

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

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Planning, Development & Transportation Committee was held on Monday, April 22, 2019 at the Public Works Department, 2198 Glendale Avenue, Green Bay, WI.

Present: Chair Erickson, Supervisor Kaster, Supervisor Dantine, Supervisor Deslauriers, Supervisor Tran
Also Present: County Executive Streckenbach, Supervisor Deneys, Extension Brown County Director Judy Knudsen, Register of Deeds Cheryl Berken, Port & Resource Recovery Operations Manager Chad Doverspike, Public Works Director Paul Fontecchio, Airport Director Marty Piette, and other interested parties.

I. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:36 pm.

II. Approve/Modify Agenda.

Dantine asked to hold Item #9 until next month; Deslauriers made the correction, Brown County Organics s/b BC Organics; Erickson informed they will only vote on the Public Works and Facility Management portion of Item 10.

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

III. Approve/Modify Minutes of March 25, 2019.

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

Comments from the Public None.

Consent Agenda

1. Harbor Commission (February 11, 2019).
2. Planning Commission Board of Directors (February 6, 2019).
3. Solid Waste Board (March 18, 2019).
4. Airport - Budget Status Financial Report for December 2018 and February 2019 – Unaudited.
5. Planning Commission – Budget Status Financial Report for December 2018, January and February 2019 – Unaudited.
6. Property Listing - Budget Status Financial Report for December 2018, January and February 2019 – Unaudited.
7. Zoning - Budget Status Financial Report for December 2018, January and February 2019 – Unaudited.
8. Register of Deeds - Budget Status Financial Report for December 2018 – Unaudited.

Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to suspend the rules to take Items 1-8 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Dantine, seconded by Supervisor Deslauriers to receive and place on file Items 1-8. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

9. Communication from Supervisors Van Dyck and Deslauriers: Request that prior to any consideration being given to Brown County Organics to lease County owned property in Southern Brown County, that the Port and Solid Waste Authority require Brown County Organics to engage the services of a waste water expert to advise the County on the viability of the water treatment methodology being proposed by Brown County

Organics waste water expert to be selected at the discretion of the County and paid for by Brown County Organics. Referred from April County Board. Item held for a month.

Resolutions & Ordinance

10. 2018 Balanced Budget Adjustment.

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

Supervisor Deslauriers was excused at 5:40 pm.

Extension Brown County

11. Director's Report.

In regard to positions, Extension Director Judy Knudsen informed their Horticulture Educator took a job with the Extension in the Milwaukee, Racine and Kenosha Counties; they were in the process of filling that position. It's a busy time of year so they were relying on part-time staff and Master Gardeners to answer horticulture questions. They pulled a lot of different dollars together to hire a 4-H Program Coordinator. The focus was to expand 4-H programming into urban areas. They had a new 4-H Club that just got started in the downtown area.

They received a grant from Extension to do a project with Circles Green Bay; a program that provided mentors to individuals who were low income. The grant was to look at the impact of gardening on parent/child relationships. They told them they would have 30 participants but it had grown to 70.

They recently did a tenant education program developed by Extension for the ADRC of Brown County. There's an increase in older adults selling their homes; downsizing and moving into rental properties. Most had never rented before; they were providing information to be good tenants and to deal with a different situations they weren't used to. They were working with Comprehensive Housing Division, formerly Oneida Housing Authority, to do tenant education with them. Oneida had a lot of rental housing and were having some challenges with some of their tenants. UW-Extension was going to provide some training; Oneida was willing to pay for that.

Knudsen provided a handout re: Extension Brown County Report for April 2019 (attached) and spoke to the 4-H Pop Top Collection for the Ronald McDonald House.

They were planning a number of activities in October and November to get people out to the STEM Innovation Center to have people understand it was a public building, not just a classroom building.

Planning for Breakfast on the Farm was underway. They were changing the menu up a bit, pancakes with Wisconsin maple syrup. Planning was going very well and they were starting to think of the Brown County Fair.

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

Register of Deeds

12. Register of Deeds Annual Report.

Register of Deeds Cheryl Berken referred to her report in the packet and briefly went through it with the committee. Dantine questioned recordings being down, Berken responded, it looked like they had stopped raising interest rates at this point, if they raise them more they wouldn't see as many refinances. It looked like sales were going well and large sales were going well, which was why they had the increase of \$74,000 of transfer fees being collected. Larger sales, businesses, things that were being sold with a high value. The county kept 20% of the transfer fees and the state got 80%.

Berken informed they moved a full-time position to a part-time saving \$15,000 a year come 2019; it's a \$9,000

savings for 2018.

They were still back-indexing every day and were back to mid-1970. They had everything scanned back to 1962.

Berken informed she started a survey index. When people came in with a certified survey map, they were now indexing it to the legal description that it was taken out of as it used to be. She was back indexing it herself and had 30 years of indexing to go backwards. Going forward from January her audit section was putting in both legal descriptions. It will be easier for customers to search if they had a certified survey map legal; they would put in a map number and lot number.

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

Airport

13. 12+-Hour Shift Report.

Airport Director Marty Piette informed they had one employee work 14.5 hours due to snow removal.

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

14. Open Positions Report.

Piette informed their Financial Specialist, who had been with the county for nearly 20 years, retired. They bid her farewell 2-weeks ago so last week was their first week without her running their Accounting Department. They had a job posting out that closed today and had a number of good candidates. They will start interviews tomorrow to have the position filled soon.

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

15. Director's Report.

- a. Air Service Updates.
- b. Upcoming Events.

Frontier Airlines will be starting on May 23rd with 3-time weekly service to Denver non-stop. They were in the planning process for an inaugural flight. Info to follow however they will do a water cannon salute for the aircraft and have a number of different chambers and CVB members, maybe a band to kick off the service. It arrived at 6:04 pm and departed at 7:24 pm.

They were moving into their spring and summer schedule. United was back up to their 5-daily departures to O'Hare and American had 4-daily departures to O'Hare.

One thing he was watching was the grounding of the 737 Max Aircraft, grounded by the FAA a month or so ago because of some incidents. Fortunately United and American did not really rely on that aircraft too much for their fleet but American did have 24 of those aircrafts and United had 14. Those aircraft were grounded through August of 2019. Keeping an eye on to see how, if at all, that would affect their schedule. He didn't think it would. They don't actually serve their airport but they could if they were needed.

President of the United States Donald Trump will be visiting Saturday, he had an event at the Resch Center. There was quite a bit of planning that was involved in accommodating his arrival and departure at the airport. They started it today and will be ramping up and continuing throughout the week. Should be a lot of fun and interesting and a great honor to have the President and Air Force One.

Projects coming up into spring and summertime, they had new exit lane technology that would go into their security screening checkpoints. The exit lane technology in place now was put in when concourses were built in 2004 and 2006, this was a federally funded grant that will upgrade the technology to be able to detect people trying to get into the secured area of the concourses. Project will take place in the fall, they were working on the final design elements of it now but hope to have it out to bid this summer with construction in the fall.

Summer Projects:

- Ramp expansion, a continuation of some of the projects over the years to provide more parking for general aviation aircraft, particularly during Packer home games, Air Venture or other special events.
- Runway safety area grading project.
- Fuel Farm – Their two fixed-base operators that fuel all of the aircrafts, the roads had deteriorated to the point where they had a state grant to rebuild.

Erickson questioned enhancing the viewing area at the east end off of 172. Piette stated it was a great idea, they were looking at adding it to their 2020 budget as far as improvements.

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

Port & Resource Recovery

16. Refuse Transfer Station Scale RFB – Request for Approval.

Operations Manager Chad Doverspike informed they were doing some process improvements at their garbage transfer station on W. Mason St. (as noted in Items 16 & 17) including adding a second scale to process transactions quicker. RFID readers in windshields will process some of the transactions partially by themselves, a scale operator would confirm the transaction in the scale house. He referred to the map in the packet and briefly spoke to it.

Responding to Kaster's question regarding the differences in bid, Doverspike informed there was a non-mandatory walk-through for vendors. Valley Scale was a current vendor that they used for lots of different things and they came, was actively part of it and the other company did not come to the walkthrough.

Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve Valley Scale for \$72,763.00 for Project #2315 Transfer Station 2nd Truck Scale. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Refuse Transfer Station Scale House Remodeling RFB – Request for Approval.

Doverspike informed the second part of the process improvement was in three steps; increasing the size of their scale house to get it closer to the existing scale, getting the scale operator closer to the customer, and taking it from a bay window to a square sided window to be able to see up the entrance where customers were coming in, where some of their programs were running, and offering a better line of sight. This was a mandatory walkthrough, all four vendors came through, and two were disqualified for not submitting certain parts of the bid with their proposal. He contacted FOTH and they weren't able to design the project. He contacted Somerville and they gave him an estimate on the project but didn't bid and said it would be roughly \$45,000.00, which was in line with where MS2 bid.

Motion made by Supervisor Kaster, seconded by Supervisor Dantine to award the bid for Project 2316 Transfer Station Scale House Remodel to Mission Support Services (MS2) for \$44,315.00. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Federal Policy Positions – Request for Approval.

Doverspike referred to the American Great Lakes Ports Association 2019 Policy Agenda, included in the agenda packet, and highlighted the Harbor Maintenance Fund, the Marine Infrastructure Renewal, and the New Coast Guard Icebreaker.

Motion made by Supervisor Dantine, seconded by Supervisor Tran to approve the Federal Policy Positions. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Director's Report.

Doverspike pointed the committee's attention to the South Landfill Plan of Operation, he explained it was their guiding document as far as how they were going to be operating the landfill when it became the landfill. They were in their 12th hr of completion; it will be submitted by the end of the month, first week of May at the latest. He further spoke to the Solid Waste Transfer Station, Acquisitions and Open Positions portion of the report.

Tran informed she would like to see the plan regarding Renard Island before the board meeting, to look over. Kaster agreed and would like to see it as soon as they had it available.

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

Public Works

20. Summary of Operations Report.

Public Works Director Paul Fontecchio stated other than county maintenance due to winter and flooding, they were doing okay with the rest of their line items.

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

21. Director's Report.

Fontecchio briefly spoke to his Director's Report located in the agenda packet.

Responding to Tran, the county couldn't apply for federal emergency for the flood damage because there was a monetary threshold. It's \$3.78 times the population of Brown County, which was just under a million dollars at \$743,000. Fontecchio provided a handout (attached) with regarding to 2019 Project Updates, noting the flood damages and how they were looking at addressing the shortfall. Replying to Erickson, some of the park and golf course flooding was covered by insurance and didn't qualify. They looked at it all and it didn't add up.

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

Other

22. Acknowledging the bills.

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

23. Such other matters as authorized by law. None.

24. Adjourn.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to adjourn at 6:28 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein, Administrative Coordinator

4-H Game Day a Success

The second annual 4-H bean bag toss and 3 on 3 basketball tournament was held in early April. The basketball tournament has been a 4-H club favorite for many years. The bean bag toss was added in 2018 for youth who do not play basketball. Along with this change, the name of the event was revised. This event is a fund raiser for youth going on educational experience trips. Eighty-eight youth participated in this event.



2019 Robert Mongin Garden Series

“Success with Cacti & Other Succulents as House Plants” was the topic for the third session of the 2019 Robert Mongin Garden Series sponsored by the NEW Master Gardeners and Extension Brown County. The speaker was Daniel Mahr. Dr. Mahr was a faculty member of UW-Madison for 30 years in the Department of Entomology. He has held many positions in the Cactus and Succulent Society of America. Sixty-three individuals attended this session.

Rent Smart

Twenty-six individuals attended a Rent Smart session held at the Aging and Disability Resource Center Brown County. Rent Smart is a tenant education program developed by Extension. As adults age, they may look for housing options that allow for less maintenance and upkeep. Many of these individuals have not rented before. While this presentation provided an overview of renting, the Rent Smart curriculum is comprised of six modules.

Rent Smart is comprised of six modules.

- How Much Will It cost? And Can I Afford It?
- Checking Out the Rental Property and the Landlord
- Application Process
- Who’s Responsible for Maintenance, Repairs, and Care?
- Communications
- Rental Agreements—Moving In, Moving Out



Extension
UNIVERSITY OF WISCONSIN-MADISON
BROWN COUNTY



An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title IX and Americans with Disabilities (ADA) requirements.

Extension Brown County Report for April 2019

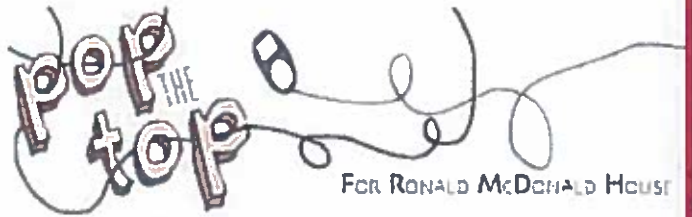
Extension Brown County Receives Grant

Extension Brown County, in partnership with Circles Green Bay received an Extension "Research and Educational Programming Initiative" grant. In 2018, Extension's community garden program began initial limited programming with Circles Green Bay, meeting once a month with kids in the program to care for a garden plot. This plot is part of the community garden Extension oversees at Green Bay Community Church.

In 2019, Extension decided to expand this program to twice-monthly sessions and contacts that reach the whole family. There is little research about the impact of gardening-based activities on parent-child relationships, and this project will investigate the possibility of strengthening parent-child bonds through gardening.

Over the course of the spring and summer, staff will guide parents and children in learning to plan and care for their own garden plot. Guided garden-based bi-monthly take-home activities and regular social media contact will further increase reach and potential impact.

4-H Community Service Project



BROWN COUNTY 4-H GIVES BACK

Brown County 4-H, with the guidance and leadership of the Happy Valley 4-H Club, introduces the 2019 4-H Pop Top Collection to benefit the Ronald McDonald House

The Brown County 4-H Program will host a 4-H Pop Top Collection Extravaganza (Celebration)

Saturday, October 5, 2019

9 - 11 am drop off

11am - 12 pm Ice cream social and announcement of total

Total poundage will be accumulated. Each club will NOT be tracked individually (unless club wants to track on their own)

Each club or group who donates will be recognized

Every club can choose to participate (or not)



STEM Innovation Center Update Week of April 15, 2019



2019 Project Update:

4/22/2019

CTH XX Budgeted at \$154,000 → \$609,000 increased due to Flood Damage
Other Flood Damage Areas → \$288,000 pipes & road damages throughout the County
\$743,000 Total flood damage from March 2019 flooding

CTH D Bridge lower bid → -\$104,000
CTH HS Bridge lower bid → -\$210,000
-\$314,000

2019 Capital Shortfall → -\$429,000

- If the 2019 capital projects come in under budget by \$429,000, then the planned projects will proceed as scheduled.
- If the 2019 capital projects come in on budget, then the planned projects will proceed as scheduled with one exception. CTH PP from Viking Lane to Old Martin Road will be delayed to a future year to account for the additional 2019 flood costs. The CTH PP resurfacing project currently includes 5.36 centerline miles of roadway to be resurfaced. CTH PP from Viking to Old Martin, a 1.25-mile section of CTH PP, is in the best shape compared to other 2019 highways which is why it was selected – it has the best chance of holding up another year or so.