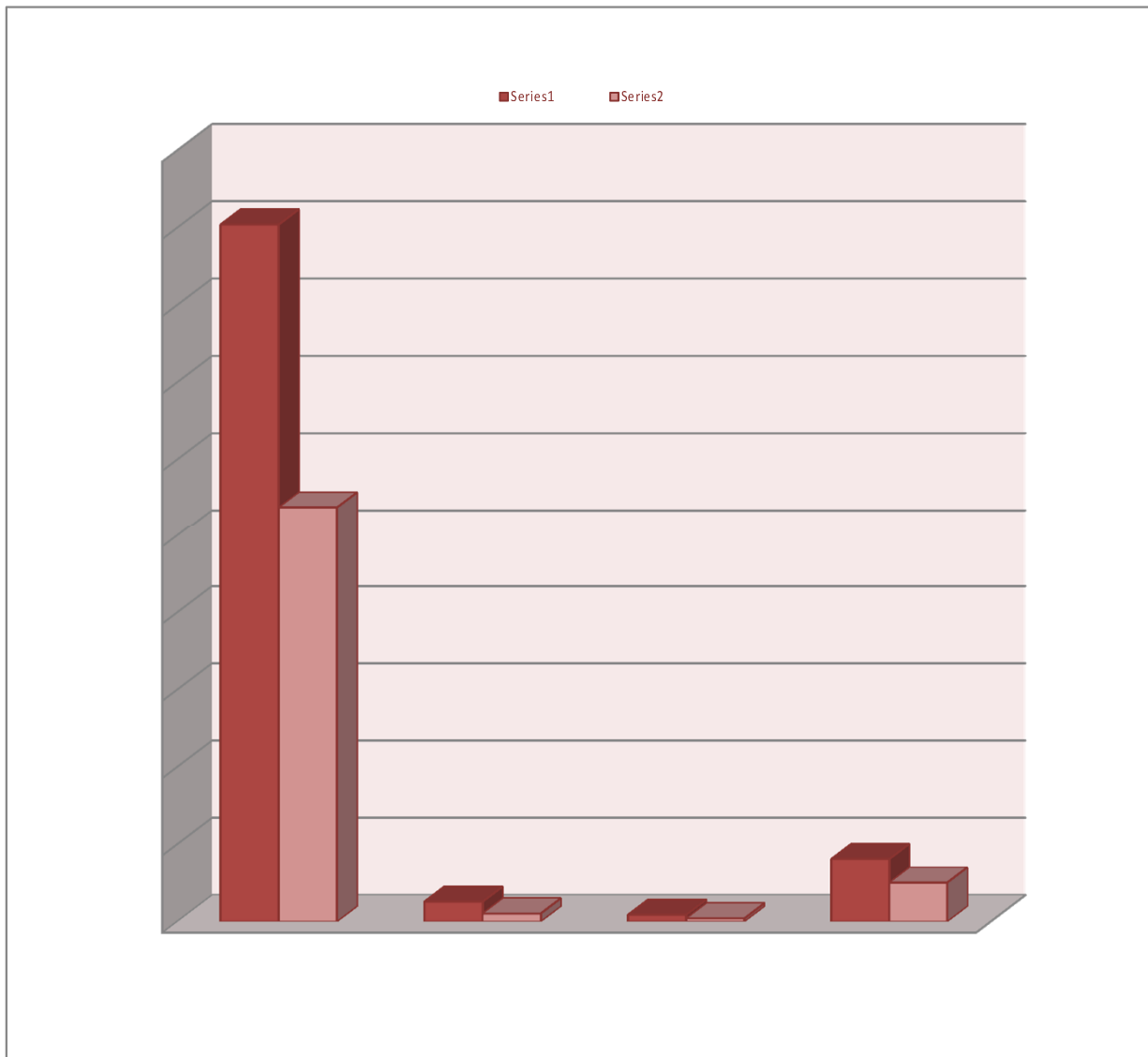
**BROWN COUNTY PUBLIC WORKS
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240
AS OF 9/30/17**

| | Budget | Actual | Remaining | Percentage Used |
|--------------------|------------------|------------------|------------------|-----------------|
| Summer Work | 1,663,949 | 1,112,444 | 551,505 | 66.86% |
| Winter Work | 1,659,750 | 1,003,134 | 656,616 | 60.44% |
| Engineering | 300,000 | 294,016 | 5,984 | 98.01% |
| Traffic Operations | 566,000 | 402,352 | 163,648 | 71.09% |
| Total | 4,189,699 | 2,811,946 | 1,377,753 | 67.12% |



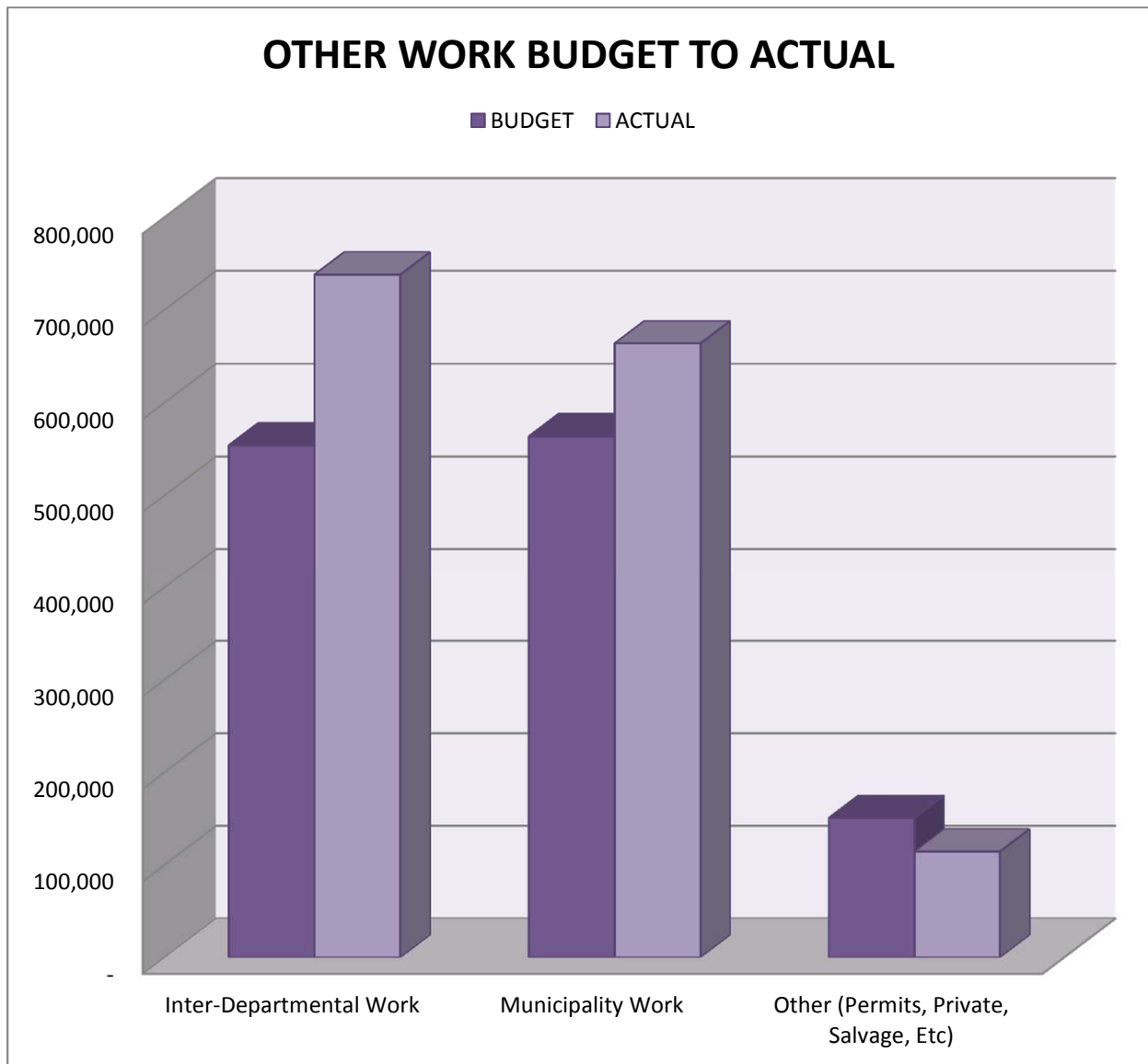
BROWN COUNTY PUBLIC WORKS-HIGHWAY STATE WORK BUDGET TO ACTUAL AS OF 9/30/2017

| | Budget | Actual | Remaining | Percentage Used |
|--------------------------------|------------------|------------------|------------------|-----------------|
| Routine Maintenance Work (RMA) | 4,520,900 | 2,689,785 | 1,831,115 | 59.50% |
| Other Maintenance Work | 128,459 | 52,275 | 76,184 | 40.69% |
| Construction Agreements | 43,831 | 20,609 | 23,221 | 47.02% |
| Performance Base Mgmt Projects | 404,323 | 252,316 | 152,006 | 62.40% |
| Total | 5,097,512 | 3,014,986 | 2,082,527 | 59.15% |



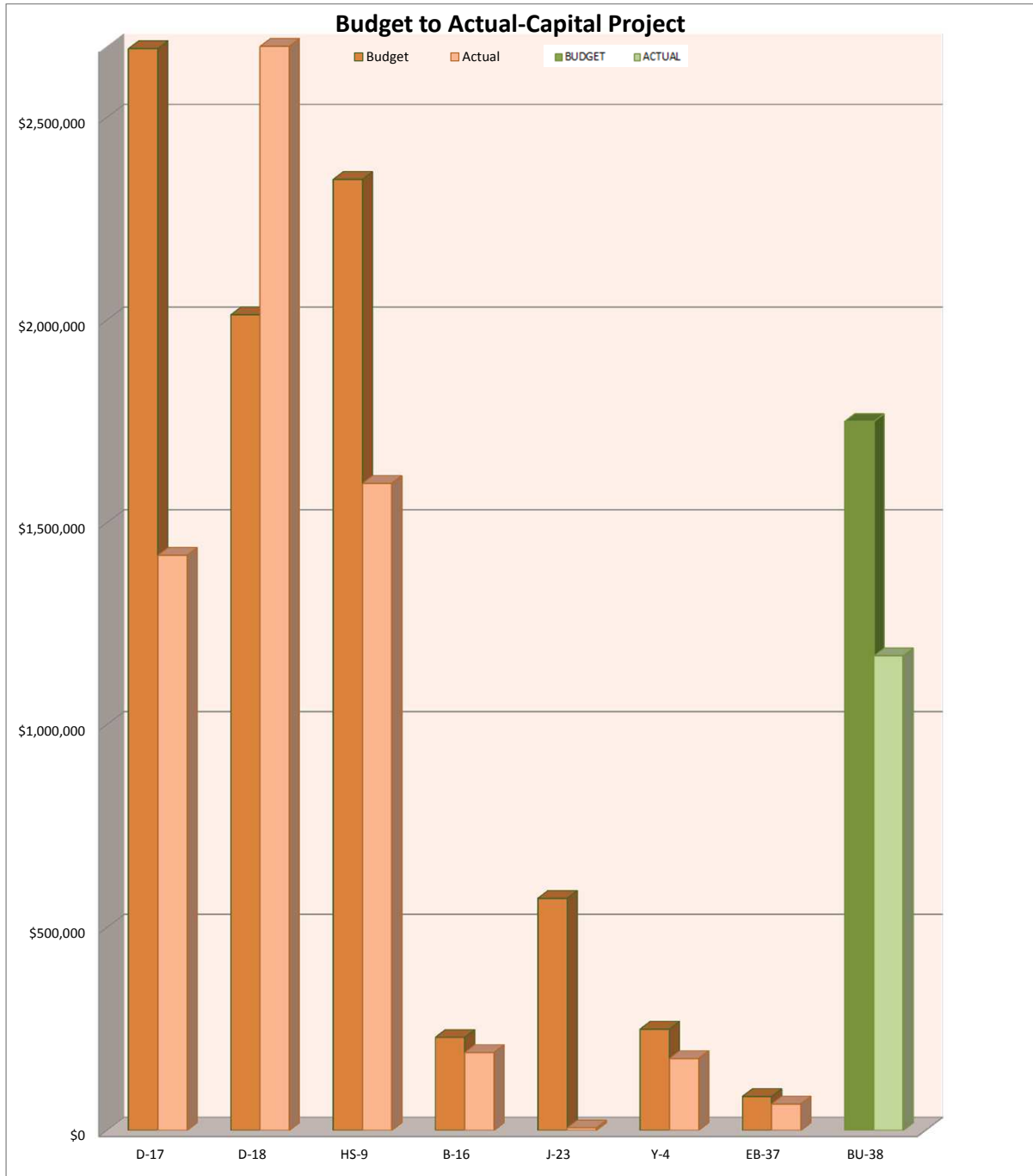
BROWN COUNTY PUBLIC WORKS-HIGHWAY OTHER WORK BUDGET TO ACTUAL AS OF 9/30/17

| | Budget | Actual | Remaining | Percentage Used |
|--|------------------|------------------|------------------|-----------------|
| Inter-Departmental Work | 553,871 | 737,951 | (184,080) | 133.24% |
| Municipality Work | 563,600 | 663,751 | (100,151) | 117.77% |
| Other (Permits, Private, Salvage, Etc) | 150,685 | 114,423 | 36,262 | 75.94% |
| Total | 1,268,156 | 1,516,125 | (247,969) | 119.55% |



**BROWN COUNTY HIGHWAY DEPARTMENT
CAPITAL PROJECT EXPENSE-BUDGET TO ACTUAL
AS OF 9/30/2017**

| Project | Project Description | % BC Cost | Budget | Actual | Remaining | Percentage |
|--------------|--|-----------|--------------------|--------------------|--------------------|---------------|
| D-17 | Recondition/Widen CTH D - Hickory Rd to Barrington Dr. | 100% | \$2,669,571 | \$1,419,821 | \$1,249,751 | 53.19% |
| D-18 | Recondition/Widen CTH D - High Street to Hickory Rd | 100% | \$2,013,000 | \$2,962,224 | -\$949,224 | 147.15% |
| HS-9 | Resurfacing CTH HS - Glendale Ave to CTH B | 100% | \$2,347,000 | \$1,597,411 | \$749,589 | 68.06% |
| B-16 | Resurfacing CTH B - Veterans Ave to CTH J | 100% | \$230,000 | \$192,595 | \$37,405 | 83.74% |
| J-23 | Resurfacing CTH J - CTH M to Harbor Lights Rd | 100% | \$572,000 | \$6,722 | \$565,278 | 1.18% |
| Y-4 | Resurfacing CTH Y - Shady Rd to Old 29 | 100% | \$250,000 | \$177,706 | \$72,294 | 71.08% |
| EB-37 | Resurfacing CTH EB - STH 172 to North Rd | 100% | \$84,000 | \$65,687 | \$18,313 | 78.20% |
| BU-38 | Courthouse Dome Repair | 100% | \$1,750,000 | \$1,169,856 | \$580,144 | 66.85% |
| Total | | | \$9,915,571 | \$7,592,020 | \$2,323,551 | 76.57% |



BROWN COUNTY PUBLIC WORKS FACILITY MANAGEMENT BUDGET TO ACTUAL AS OF 9/30/17

| | Budget | Actual | Remaining | % Used |
|----------------------------------|------------------|------------------|------------------|---------------|
| Personnel & Temp Help | 2,556,645 | 1,888,036 | 668,609 | 73.85% |
| Repair & Maintenance | 216,397 | 156,027 | 60,370 | 72.10% |
| Contract & Professional Services | 418,200 | 272,192 | 146,008 | 65.09% |
| Utilities | 724,345 | 557,418 | 166,927 | 76.95% |
| Inter-Department | 100,451 | 82,243 | 18,208 | 81.87% |
| Projects & Equipment | 746,966 | 250,144 | 496,823 | 33.49% |
| Supplies & Other Expenses | 215,198 | 162,640 | 52,558 | 75.58% |
| Total | 4,978,202 | 3,368,699 | 1,609,503 | 67.67% |

