

**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 27, 2015 at the Howard Public Works Department, 2198 Glendale Avenue, Howard, WI

Present: Chair Bernie Erickson; Supervisors: Norbert Dantine, Dave Kaster, Tom Sieber, and Dave Landwehr

Also Present:

Tom Miller (Airport Director)	Troy Streckenbach (County Executive)
Paul VanNoie (Public Works Director)	Chad Weininger (Director of Administration)
Paul Fontecchio (Public Works – Engineering Manager)	Judy Knudsen (UW-Extension)
Brandy Younger (Public Works - Business Manager)	Dean Haen (Port Director)
Cathy Williquette (Register of Deeds)	Chuck Lamine (Director of Planning)
	Aaron Schuette (Senior Planner -
	And other interested parties.

I. Call Meeting to Order.

Meeting was called to order by Supervisor Bernie Erickson at 6:15 pm

II. Approve/Modify Agenda.

Motion made by Supervisor Kaster, Seconded by Supervisor Landwehr to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/Modify Minutes of March 23, 2015.

Motion made by Supervisor Kaster, seconded by Supervisor Dantine to approve the minutes with the amendment: Under Port & Resource Recovery, Page 3 of Item #9, last paragraph, the minutes should state “Supervisor Sieber asked” not Landwehr. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review minutes of: None.

Comments from the Public None.

Communications

2. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; referred from April County Board.

Erickson informed that he had sent out a survey to department personnel. A handout was provided which included committee suggestions and survey responses from three managers (attached).

Sieber questioned what would happen in the case where an employee oversaw two positions? Weininger responded that’s exactly what this process was for so those issues would be

Weininger responded that's exactly what this process was for so those issues would be addressed. He reiterated the process of working with HR on the job description and HR would then go before Executive Committee for a determination. Streckenbach informed that they kind of did that when they merged Highway with Facilities. If they combined two positions they would end up reclassifying.

Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

2a. Resolution re: Brown County Classification Salary Range; *referred from April County Board.*

Motion made by Supervisor Kaster, Seconded by Supervisor Dantine to approve for the purpose of sending forward to the Executive Committee noting a possible change in the 6th "Whereas... as an initial step to 'pay' market rate", which may be "to 'determined' market rate". Vote Taken. MOTION CARRIED UNANIMOUSLY.

3. Communication from Supervisor Zima re: Request that Human Services Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April County Board.*

Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

UW-Extension

4. Budget Status Financial Report, February and March, 2015.

Director Knudsen provided the February and March, 2015 Budget Status Financial Reports for February and March (attached).

Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

5. Departmental Opening Summary.

Motion made by Supervisor Landwehr, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

6. Budget Adjustment Request (15-28): Any increase in expenses with an offsetting increase in revenue.

UW Extension Brown County's Community Garden program had been awarded a federal grant to be passed through UW Extension East Metro Region. UW Extension had an opportunity to expand its land base for Community Gardens due to a donation of land owned by Encompass Early Education and Care Inc. This property was located in the Imperial Lane neighborhood which was a diverse low income area on Green Bay's east side. The community garden will strengthen community bonds, while also increasing area health. It will further empower participants through mentorship opportunities, once-a-week open community garden nights, and educational offerings. The program also planned to hold a summer gardening program for neighborhood youth, to encourage healthy lifelong habits. \$6,360.

Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.

7. **Budget Adjustment Request (15-29): Any increase in expenses with an offsetting increase in revenue.**

UW Extension Brown County's Agriculture program had been awarded a federal grant to be passed through UW Extension East Metro Region for Agriculture Literacy and Workforce Development: Exploring Careers in Agriculture. This project centers on agricultural literacy with an emphasis on workforce development. A student intern will be hired to explore agricultural careers, gain agricultural career experience, and create resource tools including a career resource booklet, road maps to help individuals along the path to their desired career, and a website to post resources and videos. \$7,350.

Motion made by Supervisor Landwehr, Seconded by Supervisor Dantine to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.

8. **Resolution re: Change in Table of Organization for U.W. Extension Workforce Development Agriculture Student Intern.**

Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.

9. **Resolution re: Change in Table of Organization for U.W. Extension Community Garden Coordinator.**

Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.

10. **Director's Report.**

Knudsen informed that this was their week for the Victory Garden Blitz, they did this with New Leaf and UW-Green Bay. They sold 130 raised bed gardens. Their volunteers started to cut the lumber and will be delivering them Friday-Sunday. A percentage of them do need to go to low income households. They started this project last year and it went over very well. They recruited about 25 mentors, the people, particularly the lower income families didn't know anything about gardening so they were all linked with a mentor.

With this warm weather it was crazy today with horticultural questions.

They were working the county fair. As part of the fair, they were selecting the Fairest of the Fair who was the face of the fair. They had 4 candidates yesterday. They did a gala at the Tundra Lodge and had about 140-150 people in attendance. They selected a new Fairest of the Fair for 2015. The 2014 Brown County Fairest of the Fair was selected as Wisconsin Fairest of the Fair and will be traveling to all the county and state fairs this year which was quite an honor for the county as they had only been in the program for three years.

They had a great week last week, partnering with BC Library and ADRC on financial management programs as part of Money Smart Week which was an effort started by the Federal Reserve Bank out of Chicago. They had really good attendance at a number of their programs.

They were working with Neville Public Museum on programming for the 2015-2016 school year so when kids weren't in school for the day, they would go to either the Extension or the Neville.

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

Planning and Land Services

Land Information – No agenda items.

Planning Commission

11. **Budget Status Financial Report, January and February, 2015.**

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

12. **Update re: Northeastern Wisconsin Region Community Development Block Grant (CDBG) – Housing Program.**

Senior Planner Aaron Schuette briefly went over the report located in the packet material. They had five projects completed in Brown County so far totaling \$130,000 in repairs and they had 10 more projects in the pipeline. Lives have been changed because of this program.

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

13. **Update re: Development of the Brown County Farm property – *standing item.***

Lamine had a conversation with the Executive, they had to get back on this and start working towards the research park. They lost some momentum with the loss of staff at the UW-Extension and changes at the University. They were going to start hitting that list. It was progressing nicely.

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

Property Listing

14. **Budget Status Financial Report, January and February, 2015.**

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

Zoning

15. **Budget Status Financial Report, January and February, 2015.**

Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Port & Resource Recovery

16. **Port Budget Status Financial Report, March, 2015.**

Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

17. **Resource Recovery Budget Status Financial Report, March, 2015.**

Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

18. **Director's Report.**

Port & Resource Recovery Director Dean Haen highlighted info re: Recycling Compactor & Building Expansion, Harbor Assistance Program Funding, Renard Island, Fox River Fiber Notice of Claim and the 2015 Port Symposium, information also provided in the agenda packet.

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

Register of Deeds

19. **Budget Status Financial Report, December, 2014 (unaudited), February and March, 2015.**

Register of Deeds Cathy Williquette informed that going back and looking at revenue comparisons from last year, they were ahead \$53,000 on transfer fees. But overall fees they were down \$23,000. They were on pace with their expenses and revenues for this quarter.

Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

20. **Departmental Openings Summary.**

Williquette informed that they had an employee with 45.5 years of service and she retired. Her last day was on April 17, 2015. Internally they had three people interested in the position. They selected one and she started the following Monday. Her position, the Clerk Typist III will show up vacant. What she had requested to go before the Executive Committee was to fill it with a temp to start. They were looking at three picking up the duties of four. They started cross-training each other. So far it was going very well. She wanted to hold that open throughout the summer to see if their real estate volume or counter traffic picks up and then make a recommendation. They had a summer intern that had worked in their office before. If it was approved, she'd like propose for that vacancy. In the meantime just today, another girl who was a Clerk Typist II was appointed by Sandy Juno in the County Clerk's office so there will be another request in which she will be asking to have filled as it was a two person section and a lot of counter traffic. The reasoning for both was to advance and earn more money.

The traffic over the counter had decreased but the traffic electronically had increased. 33% of their documents in real estate came electronic. It was in their queue and they process it the same way. With vital records, they automated the births, a couple years ago they automated the deaths and this year they will be automating the marriages. They will start their training next week. That was state-wide and will affect the County Clerk, Register of Deeds and the officiants. There was still a manual process in it to a degree and her staff will be keying in data on marriages where before they accepted the record that was already prepared, review it and submitted it. Now they will actually receive it a worksheet of some sort and key in data they didn't key in before. From that point forward the record will be electronic.

Motion made by Supervisor Kaster, Seconded by Supervisor Landwehr to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

21. **Annual Report.**

Williquette referred to the Register of Deeds Annual Report, 2014 that was located in the agenda packet.

Motion made by Supervisor Kaster, Seconded by Supervisor Landwehr to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Airport

22. **Budget Status Financial Report, March, 2015.**

Expenses for the first quarter of 2015 were several percentage points under budget, through March. Revenue lagged a bit during the year, but should be right on budget by year-end. Additionally, Public Charges were behind due to ongoing airline lease negotiations, which were nearing a conclusion.

Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

23. **Departmental Openings Summary.**

The Assistant Airport Director went to Rochester, Minnesota to be the Airport Director. The Buildings & Grounds Maintenance Worker took a similar position at the City of Green Bay, similar capacity but on a different shift. He believed the pay was about the same.

Motion made by Supervisor Landwehr, Seconded by Supervisor Sieber to receive and place on file. Vote Taken. MOTION CARRIED UNANIMOUSLY.

24. **Director's Report.**

The FAA Airport District Office in Chicago, which Green Bay was governed had changed a process for bidding federal projects for airport improvement programs this year and changed the spec as far as how the design of the project was to be accomplished. As a result the project that was scheduled this year involving the reconstruction of a taxiway would probably have to be delayed until 2016 because of the work that would be involved in order to get the drawings and the specs redone and get it bid so that work could be finished yet this fall. He would rather wait until spring of next year in order to get it done. The money was not lost, it was carried over. There was no real impact other than the project just doesn't get done this year.

The instrument landing system on the north south runway was being upgraded beginning the 18th of this month. It will be out of service for two weeks. While that work was being done, that runway would be closed but would not have any impact on any airline operations.

The second annual Prevea 5K GRB will take place on Saturday, September 19, 2015 at 4 p.m. The day before the home opener against Seattle. They were anticipating 4,000 to 5,000 participants. There were about 2,000 the first year.

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

Public Works

25. Summary of Operations.

Director of Public Works Paul Van Noie reported that through March they were doing well. They were better than budget by approximately \$420,000 on the Highway side, \$146,000 on the Facilities side. Their big projects, CTH R and GV will start in one to two weeks. Other than that it had been uneventful through March.

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

26. Director's Report.

The Director's Report included twelve hour days for the Highway and Facility Management Divisions. The staffing report was included in the agenda packet material.

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

Other

27. Audit of bills.

Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to audit the bills. Vote Taken. MOTION CARRIED UNANIMOUSLY.

28. Such other matters as authorized by law.

29. Adjourn.

Motion made by Supervisor Sieber, Seconded by Supervisor Kaster to adjourn at 7:05 pm. Vote Taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

PD&T Committee Suggestions

1. At time of budget preparation staff will indicate to committee how increases may be determined.
2. County Board approves annual pay increase amount at budget time.
3. Managers will manage and award increases based on wage ranges and performance.

Manager & Employee Survey

90% feel the idea is a good template.

4 individuals feel they have the wrong classification. What will be the procedure to appeal before the plan is adopted?

What will the procedure be for an employee to request a job reclassification once the plan is adopted?

3 managers responded indicating the plan was a good template and that a change is really needed for the way the County approaches employee wages and classification.

	Annual Budget	YTD Actual
Personnel Costs	\$ 203,365	\$29,268
Operating Expenses	\$391,256	\$32,356
Property Tax Revenue	\$ 384,504	\$64,084
Intergovtl Revenue	\$ 10,893	\$0
Public Charges	\$ 88,809	\$5,329
Miscellaneous Revenue	\$ 55,599	\$1,145
Other Financing Sources	\$ 54,816	\$0

HIGHLIGHTS:

UW Extension - February 28, 2015

■ Annual Budget
 ■ YTD Actual



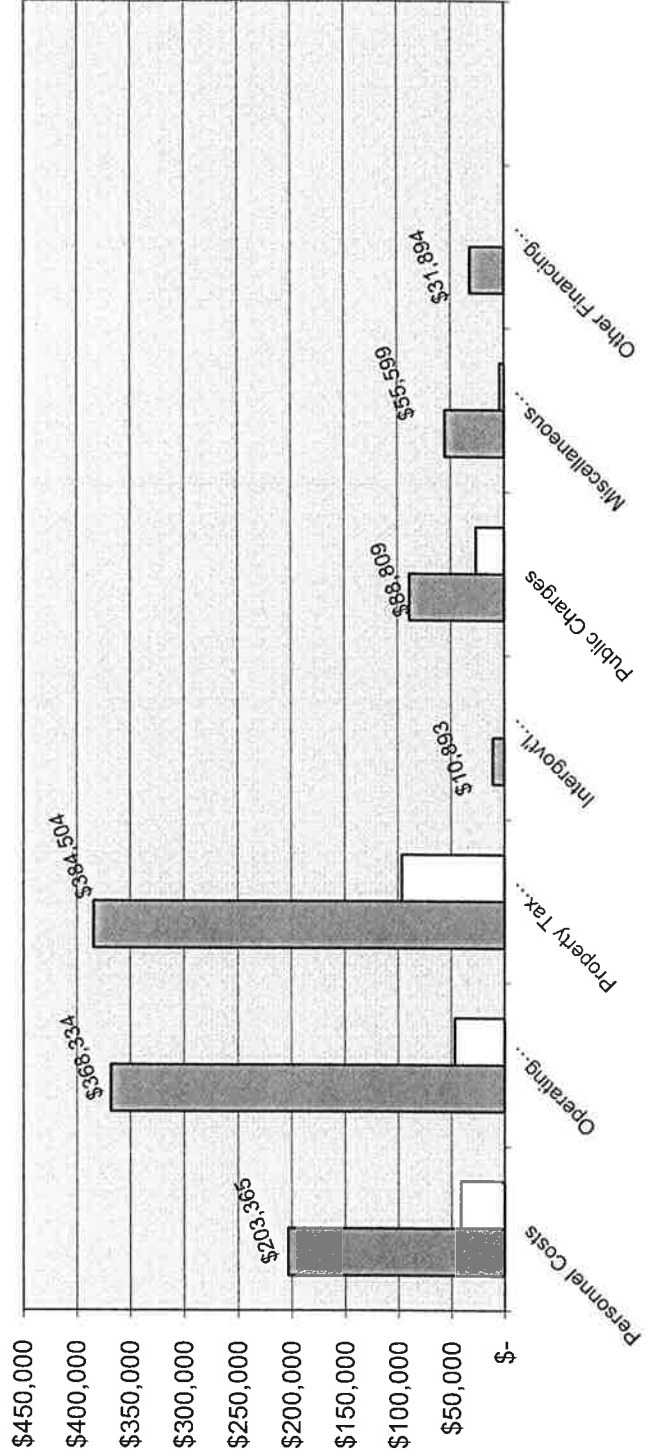
Brown County
 UW - Extension
 Budget Status Report
 3/31/2015

	Annual Budget	YTD Actual
Personnel Costs	\$ 203,365	\$41,752
Operating Expenses	\$368,334	\$46,910
Property Tax Revenue	\$ 384,504	\$96,126
Intergovtl Revenue	\$ 10,893	\$0
Public Charges	\$ 88,809	\$26,611
Miscellaneous Revenue	\$ 55,599	\$3,947
Other Financing Sources	\$ 31,894	\$0

HIGHLIGHTS:

UW Extension - March 31, 2015

■ Annual Budget
 □ YTD Actual



Departmental Openings Summary

To: Oversight Committee

From: UW-Extension

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
LTE: Grounds Supervisor	9/23/2014	Seasonal	Filled	
LTE: 4-H Program Assistant	12/22/2014	Opportunity for full-time emp	Filled	
LTE: Garden Assistant	9/26/2014	Seasonal	Filled	
LTE: Horticulture Assistant	10/9/2014	Seasonal	Filled	
LTE: Invasive Species Coordi	12/20/2014	Seasonal	Filled	
LTE: Horticulture Grounds As	8/25/2014	Seasonal	Filled	
LTE: Invasive Species Aide	7/16/2014	Seasonal	Filled	
	9/27/2014			

Ex: Transfer, Wage, Working Conditions

Brown County
 Register of Deeds
 Budget Status Report
 January-March 2015

	Annual Budget	YTD Actual
Salaries & Fringe	\$ 672,674	\$ 167,748
Operations & Maintenance	\$ 39,714	\$ 9,392
Chargebacks	\$ 144,809	\$ 38,526
Contracted Services	\$ 23,000	\$ 3,426
Charges to County Departments	\$ 4,600	\$ 1,146
Transfer In HR	\$ 0	\$ 0
Transfer Fees	\$ 471,330	\$ 133,835
Charges for Sales & Services	\$ 1,147,400	\$ 201,252
Property Taxes	(\$743,133)	(\$117,140)

HIGHLIGHTS:

Contracted services reduced by \$274,000 and revenues reduced by \$274,000 due to elimination of redaction program. Salaries reduced by \$17,483 due to elimination of .5 FTE.

