

BOARD OF SUPERVISORS

Brown County



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

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

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
BUDGET MEETING

TUESDAY, OCTOBER 9, 2018
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

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

*** Please Note: Non-Budget Items will go before the October 17th County Board of Supervisors meeting;
Budget Items will go before the October 31st County Board of Supervisors meeting.*

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 24, 2018.

****BUDGET REVIEW****

Comments from the Public on Budget Items

REVIEW OF 2019 DEPARTMENT BUDGETS:

1. **Register of Deeds** - Review of 2019 department budget.
2. **Planning & Land Services** (Land Information, Planning Commission, Property Listing & Zoning)
- Review of 2019 department budgets.
3. **Port and Resource Recovery** - Review of 2019 department budget.
 - a. Resolution Regarding Changes to the Department of Port and Resource Recovery Table of Organization.
4. **Airport** - Review of 2019 department budget.
5. **U.W. Extension** - Review of 2019 department budget.
 - a. Resolution Regarding Reclassification of Community Garden Coordinator Position for the UW-Extension Table of Organization.
6. **Public Works** (Highway, County Roads & Bridges, Facility Management)
- Review of 2019 department budget.
 - a. Resolution Regarding Deletion of One Highway Crew Position for the Department of Public Works Table of Organization.

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

Comments from the Public on Non-Budget Items

Consent Agenda

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

Discussion/Action Items

Airport

2. Director's Report.

Planning and Land Services

Planning Commission

3. Budget Adjustment Request (18-108): Any allocation from a department's fund balance.
4. Discussion and Action regarding the Brown County Farmland Preservation Plan Amendment.
5. Resolution Authorizing Submittal of an Application for the Community Development Block Grant – Emergency Assistance Housing Program for Small Cities.

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

UW-Extension

6. Director's Report.

Public Works

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

Port & Resource Recovery

9. South Landfill Response Plan Results.
10. Director's Report.

Other

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

Bernie Erickson, Chair

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

2019 Budget Proposal Highlights Register of Deeds

New Initiatives

- ✓ Statewide Issuance: Beginning January 1, 2017 Statewide issuance of vital records allows any Register of Deeds office in the State of Wisconsin to issue records of birth, death, marriage and divorce from all Wisconsin counties. At this time the records that can be obtained statewide are birth from 1907 to present, death from 2013 to present, marriage from 2015 to present and divorce from 2016 to present.
- ✓ Vital Records applications: All vital record applications are scanned into the W drive and kept secure for two years. We no longer keep the paper copy that has to be filed, stored, and then destroyed.
- ✓ Preservation and indexing of oldest vital records is ongoing. The Brown County Register of Deeds Office is the oldest in the State with the oldest birth record and recorded deed on file in our office.
- ✓ Back indexing of scanned real estate records is ongoing. To date we have back indexed all scanned documents to 1972.
- ✓ There is an ongoing mission to get all customers to e-record their real estate records. E-recording saves staff time and also saves money on paper, postage and ink. We currently e-record about 53% of the real estate documents that get recorded. This is a 3% increase over last year.
- ✓ As of January 1, 2018, we no longer keep Certified Survey Maps bound in a book. They are kept on the computer. This cuts down on office space needed to store books and the cost of the book. The current books will remain in the office.
- ✓ Customer service remains a top priority at the Register of Deeds. We reduced the amount of real estate documents being rejected and implemented a tracking system for any documents that do not conform to Wisconsin Statutes. Drop off customers are now contacted if they have a document rejected and waiting for pickup.

Revenues

- ✓ We have not lost any customers from our reconfiguration of fees; we have in fact added 2 customers.
- ✓ In 2018 with the new Laredo fees we project collecting \$171,180. We project paying Fidler \$49,200 for their portion of the Laredo fees. This would leave us with Revenue of \$121,980. Projected revenue increase of \$36,181 from 2017 to 2018.
- ✓ Our transfer fee amount has increased over last year by \$60,750
- ✓ We have increased the sale of vital records due to statewide issuance in 2017
- ✓ Tapestry income has increased \$17,480.00 to date

Expenses

- ✓ Real Estate Maintenance Agreement 5 year contract renewal increasing. Register of Deed portion is increasing \$3,939.00 yearly; this increase took place last year and is a 5 year contract.
- ✓ Chargebacks – indirect cost decreased \$9,325 Intra-county expense Technology increased \$1,888; and intra-county expense insurance increased \$1,975

- ✓ Contracted services increased \$9,500 due to an increase in online access fees. This service will be offset by an increase in online access fees to our customers and online access fees that have not been utilized.
- ✓ Information service chargeback – maintenance agreement software \$4,799 for two SQL licenses.
- ✓ Repairs and Maintenance includes \$1,010 for maintenance on Scan Pro and \$200 for miscellaneous repairs.

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

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

DEAN R. HAEN

DIRECTOR

MEMORANDUM

To: Members of Harbor Commission, Solid Waste Board and
 Planning, Development & Transportation Committee

From: Dean R. Haen, Director

Re: 2019 Budget

The Port & Resource Recovery Department budget is separated into the Port, Harbor Fee, Harbor 217, Waste Transfer Station, Gas-To-Energy, Hazardous Material Recovery, Recycling, Closure and General Office cost centers. The Port area and the Resource Recovery area of the department budgets are separate. Specific expenses and revenues are budgeted directly to the specific cost centers. General office expenses including staffing are passed on to the appropriate cost centers by an intra-fund transfer based on the percentage of Department FTE employees working in that particular cost center.

2019 Budget Overview

RESOURCE RECOVERY AREA

SOLID WASTE

- The solid waste area utilizes a tiered tipping fee system. The preferred contract rate and contract rate are contractually bound to no more than the increase based on the change in Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers from May 2017 to May 2018 which was a 2.51% increase. Brown County will not raise the preferred contract and contract rate customers more than the CPI increase.

Solid Waste Transfer Station Customers

	<u>2018</u>	<u>CPI Change</u>	<u>2019</u>	<u>Actual Change</u>
Preferred Contract Rate (/ton)	\$42.00	\$1.05	\$43.00	2.38%
Contract Rate (/ton)	\$43.50	\$1.09	\$44.50	2.30%
Gate Rate (/ton)	\$48.00	N/A	\$49.00	2.08%

Direct Delivery Customers

	<u>2018</u>	<u>CPI Change</u>	<u>2019</u>	<u>Actual Change</u>
Preferred Contract Rate (/ton)	\$35.75	\$0.90	\$36.50	2.10%
Contract Rate (/ton)	\$35.75	\$0.90	\$36.50	2.10%

The tiered tipping fee system provides long-term and high tonnage customers with the best available tipping fees. All municipal customers of Brown County are eligible for the preferred contract rate no matter their tonnage level. Customers with short-term contracts and/or low tonnage are eligible for the contract rate. Customers with no commitment to Brown County are offered the gate rate.

Brown County continues to experience an increasing number of small users of the solid waste transfer station. This is likely the result of municipalities charging for bulk pick-up. This has increased the congestion at the scale house and within the transfer station from residential customers. Minimum delivery charge will increase from \$20.00 to \$21.00 for up to 800 lbs.

- The BOW landfill at Outagamie County will not see an increase in landfill tipping fees.
- Wisconsin Department of Natural Resource (DNR) wetland mitigation for South Landfill estimated at \$500,000
- Addition of a second scale, a kiosk at each scale, new scale software and an asphalt bypass lane will be added at an estimated cost of \$200,000.
- After DNR review and comments on the South Landfill Plan of Operation submittal, additional engineering work estimated at \$50,000 is being budgeted.
- An evaluation of South Landfill operational costs will be conducted to determine the best operating and equipment acquisition strategy at an estimated cost of \$50,000.
- Convert the Gas-to-Energy facility to passive flare per the 2017 conversion plan at an estimated cost of \$250,000.
- Evaluate and consider extending BOW Cooperative Landfill Plan beyond the South Landfill.

RECYCLING

- Recycling is state law; providing well-known environmental benefits and is better than landfilling the valuable resources. World markets for recycling commodities have significantly declined from averaging \$100/ton in previous years to \$67/ton in June 2018, requiring Brown County to charge for recyclables. Brown County is anticipating the markets to remain depressed and is budgeting a \$10/ton charge to cover the difference in processing costs/ton and commodity revenue/ton.
- Brown County proposes to adjust the Recycling TIP Fee Tiers to better align with the rates at the BOW Single Stream Recovery Facility. This will also allow for a better payout to the municipal partners who bring in higher value residential material while ensuring that the cost of lower value commercial material is covered.

The result will be increased revenue for municipal partners and a decrease in revenue for commercial customers. The overall impact to Brown County department is expected to be a decrease in revenue of approximately \$100,000 per year.

- The BOW Single Stream Recycling Facility will enter its 10th full year of operation in 2019. The facility processes more than 115,000 tons/yr and is beginning to replace the original equipment. Capital investment will be paid by each County using proceeds from the sale of recyclables retained in a capital reserve fund.

HAZARDOUS MATERIAL RECOVERY (HMR)

- The HMR program will continue to work on growing VSQG business users and renegotiating contracts with partners to reduce program costs.
- The HMR program is budgeting \$21,482 in Clean Sweep, Ag Clean Sweep and Drug Grants from WI-DATCP. The total grant will be in the amount of \$56,645 with the difference being distributed directly to the partner counties.

PORT AREA

- Seek approval of Renard Island End-Use Plan. Begin implementing approved End-Use Plan, leasing land, forging partnerships and pursuing grants.
- Pursue acquisition or other involvement in the future use of the WE Energies Pulliam Plant to ensure property is used for its highest and best uses as industrial port property.
- Promote, advocate and assist with the 2019 Tall Ship Festival and cruise ship visits.

If you would like to discuss any of this in more detail, please contact me at Haen_DR@co.brown.wi.us or at (920) 492-4950.

Sincerely,

Dean Haen
Director

<u>Department/Description</u>	<u>Unit</u>	<u>2018 Rate/Fee</u>	<u>2019 Rate/Fee</u>
Port and Resource Recovery			
BayPort Dredge Material Placement Rate:			
Out-of-County Dredging	Cubic Yard	15.61	16.69
Private Dredging	Cubic Yard	13.61	14.69
Commercial Terminal Operator	Cubic Yard	11.61	12.69
U.S. Corp of Engineers	Cubic Yard	9.61	10.69
Foreign Trade Zone	Month	250.00-1,000.00	250.00-1,000.00
Lease Property Rental Fee:			
Cell Tower Lease	Month	760.44	1,200.00
Flint Hills Res. (Aug-Dec) 96 Lease	Month	400.00	400.00
Fox River Dock (Aug-Dec) 96 Lease	Month	600.00	600.00
GLC Minerals 2011 Lease	Month	828.00	N/A
GLC Minerals 2015 Lease	Month	520.00	N/A
GLC Minerals 2018 Lease	Month	N/A	6,100.00
Georgia Pacific 2005 Lease	Month	2,433.23	2,433.23
Great Lakes Calc. (Aug-Dec) 96 Lease	Month	1,000.00	1,000.00
Noble Petro 2005 Lease	Month	250.00	250.00
Hurlbut Lease	Month	750.00	750.00
Western Lime 95 Lease	Month	1,500.00	1,500.00
Harbor Fee Tonnage Assessment:			
Over 400,000	Metric Ton	.030	.030
300,000 to 399,999	Metric Ton	.035	.035
200,000 to 299,999	Metric Ton	.040	.040
100,000 to 199,999	Metric Ton	.045	.045
99,000 and Under	Metric Ton	.065	.065
Project Cargo	Metric Ton	1.50	1.50
Special Projects	Per Project	375.00	375.00
Active Minimum	Minimum	1,550.00	1,550.00
Inactive Minimum	Minimum	600.00	600.00
Resource Recovery:			
Solid Waste Transfer Station:			
Preferred Contract Rate	Ton	42.00	43.00
Contract Rate	Ton	43.50	44.50
Gate Rate	Ton	48.00	49.00
Minimum Fee	Each	20.00	21.00
Direct Waste Haul to Outagamie Cty (BOW)			
Landfill	Ton	35.75	36.50
Tires	Ton	250.00	250.00
Construction & Demolition Waste	Ton	42.50	43.50
Wood Waste	Ton	40.00	40.00
Direct Wood Waste Haul to Outagamie Cty (BOW)			
Landfill	Ton	27.00	27.00
Shingles - Clean	Ton	18.00	15.50
Shingles - Dirty	Ton	32.00	29.50
Appliances - Freon-Containing	Each	15.00	15.00
Appliances - Non-Freon-Containing	Each	5.00	5.00
Lead Acid Batteries	Each	1.00	1.00
Early/Late Delivery	Hour	200.00	200.00
	¼ Hour	25.00	25.00
Recycling Transfer Station:	Ton	Market	Market
Glass Recycling Fee in addition to Recycling Rate	Ton	25.00	25.00
Early/Late Delivery	Hour	200.00	200.00
Refused Material	Ton	55.00	55.00
Truck Scale Weigh	Each	5.00	5.00
Hazardous Materials Recovery:			
Out-of-County and Very Small Qty Generators	Pound	Cost plus 25-40%	Cost plus 25-40%
Latex Paint	Pound	.30	.30
Electronics	Pound	.30	.30

<u>Department/Description</u>	<u>Unit</u>	<u>2018 Rate/Fee</u>	<u>2019 Rate/Fee</u>
Bulbs	Pound	.30	.30
Fire Extinguishers	Pound	.30	.30
Waste Oil	Pound	.30	.30
Antifreeze	Pound	.30	.30
Household Batteries	Pound	.30	.30

BUDGETED 2019 GRANTS

<u>Division - Department - Grantor - Grant Name</u>	<u>2019 Amount</u>	<u>County Match</u>
Port and Resource Recovery		
WI Dept of Agriculture, Trade & Consumer Protection		
Wisconsin Clean Sweep	<u>57,250</u>	<u>14,312</u>
TOTAL GRANT REVENUE	<u>57,250</u>	<u>14,312</u>

October 31, 2018

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

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGES TO THE DEPARTMENT OF PORT AND
RESOURCE RECOVERY TABLE OF ORGANIZATION**

WHEREAS, the Department has requested changes to their Table of Organization with the Hazardous Materials Recovery (HMR) program expanding its public collection hours; and

WHEREAS, an additional .50 FTE Resource Recovery Associate will be needed for the expanded hours, and deleting one (1.00) LTE Co-op Intern Student and adding one (1.00) Limited Term Employee will increase flexibility of retaining students after graduation and an increase in pay will assist recruitment.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the Department of Port and Resource Recovery Table of Organization are hereby approved, as reflected below in the “Budget Impact” section of this Resolution: Add .50 FTE Resource Recovery Associate, delete one (1.00) LTE Co-Op Intern Student, and add one (1.00) Resource Recovery Aide.

Budget Impact:

Port and Resource Recovery

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Resource Recovery Associate	.50	Addition	\$16,934	\$5,044	\$21,978
LTE-Co-op/Intern Student	1.00	Deletion	(\$20,800)	(\$1,966)	(\$22,766)
Resource Recovery Aide	1.00	Addition	\$24,960	\$1,966	26,926
Annualized Budget Impact					\$26,138

Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2019 Proposed Budget.

Respectfully submitted,
 PLANNING, DEVELOPMENT, &
 TRANSPORTATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
 Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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

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

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



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Human Resources

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: September 14, 2018

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

MEETING DATE: October 9, 2018 and October 22, 2018

REQUEST FROM: Human Resources

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

TITLE: Resolution Regarding Changes to the Department of Port and Resource Recovery Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Department of Port and Resource Recovery has requested changes to their Table of Organization with the Hazardous Materials Recovery (HMR) program expanding its public collection hours, and seeks to do the following: Add .50 FTE Resource Recovery Associate, delete one (1.00) LTE Co-Op Intern Student, and add one (1.00) Resource Recovery Aide.

ACTION REQUESTED:

- Approval of the Department of Port and Resource Recovery Table of Organization changes.

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? \$26,138
 - 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? 655.079.001.5100
 2. If no, how will the impact be funded?

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 31, 2018

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

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF COMMUNITY GARDEN
COORDINATOR POSITION FOR THE UW-EXTENSION TABLE OF
ORGANIZATION**

WHEREAS, funding for the UW-Extension Community Garden Coordinator position is provided by Brown County levy dollars through UW-Extension and the City of Green Bay; and

WHEREAS, the UW-Extension is requesting to reclassify the position from a Limited Term Employee to a Full Time Employee, as the employee has been in the position since June 2015 and has been taking allowable benefits; and

WHEREAS, the UW-Extension desires to reclassify this position from one (1.00) LTE to one (1.00) FTE Community Garden Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the UW-Extension Table of Organization are hereby approved, as reflected in the "Budget Impact" section of this Resolution, below: Reclassify one (1.00) LTE Community Garden Coordinator to one (1.00) FTE Community Garden Coordinator.

Budget Impact:

UW Extension

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
LTE Community Garden Coordinator \$15.00/hr Position #101.900.083 Hours: 2,088	1.00	Deletion	(\$31,320)	(\$14,073)	(\$45,393)
Community Garden Coordinator \$15.00/hr Position #101.900.083 Hours: 2,088	1.00	Addition	\$31,320	\$14,073	\$45,393
Annualized Budget Impact					\$0

Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2019 Proposed Budget.

Respectfully submitted,
 PLANNING, DEVELOPMENT, AND
 TRANSPORTATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
 Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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

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

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



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Human Resources

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: August 31, 2018

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

MEETING DATE: October 9, 2018 and October 22, 2018

REQUEST FROM: Human Resources

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

TITLE: Resolution Regarding Reclassification of the Community Garden Coordinator for the UW-Extension Table of Organization

ISSUE/BACKGROUND INFORMATION:

Funding from the UW-Extension Community Garden Coordinator position is provided by the Brown County levy dollars through the UW-Extension and the City of Green Bay. This program continues to grow in our community. The request is to reclassify this position from a limited-term position to a full-time position.

ACTION REQUESTED:

- Reclassification of the Community Garden Coordinator position with the UW-Extension to a full-time position.

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

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

PUBLIC WORKS DEPARTMENT

Brown County

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



PAUL A. FONTECCHIO, P.E.
DIRECTOR

TO: PD&T Committee
FROM: Paul Fontecchio, P.E.
DATE: October 09, 2018
RE: Budget Highlights

The Public Works Department incorporated a number of initiatives and changes into the 2019 budget including the following:

- **County Road Safety Plan:** In 2018 Public Works prepared a County Road Safety Plan (CRSP) for all County Highways in Brown County. The CRSP analyzed crash data and identified specific safety projects that are linked to the causation factors associated with the most severe crashes on the County's system of highways. Starting in 2019, BCPW has budgeted \$50,000 a year from County General Transportation Aid funding to address the identified and prioritized safety projects. The 6-Year Capital Improvement Plan (CIP) denotes this as a project line each year.
- **Highway Fleet – Brine Only Route:** The Highway Division will introduce one 'brine only' route to its operations for the 2018-2019 winter. One of our brine trucks (water truck in the summer) will have plow blades installed and be used for a brine only county route. The addition of this route will assist with some of our longer routes in the northwest quadrant of the county, providing an increased level of service to that area. Specifically we intend to utilize the 'brine only' county truck along the CTH HS (Velp Avenue) and CTH M (Lineville Road) section. Being close to the main Duck Creek Office, if there is a problem on any given storm event, other trucks could assist easily. This initiative has been strongly encouraged by the Wisconsin Department of Transportation to address the rising costs of salt and the impact that salt is having to the environment. Brine only routes have been introduced in many counties in Wisconsin with much success, reducing salt use by 20-30%.
- **Highway Fleet – Route Improvement:** The Highway Division added three new tow-plovers in 2018 (for a total of five in the fleet ready for the 2018-2019 winter). The additional tow-plovers will free up other plows/drivers for routes that need to be adjusted based on the 2017-2018 winter operations. In addition, the Highway Division will be introducing one additional 'brine only' routes as part of the 2018-2019 winter operations.

After the 2018-2019 winter, the routes/fleet will be assessed to determine additional changes that need to be made. The Department believes the State Highway system in Brown County could potentially utilize two additional tow-plovers and/or additional 'brine only' routes. Any changes to the fleet/routes would be introduced for the 2020 budget.

- **Highway Fleet – Salt Tracking:** The Highway Division will be undertaking a pilot program to improve the tracking of salt usage starting with the 2018-2019 winter. We currently have PreCise® MRM GPS system installed in our plow trucks. By adding GIS mapping to this system, we should be able to monitor and bill the state/county/towns salt usage more accurately and efficiently.
- **Facilities – Courthouse Square Contract Cleaning:** The Facilities Division has set up a new schedule for scheduled regular deep cleaning activities for the Courthouse Square Buildings. Activities such as deep carpet cleaning, ceramic tile cleaning, restroom detailing, rubber stairwell scrubbing, etc. will be performed on a set schedule at certain times of year for each building. An additional \$65,000 will be allocated to contract services from the existing professional services budget; therefore, there will be no net increase in budget from this initiative.
- **Performance Measures:** The performance measures at the bottom of the first page of the budget book have been revised. The road ratings are done as part of a state reporting for the Wisconsin Information System for Local Roads (WISLR). The bridge ratings are done as part of the federal requirements for the National Bridge Inspection Standards (NBIS). Overall we continue to see significant and consistent improvements to the county's overall highway infrastructure. The 2019 CIP continues the overall maintenance improvement plan for the county's roads and bridges.

PERFORMANCE MEASURE	2015	2016	2017	2018	2019*
Road Rating 6-10 (Good - Excellent)	70.34%	74.70%	78.35%	81.00%	83.72%
Road Rating 4-5 (Fair)	13.17%	10.66%	8.55%	11.58%	10.66%
Road Rating 1-3 (Failed to Poor)	16.49%	14.65%	13.10%	7.42%	5.62%
Bridge Rating 80-100 (Good - Excellent)	70.13%	72.73%	72.73%	75.32%	76.63%
Bridge Rating 50-80 (Fair)	14.29%	14.29%	14.29%	14.29%	15.58%
Bridge Rating < 50 (Poor)	15.58%	12.99%	12.99%	10.39%	7.79%

* PROJECTED AT END OF 2019.

- **Overall Staff Levels:** Facilities staff levels remain unchanged from the 2018 budget in terms of total FTE's. Highway staff has been reduced by 1.0 FTE due to the Town of Green Bay privatizing their snow plow operations.
- **Overall Budget Levels:** Overall budget levels are very similar to 2018 with the minor variations noted in the budget book. There was an increase in County Bridge Aid of \$545,590 due to the amount of requested aid by the municipalities for 2019. The overall revenue over expenses for 2019 for Highway is at - \$785,000 due to the nature of the budgeted projects (amount of non-revenue generating projects). This will reduce our fund balance to \$1,166,978 projected for the end of 2019.
- **Table of Organization Changes:** The table of organization remains the same as 2018.

October 31, 2018

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

Ladies and Gentlemen:

**RESOLUTION REGARDING DELETION OF ONE HIGHWAY CREW POSITION
FOR THE DEPARTMENT OF PUBLIC WORKS TABLE OF ORGANIZATION**

WHEREAS, the Town of Green Bay will not be having Brown County plow snow for them this year; and

WHEREAS, the Department of Public Works desires to delete one (1.00) FTE Highway Crew Position.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following change to the Department of Public Works Table of Organization are hereby approved, as described below in the "Budget Impact" section of this Resolution: Eliminate one (1.00) FTE Highway Crew position.

Budget Impact:

Public Works

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Highway Crew \$21.88/hr Position #102.500.044 Hours: 2,088	1.00	Deletion	(\$45,685)	(\$15,752)	(\$61,437)
Annualized Budget Impact					(\$61,437)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2019 Proposed Budget.

Respectfully submitted,
PLANNING, DEVELOPMENT, AND
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

ba



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

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

Human Resources

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: August 31, 2018
REQUEST TO: Planning, Development, & Transportation Committee and Executive Committee
MEETING DATE: October 9, 2018 and October 22, 2018
REQUEST FROM: Human Resources
REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: Resolution Regarding Deletion of one Highway Crew position for the Department of Public Works Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Department of Public Works has requested the deletion of one Highway Crew position in their Department due to not having to plow for the Town of Green Bay. Therefore, the Department can reduce their Highway Crew staff by one position.

ACTION REQUESTED:

- Deletion of one Highway Crew position for the Department of Public Works.

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? There will be a net reduction of \$36,437.
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 1. If yes, in which account? 660.044.001.5100
 2. If no, how will the impact be funded?

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

ba

MINUTES FOR THE SEPTEMBER 24, 2018 BOARD OF ADJUSTMENT

The following are the results of a public hearing that was held before the Board of Adjustment (“Board”), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, on Monday the 24th day of September, 2018, at 4:30 p.m.

The appeal taken by Paul Natzke-Wayside Dairy LLC denying his request to utilize a holding tank to serve a proposed residential structure for employee/family use was approved with condition of staff recommendations. The property is located in the PRT OF NW1/4 NE1/4 & PRT OF NE1/4 NW1/4 SEC 33 T21N R21E in the Town of Morrison at 3668 Wayside Road, Parcel # M-674 (“Property”).

Vote 2-0 (Huxford recused himself as he is the surveyor for the applicants proposed certified survey map)

The meeting was adjourned at 5:34 p.m.

Minutes dated this 25th day of September, 2018.

Brown County Board of Adjustment
Bill Ullmer - Excused
Richard Huxford
Tom Perock
Debbie Diederich-Alternate

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 Committee
- 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. Oversight Comm
2/3 County Board
- 6 Reallocation between two or more departments, regardless of amount Oversight Comm
2/3 County Board
- 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm
2/3 County Board
- 8 Any allocation from a department's fund balance Oversight Comm,
2/3 County Board
- 9 Any allocation from the County's General Fund Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

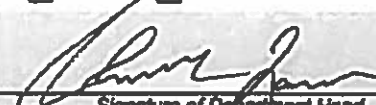
This budget adjustment is to appropriate additional NE Wisconsin Regional Revolving Loan Funds (RLF) for new loans being issued. NE Wisconsin Regional Community Development Block Grant (CDBG) program periodically receives paid off loans into the Regional RLF Program due to loans being paid off by homeowner's. As the CDBG Program grows into the future with new funding, this creates a continued increased possibility of paid off loans into the Regional RLF Program. We estimate what may be paid off into the Regional RLF Program yearly based on past payoff history. With these continued paid off loans, the program needs to commit loan repayment proceeds as quickly as possible. This adjustment will allow for the issuance of Regional RLF additional program loans.

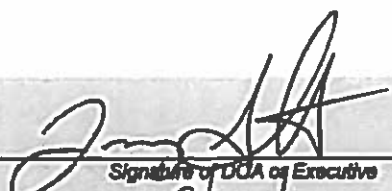
Budget Impact: \$135,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	257.066.069.5700	Contracted Services	\$135,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	257.3100.500	NE Region Housing RLF Fund Balance	\$135,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

EB 9/20/18

AUTHORIZATIONS


 Signature of Department Head
 Department: Planning & Land Services
 Date: 9/20/18


 Signature of DCA or Executive
 Date: 9/25/18

October 17, 2018

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 –
EMERGENCY ASSISTANCE HOUSING PROGRAM FOR SMALL CITIES**

WHEREAS, Federal monies are available under the Wisconsin Small Cities Community Development Block Grant-Emergency Assistance Housing Program, administered by the State of Wisconsin, Department of Administration, Division of Housing, for the purpose of housing activities; and

WHEREAS, a series of storms impacted properties in Northeastern Wisconsin Regional Counties commencing on August 20, 2018, leaving homes damaged or destroyed; and

WHEREAS, Brown County is the lead county for the Northeast Regional Housing Program that includes Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago Counties; and

WHEREAS, after presentation and consideration, the Planning, Development and Transportation Committee has recommended that an application be submitted to the State of Wisconsin for the following projects: *Owner-Occupied and Rental Housing Rehabilitation and Replacement of Homes Damaged by a series of storms in Northeastern Wisconsin Regional Counties commencing on August 20, 2018*; and

WHEREAS, it is necessary for the Brown County Board of Supervisors to 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 County Board of the County of Brown does hereby approve and authorize the preparation and filing of an emergency application for funds under the Wisconsin Small Cities Community Development Block Grant-Emergency Assistance Housing Program in accordance with this Resolution; and

BE IT FURTHER RESOLVED, that the Brown County Executive is hereby authorized to sign all necessary related documents on behalf of Brown County; and

BE IT FURTHER RESOLVED, that authority is hereby granted to the Brown County Planning and Land Services Department staff to take any and all necessary steps to prepare and file the appropriate application for funds under this program in accordance with this resolution.

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution seeks additional Community Development Block Grant dollars for the region that was affected by severe storms. The administration of the funds is 100% covered through the grant.

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Chuck Lamine, Planning Director
Approved as to form by Corporation Counsel

PLANNING COMMISSION

Brown County



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

CHUCK LAMINE, AICP

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

PLANNING DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: October 4, 2018
REQUEST TO: Planning, Development, and Transportation
MEETING DATE: October 9, 2018
REQUEST FROM: Chuck Lamine
Planning and Land Services Department

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

TITLE: RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT – EMERGENCY ASSISTANCE HOUSING PROGRAM FOR SMALL CITIES

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. Due to weather emergencies associated with a series of storms commencing on August 20, 2018 Community Development Block Grant – Emergency Assistance Housing Program for Small Cities funds are being made available as grants to fund qualified repairs 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 provide funds.

ACTION REQUESTED:

Approval of the subject resolution authorizing the submittal of an application for Community Development Block Grant– Emergency Assistance Housing Program (CDBG-EAP) for Small Cities

FISCAL IMPACT:

This resolution does not require an appropriation from the General Fund. This resolution seeks additional Community Development Block Grant dollars for the County.

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? If awarded, will be identified in 2018 and future budgets
 - 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

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

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



PAUL A. FONTECCHIO, P.E.
DIRECTOR

TO: PD&T Committee
FROM: Paul Fontecchio, P.E.
DATE: October 09, 2018
RE: Summary of Operations

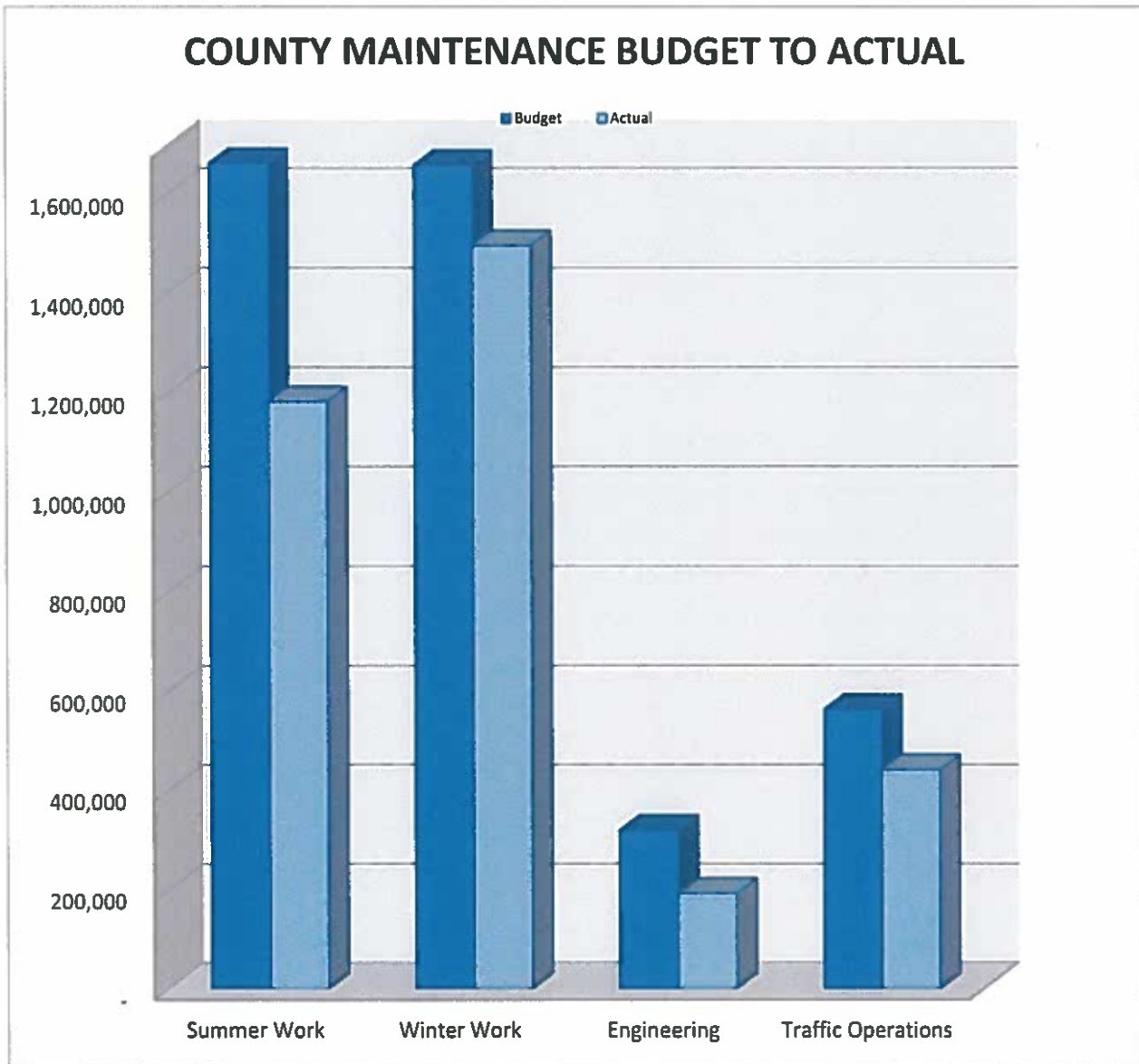
The Public Works Department is performing at a higher than normal budget rate through the month of August. The end of August represents 66.67% of the year. Here is a summary of our operations:

(240) County Maintenance	78.81%
(660) State Maintenance	64.95%
(660) Other Work (Interdepartmental, Municipal, etc.)	71.58%
(400) Capital Projects	70.30%
Facilities	65.76%

Please see the attached charts for more details.

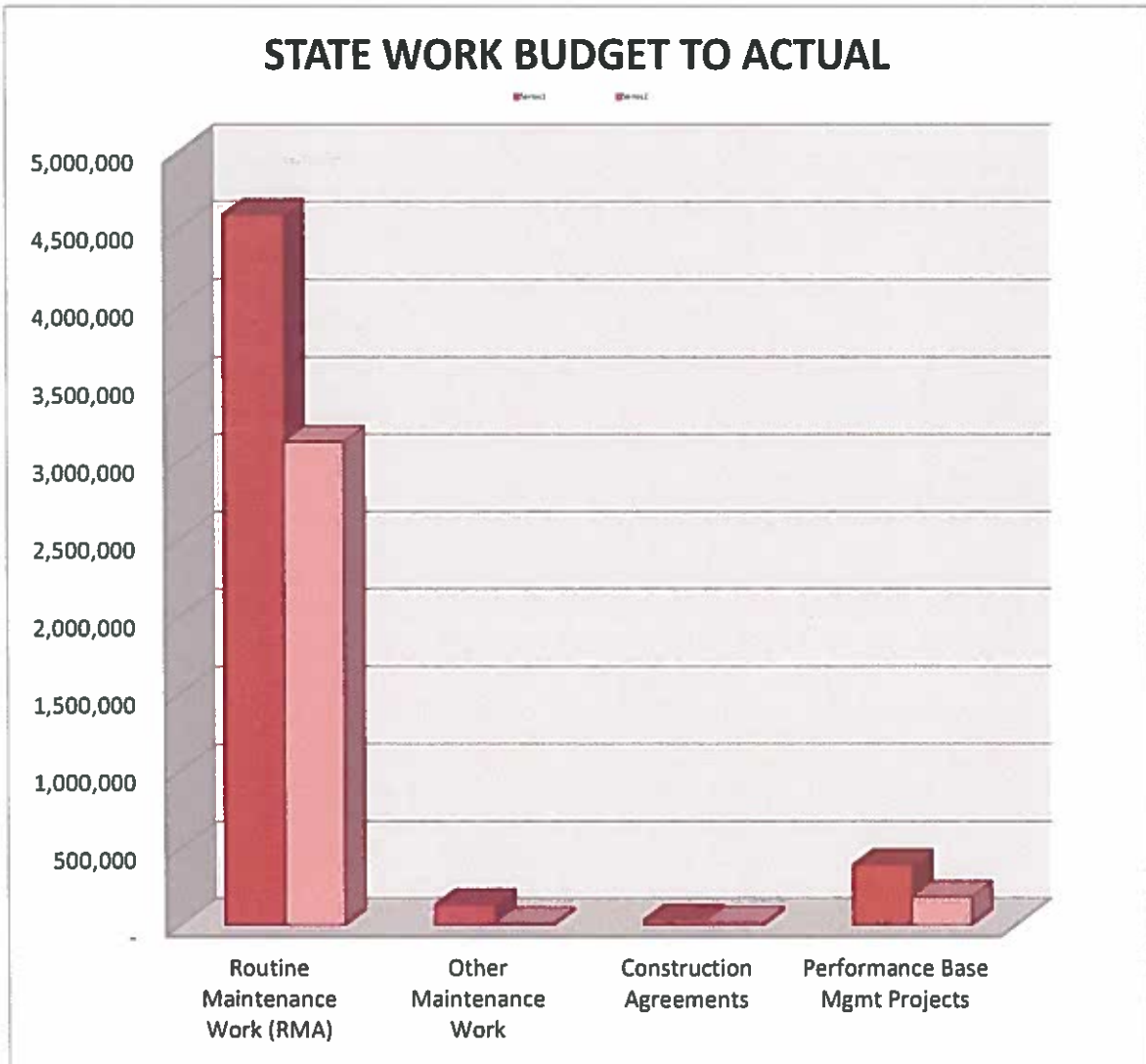
**BROWN COUNTY PUBLIC WORKS
COUNTY MAINTENANCE BUDGET TO ACTUAL-FUND 240
AS OF 8/31/18**

	Budget	Actual	Remaining	Percentage Used
Summer Work	1,663,949	1,183,962	479,987	71.15%
Winter Work	1,659,750	1,497,654	162,096	90.23%
Engineering	320,939	192,688	128,251	60.04%
Traffic Operations	564,306	442,852	121,454	78.48%
Total	4,208,944	3,317,156	891,788	78.81%



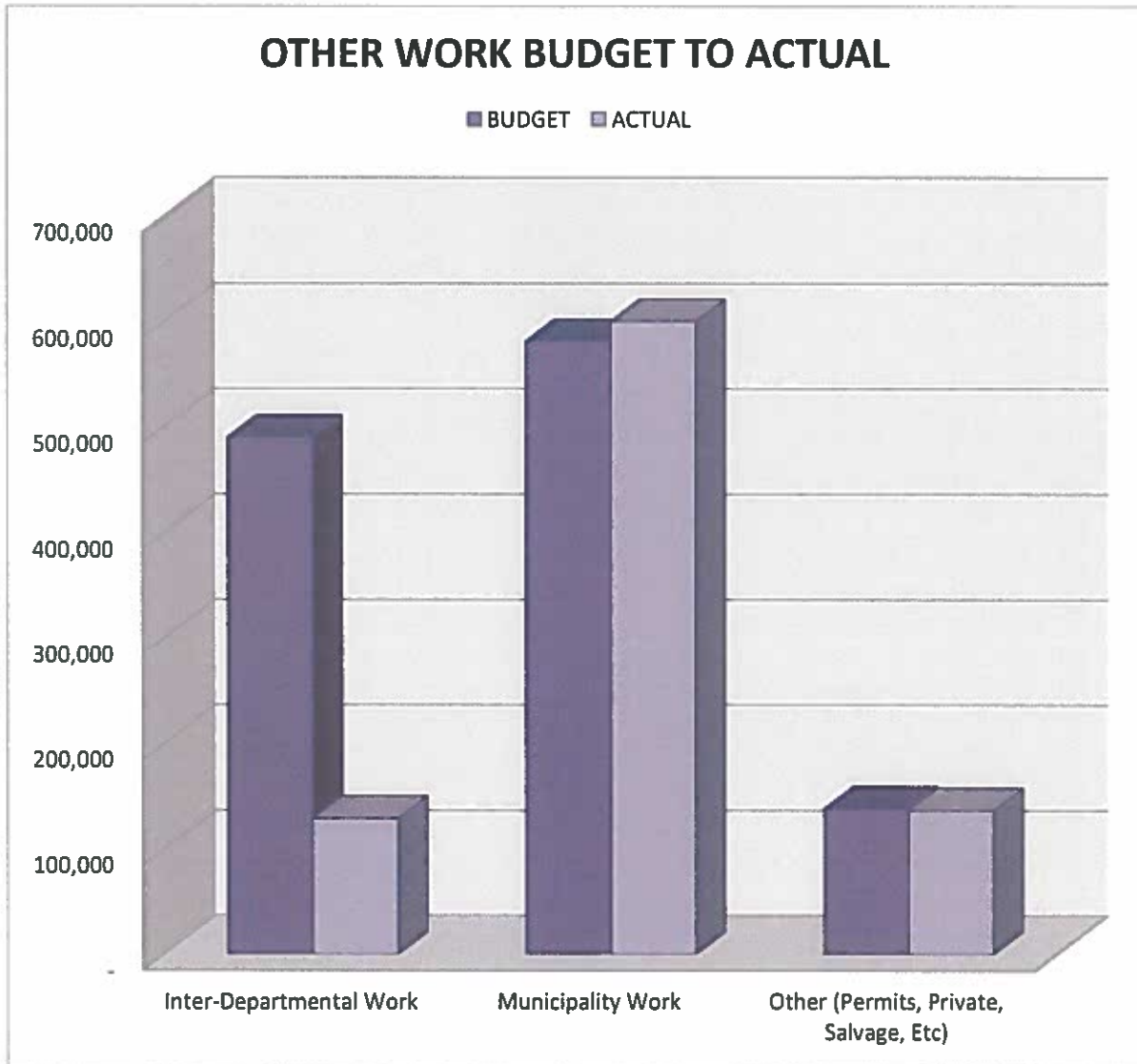
**BROWN COUNTY PUBLIC WORKS-HIGHWAY
STATE WORK BUDGET TO ACTUAL
As Of 8/31/2018**

	Budget	Actual	Remaining	Percentage Used
Routine Maintenance Work (RMA)	4,593,300	3,126,205	1,467,095	68.06%
Other Maintenance Work	133,640	15,023	118,617	11.24%
Construction Agreements	34,103	18,470	15,633	54.16%
Performance Base Mgmt Projects	390,752	186,307	204,445	47.68%
Total	5,151,795	3,346,004	1,805,790	64.95%



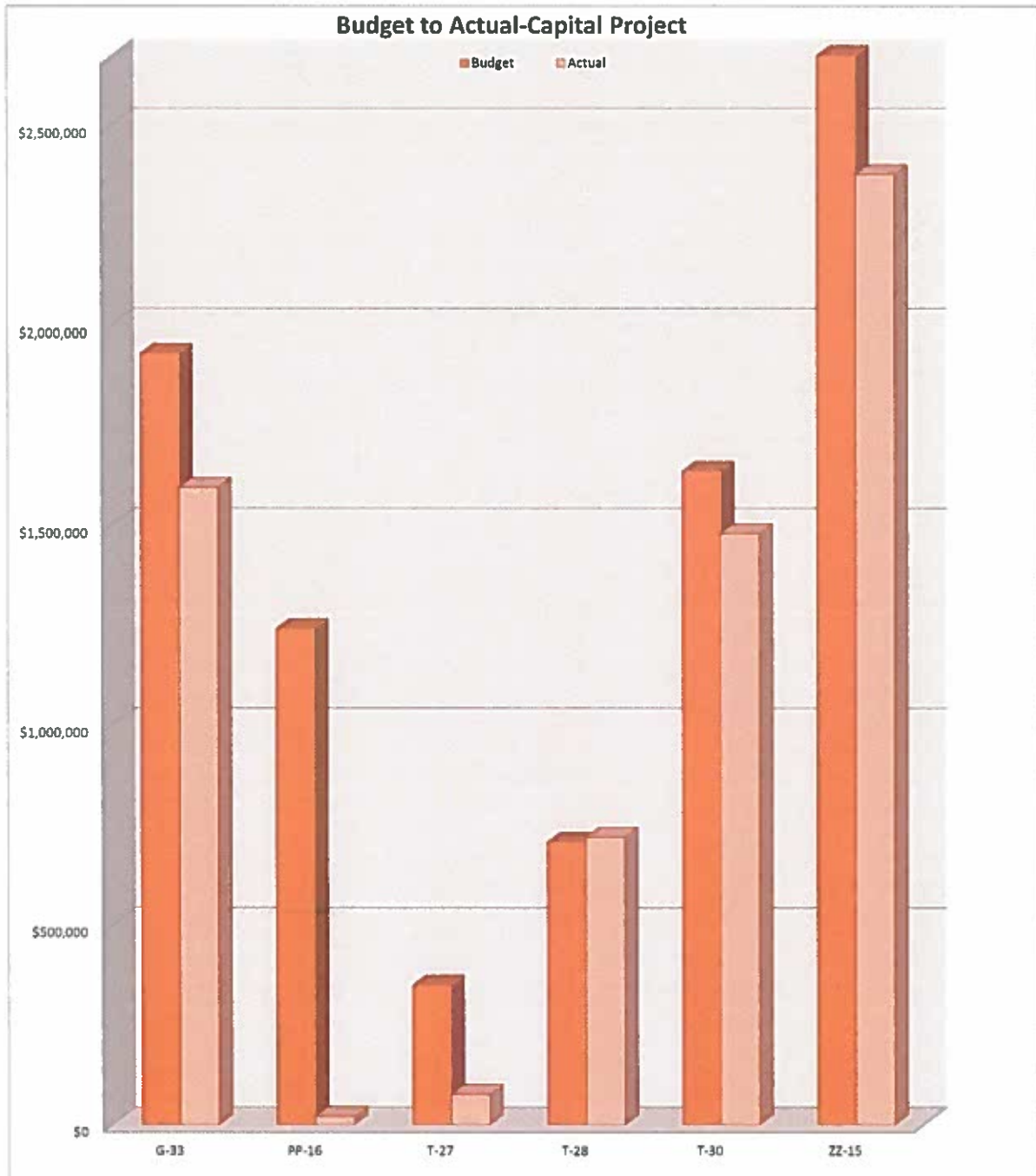
**BROWN COUNTY PUBLIC WORKS-HIGHWAY
OTHER WORK BUDGET TO ACTUAL
As Of 8/31/2018**

	Budget	Actual	Remaining	Percentage Used
Inter-Departmental Work	490,525	129,019	361,506	26.30%
Municipality Work	581,500	600,479	(18,979)	103.26%
Other (Permits, Private, Salvage, Etc)	138,285	136,793	1,492	98.92%
Total	1,210,310	866,291	344,019	71.58%



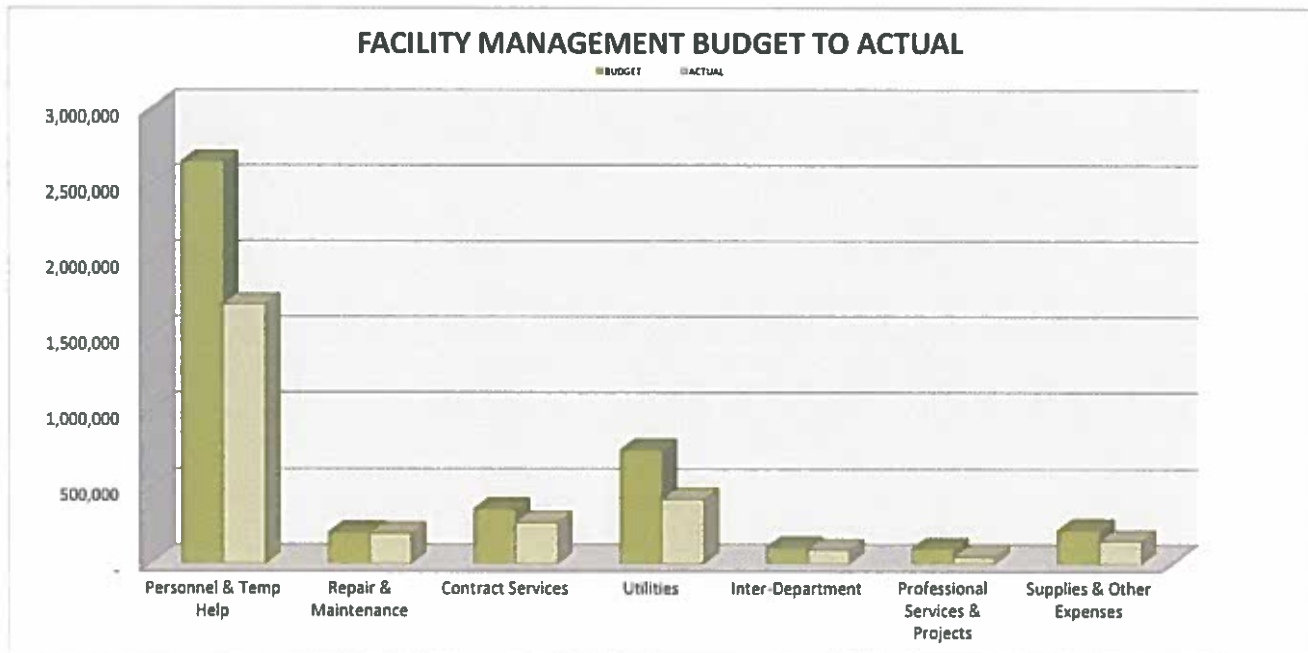
**BROWN COUNTY HIGHWAY DEPARTMENT
CAPITAL PROJECT EXPENSE-BUDGET TO ACTUAL
As Of 8/31/2018**

Project	Project Description	% BC Cost	Budget	Actual	Remaining	Percentage
G-33	Resurface CTH G - STH 96 to CTH V	100%	\$1,930,680	\$1,595,182	\$335,498	82.62%
PP-16	Recondition CTH PP - 1Mile N of STH 96 to Shirley Rd	100%	\$1,242,500	\$20,806	\$1,221,694	1.67%
T-27	Culvert Replacement - CTH T Pine St to Highridge Ave	100%	\$349,560	\$75,604	\$273,955	21.63%
T-28	Recondition CTH T - CTH N to RR	100%	\$707,949	\$720,331	-\$12,383	101.75%
T-30	Recondition CTH T - Town Hall Rd to Blahnik Rd	100%	\$1,636,206	\$1,480,222	\$155,984	90.47%
ZZ-15	Reconstruction CTH ZZ - Masse Cir to STH 57	100%	\$3,052,134	\$2,377,893	\$674,241	77.91%
Total			\$8,919,028	\$6,270,038	\$2,648,990	70.30%



**BROWN COUNTY PUBLIC WORKS
FACILITY MANAGEMENT BUDGET TO ACTUAL
AS OF 8/31/18**

	Budget	Actual	Remaining	% Used
Personnel & Temp Help	2,649,941	1,708,129	941,812	64.46%
Repair & Maintenance	203,975	198,458	5,517	97.30%
Contract Services	358,150	271,539	86,611	75.82%
Utilities	750,576	423,759	326,817	56.46%
Inter-Department	104,390	88,924	15,466	85.18%
Professional Services & Projects	97,958	42,507	55,451	43.39%
Supplies & Other Expenses	221,275	151,076	70,199	68.28%
Total	4,386,265	2,884,393	1,501,872	65.76%



PUBLIC WORKS DEPARTMENT

Brown County

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



TO: PD&T Committee
FROM: Paul Fontecchio, P.E.
DATE: October 9, 2018
RE: Director's Report

PROJECTS:

CTH T: CTH T from Town Hall Road to Blahnik Road started at the end of July and is ongoing. Work on CTH T will continue to mid-October.

CTH T: The large pipe/box culvert under CTH T between Pine Street and Highridge Avenue in downtown Denmark was replaced with a new 72" CMP and the road was opened to traffic on August 31st.

CTH ZZ: CTH ZZ is scheduled to be open to traffic from Wrightstown Road to STH 32/57 by October 12th. The section of CTH ZZ from Partridge Road to Wrightstown Road will remain closed due to the slope failure until reconstruction can take place in early summer 2019.

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

Fox River Papermaking Corridor Project (FRP): The fill site at the Brown County farm has been prepared and fill has started to be received from Green Bay Packaging. Heavy trucking to the site is anticipated to begin the week of October 15th. Pond design continues and we should have a preliminary pond design by the end of October. We anticipate pond construction to take place in late spring or early summer 2019.

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

Winter Preparation: Starting the first week of October through mid-November we schedule 6 plow trucks a week to be harnessed with plow blades and spinners. Salt delivery has started for both the State and County and will be completed in October.

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

Columbia County Aid: On September 6, 2018 we delivered 275 drums, a number of highway signs, and three arrow boards to Columbia County to aid them with traffic control for flooding on I-39 and I-90/94.

Vilas County Salt Trucking: Vilas County received extremely high bid costs for salt through the State of Wisconsin. The DOT has decided to reject the bid and utilize vendor reserves from neighboring counties to meet Vilas County's needs. Brown County is aiding in this effort because we have quad-axle trucks. The week of October 8th, Brown County will be picking up 1,250 tons of salt in Oconto and Marinette Counties and delivering the salt to Vilas County on behalf of the State.

TWELVE-HOUR DAYS:

Highway Division: Highway incurred 716.5 hours of overtime in August. Substantially, all overtime was related to roadway construction projects. The amounts in excess of 12 hours per day for August are attached.

Facility Management Division: Facilities incurred 110.25 hours of overtime in August. The overtime was related to longer cleaning shifts to cover vacancies and mechanical repairs. The amounts in excess of 12 hours per day for August are attached.

STAFFING REPORT:

See Attached Table.

**Public Works - Highway Division
12-Hour Work Days
8/1/18 - 8/31/18**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
8/1/2017	Maus, Todd	ZZ-15, T-30, Wrightstown Drainage	12.5
8/2/2018	Maus, Todd	ZZ-15, T-30, Wrightstown Drainage	12.5
8/6/2018	Dixon, Darrell	Signing, STH 29 Accident	13.5
8/6/2018	DuBois, Dave	Paint Striping, STH 29 Accident	13.5
8/6/2018	DuBois, Phil	Paint Striping, STH 29 Accident	13.5
8/6/2018	Hennes, Pat	Signing, STH 29 Accident	13.5
8/6/2018	Ignatowski, Paul	Cracksealing, STH 29 Accident	13.5
8/6/2018	Ledvina, Jason	Paint Striping, STH 29 Accident	13.5
8/7/2018	Gussert, Tim	T-30	12.25
8/7/2018	Maus, Todd	T-30, STH 57 Stream Realignment	13
8/7/2018	Melbauer, Charlie	T-30, ERC	12.25
8/7/2018	Raisleger, Dale	Engineering, R/W Purchase on ZZ-18	12
8/8/2018	Gussert, Tim	T-30	12.25
8/8/2018	Maus, Todd	T-30	13.5
8/8/2018	Melbauer, Charlie	T-30	12.25
8/8/2018	Williams, Tim	T-30, ERC Call-in	14.75
8/9/2018	Melbauer, Charlie	T-30	12.25
8/13/2018	Dixon, Darrell	Signing	13
8/13/2018	Gussert, Tim	T-30	12.25
8/13/2018	LeGrave, Steve	T-30	13
8/13/2018	Melbauer, Charlie	T-30	12.75
8/13/2018	Raisleger, Dale	Engineering, R/W Purchase on ZZ-18	12
8/13/2018	Reedy, Jason	T-30	12.5
8/13/2018	Zelten, Brian	T-30	12.25
8/14/2018	Burney, Tim	State Bridge - Night Work	13.75
8/14/2018	Charles, Brad	State Bridges	14.25
8/14/2018	Dixon, Darrell	State Bridges / Signing	13.5
8/14/2018	DuBois, Dave	State Bridges / Signing	13.75
8/14/2018	DuBois, Phil	State Bridges / Signing	13.75
8/14/2018	LeGrave, Steve	T-30	12.25
8/14/2018	Melbauer, Charlie	T-30	12.5
8/14/2018	Mineau, Zach	State Bridge, T-30	15
8/14/2018	Rentmeester, Dan	State Bridge - Night Work	13.25
8/14/2018	Vieth, Ryan	State Bridges, County Brushing	14
8/14/2018	Zelten, Brian	T-30	12.25
8/15/2018	Bockelman, Ben	State Bridges	17
8/15/2018	Bouche, Macaine	State Bridges	17
8/15/2018	Burney, Tim	State Bridge - Night Work	14
8/15/2018	Byrne, Nate	State Bridges	17.5
8/15/2018	Curl, Todd	Mechanic Shop	12.25
8/15/2018	Dixon, Darrell	State Bridges / Signing	15.5

12-Hour Report

8/1 - 8/31/18

Page 2

8/15/2018	DuBois, Dave	State Bridges / Signing	13.5
8/15/2018	DuBois, Phil	State Bridges / Signing	13.5
8/15/2018	Hennes, Pat	State Bridges / Signing	15.5
8/15/2018	McEwen, Bryan	State Bridges	17
8/15/2018	Mineau, Zach	Haul Plant Materials, State Bridges	14.75
8/15/2018	Rentmeester, Dan	State Bridges	13.5
8/15/2018	Zalewski, Jared	State Bridges	17
8/16/2018	Drewiske, Doug	T-30, ERC Call-in	13.25
8/16/2018	Ignatowski, Paul	State Bridges, State Roaming	12
8/16/2018	Schraufnagel, Dan	T-30	12
8/16/2018	Zelten, Brian	T-30	12
8/20/2018	Allen, Chris	State Roamer, Sweeping, State Bridge	13.5
8/20/2018	Dixon, Darrell	State Bridges, Signing	13.5
8/20/2018	DuBois, Dave	State Bridges, Signing	13.5
8/20/2018	Engelmann, Curt	Truck Hauling, ERC Call-in	12.25
8/20/2018	Hennes, Pat	State Bridges, Signing	13.5
8/20/2018	Ignatowski, Paul	State Roamer, State Bridges	13.5
8/20/2018	Johnson, Jason	T-30	12
8/20/2018	Mangin, Justin	T-30	12
8/20/2018	Maus, Todd	T-30, ZZ-15	12.5
8/20/2018	Van Rite, Paul	T-30	12
8/21/2018	Burney, Tim	State Bridge - Night Work	13
8/21/2018	Dixon, Darrell	State Bridges, Signing	15
8/21/2018	DuBois, Dave	State Bridges, Signing	13
8/21/2018	Hennes, Pat	State Bridges, Signing	12
8/21/2018	Ledvina, Jason	State Bridges, Signing	14
8/21/2018	Liss, Tim	State Bridges, Signing	15
8/21/2018	Maus, Todd	T-30, State Creek Realignment Project	12.75
8/21/2018	Rentmeester, Dan	State Bridges	13.25
8/22/2018	Burney, Tim	State Bridge - Night Work	13
8/22/2018	Dixon, Darrell	State Bridges, Signing	15.75
8/22/2018	DuBois, Dave	State Bridges, Signing	14
8/22/2018	DuBois, Phil	State Bridges, Signing	15.75
8/22/2018	Hennes, Pat	State Bridges, Signing	12
8/22/2018	Johnson, Jason	T-30	12
8/22/2018	Ledvina, Jason	State Bridges, Painstripping	12
8/22/2018	Liss, Tim	State Bridges, Painstripping	14
8/22/2018	Mangin, Justin	T-30	12
8/22/2018	Maus, Todd	T-30, State Creek Realignment Project	13.5
8/22/2018	Rentmeester, Dan	State Bridges	13
8/22/2018	Zellner, Aaron	Spray Weeds, State Bridges	14.25
8/27/2018	Maus, Todd	PP-18, T-30, GB Packaging Site Mtg	12

12-Hour Report

8/1 - 8/31/18

Page 2

8/28/2018	Hennes, Pat	Signing, ERC Call	12
8/28/2018	Maus, Todd	PP-19, T-30, GB Packaging Project	12
8/28/2018	Peot, Tracy	Mowing, ERC Call	12
8/28/2018	Thibodeau, Larry	State Roamer, ERC Call	12
8/29/2018	Johnson, Jason	T-30, FRP-1	12.25
8/29/2018	Maus, Todd	T-30, FRP-1	13
8/29/2018	Peot, Tracy	Mowing, ERC Call	12
8/30/2018	Johnson, Jason	FRP-1	12
8/30/2018	Maus, Todd	FRP-1, PP-18	12.5
8/30/2018	Reedy, Jason	FRP-1	12.25

**PUBLIC WORKS
FACILITY MANAGEMENT DIVISION
12-HOUR WORK DAYS
8/1/18 thru 8/31/18**

DATE	EMPLOYEE	OPERATION PERFORMED	# HOURS WORKED
8/7/18	Samantha Chouinard	New Employee Orientation; then worked Normal Shift	12.0

**BROWN COUNTY PUBLIC WORKS
STAFFING SUMMARY**

As of 8/31/2018

HIGHWAY DIVISION:

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

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	10.75	10.75
Electrician	1.0	1.0
Engineering	7.0	6.0
Mechanics / Shop	12.0	12.0
Highway Crew	73.0	72.0
Sign Crew	2.0	2.0
Summer	4.12	0
LTE	2.0	1.5
TOTAL	111.87	105.25

FACILITY MANAGEMENT DIVISION:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Filled Date	Unfilled Reason
Housekeeper (0.5)	9/5/17	Resigned	Hold per Vacancy Committee	---	Hold
Facility Worker	5/29/18	Transfer	Fill	In Process	N/A
Housekeeper	6/4/18	Promoted	Fill	8/7/18	N/A

	Budgeted FTE's	Actual #FTE's
Mgmt / Admin	5.25	5.25
Facility Technicians	2.0	2.0
Facility Mechanics	7.0	7.0
Facility Workers	9.0	8.0
Housekeeping	18.5	18.0
Electrician	1.0	1.0
Summer Help	0.46	0.23
TOTAL	43.21	41.48

* NOTE: Starting 8/15/18 – the Summer employees began returning to college; the numbers above reflect the actual FTE's for both divisions.



Memorandum

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September 20, 2018

TO: Dean Haen, Brown County Port & Resource Recovery Department
Chad Doverspike, Brown County Port & Resource Recovery Department

CC: Marty Sturzl, PE, Foth Infrastructure & Environment, LLC

FR: Sharon Kozicki, PG, PMP, Foth Infrastructure & Environment, LLC
Chris Anderson, PE, Foth Infrastructure & Environment, LLC

RE: Brown County Proposed South Response Plan Results

Introduction

Foth Infrastructure & Environment, LLC (Foth) has prepared this memorandum (memo) at the request of the Brown County Port & Resource Recovery Department (BCPRRD) to summarize monitoring results collected as part of the August 21, 2018 *Brown County South Landfill Timeline and Response to the Observed Groundwater Enforcement Standard Exceedances (Response Plan)* (Foth, 2018¹).

The purpose of this memo is to present the results of the *Response Plan* sampling.

Background

Baseline monitoring was conducted at the Brown County South Landfill (BCSL) project site in advance of the resubmittal of the Plan of Operation (POO).

The 2018 sampling results indicated the presence of trichloroethylene (TCE) and methylene chloride, both are volatile organic compounds (VOC) typically associated with degreasing, dry cleaning operations, or paint stripping. The information gathering process was presented in an August 13, 2018 memo to BCPRRD and subsequent meeting with the WDNR on August 15, 2018 with Brown County and WDNR representatives. A complete timeline was presented in the *Response Plan*.

Detections of TCE were unexpected as there were no TCE detections during previous baseline sampling activities in the 1990s and the site is undeveloped farm land. Current detections of methylene chloride appeared to be somewhat consistent with the baseline

¹ Foth Infrastructure & Environment, LLC, 2018. *Brown County South Landfill Timeline and Response to the Observed Groundwater Enforcement Standard Exceedances*. August 21, 2018.

activities in the 1990s and were originally presumed to be laboratory contaminants, as it was in the previous baseline events. A search of the Wisconsin Department of Natural Resources (WDNR) Bureau of Remediation and Redevelopment Tracking System (BRRTS) online database indicates no identified sources for the TCE nearby.

The concentrations of TCE in site monitoring wells prior to the response plan implementation ranged from <1 to 10.1 micrograms per liter ($\mu\text{g/L}$). Most detections were below or just slightly above the TCE enforcement standard (ES) of 5 $\mu\text{g/L}$. The ES is the same as the U.S. Environmental Protection Agency National Drinking Water Standard. Nineteen wells were non-detect or below the ES for TCE. Only MW-10 was above the ES for TCE during all three events. MW-30 and MW-49 were above the ES only in February.

The concentrations of methylene chloride in site wells ranged from <1.1 to 83 $\mu\text{g/L}$. The ES for methylene chloride is also 5 $\mu\text{g/L}$. Ten wells were non-detect or below the ES for methylene chloride.

No TCE or methylene chloride were detected in baseline monitoring well MW-12C. It should be noted that this well did not have a dedicated bailer installed due to inner diameter restrictions.

Results

This section presents the results of the *Response Plan* testing.

1. Bailer Equipment Blank

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

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

The results of the testing are summarized in Table 1, laboratory reports are provided in Attachment 1. Methylene chloride was detected above background concentrations and above the enforcement standard at 1 hour. Methylene chloride concentrations increased as the test time progressed to 24.5 $\mu\text{g/L}$. TCE was detected at a J flagged concentration after the first hour and approximately doubled in the 24-hour sample and then doubled again in the 72-hour sample to 3.3, above the PAL.

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

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

2. Well Redevelopment

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

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

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

After four rounds of redevelopment, monitoring well MW-49 was tested for VOCs to assess the success of the redevelopment program. Methylene chloride was detected at 13.5 µg/L and TCE was detected at 1.16 µg/L. Four more rounds of redevelopment were initiated and were conducted on September 5, 7, 10, and 12. On September 13th and 14th, the entire baseline monitoring well network was sampled. VOC results from these tests are summarized in Table 2 and laboratory reports are provided in Attachment 2. The MW-49 data is provided in Graph 1.

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

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

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

3. Collect Soil Samples from MW-10A Replacement Boring

The casing at MW-10A was cracked and the well needed to be replaced. Subsurface Exploration Services (SES) (Little Suamico, WI) was hired by BCPRRD to abandon the damaged well and install a replacement well.

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

Two-foot split spoon samples were driven at 5, 10, 20, 30, and 40 feet. VOC samples were collected for analysis at each of these intervals, for a total of 5 VOC samples. The soil samples were sent to Pace Analytical for analysis of VOCs. There were no VOCs detected in any of the soil samples. There were some VOCs detected in the equipment rinse blank, but these results are background concentrations in the DI, similar to the results of the DI water during the bailer testing discussed above.

Laboratory reports are provided in Attachment 3.

4. Additional Groundwater Sampling

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

The laboratory reports are provided in Attachment 4.

5. Sampling Private Wells

During the August 15th meeting with the WDNR, private well sampling was suggested from downgradient private wells.

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

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

Private wells within 1,200 feet of the South Landfill footprint will be tested later this fall for baseline parameters as part of the POO permit submittal.

Laboratory reports and well owner correspondence are provided in Attachment 5.

Water and Soil Management

Water and soil generated during the activities was contained in 5-gallon or 55-gallon drums as appropriate. Water was hauled off-site for disposal into NEW Water sewer system. The soil results came back clean and were disposed of on-site.

Conclusions

The results of the *Response Plan* testing indicate that the methylene chloride and TCE resulted from dedicated bailers that were installed in November 2017. The bailers were assembled using glue containing methylene chloride and TCE, per the safety data sheets obtained. The bailers have been removed and there is no longer any ongoing contamination occurring. The affected wells were bailed a total of eight times, all methylene chloride and TCE results are now below the ES and the extent of the detections of methylene chloride has decreased from 19 to 6 monitoring wells and TCE detections have decreased from 21 to 4 monitoring wells.

The fourth round of baseline sampling for the POO was initiated on September 13, 2018. The results are summarized in Table 2 and laboratory report are provided in Attachment 2.

In addition, an update to the timeline has been completed and presented in Attachment 6.

A meeting has been scheduled for September 24, 2018 with the WDNR to review these results.

Attachments

Port & Resource Recovery Department Director's Report October 2018

Andrew and Karen Hoffman Property – Brown County Solid Waste Board took action on an offer to sell. The Solid Waste Board voted that they are no longer interested in purchasing the property.

Construction & Demolition (C&D) Waste Recycling – Landfill Reductions requested a significant increase to the rates in our BOW contract as a result of increased labor costs and decreased market value of recovered C&D. BOW counteroffered. Landfill Reductions decided to close their C&D recycling facility in Appleton, effective October 27, 2018. BOW will beneficially reuse the material for interior landfill roads. Brown County will no longer offer the C&D recycling rates and all C&D will be accepted at contract, preferred contract or gate rate as solid waste.

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

Pulliam Plant Plant – Meetings and discussions with WE Energies regarding the future use of the WPS Pulliam Plant are happening. The Port's interest is that the property be used for its highest and best use as industrial-related port property with rail and interstate connections.

Open Position Form Port and Resource Recovery Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason