

# BOARD OF SUPERVISORS

## Brown County



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**PLAN, DEV. & TRANS. COMMITTEE**  
Dave Landwehr, Chair; Ray Suennen, Vice Chair  
Amanda Chu, Norb Dantine, Tom Friberg,

### **PLANNING, DEVELOPMENT & TRANSPORTATION** **COMMITTEE**

**TUESDAY, OCTOBER 19, 2021**  
**Approx. 5:45 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**

**\*\* PLEASE NOTE DATE AND TIME \*\***

**\*\* PLEASE BRING BUDGET BOOK OR ACCESS ONLINE VERSION AT THE FOLLOWING LINK \*\***

**<https://www.browncountywi.gov/government/county-executive/general-information/2022-proposed-budget/>**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 28, 2021.

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

#### **Comments from the Public on Budget Items**

#### **REVIEW OF 2022 DEPARTMENT BUDGETS:**

1. **Airport** - Review of 2022 department budget.
2. **Planning and Land Services** - Review of 2022 department budgets.
  - a. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – GIS Coordinator.
  - b. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – GIS Analyst.
  - c. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – LTE CO-OP/Student Intern.
  - d. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Planning & Land Services Department – Zoning Administrator.
3. **Port and Resource Recovery** - Review of 2022 department budget.
  - a. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Port & Resource Recovery Department – Heavy Equipment Operator Tiers.
  - b. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Port & Resource Recovery Department – Overtime for Landfill.

4. **Public Works** - Review of 2022 department budget.
  - a. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Public Works – Highway Department – Deletion of Highway Crew.
  - b. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the Public Works – Highway Department – Overtime.
5. **Register of Deeds** - Review of 2022 department budget.
6. **UW-Extension** - Review of 2022 department budget.
  - a. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the UW-Extension Department – Community Garden Ambassador.
  - b. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the UW-Extension Department – Horticulture Assistant.
  - c. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the US-Extension Department – Invasive Species Coordinator.
  - d. Resolution Approving New or Deleted Positions During the 2022 Budget Process in the US-Extension Department – Invasive Species Intern.

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

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

1. **Review Minutes of:**
  - a. Energy Subcommittee (August 26, 2021).
  - b. Solid Waste Board (August 16, 2021).

**Airport**

2. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid.
3. Director's Report.

**Planning & Land Services**

4. Budget Adjustment Request (21-090): Any increase in expenses with an offsetting increase in revenue.
5. Resolution Authorizing Submittal of an Application for the Community Development Block Grant – Housing Program for Small Cities.
6. Director's Report.

**Public Works**

7. Budget Adjustment Request (21-087): Any increase in expenses with an offsetting increase in revenue.
8. Summary of Operations Report.
9. Director's Report.

**Extension, Port & Resource Recovery, Register of Deeds** – No agenda items.

**Other**

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

Dave Landwehr, 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 Tuesday, September 28, 2021 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI.

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**Present:** Chair Dave Landwehr, Vice-Chair Ray Suennen, Supervisor Norb Dantine, Supervisor Tom Friberg, Supervisor Amanda Chu  
**Also Present:** Airport Director Marty Piette, Public Works Director Paul Fontecchio, Family Living Educator Judy Knudsen, Port & Solid Waste Director Dean Haen, Planning Director Cole Runge, other interested parties.

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**I. Call Meeting to Order.**

The meeting was called to order by Chair Dave Landwehr at 5:58 pm.

**II. Approve/Modify Agenda.**

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

**III. Approve/Modify Minutes of August 24, 2021.**

Motion made by Supervisor Chu, seconded by Supervisor Friberg to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public on Non-Agenda Items – None.**

**1. Review Minutes of:**

- a. Energy Subcommittee (August 26, 2021).

Motion made by Supervisor Chu, seconded by Supervisor Suennen to hold for month. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Extension**

**2. Extension – Budget Status Financial Report for August 2021 – Unaudited.**

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

**3. Director's Report.**

Extension Director Judy Knudsen informed they currently had two dietetic interns from UWGB this fall and will have two more after the first of the year. They're working on a number of projects that involve teaching nutrition to their low-income population.

They're putting in more pollinator plantings at their office. Earlier this year, a 4-H Club received a grant from Grow Mart and planted one. The Master Gardeners also put one in and this weekend their community gardeners also planted one in at their office. On Friday, they are having UWGB students put in a ground bee habitat which is part of a larger project that Land Conservation student interns designed this summer. They were able to receive \$2,500 from US Fish and Wildlife.

Also, they are converting from having a county Agricultural Educator in every county to more of a regional concept, partnering with Door and Kewaunee County. They do have a Dairy Agent in Kewaunee County who

will serve all three counties and were in the process of hiring a Crops Educator.

They just hired a Community Gardens Coordinator and starts on Friday.

Their Nutrition Educators have been doing Facebook Live sessions with the Oneida Food Pantry.

Afterschool Program is going well, there are some challenges after being out of school for a year.

4-H Clubs were back meeting face-to-face.

They recently facilitated a conversation for non-profits. They had a panel and ADRC Director Devon Christianson was involved, talking about silver linings, what non-profits learned during the pandemic, what they did differently and what was successful. They had a good turnout.

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

#### **Public Works**

##### **4. Summary of Operations Report.**

Public Works Director Paul Fontecchio spoke to his Summary of Operations Report in the agenda packet. He noted he tracks the County Maintenance and State Maintenance every week. Overall, they were doing really well this year budgetarily.

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

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

Fontecchio spoke to his written Director's Report in the agenda packet. Items discussed - Projects CTH W, CTH ZZ, CTH A, CTH M, CTH VV Interchange, ME Office, Jail Expansion, Jail Boiler, and Staffing Report.

Fontecchio noted that after looking at the last 4-years and looking at the next 2 of the sales tax, it's going to be tighter. If the county considers another round of sales tax, they have to think about contingency planning for other projects that come up.

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

#### **Airport**

##### **6. Airport - Budget Status Financial Report for August 2021 – Unaudited.**

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

##### **7. Director's Report.**

Airport Director Marty Piette briefly touched on his Employees Working Over 12 HRS. in a 24 HR. Period Report and Open Positions Report.

Passenger Traffic – July they were back to within 88% of their pre-Covid July 2019 number, August was very similar about 85% of August 2019. Good positive trend, above the national average as far as the return to travel. It's all leisure travel. Business travel is slower to come back. Packer home games are huge. Last week was the busiest week since March of 2020 with the Monday night game and the 2021 Ryder Cup at Whistling Straights.

Last week they had their press event for their solar power EV charging station in their short-term parking lot.

It's the 4<sup>th</sup> or 5<sup>th</sup> installed in the state and a joint project with EnTech Solutions and Faith Technologies.

Air Host Grill Restaurant Relaunch – Air Host Grill invested in the prescreening restaurant and the two café restaurants in each of the concourses, for updating. They did a really great job. Right about the time they were ready for the launch was the same day as the pandemic started and everything shut down. They were putting together an event and maybe taste testing to showcase and unveil the new restaurant. Lots of local ingredients and products.

Frontier Airlines has added a third nonstop destination, flights between Green Bay and Tampa International Airport twice a week on Thursdays and Sundays, starting on December 16. The same day, Sun Country launches their inaugural flight to Fort Myers and the next day to Phoenix.

Responding to Landwehr, Piette was waiting for an answer from the FAA on if they can allow a library on this federally obligated property and how do they go about it? It's a process and can take some time.

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

### **Planning & Land Services**

**8. Planning, Property Listing & Zoning – Budget Status Financial Reports for August 2021 – Unaudited.**

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

**9. Director's Report.**

Planning Director Cole Runge informed they've been focusing on redistricting for the last month or so. After the County Board adopted its tentative district plan, they contacted all the municipalities to let them know the action. They sent out information needed to start putting together work plans and let them know if they need help from their staff, they were available. Larger municipalities had staff or resources; however, 5-villages and 4-towns had asked Brown County to do their work plans, because of the sort schedule. They were looking to have those communities send everything back and have the information certified by the 21<sup>st</sup> so the County Board can act at their Oct 27<sup>th</sup> meeting. Suennen would like to see a summary report of issues and challenges to see lessons learned and guidelines created for future redistricting. Runge stated it was a matter of perspective in some ways. He suggested once the County Board finishes its process and approves its final redistricting plan, the committee can convene and look at how well Chapter 15 was able to be implemented and make a few recommendations as to how it can be revised for the next go-around. Chu questioned if it was valuable to see how the rest of the process plays out at the state level before they start reflecting on their own? Runge felt it was important to not wait too long since it was fresh in their minds. He would encourage the County Board to also put together a group to have various perspectives. There were all these different interests involved in this process from beginning to end and to come up with reasonable modifications to Chapter 15, it would be good to have those different perspectives involved in that discussion. Landwehr suggested putting in a communication at County Board.

Runge provided a brief staffing update.

Land division activity has been much higher than expected this year and continue to be very high. Plan activity is very high as well.

The new Senior Planner is spearheading the County Subdivision Ordinance. They've known for a few years they need to update it. It's not a state mandated update but there were certain state law changes, and they want to make sure they were current. An advisory committee was approved by the Planning Commission and they will start that process soon.

**Motion made by Supervisor Dantine, seconded by Supervisor Suennen to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY**

Gail Nohr, Brown County Veterans Service Office, 305 East Walnut Street, Green Bay, WI

Nohr works with the Circles Program at Green Bay Community Church and they want to start a transportation program for Howard. She's also worked with Supervisor Schadewald and Lisa Conard, trying to get specialized transportation extended to Howard. She was wondering if there were some funds like 85/21 that Howard could work with Lamers if they don't want to work with Green Bay Transit.

Runge informed the voucher program was designed to compliment the transportation service by Curative Connection, which provides transportation services to people over 55 and people with disabilities throughout the entire county during certain hours between Monday and Friday. The reason it was being discontinued was because there weren't any willing and able providers in the area to provide the service. They would have to be able to accommodate someone with a mobility device and 24/7 or outside the hours Curative couldn't and they would have to be licensed and certified through the City of Green Bay.

Nohr informed she was able to find three companies that wanted to. She didn't know how hard it was to get certified through Green Bay. Nohr and Runge will continue the conversation later, she was hoping they could advertise a voucher program if a different program comes to light and get more information out there. Runge reiterated it wasn't the demand of the information getting out, it was the lack of providers but if it changes, they'd love to bring it back.

**Motion made by Supervisor Dantine, seconded by Supervisor Suennen to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY**

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

#### **Port & Resource Recovery**

##### **10. Solid Waste Management Services Agreement – Request for Approval.**

Port & Resource Recovery Director Dean Haen informed they did this in 2012, where it was a long, hard process getting all municipalities to commit to Brown County Port & Resource Recovery for solid waste services. They were interested in doing a 10-year agreement with the new South landfill but this time building off the previous agreement and roll in their recycling and household hazardous waste services, as a packaged deal. The agreement, provided in the agenda packet material, wrapped in all of their services and included a rate stabilization fund as agreed to the municipalities in 2012, knowing the South landfill and future NW landfill was going to cost money.

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

##### **11. Ledgeview Leachate Agreement – Request for Approval.**

Haen briefly spoke to the final Ledgeview Agreement, provided in the agenda packet material. This was their best option, they may not even use it but it preserved their capacity there and should they need it, they will see construction plans next year for a \$50,000 leachate metering tank.

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

##### **12. Amendment to Project #1739 Solid Waste Transfer Station Operation & Hauling and Recycling Transfer Station Hauling – Request for Approval.**

Haen informed this was an amendment to an agreement with Great American Disposal (GAD) for hauling and disposal from the transfer station to their landfills. It was changing the agreement with GAD to just do the hauling, which would be a reduction of services and should save about \$300,000 a year.

**Motion made by Supervisor Chu, seconded by Supervisor Friberg to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**13. Director's Report.**

Haen provided an overview of activities in the department and informed the committee of things that were upcoming, all which were noted in his written report in the agenda packet material.

A lengthy discussion ensued regarding the challenges they're having with recruitment. Haen informed HR looked at nearby counties when they decided upon picked the pay range during a department reorg in 2018. The labor market is not working and finding people is not working. Chu questioned if the county had ever done a job fair? She was hearing this was a problem during other committee meetings. County-wide this was a very expensive problem for the landfill and operations and questioned what else could be done? Haen informed they had taken it into their own hands and sending their job list to local colleges and doing their own recruiting to anyone and everyone that knows someone. Dantine suggested expanding that to high schools. Suennen informed of programs created through technical colleges that offered employment after program completion. He also recommended reaching out to OTR truck drivers who are accustomed to being around heavy equipment.

Haen informed at their next meeting, they will bring forward an RFP for the Pulliam Plant, to hire an engineering consulting firm to design a dock wall and the port features for that property.

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

**Register of Deeds**

**14. Register of Deeds – Budget Status Financial Report for August 2021 – Unaudited.**

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

**Communications – None.**

**Other**

**15. Acknowledging the bills.**

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

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

**17. Adjourn.**

**Motion made by Supervisor Dantine, seconded by Supervisor Suennen to adjourn at 7:58 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein  
Legislative Specialist

PLANNING COMMISSION

Brown County

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COLE RUNGE

PLANNING DIRECTOR

MEMORANDUM

**DATE:** October 19, 2021  
**TO:** Brown County Planning, Development, and Transportation Committee  
**FROM:** Cole Runge, Planning Director  
**RE:** Proposed 2022 Brown County Planning and Land Services Department Budget

The proposed 2022 budget for the Brown County Planning and Land Services (PALS) Department includes all divisions of the PALS Department (Planning, Property Listing, Land Information Office, Housing Authority, and Zoning). The Brown County Planning Commission portion of the budget was reviewed and recommended for approval by the Brown County Planning Commission Board of Directors on October 6, 2021.

The PALS Department budget highlights are as follows:

**New Initiatives**

**Addition of a GIS Analyst Position** - The PALS Department is requesting that a new Geographic Information Systems (GIS) Analyst position be added to the department's Table of Organization beginning January 1, 2022.

The role and scope of Brown County's Geographic Information Systems have grown significantly over the last 15 years. The county currently relies on GIS for its E-911 Computer Aided Dispatch (CAD) system, vehicle routing for emergency responders and non-emergency vehicles (e.g. county highway snow plowing), rural broadband expansion planning, and many other important functions. Many municipalities and businesses also rely on the county's GIS mapping system (BrownDog) for their daily operations.

Because the county now has such a large number of complex GIS-based datasets, maps, and systems that need to be maintained, upgraded, and occasionally repaired (typically on very short notice), it is no longer practical for only one position to be responsible for these highly technical and time-consuming tasks. The new GIS Analyst position will provide the time and skills needed to assist the PALS Department's GIS/Land Information Office (LIO) Coordinator with these tasks.





In addition to working with the PALS Department's GIS/LIO Coordinator to maintain and improve the county's existing GIS datasets, maps, and systems, the GIS Analyst position will enable the PALS Department to provide services to county departments, municipalities, businesses, and the public that PALS cannot currently provide because of the GIS/LIO Coordinator's heavy workload. The GIS Analyst position will also have the technical skills necessary to serve as an emergency backup to the GIS/LIO Coordinator when the GIS/LIO Coordinator is not available, which will help ensure that issues with the county's many GIS-based applications can be quickly addressed.

**County Highway Right-of-Way Mapping Project** - The PALS Department's new GIS Analyst will work with Brown County Public Works Department staff to improve GIS mapping of county highway rights-of-way in 2022. This project will primarily involve identifying planned and proposed rights-of-way needed for future highway construction projects.

The new right-of-way lines will be drawn with accuracy and precision in AutoCAD. Once the drafting is complete, these boundaries will be imported into GIS and combined with the BrownDog online GIS mapping site. The online GIS mapping will include links to relevant documents and other information for each county highway segment. The mapping will be done in conformance with county ordinance and will help communicate this information to local officials and the general public.

**Brown County Park Utilities Mapping Project** - The PALS Department's new GIS Analyst will work with the Brown County Parks Department to begin mapping the locations of utilities in Brown County parks in 2022. This process will involve identifying the exact locations of utilities within county parks, using Global Positioning System (GPS) technology to record the locations of the utilities, and developing GIS-based maps that show the utility locations.

### **Continuing Initiatives**

**State Highway 29/County Highway VV Interchange** - In 2018, the department applied for and received a federal transportation grant for nearly \$20 million to construct a new freeway interchange near the State Highway 29/County Highway VV intersection in the Villages of Howard and Hobart. In 2021, the department collected the baseline assessment data for the project, developed a baseline data report, and submitted the report to the Federal Highway Administration (FHWA). The interchange continues to be on schedule to be open to traffic by the fall of 2022, and the PALS Department will continue to work with the Wisconsin DOT and the other partners to ensure this occurs.

**Southern Bridge Corridor** - In 2021, the department participated in many meetings with the Brown County Public Works Department and Wisconsin DOT regarding the development of the first section of the Southern Bridge Corridor (SBC) and new Interstate 41 interchange. The department also enabled Sections Two and Three of the SBC (between Lawrence Drive and State Highway 32/57 in De Pere) to be eligible for federal funds by obtaining FHWA approval to add these sections to the federal aid highway system, developed and submitted a federal appropriation request for the design and construction of SBC Sections Two and Three, and initiated the process of adding the portion of the SBC between Interstate 41 and State Highway 32/57 to the National Highway System (NHS) as a planned route.

In 2022, the department will continue to work with state and local agencies to develop SBC Section 1 between Packerland Drive in the Town of Lawrence and Lawrence Drive in the City of De Pere. The department also anticipates working with county and community partners to conduct environmental and design activities for Sections 2 and 3 of the SBC between Lawrence Drive and State Highway 32/57 in De Pere (which includes the new Fox River bridge).

**Pulliam Plant Site Redevelopment** - In 2021, the PALS department participated in many meetings with representatives of the Port of Green Bay, City of Green Bay, and other partners to identify viable redevelopment opportunities for the former Pulliam Plant Site. The department also developed several redevelopment concept diagrams and an application for a grant through the Wisconsin Economic Development Corporation's (WEDC's) Idle Sites Program to assist the Port of Green Bay with the purchase of a portion of the former Pulliam Plant Site. In addition, the department developed the project scope and consultant Request for Proposals (RFP) for an intermodal freight facility study, assisted with the selection of a consultant, and participated in core team and advisory committee meetings for the study. In 2022, the department will continue to work with the Port of Green Bay, City of Green Bay, and other partners to prepare the site for redevelopment, obtain state and federal funding to help cover the cost of preparing the site for redevelopment, and seek tenants for the site.

**Electronic Routing and Recording** - In 2021, the PALS Department and representatives of other Brown County departments had discussions with vendors that would likely be able to develop this routing and recording system. However, the vendors that would be able to handle all aspects of the routing and recording system (including electronic notary signatures) indicated they do not currently have time for this kind of project because of the COVID crisis. PALS Department staff and other county representatives will continue to explore the development of this system in 2021 and 2022.

### **Intergovernmental Revenue**

- Land Information Strategic Initiative Grant revenue will increase by approximately \$23,000 in 2022 because PALS will have access to unspent 2021 grant funds as well as a greater grant award in 2022.
- Coastal Management Program Grant revenue will increase by approximately \$8,500 in 2022 because staff obtained a grant to assist with the development of an update to the county's subdivision ordinance (Chapter 21 of the Brown County Code of Ordinances).
- Transportation Planning Grant revenue will decrease by approximately \$9,700 in 2022 largely because the number of hours the Planning Director will spend on transportation planning activities in 2022 is expected to be lower than in 2021.
- The amount of CDBG Housing Rehabilitation and Down Payment Assistance revenue available for projects through the current CDBG grant will be approximately \$34,700 lower in 2022 than in 2021. However, the amount of revenue available through the current CDBG grant for program administration will be virtually the same in 2022, and PALS expects to receive additional revenue for projects when the next grant cycle begins in October of 2022.

### Personnel Costs

- Personnel costs will increase in 2022 largely because of the addition of the GIS Analyst position. However, because the cost of this position will be covered by revenues from county real estate document recording fees and assistance contracts with county departments, levy funds will not be needed to support this position.
- The PALS Department's Central Services Specialist will continue to provide approximately 10 hours per week of assistance to the CDBG Regional Housing Rehabilitation and Down Payment Assistance Program, which is consistent with the level of assistance the Central Services Specialist has been providing to the CDBG Regional Housing Program since March of 2020.

CR: km

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT –  
GIS COORDINATOR**

**WHEREAS**, a table of organization request was submitted by Planning & Land Services Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the GIS Coordinator position is responsible for developing and maintaining datasets and computer-based tools that are used daily by a variety of public and private sector entities in Brown County; and

**WHEREAS**, the Department wishes to bring the position to midpoint in its paygrade to aid in retention, and can fund this through its LIO Fund; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (1.0 FTE) GIS Coordinator position, and the addition of one (1.0 FTE) GIS Coordinator position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (1.0 FTE) GIS Coordinator position, and the addition of one (1.0 FTE) GIS Coordinator position, as requested through the 2022 budget process to be effective January 1, 2022; and

**BE IT FURTHER RESOLVED THAT**, should the funding end, said Position will end and be eliminated from the Department’s table of organization.

**Budget Impact:** Planning & Land Services

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>GIS Coordinator</b> 32.93/hour Position #101.010.065 Hours: 2080	1.0	Deletion	(68,494)	(\$28,359)	(\$96,853)
<b>GIS Coordinator</b> 35.69 /hour Position # 101.010.065 Hours: 2080	1.0	Addition	\$74,235	\$29,253	\$103,488
<b>LIO Fund</b>					(\$6,635)
<b>Annualized Budget Impact (net impact of position changes)</b>					0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-023R  
 Authored by Planning & Land Services  
 Final Draft Approved by Corporation Counsel's Office

# Brown County

305 E. WALNUT STREET  
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GREEN BAY, WI 54305-3600

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 8-17-21  
**REQUEST TO:** Administration, PD&T and County Board  
**MEETING DATE:** 10/7, 10/19 and 10/26, respectively  
**REQUEST FROM:** Cole Runge  
Director  
**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT – GIS COORDINATOR

### ISSUE/BACKGROUND INFORMATION:

The position needs to be brought to midpoint to aid in retention.

### ACTION REQUESTED:

Increase the wage of the GIS Coordinator position.

### FISCAL IMPACT:

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT –  
GIS ANALYST**

**WHEREAS**, a table of organization request was submitted by Planning & Land Services Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the role and scope of Brown County’s Geographic Information Systems have grown significantly over the last 15 years, and there is a large number of complex GIS-based datasets, maps and systems that need to be maintained, upgraded and occasionally repaired; and

**WHEREAS**, the Department wishes to add a GIS Analyst position to assist the GIS Coordinator with these highly technical and time-consuming tasks, and can fund the position through the LIO fund; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the addition of one (1.0 FTE) GIS Analyst position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the addition of one (1.0 FTE) GIS Analyst position, as requested through the 2022 budget process to be effective January 1, 2022; and

**BE IT FURTHER RESOLVED**, that, should the funding end, said Position will end and be eliminated from the Department’s table of organization.

**Budget Impact: Planning & Land Services**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>GIS Analyst</b> \$29.38/hour Position # 104.620.065 Hours: 2080	1.0	Addition	\$61,110	\$23,982	\$85,092
<b>LIO Fund</b>					(\$85,092)
<b>Annualized Budget Impact (net impact of position changes)</b>					0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-024R  
 Authored by Planning & Land Services  
 Final Draft Approved by Corporation Counsel's Office



# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8-17-21

REQUEST TO: Administration, PD&T and County Board

MEETING DATE: 10/7, 10/19 and 10/26, respectively

REQUEST FROM: Cole Runge  
Director

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

TITLE: RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT – GIS ANALYST

### ISSUE/BACKGROUND INFORMATION:

Because the county now has such a large number of complex GIS-based datasets, maps, and systems that need to be maintained, upgraded, and occasionally repaired (typically on very short notice), it is no longer practical for only one position to be responsible for these highly technical and time-consuming tasks. The new GIS Analyst position will provide the time and skills needed to assist the PALS Department's GIS/Land Information Office (LIO) Coordinator with these tasks.

### ACTION REQUESTED:

Add a 1.0 GIS Analyst

### FISCAL IMPACT:

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

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

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT –  
LTE CO-OP/STUDENT INTERN**

**WHEREAS**, a table of organization request was submitted by Planning & Land Services Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the Student Intern position benefits the Department by providing assistance to full-time staff for a variety projects; and

**WHEREAS**, the Department wishes to increase the pay rate for the position to aid in recruitment and retention, and can fund the increase through the Land Information Strategic Initiative Grant; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (0.29 FTE) LTE Co-op/Student Intern position, and the addition of one (0.25 FTE) LTE Co-op/Student Intern position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (0.29 FTE) LTE Co-op/Student Intern position, and the addition of one (0.25 FTE) LTE Co-op/Student Intern position, as requested through the 2022 budget process to be effective January 1, 2022;

**BE IT FURTHER RESOLVED THAT**, should the funding end, said Position will end and be eliminated from the Department’s table of organization.

**Budget Impact: Planning & Land Services**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>LTE Co-op/Student Intern</b> \$10/hour Position # 900.900.066 Hours: 603	.29	Deletion	(\$6,032)	(\$474)	(\$6,506)
<b>LTE Co-op/Student Intern</b> \$15/hour Position # 900.900.066 Hours: 520	.25	Addition	\$7,800	\$614	\$8,414
<b>Land Information Strategic Initiative Grant.</b>					(\$1,908)
<b>Annualized Budget Impact (net impact of position changes)</b>					0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-021R  
 Authored by Planning & Land Services  
 Final Draft Approved by Corporation Counsel's Office

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 8-17-21

**REQUEST TO:** Administration, PD&T and County Board

**MEETING DATE:** 10/7, 10/19 and 10/26, respectively

**REQUEST FROM:** Cole Runge  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT – LTE CO-OP/STUDENT INTERN

### ISSUE/BACKGROUND INFORMATION:

The department would like to increase the wage of the position to aid in recruitment and retention.

### ACTION REQUESTED:

Increase the wage of the LTE Co-op/Student Intern position.

### FISCAL IMPACT:

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

1. What is the amount of the fiscal impact?
2. Is it currently budgeted?  Yes  No  N/A (if \$0 fiscal impact)

a. If yes, in which account?

If no, how will the impact be funded? Land Information Strategic Initiative Grant

If funding is from an external source, is it one-time  or continuous?

3. Please provide supporting documentation of fiscal impact determination.

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT –  
ZONING ADMINISTRATOR**

**WHEREAS**, a table of organization request was submitted by Planning & Land Services Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the Zoning Administrator position oversees many activities that protect the quality of the county’s underground and surface water, and is responsible for satisfying a variety of state and federal mandates that enable people in Brown County to have access to federal flood insurance; and

**WHEREAS**, the Department wishes to bring the position to midpoint in its paygrade to aid in retention, and is able to fund this through grants and fees; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (1.0 FTE) Zoning Administrator position, and the addition of one (1.0 FTE) Zoning Administrator position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (1.0 FTE) Zoning Administrator position, and the addition of one (1.0 FTE) Zoning Administrator position, as requested through the 2022 budget process to be effective January 1, 2022; and

**BE IT FURTHER RESOLVED THAT**, should the funding end, said Position will end and be eliminated from the Department’s table of organization.

**Budget Impact:** Planning & Land Services

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Zoning Administrator</b> \$34.19/hr Position #101.010.067 Hours: 2,080	1.0	Deletion	(\$71,115)	(\$31,041)	(\$102,156)
<b>Zoning Administrator</b> \$35.69/hr Position #101.010.067 Hours: 2,080	1.0	Addition	\$74,235	\$31,611	\$105,846
<b>Offset by Grants and Fees (No Levy)</b>					(\$3,690)
<b>Annual Budget Impact</b>					-0-

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-022R  
 Authored by Planning & Land Services  
 Final Draft Approved by Corporation Counsel's Office

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 8-17-21

**REQUEST TO:** Administration, PD&T and County Board

**MEETING DATE:** 10/7, 10/19 and 10/26, respectively

**REQUEST FROM:** Cole Runge  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PLANNING & LAND SERVICES DEPARTMENT – ZONING ADMINISTRATOR

### ISSUE/BACKGROUND INFORMATION:

The position needs to be brought to midpoint to aid in retention.

### ACTION REQUESTED:

Increase the wage of the Zoning Administrator position.

### FISCAL IMPACT:

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PORT & RESOURCE RECOVERY DEPARTMENT –  
HEAVY EQUIPMENT OPERATOR TIERS**

**WHEREAS**, a table of organization request was submitted by the Port & Resource Recovery Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the Department would like to add pay tiers for the Heavy Equipment Operator position for recruitment and retention purposes, and to allow higher pay based on experience; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of five (1.0 FTE) Heavy Equipment Operator positions, and the addition of five (1.0 FTE) Heavy Equipment Operator positions.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of five (1.0 FTE) Heavy Equipment Operator positions, and the addition of five (1.0 FTE) Heavy Equipment Operator positions, as requested through the 2022 budget process to be effective January 1, 2022.

**Budget Impact: Port & Resource Recovery**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Heavy Equipment Operator</b> \$23.12/hr Position #Multiple Hours: 2,080	5.0	Deletion	(\$240,450)	(\$127,850)	(\$368,300)
<b>Heavy Equipment Operator</b> \$25.28/hr Position #Multiple Hours: 2,080	5.0	Addition	\$262,912	\$133,058	\$395,970



Operating Revenue					(\$27,670)
Annualized Budget Impact (net impact of position changes)					-0-

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-011R  
 Authored by Port & Resource Recovery  
 Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_  
 Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-27-21

**REQUEST TO:** Administration, PD&T and County Board

**MEETING DATE:** 10/7, 10/19 and 10/26, respectively

**REQUEST FROM:** Dean Haen  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PORT & RESOURCE RECOVERY DEPARTMENT – HEAVY EQUIPMENT OPERATOR TIERS

### ISSUE/BACKGROUND INFORMATION:

The department wishes to establish pay tiers to allow for recruitment, retention and to allow pay based on experience.

### ACTION REQUESTED:

Increase the pay for 5 Heavy Equipment Operators.

### FISCAL IMPACT:

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

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

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PORT & RESOURCE RECOVERY DEPARTMENT –  
OVERTIME FOR LANDFILL**

WHEREAS, a table of organization request was submitted by the Port & Resource Recovery Department (“Department”) during the 2022 budget process; and

WHEREAS, the Department needs to add overtime for all staff working at the upcoming south landfill as the landfill will have operating hours Monday through Saturday; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of the current Overtime budget of \$4,770 annually, and the addition of an Overtime budget of \$120,582 annually.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of the current Overtime budget of \$4,770 annually, and the addition of an Overtime budget of \$120,582 annually, as requested through the 2022 budget process to be effective January 1, 2022.

**Budget Impact:**  
Port & Resource Recovery

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Budgeted Overtime		Deletion	(\$4,770)	(\$692)	(\$5,462)
Budgeted Overtime		Addition	\$120,582	\$17,490	\$138,072
Operating Revenue					(\$132,610)
<b>Annualized Budget Impact (net impact of position changes)</b>					-0-

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-012R  
 Authored by Port & Resource Recovery  
 Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

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

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

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-27-21  
**REQUEST TO:** Administration, PD&T and County Board  
**MEETING DATE:** 10/7, 10/19 and 10/26, respectively  
**REQUEST FROM:** Dean Haen  
Director  
**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PORT & RESOURCE RECOVERY DEPARTMENT – OVERTIME FOR LANDFILL

### ISSUE/BACKGROUND INFORMATION:

The department needs to have budgeted overtime for staff working landfill operations.

### ACTION REQUESTED:

Increase budgeted overtime.

### FISCAL IMPACT:

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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 19, 2021  
RE: Budget Highlights

The following are the Public Works Department's 2022 budget highlights:

- **Highway Safety Program:** The Highway Department will work with the Brown County safety coordinator to hire a consultant to prepare a comprehensive safety program for the department including hazard identification and assessment, hazard prevention and control, and education and training program and schedule for employees.
- **Highway Inventory Management Procedures:** The Highway Department will analyze current inventory management procedures, prioritizing large value items and historical discrepancies to determine ways to control costs and asset accountability.
- **Facility Tool & Supply Management:** The Facility Department will analyze current tool and supply management to determine ways to control costs and prevent loss.
- **Highway GIS Setback/Future R/W Layer:** The Highway Department will work with the Planning Department to create a GIS layer on Brown Dog designating setback and future right-of-way lines as part of a comprehensive Chapter 6 County Ordinance update.
- **Highway & Bridge Performance Measures:** Overall, the anticipated 2022 road and bridge ratings will hold the same in terms of numbers.

PERFORMANCE MEASURES	2017	2018	2019	2020	2021	2022*
Road Rating 6-10 (Good - Excellent)	78.35%	81.00%	83.11%	77.28%	55.84%	58.02%
Road Rating 4-5 (Fair)	8.55%	11.58%	11.00%	16.84%	35.96%	35.11%
Road Rating 1-3 (Failed to Poor)	13.10%	7.42%	5.90%	5.88%	8.20%	6.88%
Bridge Rating 80-100 (Good - Excellent)	72.73%	75.32%	76.63%	80.52%	77.92%	77.92%
Bridge Rating 50-80 (Fair)	14.29%	14.29%	15.58%	15.58%	20.78%	20.78%
Bridge Rating < 50 (Poor)	12.99%	10.39%	7.79%	3.90%	1.30%	1.30%

\*Projected at end of 2022

- **Overall Staff Levels:** Facilities staff levels remain unchanged from the 2021 budget in terms of total FTE's. Highway staff levels are reduced 2.0 FTE's associated with the Town of Scott opting to utilize a private contractor for their plowing services.
- **Table of Organization Changes:** The table of organization remains the same as 2021.
- **Overall Budget Levels:** Overall budget levels are very similar to the 2021 budget with the minor variations noted in the budget book. The two main areas of difference are associated with the highway capital projects costs and the amount needed for County Bridge Aid.

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PUBLIC WORKS - HIGHWAY DEPARTMENT -  
DELETION OF HIGHWAY CREW**

WHEREAS, a table of organization request was submitted by the Public Works Highway Department ("Department") during the 2022 budget process; and

WHEREAS, the Town of Scott no longer contracts with the Department for their plowing, and therefore the Department needs to eliminate two highway crew positions, which are currently vacant, due to lack of revenue; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the deletion two (1.0 FTE) Highway Crew positions.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion two (1.0 FTE) Highway Crew positions, as requested through the 2022 budget process to be effective January 1, 2022.

**Budget Impact: Public Works - Highway**

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Highway Crew \$23.19hr. Position # 176.500.044 Hours: 2080	1.0	Deletion	(\$48,235)	(\$23,653)	(\$71,888)
Highway Crew \$23.19hr. Position # 164.500.044 Hours: 2080	1.0	Deletion	(\$48,235)	(\$23,575)	(\$71,810)
Reduction in Funding from Town of Scott					\$143,698
Annualized Budget Impact (net impact of position changes)					-0-

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-013R  
 Authored by Public Works  
 Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

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

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



# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-27-21

**REQUEST TO:** Administration, PD&T and County Board

**MEETING DATE:** 10/7, 10/19 and 10/26, respectively

**REQUEST FROM:** Paul Fontecchio  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PUBLIC WORKS - HIGHWAY DEPARTMENT – DELETION OF HIGHWAY CREW

### ISSUE/BACKGROUND INFORMATION:

The Town of Scott is no longer providing funding for two Highway Crew positions.

### ACTION REQUESTED:

Delete 2.0 Highway Crew

### FISCAL IMPACT:

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE PUBLIC WORKS - HIGHWAY DEPARTMENT –  
OVERTIME**

WHEREAS, a table of organization request was submitted by the Public Works Highway Department (“Department”) during the 2022 budget process; and

WHEREAS, the Department evaluated the last five years of overtime expense, and desires to accurately reflect their overtime needs in their budget; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of the current Overtime budget of \$239,405 annually, and the addition of an Overtime budget of \$554,800 annually.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of the current Overtime budget of \$239,405 annually, and the addition of an Overtime budget of \$554,800 annually, as requested through the 2022 budget process to be effective January 1, 2022.

**Budget Impact: Public Works - Highway**

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Budgeted Overtime		Deletion	(\$239,405)	(\$28,736)	(\$268,141)
Budgeted Overtime		Addition	\$554,800	\$37,057	\$591,857
Revenue (Overtime is billed by actual amount)					(\$323,716)
Annualized Budget Impact (net impact of position changes)					-0-

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-014R  
 Authored by Public Works  
 Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

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

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

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-27-21  
**REQUEST TO:** Administration, PD&T and County Board  
**MEETING DATE:** 10/7, 10/19 and 10/26, respectively  
**REQUEST FROM:** Paul Fontecchio  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE PUBLIC WORKS - HIGHWAY DEPARTMENT - OVERTIME

### ISSUE/BACKGROUND INFORMATION:

The department needs to accurately reflect overtime in its budget.

### ACTION REQUESTED:

Increase budgeted overtime.

### FISCAL IMPACT:

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

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

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT –  
COMMUNITY GARDEN AMBASSADOR**

**WHEREAS**, a table of organization request was submitted by the UW-Extension Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the Department would like to add a Community Garden Ambassador position, and can fund the position through Community Garden Revenue; and

**WHEREAS**, should the funding be eliminated, the Position will end and be eliminated from the Department’s table of organization; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the addition of one (0.02 FTE) LTE Community Garden Ambassador position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the addition of one (0.02 FTE) LTE Community Garden Ambassador position, as requested through the 2022 budget process to be effective January 1, 2022; and

**BE IT FURTHER RESOLVED THAT**, should the funding end, said Position will end and be eliminated from the Department’s table of organization.

ba

**Budget Impact: UW-Extension**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Community Garden Ambassador</b> \$9.50/hr Position #TBD Hours: 45	.02	Addition	\$427	\$39	\$466
<b>Revenue in Community Garden Revenue</b>					(\$466)
<b>Annualized Budget Impact (net impact of position changes)</b>					-0-

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-003R  
 Authored by UW-Extension  
 Final Draft Approved by Corporation Counsel's Office

ba

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-19-21  
**REQUEST TO:** Administration, PD&T and County Board  
**MEETING DATE:** 10/7, 10/19 and 10/26, respectively  
**REQUEST FROM:** Judy Knudsen  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT – COMMUNITY GARDEN AMBASSADOR

### ISSUE/BACKGROUND INFORMATION:

UW Extension would like to add a 0.02 FTE.

### ACTION REQUESTED:

Add a 0.02 FTE

### FISCAL IMPACT:

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

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

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT –  
HORTICULTURE ASSISTANT**

WHEREAS, a table of organization request was submitted by the UW-Extension Department (“Department”) during the 2022 budget process; and

WHEREAS, the Department would like to reduce the hours and increase the wage of the Horticulture Assistant position; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (0.20 FTE) LTE Horticulture Assistant position, and the addition of one (0.18 FTE) LTE Horticulture Assistant position.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (0.20 FTE) LTE Horticulture Assistant position, and the addition of one (0.18 FTE) LTE Horticulture Assistant position, as requested through the 2022 budget process to be effective January 1, 2022.

**Budget Impact: UW-Extension**

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
LTE-Horticulture Assistant \$10.00/hr Position# 115.900.083 Hours: 416	0.20	Deletion	(\$4,160)	(\$438)	(\$4,598)
LTE-Horticulture Assistant \$11.00/hr Position# 115.900.083 Hours: 378	0.18	Addition	\$4,158	\$438	\$4,596
<b>Annualized Budget Impact (net impact of position changes)</b>	<b>-.02</b>				<b>(\$2)</b>



*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-004R  
 Authored by UW-Extension  
 Final Draft Approved by Corporation Counsel's Office

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

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

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

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast \_\_\_\_\_  
 Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-19-21  
**REQUEST TO:** Administration, PD&T and County Board  
**MEETING DATE:** 10/7, 10/19 and 10/26, respectively  
**REQUEST FROM:** Judy Knudsen  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT – HORTICULTURE ASSISTANT

### ISSUE/BACKGROUND INFORMATION:

UW Extension would like to increase wage and reduce hours of the position.

### ACTION REQUESTED:

Delete 0.20 FTE and Add 0.18 FTE

### FISCAL IMPACT:

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT –  
INVASIVE SPECIES COORDINATOR**

**WHEREAS**, a table of organization request was submitted by the UW-Extension Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the Department would like to reduce the hours, and increase the wage, of the Invasive Species Coordinator position; and

**WHEREAS**, the position is fully funded through the Greater Green Bay Community Foundation; and

**WHEREAS**, should the funding be eliminated, the Position will end and be eliminated from the Department’s table of organization; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (0.20 FTE) LTE Invasive Species Coordinator position, and the addition of one (0.16 FTE) LTE Invasive Species Coordinator position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (0.20 FTE) LTE Invasive Species Coordinator position, and the addition of one (0.16 FTE) LTE Invasive Species Coordinator position, as requested through the 2022 budget process to be effective January 1, 2022; and

bc

**BE IT FURTHER RESOLVED THAT**, should the funding end, said Position will end and be eliminated from the Department's table of organization.

**Budget Impact: UW-Extension**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Invasive Species Coord</b> \$12.00/hr Position# 116.900.083 Hours: 416	0.20	Deletion	(\$4,992)	(\$527)	(\$5,519)
<b>Invasive Species Coord</b> \$13.00/hr Position# 116.900.083 Hours: 325	0.16	Addition	\$4,225	\$445	\$4,670
Reduction in Funding from Greater Green Bay Community Foundation					(\$849)
<b>Annualized Budget Impact (net impact of position changes)</b>	<b>-.04</b>				<b>-0-</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-002R  
 Authored by UW-Extension  
 Final Draft Approved by Corporation Counsel's Office

bc

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-19-21

**REQUEST TO:** Administration, PD&T and County Board

**MEETING DATE:** 10/7, 10/19 and 10/26, respectively

**REQUEST FROM:** Judy Knudsen  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT – INVASIVE SPECIES COORDINATOR

### ISSUE/BACKGROUND INFORMATION:

UW Extension would like to increase wage and reduce hours of the position.

### ACTION REQUESTED:

Delete 0.20 FTE and Add 0.16 FTE

### FISCAL IMPACT:

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

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

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022  
BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT –  
INVASIVE SPECIES INTERN**

**WHEREAS**, a table of organization request was submitted by the UW-Extension Department (“Department”) during the 2022 budget process; and

**WHEREAS**, the Department would like to reduce the hours, and increase the wage, of the Invasive Species Intern position; and

**WHEREAS**, the position is fully funded through the Greater Green Bay Community Foundation; and

**WHEREAS**, should the funding be eliminated, the Position will end and be eliminated from the Department’s table of organization; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (0.28 FTE) LTE Invasive Species Intern position, and the addition of one (0.18 FTE) LTE Invasive Species Intern position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (0.28 FTE) LTE Invasive Species Intern position, and the addition of one (0.18 FTE) LTE Invasive Species Intern position, as requested through the 2022 budget process to be effective January 1, 2022; and

bd

**BE IT FURTHER RESOLVED THAT**, should the funding end, said Position will end and be eliminated from the Department's table of organization.

**Budget Impact: UW-Extension**

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Invasive Species Intern</b> \$10.00/hr Position# 124.900.083 Hours: 468	0.28	Deletion	(\$4,680)	(\$494)	(\$5,174)
<b>Invasive Species Intern</b> \$11.00/hr Position# 124.900.083 Hours: 384	0.18	Addition	\$4,219	\$445	\$4,664
Reduction in Funding from Greater Green Bay Community Foundation					(\$510)
<b>Annualized Budget Impact (net impact of position changes)</b>	-10				-0-

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2022 Proposed Budget.*

Respectfully submitted,  
 PLANNING, DEVELOPMENT &  
 TRANSPORTATION COMMITTEE  
 ADMINISTRATION COMMITTEE

Approved By:

\_\_\_\_\_  
 TROY STRECKENBACH  
 COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

22-001R  
 Authored by UW-Extension  
 Final Draft Approved by Corporation Counsel's Office

bd

# Brown County

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

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 7-19-21  
**REQUEST TO:** Administration, PD&T and County Board  
**MEETING DATE:** 10/7, 10/19 and 10/26, respectively  
**REQUEST FROM:** Judy Knudsen  
Director

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

**TITLE:** RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2022 BUDGET PROCESS IN THE UW-EXTENSION DEPARTMENT – INVASIVE SPECIES INTERN

### ISSUE/BACKGROUND INFORMATION:

UW Extension would like to increase wage and reduce hours of the position.

### ACTION REQUESTED:

Delete 0.28 FTE and Add 0.18 FTE

### FISCAL IMPACT:

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

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

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



**BC Energy Subcommittee Minutes**  
**Thursday, August 26, 6:00 PM**

**Attendees:** Supervisor Dave Landwehr, Planning, Development & Transportation Chair, Supervisor Tom Friberg, Supervisor, Member Jenny Brinker, Member Kyle Zimonik, Member Nathan Carlson

**Absent:** Member Robert Kosky

**Also attending:** Brown County Director Chad Weininger

1. Called to order by PD&T Chair Dave Landwehr at 6:00 PM
2. Approve/Modify Agenda
  - a. Motion by Supervisor Suennen to move #6 to #3 position
  - b. Seconded by Supervisor Friberg
3. Introduction of members
4. Election of Chair
  - a. Nomination of Supervisor Suennen (RS) for Chair by Supervisor Friberg
  - b. Seconded by Member Kyle Zimonick
5. Election of Vice Chair
  - a. Supervisor Friberg nominates himself for Vice Chair/Minutes taker
  - b. Seconded by Member Jenny Brinker
6. Comments from public
  - a. None
7. Discussion re: Purpose, Goals, and Objectives of Energy Subcommittee
  - a. Subcommittee members read through Brown County Energy Subcommittee Resolution
    - i. "Therefore be it resolved" section
    - ii. Discussion by Chair and all members regarding understanding the purpose of the subcommittee as set forth by the resolution
  - b. First Goal: Set baseline for County energy use
    - i. County Director Chad Weininger gave overview of past and current County energy projects
      1. Sherriff Solar Panels , which are currently Non Functional
      2. Updated Lighting in all County buildings, Ongoing
      3. Airport Microgrid project, which is Not feasible due to efficiency and cost issues
      4. County contracted with new Natural Gas provider for fuel (costs)
    - ii. Member Nathan Carlson – Need to know how many buildings the County owns and their function
      1. Director Weininger– Lots of different buildings with different functions: Nursing home, zoo, admin buildings, sherrifs, etc
    - iii. Member Jenny Brinker – Will also need square footage of buildings and monthly utility data (Nat gas & Electric)
      1. Focus on Energy could conduct baseline reading or students from NWTC

- iv. Chair Suennen asked what students at NWTC would be able to generate with the data
    - 1. Member Brinker – Students would take into account square footage, appliance and electronic usage, utility data, and occupancy to generate an “efficiency score”. Next year would be the soonest her students would be able to start
  - v. Chair Suennen will begin the process of collecting utility data and account numbers working with Director Weininger
8. Discussion re: Future Agenda Items, Dates, and Times
- a. Baseline needs to be set before future items can be considered
  - b. Member Brinker suggested looking into resources from the Wisconsin Office of Energy Independence.
  - c. Chair Suennen suggested that it would be beneficial to have someone from Facilities at next meeting
    - i. Director of Public Works, Paul Fontecchio, who is the manager of facilities and is a key person to have involved Once baseline is determined
  - d. Supervisor Landwehr suggests finding energy use data from years prior to efficiency improvements being made to facilities to quantify cost savings from current improvements.
  - e. Supervisor Friberg asked what kind of current energy/efficiency technologies that each member is excited for
    - i. Supervisor Friberg – Different methods of wind generation not involving the generation of low frequency noise
    - ii. Member Brinker – Interested in the future of building controls (Smart thermostats)
    - iii. Member Zimonik – Excited for the future of solar. Not quite there yet for Midwest states, but its improving. Solar is a consideration for the future as tech improves.
    - iv. Member Carlson – Lighting controls and water management systems. Water usage is an area of inefficiency that can be addressed.
  - f. Next meeting set for Sept 30<sup>th</sup> @ 5:30. Room 200, Northern Building. 305 E Walnut Street.
9. Motion to adjourn made at 7 pm by Member Brinker and seconded by Member Zimonik. Motion unanimously carried

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

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

DEAN R. HAEN  
DIRECTOR

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**PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD**

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A regular meeting was held on **Monday, August 16, 2021**  
at the Resource Recovery Offices, 2561 South Broadway, Green Bay, WI 54304

1) Call to Order:

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

2) Roll Call:

Present:                 John Katers, Chair  
                              Norb Dantine  
                              Dave Landwehr  
                              Michael Lefebvre  
                              Doug Martin  
                              Bill Seleen  
                              Mike VanLanen

Excused:                Mark VandenBusch, Vice Chair  
                              John Myers

Also Present:          Dean Haen, Brown County P&RR  
                              Chad Doverspike, Brown County P&RR  
                              Mark Walter, Brown County P&RR  
                              Ben Hintz, Brown County P&RR  
                              Derek Tess, Brown County P&RR  
                              Jon Logan, Brown County P&RR  
                              Katie Platten, Brown County P&RR  
                              Mike Geiger, Town of Holland  
                              Brian Roebke, Wrightstown Spirit

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Mike VanLanen and seconded by Doug Martin. Unanimously approved.**

4) Approval/Modification – Minutes

a. Minutes of June 21, 2021 Meeting

**A motion to approve the minutes of the June 21, 2021 meeting was made by Norb Dantine and seconded by Michael Lefebvre. Unanimously approved.**

b. Minutes of July 19, 2021 Meeting

A motion to approve the minutes of the July 19, 2021 meeting was made by Mike VanLanen and seconded by Doug Martin. Unanimously approved.

5) Announcements/Communications

Director Dean Haen announced that the position of Clerk/Typist II was filled by Katie Platten.

Mr. Haen passed around an informational paper and reminded the board of the Resource Recovery's Customer Appreciation Days, both at the Waste Transfer Station (September 14, 2021) and the Materials Recycling Facility (September 15, 2021).

6) Approval/Modification – 2022 Budget

Mr. Haen began the 2022 Budget discussion with a memo that will be presented to PD&T Committee and to customers regarding the major changes from one budget year to the next. It identifies the different cost centers within the Resource Recovery side of the Department.

The South Landfill (SLF) is included in the budget with plans to be operational by January 3, 2022. Construction is on schedule and on budget to meet the operational date. Total investment in the SLF will be \$22 million. In 2020, \$5 million was utilized. This year included the \$10 million construction bid, \$2 million building bid, along with \$4 million in equipment. Equipment continues to be acquired and some challenges exist related to availability and delivery. Personnel hiring of 10.5 FTE for the South Landfill and 2.5 FTE for the Transfer Station is also proving to be challenging .

The memo continues by including the tipping fees for 2022. The Rate Stabilization Fund is being used to keep the cost for municipalities more level rather than increasing it all in one year due to the increase in costs from the opening of the South Landfill and future Outagamie County Northwest Landfill. Preferred Contract Tipping fees will be increased by \$1.50 per year until the full cost is covered. Actual costs are not yet known so estimates for the operational costs for the SLF in 2022 are being used.

Mr. Haen noted that the Northeast Landfill will have capacity until 2024 and the future Northwest Landfill will not be built until it is needed.

John Katers asked if "Winnebago County will go to the South Landfill in 2022 and the Northeast in 2023, is that to create a fluff layer?" Mr. Haen replied that that is correct, the plan is to take Winnebago's garbage to South Landfill until the floor has been covered and then they will return to the Northeast Landfill until it is full. Tonnage at the South Landfill is expected to be somewhat high next year, and then it will come down. In the end, there will be a 50/50 split on where tonnage will be going.

Revenue from recycling continues to increase so that the Department is now paying municipalities for their recyclable material as opposed to charging to accept it. Dave Landwehr asked which material the Resource Recovery Department is seeing an increase in revenue. Mark Walter responded that mixed paper and cardboard increased by \$25-\$35 per ton in one month. Plastics have increased as well, but cardboard is the primary

source. Mr. Haen responded that Green Bay Packaging has helped drive the demand for recycled cardboard. Chad Doverspike clarified that the Department is paying out \$75/ton to municipalities for their recyclable materials in August.

Upgrades at the Tri-County Material Recovery Facility will be paid for using cash and not bonding due to increased revenue from sale of recyclables.

No changes in Hazardous Materials Recovery Facility budget were reported by Mr. Haen. Mr. Katers asked about \$53,922 from the DATCP grant in the budget. Mr. Walter clarified that the number was the estimated grant amount HMR would expect to receive in 2022.

The Statement of Funds will be provided once the Finance Department provides them to the Department.

Mr. Haen further explained the structure of the budget and changes made (i.e. Accountant II position is going to Administration). The budget document that was provided to the Solid Waste Board details the six cost centers for the Resource Recovery side of the Department.

Solid Waste (previously Budgeted as Transfer Station). Waste tonnage will be tracked through the transfer station. Revenue received at the Waste Transfer station will pay a BOW Tip fee at the South Landfill. Excess revenue in Solid Waste will pay for the waste programs, salaries, HMR and recycling when markets are down.

In the Recycling cost center, charges and fees has a change of \$1 million to \$2 million which shows the increased revenue expected based on the anticipated value of the commodities. A new revenue category called "capital contributions" is included because Brown County used cash rather than bonding to build the South Landfill so the other BOW counties will be paying the cost of capital to Brown County. Contracted services was another line added since the Transfer Station costs are being shared by the other BOW counties. Materials such as tires, appliances and shingles have been moved out of Transfer Station and being moved into Recycling cost center. Recycling rebate is increasing from \$100,000 to \$600,000 to show our payment to the municipality that we are anticipating.

General cost category, a large change in realized gain/loss of interest from \$600,000 to \$250,000 due paying the construction and equipment costs for the SLF out of cash reserves. . General costs are allocated on a %FTE basis to the other cost centers.

South Landfill Outlay account is for equipment acquisition, this year \$6.5 million and next year will be \$2.4 million

**A motion to approve the 2022 Budget was made by John Katers and seconded by Bill Seleen. Unanimously approved.**

7) Approval/Modification – Solid Waste Management Service Agreement

Mr. Katers emphasized the importance of these agreements with municipalities in maintaining the systems we work in. Mr. Haen spoke on the newly consolidated

agreement as it brings all of the services that Resource Recovery offers into one agreement. This agreement was originally done in 2012, but the agreement presented now includes recycling and household hazardous waste services. It allows the municipalities to sign on for 10 years.

The agreement has been vetted by Green Bay, De Pere, and Brown County Corporation Counsel.

Addendums include a scheduled forecast over a five year period with the anticipated SLF cost increase, and at some point will include the NW Landfill. Each year the tipping fee will increase by \$1.50 and the Rate Stabilization Fund will be drawn down and used to offset it until Preferred Contract customers tipping fees have met the actual cost of the SLF. . Bill Seleen questioned the number of 85,000 tons. Mr. Haen clarified that the number is tonnage for preferred contract customers only. Mr. Seleen also questioned if the number presented was a historical finding or if it was a stable estimate. Both Mr. Haen and Mr. Walter confirmed that it was a pretty stable estimate based on previous years' tonnages.

Doug Martin commented that the biggest hurdle will be explaining and discussing with the community in regards to the CPI. Mr. Walter commented that no one expected CPI to increase like it did. Mr. Haen explained that it is unfortunate timing that right when a new agreement is being proposed CPI is as high as it has ever been in 20+ years..

Mr. Dantine inquired about the market for clean shingles. Mr. Doverspike responded there is still a market for clean shingles and growing since one of the competing contractors closed.

**A motion to approve was made by John Katers and seconded by Michael Lefebvre. Unanimously approved.**

8) South Landfill Update

Mr. Doverspike updated the Solid Waste Board on the ongoing construction of the Brown County South Landfill.

Mr. Doverspike identified that residential drop off boxes are twice the cost of budgeted & the hook truck is anticipated to be delivered in the second quarter of 2022. on the purchase of container boxes for residential drop off and the equipment needed for this option. Service will be bid out along with snow plowing if equipment is unable to be delivered on time. The department is bidding out a fuel tank for on-site equipment use.

Mr. Doverspike shared a summary of SLF construction and equipment costs. Mr. Katers requested that Mr. Doverspike speak on items that were "in red" or showing over budget. Mr. Doverspike discussed the above ground scales that had revisions by engineers, roads that required more gravel and asphalt than previously budgeted for, and a high capacity well that had an increase in cost compared to the budgeted cost.

New items that are finalized or in the process of being bid on include the purchase of a front-end loader from Winnebago County and metal litter fences.

After walking through the numbers, Mr. Doverspike noted that there was roughly \$800,000 of contingency left.

Mr. Doverspike concluded the update with the latest photos from the construction.

9) Director's Report

A meeting with the Town of Ledgeview is scheduled to finalize a leachate service agreement.

A small sweeper will be budgeted in 2022 for the Resource Recovery RTS property to address previous concerns regarding glass litter. The Village of Ashwaubenon and the Highway department are being asked to handle Hanson Road and Pilgrim Way.

10) Such other Matters as Authorized by Law  
None.

11) Adjourn

A motion to adjourn was made by Dave Landwehr and seconded by Norb Dantine. Unanimously approved.

Meeting ended at 3:36PM

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John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION PETITIONING THE SECRETARY OF TRANSPORTATION  
FOR AIRPORT IMPROVEMENT AID**

**WHEREAS**, Brown County, Wisconsin, hereinafter referred to as the sponsor, being a municipal Body Corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11 (1973) to acquire, establish, construct, own, control, lease, equip, improve, maintain and operate an airport; and

**WHEREAS**, the sponsor desires to develop and improve the Green Bay Austin Straubel International Airport, Brown County, Wisconsin; and

**WHEREAS**, airport users have been consulted in formulation of the improvements included in this resolution; and

**WHEREAS**, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) (1973) as amended, and a transcript of the hearing is transmitted with this petition.

**(PETITION FOR AIRPORT PROJECT)**

**NOW, THEREFORE, BE IT RESOLVED**, by the Brown County Board of Supervisors (the sponsor) that a petition for federal and/or state aid *in the following form* is hereby approved:

*“The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:*

1. *That the airport, which it is desired to develop, should generally conform to the requirements for a primary type airport as defined by the Federal Aviation Administration; and*
2. *The character, extent, and kind of improvements desired under the project are as follows:  
Acquire/replace Airport Rescue and Fire Fighting (ARFF) vehicle; update Airport Master*



*Plan and Exhibit A; rehabilitate Runway 18/36 and replace Dutchman Creek culverts; rehabilitate Taxiways A, D, D3, & M; and commercial apron and replace automatic gates; replace ticketing wing baggage belts and modifications and improvements to baggage claim area; rehabilitate parking lot and replace lighting and perimeter barrier; rehabilitate Service Road "A" east; rehabilitate Taxiways D1, D2, J, M, M1, East General Aviation (GA) & commercial aprons; remove Taxiway B; relocate Taxiway D1 north of Taxiway D; replace airfield electrical and add supplemental wind cones; construct west side perimeter road & fence and strengthen east perimeter road; terminal building modifications and improvements; construct GA apron and taxiway; acquire/replace Snow Removal Equipment (SRE); relocate electrical vault; construct frontage road; expand south GA area and relocate hangars; runway safety area grading; construct CAT 2 ILS; perform a Wildlife Hazard Assessment and prepare a Wildlife Hazard Management Plan; clear and maintain runway approaches as stated in Wis. Admin. Code Chapter Trans 55; and any necessary related work; and*

3. *That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport."*

**WHEREAS**, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide

the same; and in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

**WHEREAS**, the sponsor is required by Wis. Stat. §114.32(5) (1971) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

**(DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT)**

**BE IT FURTHER RESOLVED**, by the Brown County Board of Supervisors (the sponsor) that the Secretary is hereby designated as its agent and is requested to agree to act as such in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32.02 (1995); and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects; and

**BE IT FURTHER RESOLVED**, by the Brown County Board of Supervisors (the sponsor) that it hereby requests that the Secretary provide, per Wis. Stat. §114.33(8)(a) (1971), that the sponsor may acquire the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project; and

**(AIRPORT OWNER ASSURANCES)**

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors (the sponsor) that

the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55.06(2) (1997), or in accordance with sponsor assurances enumerated in a federal grant agreement; and

**BE IT FINALLY RESOLVED** by the Brown County Board of Supervisors (the sponsor) that the County Executive and County Clerk are hereby authorized and directed to sign and execute the Agency Agreement authorized by, and incorporated into this resolution, by attachment and reference.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution is a petition for Airport Improvement Aid and does not bind the County to any financial obligations.*

Respectfully Submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

21-084R

Authored by Airport

Final Draft Approved by Corporation Counsel

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** October 6, 2021  
**REQUEST TO:** Planning, Development & Transportation Committee & County Board  
**MEETING DATE:** October 19 and October 27, respectively  
**REQUEST FROM:** Marty Piette  
Airport Director

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

**TITLE:** Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid

**ISSUE/BACKGROUND INFORMATION:**

The petition includes a list of capital projects for which the Airport is seeking State and Federal grant dollars. In order for the projects to be eligible to receive State and/or Federal funds, the projects must be included in a petition to the State.

**ACTION REQUESTED:**

To approve the Resolution as well as the accompanying agency agreement designating the Secretary of Transportation as the Airport's agent.

**FISCAL IMPACT:**

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

1. What is the amount of the fiscal impact? \$0.00
2. Is it currently budgeted?  Yes  No  N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Individual projects contained in the petition will be included in future Airport budgets.
  - c. If funding is from an external source, is it one-time  or continuous?
3. Please provide supporting documentation of fiscal impact determination.

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

# AGENCY AGREEMENT

## DEPARTMENT OF TRANSPORTATION BUREAU OF AERONAUTICS Madison, Wisconsin

### AN AGREEMENT DESIGNATING THE SECRETARY OF TRANSPORTATION AS ITS AGENT

WHEREAS, Brown County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Green Bay Austin Straubel International Airport project to:

Acquire/replace Airport Rescue and Fire Fighting (ARFF) vehicle; update Airport Master Plan and Exhibit A; rehabilitate Runway 18/36 and replace Dutchman Creek culverts; rehabilitate Taxiways A, D, D3, & M; and commercial apron and replace automatic gates; replace ticketing wing baggage belts and modifications and improvements to baggage claim area; rehabilitate parking lot and replace lighting and perimeter barrier; rehabilitate Service Road "A" east; rehabilitate Taxiways D1, D2, J, M, M1, East General Aviation (GA) & commercial aprons; remove Taxiway B; relocate Taxiway D1 north of Taxiway D; replace airfield electrical and add supplemental wind cones; construct west side perimeter road & fence and strengthen east perimeter road; terminal building modifications and improvements; construct GA apron and taxiway; acquire/replace Snow Removal Equipment (SRE); relocate electrical vault; construct frontage road; expand south GA area and relocate hangars; runway safety area grading; construct CAT 2 ILS; perform a Wildlife Hazard Assessment and prepare a Wildlife Hazard Management Plan; clear and maintain runway approaches as stated in Wis. Admin. Code Chapter Trans 55; and any necessary related work; and

WHEREAS, the sponsor adopted a resolution on October 27, 2021, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution; and

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project.

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

IN WITNESS WHEREOF, the authorized representatives of the parties have affixed their signatures and the seal of the parties.

WITNESS:

Green Bay Austin Straubel International Airport  
Brown County, Wisconsin  
Sponsor

\_\_\_\_\_  
Patrick W. Moynihan, Jr.  
County Clerk

By:

\_\_\_\_\_  
Troy J. Streckenbach  
County Executive

By: SECRETARY OF TRANSPORTATION

\_\_\_\_\_  
David M. Greene, Director  
Bureau of Aeronautics

**PETITION FOR STATE AND FEDERAL AID**  
**GREEN BAY AUSTIN STRAUBEL INTERNATIONAL AIRPORT**

**CALL TO ORDER OF THIS PUBLIC HEARING IN THE MATTER OF STATE AND FEDERAL AID PETITION BY BROWN COUNTY FOR THE FOLLOWING IMPROVEMENTS AT GREEN BAY AUSTIN STRAUBEL INTERNATIONAL AIRPORT:**

Acquire/replace Airport Rescue and Fire Fighting (ARFF) vehicle; update Airport Master Plan and Exhibit A; rehabilitate Runway 18/36 and replace Dutchman Creek culverts; rehabilitate Taxiways A, D, D3, & M; and commercial apron and replace automatic gates; replace ticketing wing baggage belts and modifications and improvements to baggage claim area; rehabilitate parking lot and replace lighting and perimeter barrier; rehabilitate Service Road "A" east; rehabilitate Taxiways D1, D2, J, M, M1, East General Aviation (GA) & commercial aprons; remove Taxiway B; relocate Taxiway D1 north of Taxiway D; replace airfield electrical and add supplemental wind cones; construct west side perimeter road & fence and strengthen east perimeter road; terminal building modifications and improvements; construct GA apron and taxiway; acquire/replace Snow Removal Equipment (SRE); relocate electrical vault; construct frontage road; expand south GA area and relocate hangars; runway safety area grading; construct CAT 2 ILS; perform a Wildlife Hazard Assessment and prepare a Wildlife Hazard Management Plan; clear and maintain runway approaches as stated in Wis. Admin. Code Chapter Trans 55; and any necessary related work.

ALL INTERESTED PERSONS ARE INVITED TO PRESENT THEIR VIEWS FOR THE PUBLIC RECORD ON THE NEED FOR THE PROPOSED AIRPORT DEVELOPMENT. AN ATTENDANCE SIGN-IN SHEET IS PROVIDED; PLEASE SIGN IN WITH YOUR NAME AND ADDRESS.

(INTRODUCE HEARING MODERATORS)

TO SUMMARIZE THE FORMAT FOR THIS HEARING:

WE WILL BE GIVING A BRIEF OVERVIEW OF THE PROPOSED IMPROVEMENTS;

AND THEN WILL TAKE ORAL TESTIMONY RELATIVE TO THESE IMPROVEMENTS ONLY. WE ASK THAT YOU RESTRICT YOUR COMMENTS AND DISCUSSION TO YOUR VIEWS ON THE PROPOSED PROJECTS ONLY; WE WILL BE AVAILABLE AFTER THE HEARING FOR DISCUSSION ON OTHER SUBJECTS. ORAL TESTIMONY WILL BE RECORDED ON DIGITAL AUDIO RECORDER. PLEASE CLEARLY STATE YOUR NAME, ADDRESS, WHO YOU REPRESENT (BUSINESS NAME OR "LOCAL RESIDENT"), AND THEN GIVE YOUR TESTIMONY.

IF YOU SO CHOSE, YOU MAY PROVIDE YOUR TESTIMONY IN WRITING. WRITTEN COMMENTS WILL BE ACCEPTED THROUGH 9:00 A.M. ON MONDAY, SEPTEMBER 27, 2021, AND CAN BE HAND DELIVERED OR MAILED TO:

GREEN BAY AUSTIN STRAUBEL INTERNATIONAL AIRPORT,  
2077 AIRPORT DRIVE, SUITE 18  
GREEN BAY, WISCONSIN 54313-5596  
ATTN: PUBLIC HEARING COMMENTS

# 2021 PETITION FOR AID GREEN BAY AUSTIN STRAUBEL INTERNATIONAL AIRPORT

(Costs shown are construction costs in 2021 dollars)

## Acquire/replace Airport Rescue and Fire Fighting (ARFF) vehicle

The current ARFF vehicle is past its useful life.

*Estimated Cost \$1,500,000*

## Update Airport Master Plan and Exhibit A

The current Master Plan and Exhibit A are old and in need of updating, the Exhibit A does not meet current FAA standards.

*Estimated Cost \$500,000*

## Rehabilitate Runway 18/36 and replace Dutchman Creek Culverts

Rehabilitate runway pavement areas that are below the pavement condition index minimum level of service.

*Estimated Cost \$6,500,000*

## Rehabilitate Taxiways A, D, D3, & M; and commercial apron and replace automatic gates

Rehabilitate pavement areas that are below the pavement condition index minimum level of service and replace three old automatic gates and a manual gate with new automatic gates.

*Estimated Cost \$9,000,000*

## Replace ticketing wing baggage belts and modifications and improvements to baggage claim area

Existing baggage belts and baggage claim system are outdated and hard to get replacement parts for.

*Estimated Cost \$3,825,000*

## Public Parking Pavement, Lighting & Barrier Rehabilitation

Reconstruct deteriorating west section of public parking lot pavement and add subsurface drainage, replace area lighting, and replace parking lot perimeter barrier.

*Estimated Cost \$3,900,000*

## Rehabilitate Taxiways D1, D2, J, M, M1, East General Aviation (GA) & commercial aprons; remove Taxiway B; relocate Taxiway D1 north of Taxiway D

Rehabilitate pavement areas that are below the pavement condition index minimum level of service and relocate Taxiway D1 to comply with current FAA guidance to have no direct access from an apron to a runway.

*Estimated Cost \$7,600,000*

## Replace airfield electrical and add supplemental wind cones

Replace existing aged incandescent runway and taxiway edge lighting and guidance signs with LED units, signage updates and add supplemental wind cones per FAA guidance.

*Estimated Cost \$4,000,000*

## Construct west side perimeter road & fence and strengthen east perimeter road

Construct west perimeter road around the southwest part of the airfield, from the existing road at the ARFF station to the existing road in the Runway 36 approach, to improve operational safety; add a wildlife fence

along this road to get a large area of habitat outside of the fence per FAA Certification Inspections; strengthen the east perimeter road to accommodate SRE traffic.

*Estimated Cost \$5,868,000*

Terminal building modifications and improvements

Modify/update/improve terminal building HVAC, security, technology, expand/reconfigure grand lobby.

*Estimated Cost \$10,000,000*

Construct GA apron and taxiway

Construct a new apron for a flight school and a taxiway to connect the apron to other airfield pavements.

*Estimated Cost \$2,000,000*

Acquire/replace Snow Removal Equipment (SRE)

Acquire new snow removal equipment units to replace older units that are past their useful life.

*Estimated Cost \$1,600,000*

Relocate Electrical Vault

Relocate existing electrical vault to maintain line of sight between runways.

*Estimated Cost \$3,600,000*

Construct Frontage Road

Construct new frontage road off of Service Road A to Service Road B for access to development sites.

*Estimated Cost \$1,000,000*

Expand south GA area and relocate hangars

Expand the GA area with taxilanes and hangar sites and relocate some existing hangars to maintain line of sight between runways.

*Estimated Cost \$3,600,000*

Runway Safety Area (RSA) Grading

Correct the non-standard RSA cross slope along the pavements strengthened with an 11-inch PCC overlay 1969-1971. Areas include various parts of both sides of Runways 6/24 and Runway 18/36.

*Estimated Cost \$1,515,000*

Construct CAT 2 ILS

Construct facilities for Category II Instrument Landing System on Runway 36 to enhance low-visibility operations.

*Estimated Cost \$8,500,000*

Perform Wildlife Hazard Assessment (WHA) and prepare Wildlife Hazard Management Plan (WHMP)

The WHA and WHMP need to be updated to reduce the risk that wildlife poses to safe airport operations.

*Estimated Cost \$120,000*

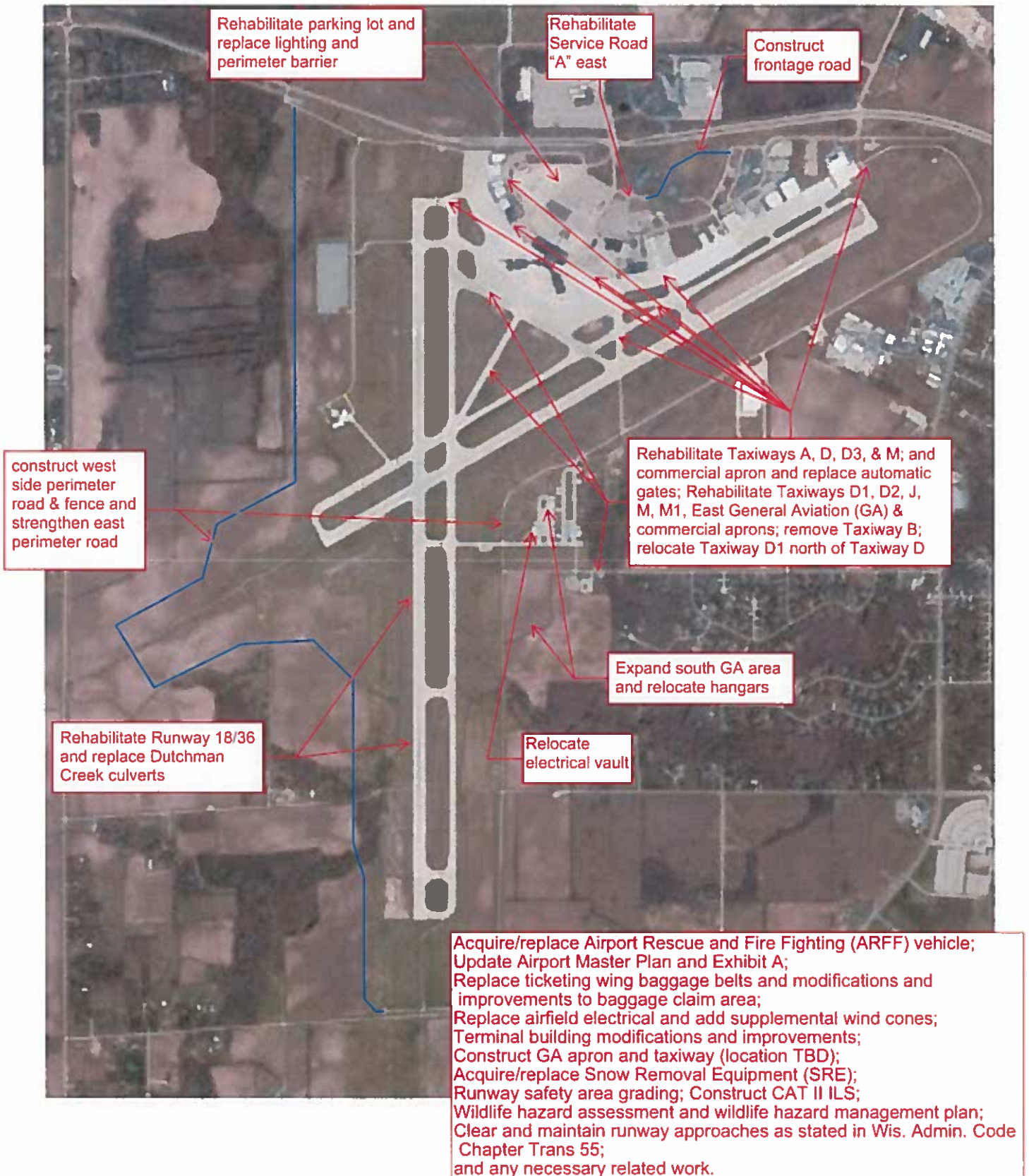
Clear and maintain runway approaches as stated in Wis. Admin. Code Chapter Trans 55

Survey and monitor tree growth under the approaches and trim or cut trees as necessary to maintain clear approaches.

*Estimated Cost \$100,000*



# GREEN BAY AUSTIN STRAUBEL INTERNATIONAL AIRPORT



**SIGN-IN SHEET - PRE-PETITION PUBLIC HEARING**

Green Bay Austin Straubel International Airport, Green Bay, WI

Friday, August 27, 2021, 10:00 a.m.

No.	Name	Address	City, State	Zip
1	Marty Piette, Director <i>M. Piette</i>	Green Bay Austin Straubel Int'l Airport, 2077 Airport Dr.	Green Bay, WI	54313
2	Rachel Engeler, Assistant Director <i>RE</i>	Green Bay Austin Straubel Int'l Airport, 2077 Airport Dr.	Green Bay, WI	54313
3	Kevin Sielaff <i>K. Sielaff</i>	Mead & Hunt, 1702 Lawrence Dr.	De Pere, WI	54115
4	Henry A. Ruelen <i>H. Ruelen</i>	2461 S. Pine Tree Rd	De Pere WI	54115
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*2021-08-27 Public Hearing Oral Testimony*

Henry Rueden:

From a taxpayer's standpoint, is there a reason why they don't prioritize the projects or space them out over a period of time, or do things need to be done ASAP?

Airport:

This is a laundry list of potential projects that could occur over the next 5 years, all contingent on FAA airport improvement program grant funding – all are paid for through FAA airport improvement program which is a user fee funded program (ticket tax). Some projects do get pushed back and added to the next round.

Henry:

When saying certain things need to be replaced, maybe also say what the typical lifespan is for that specific thing so people who don't know are aware. Ex: Fire truck – 15 years lifespan, vehicle is \*insert how old vehicle is\*.

Airport:

Lifespans are determined by FAA, reference AIP handbook on FAA's website. Electrical – 10 years, ARFF trucks – 15 years, pavements – 20 years, etc.

Henry:

If people don't want to or can't come to the meeting, maybe post somewhere where they can look for information on the proposed projects on a website. Website should be included in public hearing notice.

October 27, 2021

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

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION  
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT –  
HOUSING PROGRAM FOR SMALL CITIES**

**WHEREAS**, Federal monies are available under the Wisconsin Community Development Block Grant (CDBG) housing program and CDBG – Emergency Assistance Program (EAP), administered by the State of Wisconsin, Department of Administration, Division of Housing, for the purpose of housing activities; and

**WHEREAS**, after public meeting and due consideration, the Brown County Planning, Development and Transportation Committee has recommended that an application be submitted to the State of Wisconsin for the projects benefitting low to moderate income persons within the 10-County Northeastern Wisconsin Region, including owner-occupied housing unit rehabilitation, rental housing unit rehabilitation, owner-occupied housing unit purchase down payment assistance and owner-occupied housing emergency assistance program grants; and

**WHEREAS**, it is desirable that the Brown County Board of Supervisors approve the preparation and filing of an application for Brown County to receive funds from this program; and

**WHEREAS**, the Brown County Board of Supervisors has reviewed the need for the proposed projects and the regional benefits to be gained therefrom.

**NOW, THEREFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors hereby approves, authorizes and directs relevant Brown County Officers, Staff and Agents to take any and all actions necessary to prepare and file an application for funds for the above-named projects as further described in this resolution.

*Fiscal Note: This resolution does not require and appropriation from the General Fund. This resolution seeks additional Community Development Block Grant dollars for the County.*

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

Approved By:

---

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

21-086R

Authored by: Brown County Planning Commission

Approved by: Corporation Counsel



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

**COLE RUNGE**

PHONE (920) 448-6480, FAX (920) 448-4487  
WEB SITE [www.browncountywi.gov/planning](http://www.browncountywi.gov/planning)

PLANNING DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** October 11, 2021  
**REQUEST TO:** Planning, Development, and Transportation, County Board of Supervisors  
**MEETING DATE:** 10/19/21 and 10/27/21, respectively  
**REQUEST FROM:** Cole Runge  
Planning and Land Services Department  
**REQUEST TYPE:**  New resolution  Revision to resolution  
 New ordinance  Revision to ordinance

**TITLE:** Authorizing Submittal of Northeastern Region CDBG-Housing Small Cities Grant Application

**ISSUE/BACKGROUND INFORMATION:**

Since 2014, Brown County has administered a housing rehabilitation loan program for a 10-county region of Northeastern Wisconsin, funded by the State of Wisconsin's Community Development Block Grant (CDBG) Small Cities Housing Program. The program provides 0% interest, deferred payment loans to low-moderate income homeowners to fund repairs to their homes. Typical repairs include roofs, siding, windows, septic systems, wells, electrical, plumbing, and structural/foundation work. The loan is recorded as a mortgage on the home and is payable in full at such time as the home is no longer the principal place of residence of the applicant; typically when the home is sold. Repaid loans will be used to create a revolving loan fund. As of the end of September 2021, the program has committed funds for a total of 329 projects totaling \$6.1 million. In addition, CDBG – Emergency Assistance Program (EAP) for Small Cities funds are being made available through governor declared state of emergency for natural or manmade disasters as grants to fund qualified repairs or replacement to private residences for low to moderate income families within the region. The program pays for all administration and project costs, including a pro-rated portion of internal Brown County administrative chargebacks, and all or portions of salary/fringe for five PALS staff for their time spent on the program. The subject resolution authorizes submittal of a grant application to the Wisconsin Department of Administration to recapitalize the project fund for future years.

**ACTION REQUESTED:**

Approval of the subject resolution authorizing the submittal of a CDBG-Housing Small Cities Grant Application by Brown County Planning Commission staff.

**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? \$ \_\_\_\_\_
  - 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? 255.066.300
    - 2. If no, how will the impact be funded? If awarded, grant covers all project and administrative expenses.

**COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**





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

**COLE RUNGE**

PHONE (920) 448-6480, FAX (920) 448-4487  
WEB SITE [www.browncountywi.gov/planning](http://www.browncountywi.gov/planning)

PLANNING DIRECTOR

**MEMORANDUM**

**DATE:** October 11, 2021

**TO:** Brown County Planning, Development, and Transportation Committee

**FROM:** Cole Runge, Planning Director

**RE:** Northeastern Wisconsin Community Development Block Grant – Housing Program Application Submittal Resolution

Since 2014, Brown County has been administering a Community Development Block Grant (CDBG) – Housing program for a 10-county region of Northeastern Wisconsin that provides zero percent interest, five year pay back or deferred payment loans to rental unit owners and low-moderate income homeowners to rehabilitate their housing units. Low-moderate income residents of the counties of: Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago are eligible for the program, provided they do not live in the CDBG- entitlement cities of Appleton, Fond du Lac, Green Bay, Neenah, Oshkosh, or Sheboygan. Residents of these cities have access to similar programs by virtue of these cities receiving CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD).

Owner occupied loans through the program are recorded as mortgages on the subject properties, and are payable in full at such time as the home is no longer the principal place of residence of the applicant; generally when the home is sold. Typical rehabilitation projects have included replacement roofs, siding, windows, wells, private on-site wastewater treatment systems (POWTS), and repairs of electrical, plumbing, heating or structural/foundational issues with the homes. I have included a copy of the brochure flyer used to market the program within the region for your information.

As of the end of September 2021, 329 projects totaling over \$6.1 million in project funds have been obligated or expended on projects and down payment assistance across the region. Approximately ½ million in project funds remain for obligation through the remainder of 2021 and 2022. The program funds all Brown County administration and project costs, including a pro-rated portion of internal Brown County administrative chargebacks, and all or portions of salary/fringe for five PALS staff for their time spent on the program. If approved by the Brown County Board of Supervisors, the subject resolution authorizes submittal of a grant application to the Wisconsin Department of Administration to recapitalize the project fund for future years.



If you have any questions prior to the Planning, Development, and Transportation Committee meeting on October 19, please feel free to call me at (920) 448-6480 or email me at [cole.runge@browncountywi.gov](mailto:cole.runge@browncountywi.gov)

Enclosures

CR



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: Director of Admin
  - Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- 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 Comm
- 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 *EW*
- 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  
*After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.*

**Justification for Budget Change:**

This budget adjustment is to allocated sales tax to CTH W project W-14 to be done in 2021. This project was scheduled for 2022, but needs to be moved up due to the condition of the road. Also, a portion needed for W-14 is being reallocated from project O-14.

**Fiscal Impact\*: \$ 217,000**

*\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	440.044.9002	Hwy Projects Transfer In	\$ 217,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	440.044.6182.200	Construction Hwy	\$ 300,000 <i>EB</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	660.044.001.4800.400	Intra County Rev - Capital Projects	\$ 217,000 <i>EP</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	660.044.001.5000.400	Cost of Sales-Capital Projects	\$ 217,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	499.090.9003	Sales Tax Transfer Out	\$ 217,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	499,3300,700	Sales Tax Fund Balance	\$ 217,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	440.044.6182.200	Construction Highway	\$ 83,000

**Paul Fontecchio** Digitally signed by Paul Fontecchio  
Date: 2021.10.11 06:59:33 -05'00'

*Signature of Department Head*

Department: Public Works

Date: 10/11/2021

**AUTHORIZATIONS**

Troy Streckenbach  
Troy Streckenbach [Oct 11, 2021 11:14 CDT]

*Signature of DOA or Executive*

Date: Oct 11, 2021

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303  
PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: BC\_Highway@browncountywi.gov

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: October 19, 2021  
RE: Summary of Operations

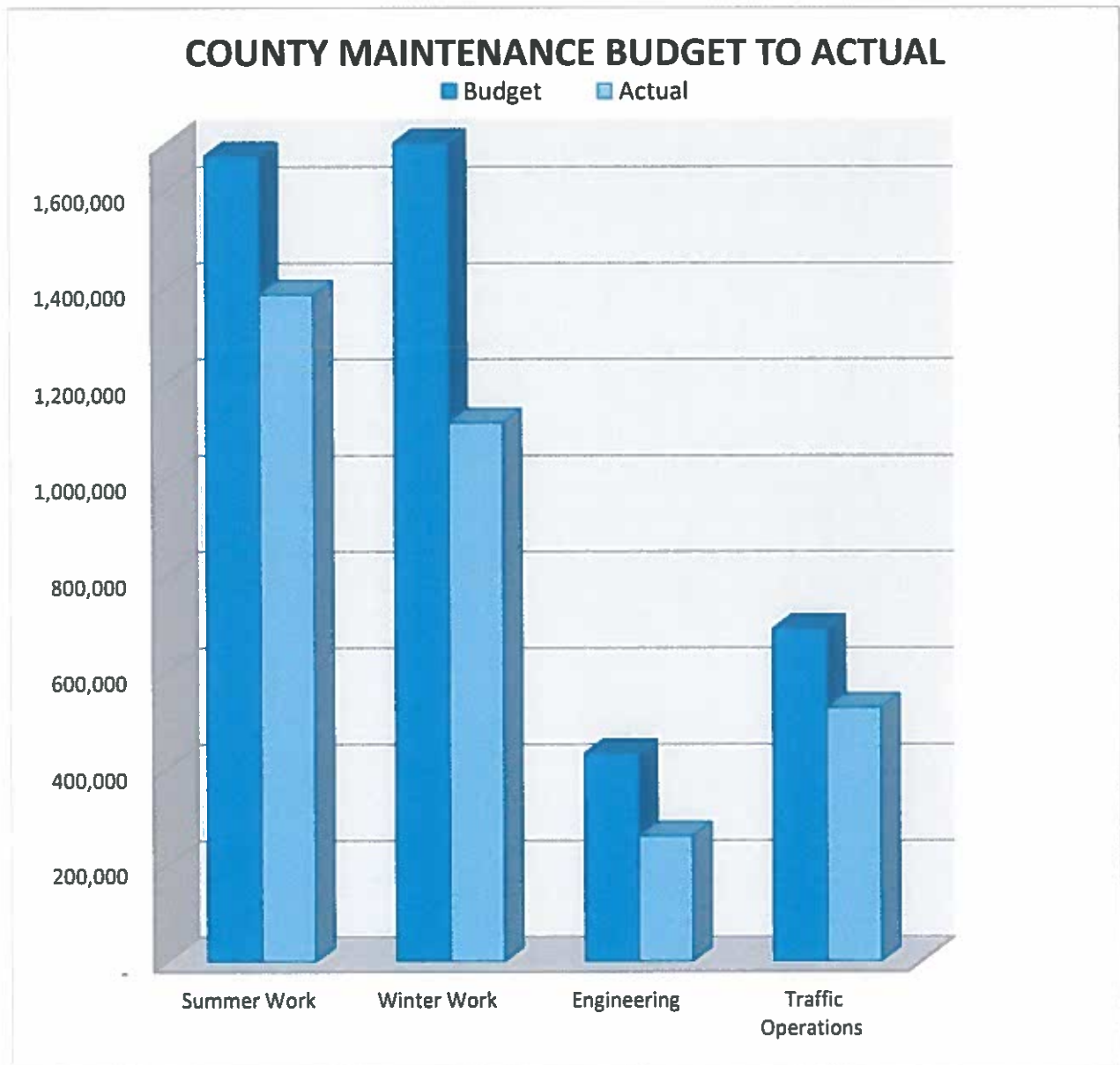
The Public Works Department is performing at a normal budget rate through the month of September. The end of September represents 75% of the year. Here is a summary of our operations:

(240) County Maintenance	70.99%
(660) State Maintenance	68.97%
(660) Other Work (Interdepartmental, Municipal, etc.)	151.53%
(400) Capital Projects	71.23%
Facilities	65.46%

Please see the attached charts for more details.

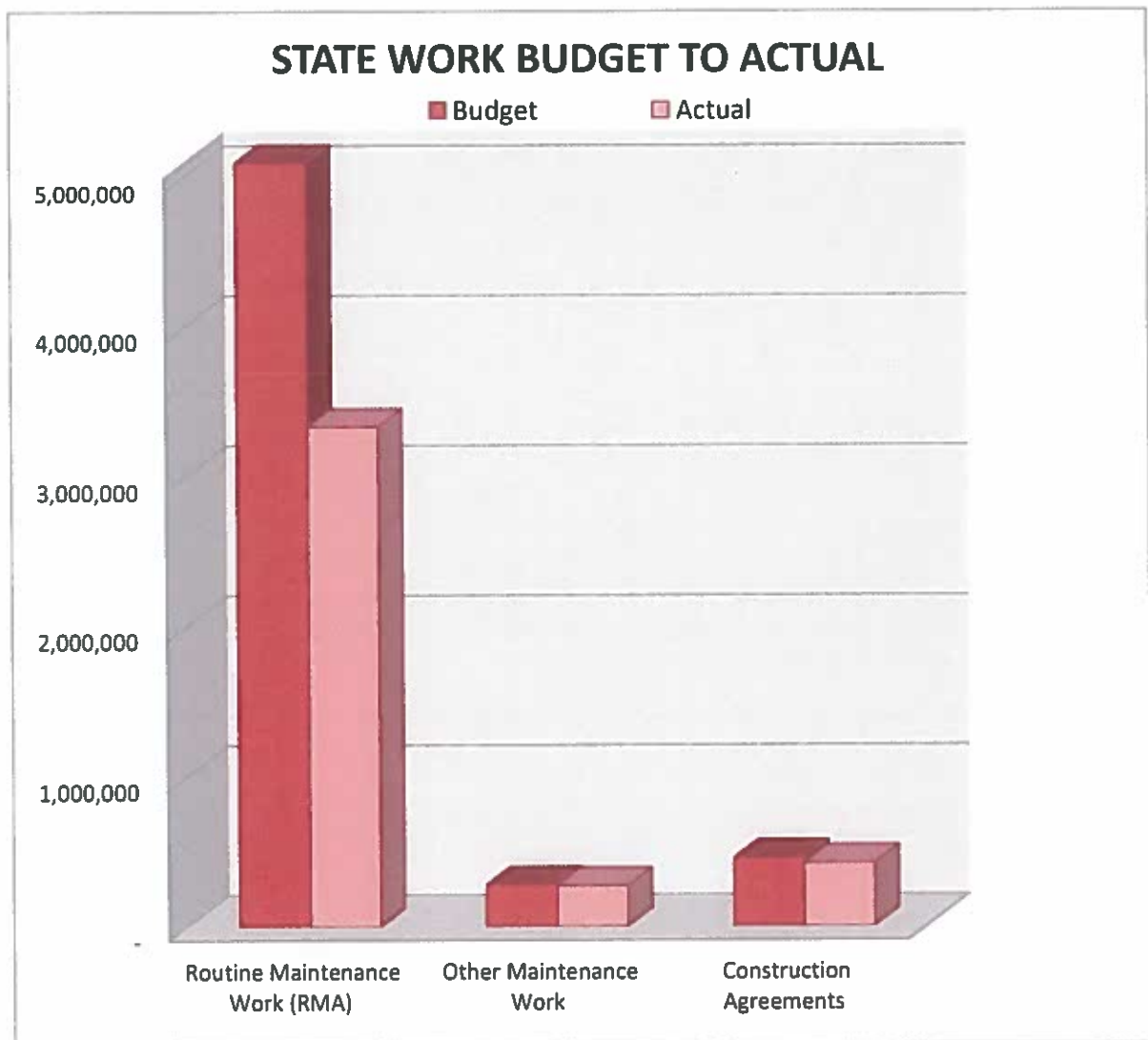
**BROWN COUNTY PUBLIC WORKS  
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240  
AS OF 9/30/21**

	Budget	Actual	Remaining	Percentage Used
Summer Work	1,673,000	1,385,877	287,123	82.84%
Winter Work	1,877,000	1,119,234	757,766	59.63%
Engineering	431,420	260,317	171,103	60.34%
Traffic Operations	690,000	526,753	163,247	76.34%
Stormwater MGMT	13,441	3,213	10,228	23.90%
County Incidents	30,000	51,579	(21,579)	171.93%
<b>Total</b>	<b>4,714,861</b>	<b>3,346,973</b>	<b>1,367,888</b>	<b>70.99%</b>



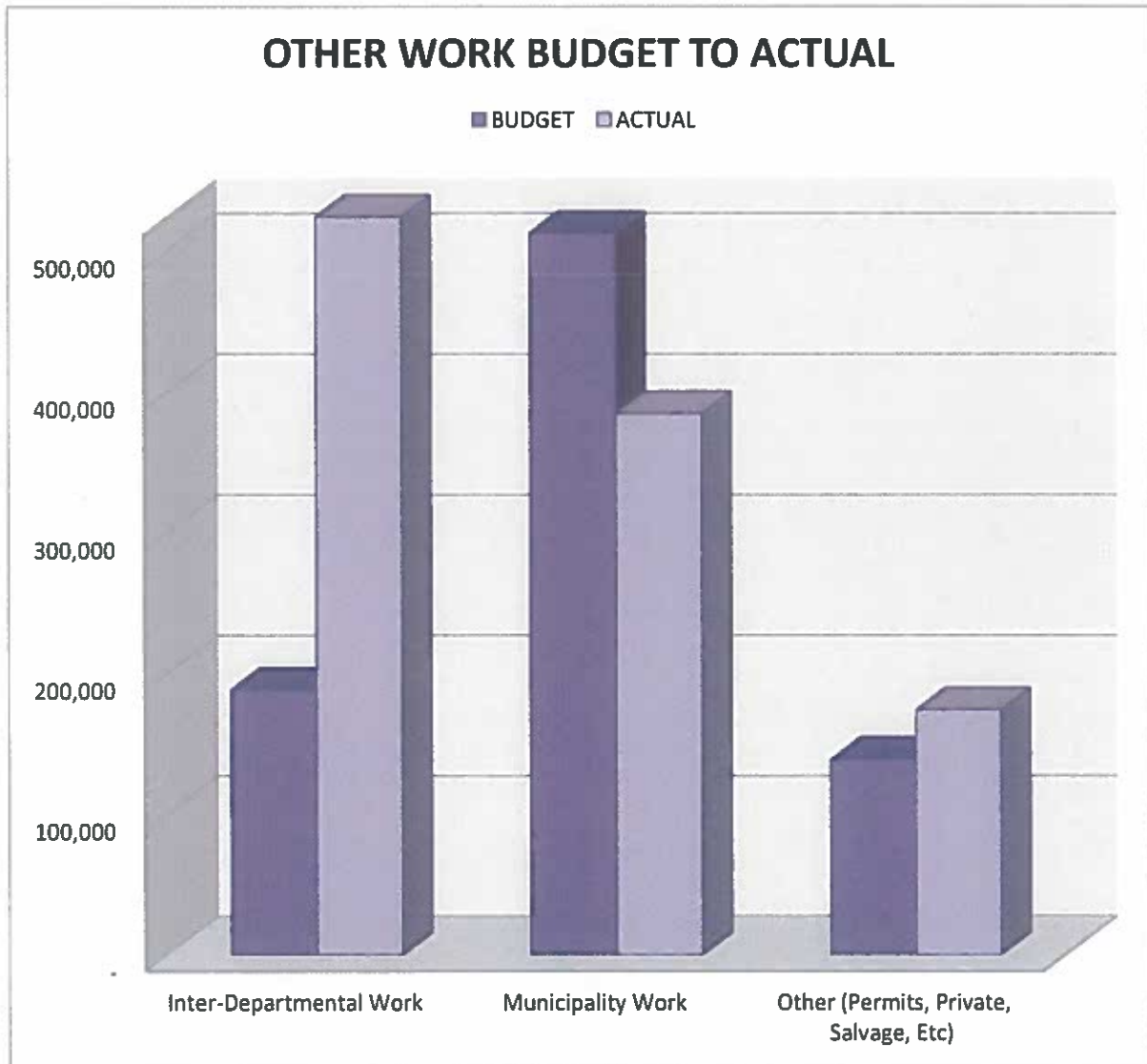
## BROWN COUNTY PUBLIC WORKS-HIGHWAY STATE WORK BUDGET TO ACTUAL As Of 9/30/21

	Budget	Actual	Remaining	Percentage Used
Routine Maintenance Work (RMA)	5,111,000	3,338,983	1,772,017	65.33%
Other Maintenance Work	280,934	273,517	7,416	97.36%
Construction Agreements	459,246	423,340	35,905	92.18%
<b>Total</b>	<b>5,851,179</b>	<b>4,035,840</b>	<b>1,815,339</b>	<b>68.97%</b>



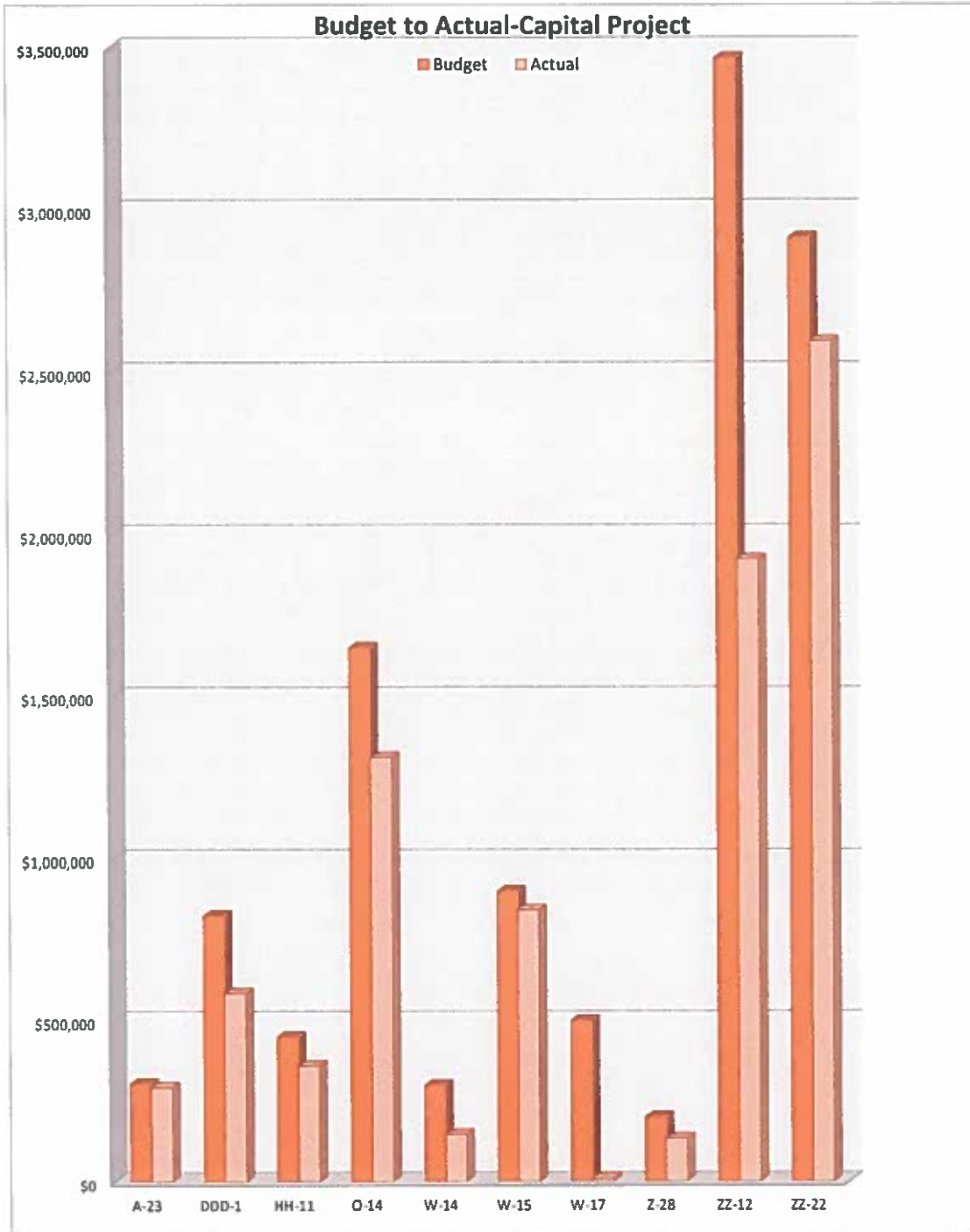
**BROWN COUNTY PUBLIC WORKS-HIGHWAY  
OTHER WORK BUDGET TO ACTUAL  
As Of 9/30/21**

	Budget	Actual	Remaining	Percentage Used
Inter-Departmental Work	188,666	715,033	(526,367)	378.99%
Municipality Work	513,500	385,255	128,245	75.03%
Other (Permits, Private, Salvage, Etc)	139,052	174,374	(35,322)	125.40%
<b>Total</b>	<b>841,218</b>	<b>1,274,662</b>	<b>(433,444)</b>	<b>151.53%</b>



**BROWN COUNTY HIGHWAY DEPARTMENT  
CAPITAL PROJECT EXPENSE-BUDGET TO ACTUAL  
As Of 9/30/21**

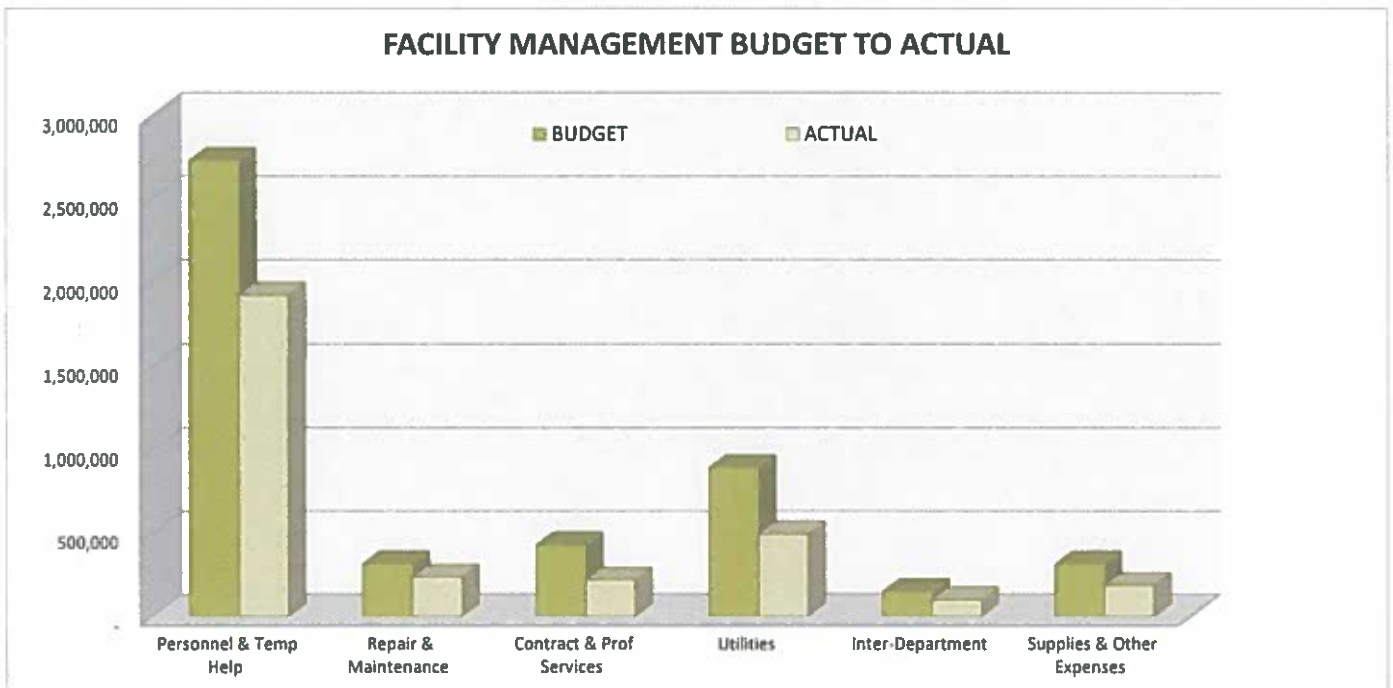
Project	Project Description	% BC Cost	Budget	Actual	Remaining	Percentage
A-23	CHURCH RD TO BEACH LN	100%	\$304,500	\$291,947	\$12,553	95.88%
DDD-1	CTH DD TO FRENCH ROAD	100%	\$825,000	\$584,516	\$240,484	70.85%
HH-11	CTH AAA TO HOLMGREN WAY	100%	\$450,000	\$358,843	\$91,157	79.74%
O-14	EAST RIVER DRIVE TO CTH V	100%	\$1,650,000	\$1,312,783	\$337,217	79.56%
W-14	KINGS RD TO CTH G	100%	\$300,000	\$146,121	\$153,879	48.71%
W-15	1,300' N of Wayside to CTH Z	100%	\$900,000	\$842,252	\$57,748	93.58%
W-17	LEDGE CREST RD TO CTH PP	100%	\$500,000	\$9,367	\$490,633	1.87%
Z-28	FAIRVIEW RD TO CTH NN	100%	\$200,000	\$133,865	\$66,135	66.93%
ZZ-12	CLAY ST TO 1800' S OF MALLARD RD	100%	\$3,464,246	\$1,922,572	\$1,541,674	55.50%
ZZ-22	1800' S OF MALLARD TO 900' N OF MALLARD	100%	\$2,912,115	\$2,593,649	\$318,466	89.06%
Total			\$11,505,861	\$8,195,917	\$3,309,944	71.23%



**BROWN COUNTY PUBLIC WORKS  
FACILITY MANAGEMENT BUDGET TO ACTUAL  
As Of 9/30/21**

	Budget	Actual	Remaining	% Used
Personnel & Temp Help	2,728,299	1,927,442	800,857	70.65%
Repair & Maintenance	317,245	237,520	79,725	74.87%
Contract & Prof Services	430,231	218,626	211,605	50.82%
Utilities	894,015	495,312	398,703	55.40%
Inter-Department	147,006	98,126	48,880	66.75%
Supplies & Other Expenses	316,831	187,140	129,691	59.07%
<b>Total</b>	<b>4,833,627</b>	<b>3,164,166</b>	<b>1,669,461</b>	<b>65.48%</b>

**FACILITY MANAGEMENT BUDGET TO ACTUAL**



PUBLIC WORKS DEPARTMENT

*Brown County*

2198 GLENDALE AVENUE  
GREEN BAY, WI 54303

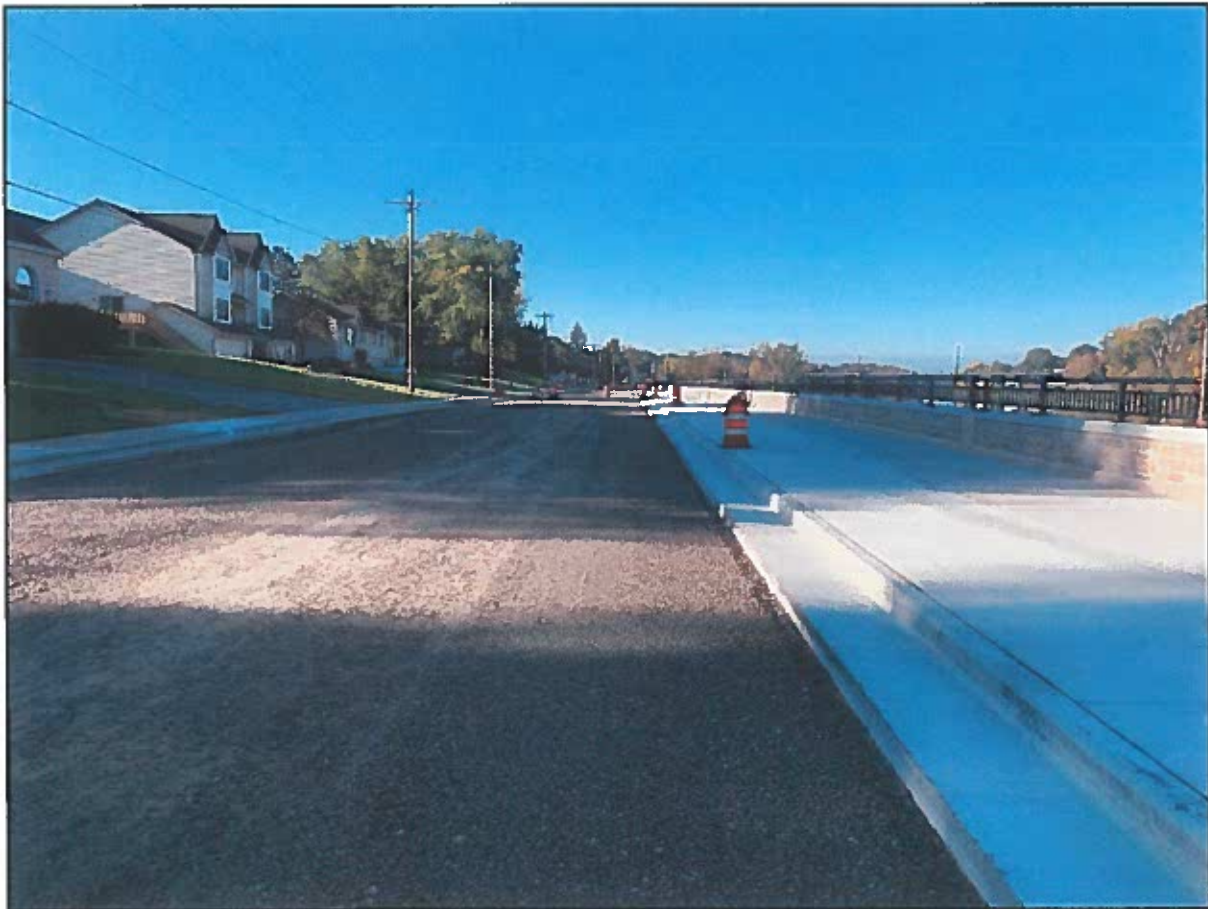
PHONE (920) 492-4925 FAX (920) 434-4576  
EMAIL: BC\_Highway@browncountywi.gov

PAUL A. FONTECCHIO, P.E.  
DIRECTOR

TO: PD&T Committee  
FROM: Paul Fontecchio, P.E.  
DATE: October 19, 2021  
RE: Director's Report

**PROJECTS:**

**CTH ZZ:** The work along CTH ZZ should be mostly complete by the time of the PD&T meeting. Some culvert installation will take place north of Meadowlark Road ahead of next year's construction projects.

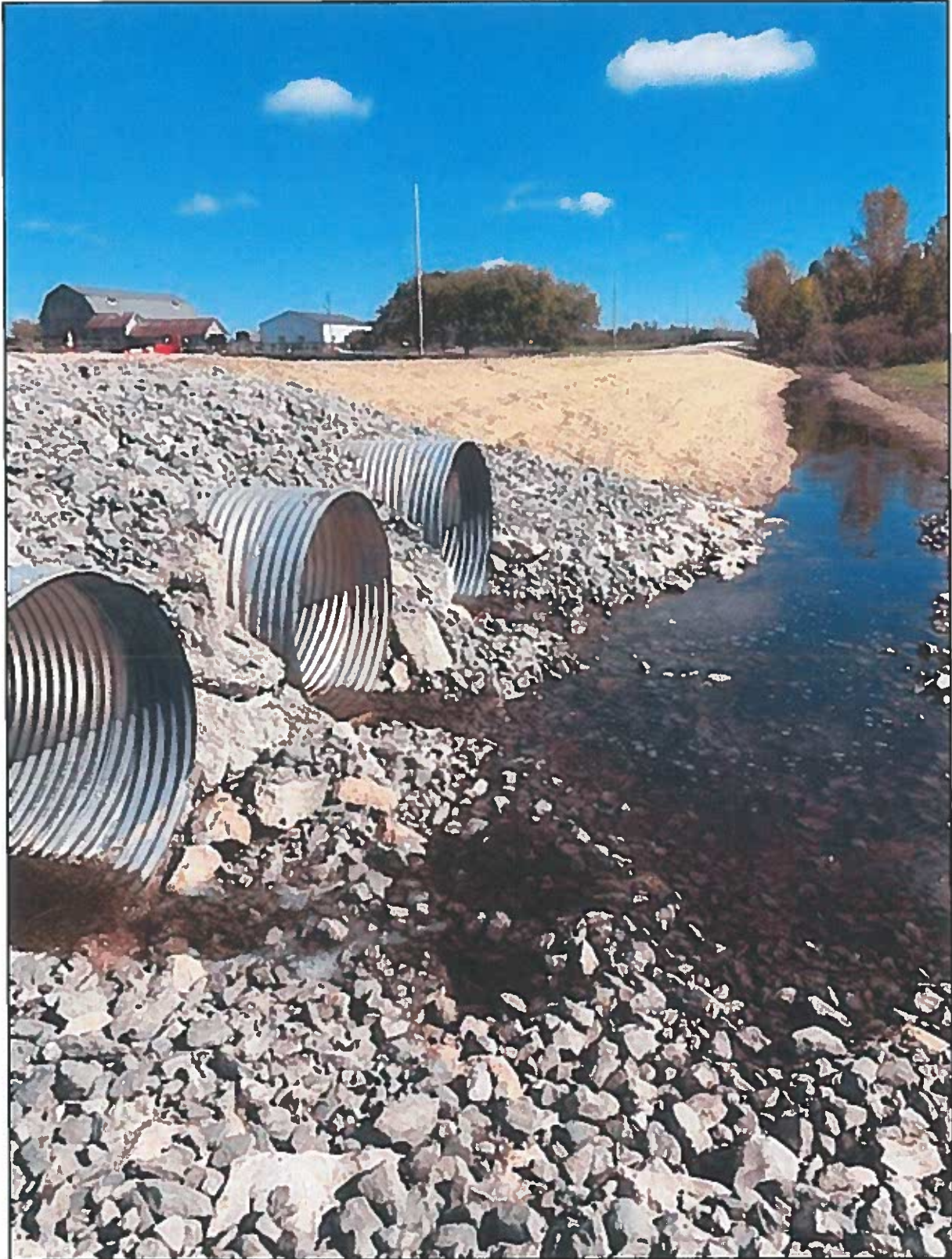




**CTH Z:** CTH Z culvert replacement has been completed. The old structure was in terrible shape and in bad need of replacement. New pipes were installed, including a stream channel realignment to ensure proper roadway side slopes.



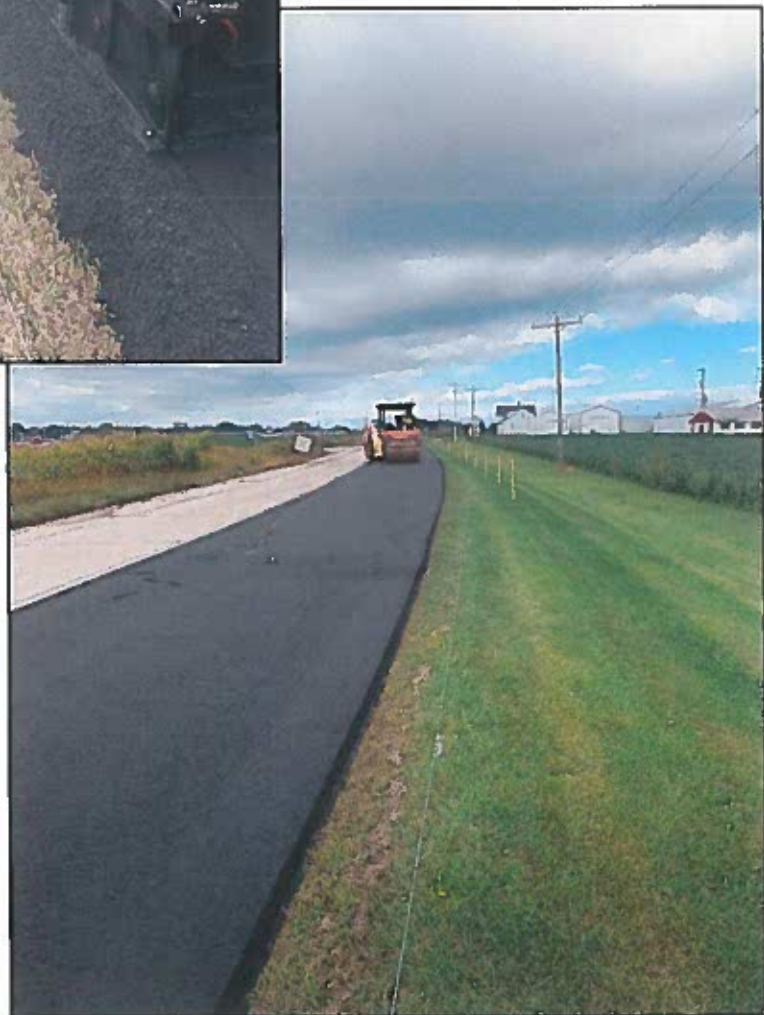
Old CTH Z structure by Fairview Road.



New culverts, road edge slope, and stream realignment near Fairview Road.



CTH DDD: CTH DDD was resurfaced in September.



**STAFFING REPORT:**  
See Attached Table.

**BROWN COUNTY PUBLIC WORKS  
STAFFING SUMMARY**

As of 9/30/2021

**HIGHWAY DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Highway Crew	4/2/21	Resigned	Hold	---	---
Highway Crew	5/3/21	Retired	Hold	---	---
Highway Crew	7/19/21	Retired	Fill	In Process	---

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	10.75	10.75
Electrician	1.0	1.0
Engineering	7.0	7.0
Mechanics / Shop	12.0	12.0
Highway Crew	74.0	71.0
Bridge Tender	5	5
Summer	2.85	0 *
Summer - Engineering	1.27	0 *
LTE	1	0.5 *
<b>TOTAL</b>	<b>114.87</b>	<b>107.25</b>

**FACILITY MANAGEMENT DIVISION:**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Housekeeper	5/28/21	Resigned: Delveaux	Fill	In Process	---
Facility Worker	7/2/21	Resigned: Poirier	Fill	In Process	---
Housekeeper	8/2/21	Resigned: Oudeans	Fill	In Process	---
Facility Manager	8/9/21	Retired: Danielski	Hold	---	---
Facility Mechanic	8/20/21	Resigned: Delair	Fill	In Process	---
Housekeeper	9/10/21	Resigned: Chouinard	Fill	In Process	---
Facility Worker	9/12/21	Resigned: Bersch	Fill	In Process	---
Electrician	9/13/21	Resigned: Walton	Fill	In Process	---
Facility Worker	9/17/21	Resigned: Lemens	Fill	In Process	---

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	5.25	4.25
Facility Technicians	1.0	1.0
Facility Mechanics	8.0	7.0
Facility Workers	9.0	6.0
Housekeeping	20.0	17.0
Electrician	1.0	0
Summer Help	0.46	0 *
<b>TOTAL</b>	<b>44.71</b>	<b>35.25</b>

\* NOTE: Starting 5/10/21 – the Department began hiring our Seasonal LTE & Summer employees – numbers are reflected in “Actual FTE’s” for both divisions.