

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

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Tuesday, November 26, 2012 at the Austin Straubel International Airport, Green Bay, Wisconsin

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**Present:** Chair Erickson, Supervisors Dantine, Kaster, Landwehr, Sieber  
**Also Present:** Executive Streckenbach, Tom Miller, Paul Van Noie, Paul Fontecchio, Jeff Oudean, Judy Knudsen, Dean Haen, Cathy Williquette, Juliana Ruenzel, Supervisor John VanderLeest, and Other Interested Parties

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I. **Call Meeting to Order:**

The meeting was called to order by Chairman Bernie Erickson at 7:06 p.m.

II. **Approve/Modify Agenda:**

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve agenda.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

III. **Approve/Modify Minutes of October 22, 2012.**

**Motion made by Supervisor Kaster, seconded by Supervisor Landwehr to approve. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

1. **Review minutes of:**

a. **Facility Master Plan Subcommittee (October 18, 2012).**

b. **Harbor Commission (July 23, 2012).**

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to suspend the rules to take 1a & 1b together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file 1a & 1b. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Communication**

2. **Communication from Supervisor Vander Leest re: Request by the MacArthur Heights Neighborhood Association to lower the speed limit on Hazelwood Lane from Packerland Drive to Wood Lane; also complete a traffic study of Packerland Drive to be complete to review average speed, traffic count and semi-trailer usage.**

Supervisor VanderLeest informed the committee that he has been working with the MacArthur Heights Neighborhood Association regarding their concerns with the speed limit on Hazelwood Lane from Packerland Drive to Wood Lane. Although this matter was addressed previously and a four way stop was changed to lighting, there are still concerns with speed. VanderLeest requested that the speed limit be reduced from 30 to 25. In addition, he is requesting a traffic study of Packerland to include the review of average speed, traffic count, and semi-trailer usage. The Association has requested there be no round-a-bouts.

Chuck Lamine stated that the Planning Department is aware of concerns on this roadway and several options have been reviewed. At this time he is researching possible grant funding or enhancement grants. He is willing to work with Public Works and/or the Neighborhood Association, although explained this road is considered a County highway and a connector to other roadways.

Further discussion resulted in a request to send the matter to staff to bring back a recommendation to the next meeting of this committee. Supervisor Kaster suggested the roadway be turned over to the City if it does not appear appropriate as a County roadway.

**Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to send the Hazelwood portion of this request related to reduction in speed limit from Packerland Drive to Wood Lane to staff with a request to come back to the next regular meeting of this committee with a recommendation. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to take items 3 & 4 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

3. **Communication from Supervisor Sieber re: To use the appropriate process to get an updated cost estimate for hazardous material abatement, recycling and demolition of the old Mental Health Center.**
4. **Communication from Supervisor Sieber re: Allocate up to \$2 million for the demolition, recycling and hazardous materials abatement for the old Mental Health Center located on St. Anthony Dr. in Green Bay.**

Supervisor Sieber indicated that discussion at budget time indicated it would cost approximately \$1 to \$2 million to demolish the former Mental Health Center building. He suggested this amount be taken from the general fund cap which is over the required amount. He stated he would like to see the entire property used for prime development, also noting that limestone could be recycled. Supervisor Dantine added that the cost to remove asbestos is estimated at \$275,000, suggesting that concrete be crushed and sold for road construction projects. In addition, sale of metal and stone could bring in \$200,000, although Kaster indicated transporting the material could be costly.

Supervisor Landwehr, however, opined that demolition is premature, stating he would like to wait for future opportunities.

The matter of the "cap" was discussed with Chairman Erickson understanding there needs to be a minimum balance of 13% in order for the County to maintain their Triple A rating. County Executive Streckenbach recommends that the policy be revisited, that keeping the "cap" at 25% may be more appropriate.

**Motion made by Supervisor Sieber, seconded by Supervisor Dantine to hold further discussion until the next regular PD&T meeting. Vote taken. Ayes: Dantine, Kaster, Sieber, Erickson; Nay: Landwehr. MOTION CARRIED 4-1**

#### **UW-Extension**

5. **Budget Adjustment Request (12-96): Increase in expenses with offsetting increase in revenue.** Judy Knudsen explained this budget adjustment request is an allocation of pass-through funds from the U.W. Extension-Madison Programs Regional Conservation Training to be used for a Conservation Reserve Program for the remainder of 2012, including the funding of a .57 FTE Co-op Student position already in the Table of Organization.

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

**Register of Deeds**

6. **Budget Status Financial Report for September, 2012.**

Ms. Williquette-Lindsay reported that finances are on target.

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

7. **Support Legislation to Require Recording of Mortgage Assignments.**

Register of Deeds, Cathy Williquette Lindsay explained that the Mortgage Electronic Registration System (MERS) was created in the early 1990's as a secondary repository for Assignment of Mortgage documents. She explained that filing with MERS versus the local Register of Deeds causes a break in the chain of title for real property records. Many problems with MERS, like ROBO signing, have contributed to the national mortgage foreclosure crisis. Williquette-Lindsay indicated that requiring lenders to record Assignment of Mortgage documents with the Register of Deeds, on a go forward basis, will restore the chain of title at the County level and thwart new attempts to create national registries.

Ms. Williquette-Lindsay indicated that the Wisconsin Register of Deeds Association is seeking legislation through resolution which will allow for greater transparency in the recording of home mortgages and to provide homeowners with critical information about who owns their loan, who they must negotiate with to achieve a loan modification, and who has the right to foreclosure on their homes should they default.

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

**Port & Solid Waste**

**#'s 8 & 9 taken together**

8. **WI Coastal Management Grant Application – Request for Approval.**

9. **Grant Application Review (12-11): Wisconsin Commercial Ports Master Plan.**

Dean Haen explained that the Wisconsin Commercial Ports Association (WCPA) proposes to develop a Master Plan for Wisconsin's commercial ports in two phases. The first phase will include a comprehensive background and inventory of the status of Wisconsin Great Lakes and Mississippi River Ports. The plan will examine the interaction of the ports with other forms of freight movement and recommend changes to the transportation system. Phase 2 will provide a more advanced look at the commodities, the creation of waterways and port planning/development efforts, and the coordination of ports and waterways development into the general transportation and economic development efforts across the state.

Haen explained that this grant application is focused on funding Phase 1 which will provide an inventory of Wisconsin's public and private port operations and public port needs, discuss baseline commodity flow data for Wisconsin's waterways, explore regional, national and global trends that Wisconsin may take advantage of to increase the state's role in freight movements, develop strategies that the state could adopt to accelerate or facilitate freight and logistics development, and to create a Wisconsin Commercial Ports Master Plan. Total grant amount is \$56,231, with \$5,399 required from County funds supported by in-kind staff support provided by Port general funds, and an additional match from other grant partners.

**Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to approve 8 & 9. Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Budget Adjustment Request (12-105): Increase in expenses with offsetting increase in revenue.**

Mr. Haen explained that based on nine months of revenue, the Port & Solid Waste Department is estimating an increase in single stream revenues of an additional \$40,000 for 2012. After fixed expenses are deducted, a part of the remaining revenues will be returned to Solid Waste's recycling customers, as a recycling rebate. The rebate account will have an offsetting increase of \$70,000 to account for the anticipated expenditures.

Based on two new projects (shingle recycling & construction and demolition recycling) and one large volume beneficial waste project (with the City of Green Bay – Washington Commons Mall), Haen is estimating an increase in revenue of approximately \$595,000 for 2012, along with an increase in expenses of approximately \$558,370 to contracted service providers.

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

11. **Director's Report.**

Director Haen reported he has been informed that if there are savings from the Cat Island Chain Project they can be used for closure. He estimates ample dollars for the project which is projected to be significantly cheaper than anticipated partially due to the fact there is 15-20% less stone at the bottom of the Bay which will increase savings. He estimates project closure by the end of 2013.

On the Solid Waste Side, Haen reported that meetings have been held with Brown, Winnebago, and Outagamie Counties relative to strategic planning, the tri-county agreement, and to discuss vision, goals and objectives for the future.

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

**Public Works – Facility Management**

12. **Summary of Operations.**

**Highway** – Director Van Noie informed the committee that operations of the department appear to be in line with the planned budget after giving consideration to timing differences. The 2012 budget anticipated a negative variance and is presently at 78% of that figure as of September month end. (See attached report for details)

**Facilities** – Van Noie reported that the year to date budget impact through 9/30/2012 shows a positive variance. Included in this variance is a negative for September 2012 due to increased personnel costs, but lower revenues and operating expenses, interdepartmental charges, outlay and other financing uses. (See attached report for details)

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

13. **Director's Report.**

The Director updated the committee on the following:

**Central Library Projects Timeline** – A time line was provided covering the time period of July 2012 through November 14, 2012. (See attached)

**12 hour Day Report** – A report was included in packet material showing those employees who worked 12 hours or more in a single shift for the month of October 2012. There were no employees who worked over 12 hours during the month of October reported.

**STH 54 & CTH T intersection** – A letter sent to the DOT from Director Van Noie states that Brown County supports the request for the WisDOT to examine the STH 54/CTH T intersection for potential safety improvements and possible funding systems made by townships adjacent to this intersection. Van Noie pointed out that over the past 5 ½ years, there have been 13 accidents at this intersection.

Chairman Erickson asked about staffing after the projected 60 plus miles of highway construction related to Highway 41 is complete. Director Van Noie indicated that he plans to first see how it goes, explaining that the County does get paid by the State for their projects.

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

#### Airport

14. **Budget Status Financial Report for October, 2012.**

Airport Director, Tom Miller, explained that the Airport is currently \$1.4 under budget on expenses year to date, which he attributes to receipt of a grant that was not anticipated. Overall, he reported, that revenue is on target to meet year end budget projections.

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

15. **Director's Report.**

The following activities were reported during the last reporting period:

**Federal Inspection Station** – A public campaign has resulted in over 750,000 letters of support received by State Congressman Ribble's office.

**12 Hour Work Days** – There were 3 occurrences in October when 2 employees worked 15 to 16 hours to clean carpeting in leased space which was reimbursed.

**Resignations** – There have been two facility workers who have resigned. Human Resources will be asked to conduct a class and comp study estimated to take 90 days. In the meantime, temp employees will be used to fill these positions.

**Aircraft Rescue and Firefighting Project**- This project is nearing completion with occupation scheduled for March. An Open House will be held in April.

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

#### Planning and Land Services

##### Land Information (no items)

#'s 16 & 17 taken together

#### Zoning

16. **Budget Status Financial Report for September, 2012.**

**Property Listing**

17. **Budget Status Financial Report for September, 2012.**

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file #'s 16 & 17. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Planning Commission**

18. **Budget Status Financial Report for September, 2012.**

Chuck Lamine indicated that the 2012 budget is on track.

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

19. **Convene in Closed Session for discussion and possible action regarding an Offer to Purchase from Cardinal Capital Management, Inc., and/or its Assigns, approximately eight acres of Brown County owned land (part of a larger parcel known as Parcel # 21-283) pursuant to Wis. Stat. § 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."**

Although it was questioned whether part of this closed session could be opened for public comment, Mr. Lamine indicated there have been presentations already made to the public and at this time there appeared to be public present.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to enter into closed session. Roll Call. All Present. Vote taken. **MOTION CARRIED UNANIMOUSLY**

20. **Reconvene in Open Session for Possible Action following the Closed Session.**

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to return to open session to approve the offer to purchase and to advance it to Administration Committee, Executive Committee and to the County Board. Roll Call: All Present. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Other**

20. **Audit of bills.**

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

21. **Discussion regarding December meeting (December meeting falls on Christmas Eve).**

It was the consensus of the committee to cancel the December meeting with the possibility of a special meeting for any items that can't wait until January.

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

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to adjourn at 10:00 p.m. Vote Taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

Rae G. Knippel  
Transcription Secretary

## **Brown County Public Works Department**

Management Discussion and Analysis of Operations

Period Ended 9/30/2012

### **Summary of the Operations for Public Works**

Operations of the Public Works Department appear to be in line with the planned budget after giving consideration to timing differences.

#### **Highway**

In September, the Public Works Highway Division recorded \$231,062.25 in "Intergovernmental Revenues" bringing Year-to-Date (YTD) revenues to \$2,349,210.27. Through May, the Highway Division was ahead of schedule on routine maintenance agreements with the state and local municipalities. The past few months, this work has slowed and the total revenue is now \$200,790 under budget through September. The expectation for the remainder of the year is for this revenue to be closer to the estimated budget.

"Miscellaneous Revenue" consisted of mostly intra-county charges for capital projects and county roads and bridges. These revenues, mostly impacted by capital projects, lag budget due to the seasonal nature of capital projects and certain delays which include funding issues. Capital projects funding is substantially the result of grants, bonding, and capital contributions. YTD "Miscellaneous Revenue" variance improved by a million from August to September, but continues to lag budget by approximately \$5,154,764. As the current projects move closer to completion, contractor invoices and Wisconsin Department of Transportation invoices should be using a greater portion of the annual budget.

The reduction in the above "Miscellaneous Revenue", when comparing Budget to Actual, is offset by a corresponding reduction in expenses. The construction of these projects is primarily through third party contractors and that accounts for virtually the entire reduction in Operating Expense.

The total Budget impact through September 30, 2012, was planned as a negative \$822,157 compared to an actual negative impact of approximately \$865,439. The 2012 budget anticipated a negative \$1,096,209 variance and we are in line with budget with 78% of that as of September month end. As anticipated our expenses are running higher than our revenues.

Attached is the Budget to Actual comparisons through September 30, 2012, for Highway Division of Public Works. Also, please find a Financial Summary for Roads and Bridges through September 29, 2012, which is included in the aforementioned presentation of the Highway Division of Public Works.

**Facilities**

“Miscellaneous Revenue” is intra-county charges primarily for maintenance and housekeeping for the Community Treatment Center (CTC). This revenue source is down \$60,468 or 5.0% of the total annual budget due to reduced service work orders performed at the CTC. This also affected salaries and fringes with regards to expenditures.

YTD Actual for “Personnel Cost” is under the YTD Budget by \$92,624 due to reductions in wages because of position vacancies and turnover. The vacancy in the clerk/typist II position has been filled so we should see this variance start to hold or decrease to become closer to budgeted amount.

YTD actual “Operating Expenses” are under the YTD Budget by approximately \$219,430. This is mainly due to timing of services and charges, (examples include less winter maintenance around the buildings because of the light winter, utilities, and contracted services for an annual sprinkler system, along with other contracted services that will be carried out), which are all lower than projected. Some of these items will be incurred in future periods.

The YTD Budget impact through September 30, 2012, was a positive variance of approximately \$443,833 down slightly from last month which was reported at a positive variance of \$467,817. Included in this YTD variance is a negative variance for September 2012 of \$23,985. The negative variance is due to increased personnel costs, but lower revenues and lower operating expenses, interdepartmental charges, outlay and other financing uses. The revenue variance of negative \$16,774 is primarily due to the monthly transfer budget of \$12,476. The entire budget for Transfers was recorded as revenue in June, which will leave this under budget on a monthly basis but over budget in the YTD column. \$37,427 of the \$443,833 positive YTD budget variance is from the transfer revenue.

Attached is the Budget to Actual comparisons through September 30, 2012 for the Facilities Division of Public Works.

**Staffing Summary:**

HIGHWAY DIVISION			FACILITIES DIVISION		
	Budgeted FTE's	Actual #FTE's		Budgeted FTE's	Actual #FTE's
Mgmt / Office	11.3	9.6	Mgmt / Office	8	7
Electrician	1	1	Fac Mechanic / Workers	18	17
Engineering	4	4	Housekeeping	18.5	18.5
Mechanical	11	11	Mechanical	1	1
Laborers	65	61	Document Center	2.53	2.53
Parks	1.65	0	Security	0.53	0
Summer Help	4	.05	Summer Help	0.46	0
			Intern	0.38	0.38
<b>TOTAL</b>	<b>97.95</b>	<b>86.65</b>	<b>TOTAL</b>	<b>49.4</b>	<b>46.41</b>