

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

Pursuant to Section 19.84 Wis. Stats., a budget and regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Tuesday, October 13, 2020 at the Duck Creek Center – Public Works Dept., 2198 Glendale Avenue, Village of Howard.

Present: Chair Dave Landwehr, Vice-Chair Ray Suennen, Supervisor Norb Dantine, Supervisor Tom Friberg, Supervisor Amanda Chu

Also Present: Airport Director Marty Piette, Airport Financial Specialist Melinda Enderby, Planning Director Cole Runge, Port & Solid Waste Director Dean Haen, Register of Deeds Cheryl Berken, Chief Deputy Register of Deeds Sara Frisque, Extension Director Judy Knudsen, Public Works Director Paul Fontecchio, Public Works Business Manager Brandy Younger, County Executive Troy Streckenbach, Director of Administration Chad Weininger, Senior Accountant David Diedrick; Attended Virtually: Internal Auditor Dan Process, Director of Finance Bradley Klingsporn, Communications Coordinator Andrea Holden, Senior HR Generalist Kara Navin, HR Generalist Wendy Wittlin; and other interested parties.

I. Call Meeting to Order.

The meeting was called to order by Chair Dave Landwehr at 5:52 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Suennen, seconded by Supervisor Chu to approve with the modification to move Regular Item #7 after Budget Item #6. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of September 22, 2020.

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

****BUDGET REVIEW****

Comments from the Public on Budget Items None.

REVIEW OF 2021 DEPARTMENT BUDGETS:

1. Airport - Review of 2021 department budget.

Airport Director Marty Piette noted the 2019 traffic, GRB saw some pretty unprecedented growth. 2018 was also a really good year. Things were going along quite well, that was the story for the country. COVID hit and in March they started to see those numbers decline substantially as stay-at-home orders were implemented. They started to see a very slow rebound. April and May were their worst months, down 96% the prior year. In June they saw passengers return, they have been around 60% down from the prior year. They have performed better than the standard across the country. They were still seeing the average nationally down anywhere from 70-75%. He spoke to what the airline recovery looked like. Airlines were doing their best to pivot and change their strategies from an air service standpoint, he provided several examples. He also spoke to the Coronavirus Aid, Relief, and Economic Security (CARES) Act, a stimulus act passed to provide relief for airports that had experienced significant reductions in their revenue. He informed passenger levels determines what their budget looks like from a revenue standpoint. Their strategy was to take half of the \$8 million dollars received and apply it towards revenue losses in 2020. They want to take the other half and apply to their 2021 budget to help offset any reductions. In addition it provides 100% federal funding for Airport Improvement Program (AIP) projects for 2020 and 2021.

Responding to Suennen, Piette believed something else may pass to help out the airline industry. He felt both sides agreed that the airlines, airports and concessionaires needed help. He wasn't going to bank on it, which is why he spread out the money they got over two years. They worked with the American Association of Airport Executives (AAAE), which lobbies for them, and the Airports Council International - North America (ACI-NA). They were sure to provide that feedback to those groups as they go back to Washington and explain the reasons airports are pulling down money the way that they were. It was a frequent conversation that they have.

Piette referred to the Airport portion of the 2021 Proposed Budget Book, pages 194-200 and spoke to their Initiatives, Summary Highlights and Statement of Funds. He noted the Airport's fund balance was just over \$12 million at the moment.

Referring to Page 197, Suennen questioned the function of the Environmental Sustainability. Piette stated it was the same as the micro-grid project, \$100,000 for a sustainability study.

Page 200 regarding Electric Contra, Airport Financial Specialist Melinda Enderby explained they had some tenants where they bill them back for the electricity that they use. They have a meter at each area to keep track of usage. Those funds went back into the Contra.

Landwehr questioned the \$50,000 for a Dump Truck, Piette informed it was an airfield dump truck to move snow. They pile snow on the ramp areas and it turns into snowbanks and becomes a wing tip clearance hazard so they haul it out. They had tried to leave the piles there for a while but it catches attention of FAA officials so they have to expedite removal of those piles.

With regard to the Southpoint Road Entrance Sign for \$50,000, Piette informed they had this in the budget for this year but with COVID and earlier bids being over the original budgeted amount, they held off. A wooden sign existed from the 60s that lists all their business tenants. It would be an esthetic item to dress up the entrance, the Airport would do the landscaping. It has the backlit LED and will light up.

Responding to Chu, Piette informed they received a water bill and utility bill for their chillers for the terminal building for the cooling system. They also had storm water runoff, material running through the storm water system, which is discharged through their glycol basin, bill is from the Village of Hobart.

Motion made by Supervisor Dantine, seconded by Supervisor Suennen to approve the Airport budget as presented and send to County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Dantine, seconded by Supervisor Chu to suspend the rules to take Non-Budget Items 2 and 3 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

2. **Planning and Land Services - Review of 2021 department budgets.**

Planning Director Cole Runge referred to his budget memo, which was included in the agenda packet and briefly went over it with the committee. Planning and Land Services is pages 208-215 in the 2021 Proposed Budget Book.

Runge added they were not increasing fees for PALS product and services in 2021, they were remaining the same as this year.

Referring to Page 201, Landwehr noted their Property Tax Trends were increasing. Runge informed the increase was largely due to their higher budget target for 2020 plus the addition of the Economic Development Director position in 2020, for salary, benefits and additional expenses. Between 2020-2021, there was a higher levy target and it included the total station and staff work on redistricting for the whole county. Once they get the data from the Census Bureau they have 30-days to create and

distribute maps. By rule they have to have two separate staff people create their own set of maps and then cooperate with the new Ad Hoc committee to recommend a map for the County Board to consider.

- a. **Resolution Approving New or Deleted Positions During the 2021 Budget Process in the *Planning and Land Services Department* – Table of Organization.**

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

Motion made by Supervisor Suennen, seconded by Supervisor Chu to approve the Planning and Land Services budget as presented and send to County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Dantine, seconded by Supervisor Suennen to suspend the rules to take Non-Budget Item 11. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Port and Resource Recovery - Review of 2021 department budget.**

Port & Resource Recovery Director Dean Haen referred to his budget memo, which was included in the agenda packet and briefly went over it with the committee. Port & Resource Recovery is pages 216-227 in the 2021 Proposed Budget Book.

Supervisor Chu questioned where she would see the sale from recyclables reflected in their revenues? Haen informed it was under Revenues in Public Charges, Charges and Fees Resource Recovery.

- a. **Resolution Approving New or Deleted Positions During the 2021 Budget Process in the *Port and Resource Recovery Department* – Table of Organization.**

Haen informed they did a financial analysis with an outside company and determined they should build their landfill privately and they were underway with doing that and they should operate publicly. It was the Table of Organization changes necessary to operate.

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

Motion made by Supervisor Suennen, seconded by Supervisor Friberg to approve the Port and Resource Recovery budget as presented and send to County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Dantine, seconded by Supervisor Suennen to suspend the rules to take Non-Budget Item 4 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Register of Deeds - Review of 2021 department budget.**

Register of Deeds Cheryl Berken referred to pages 243-247 in the 2021 Proposed Budget Book and spoke to their Initiatives. She informed they have recorded 8,700 documents more than last year and the transfer fees were up \$40,000 over this time last year. They opened their office June 8th to the public and it has been gangbusters. E-recording was at 70%, COVID bumped it from 50% to 70%. They have one staff person that works from home and it's working out really well for her and the office.

Referring to Chu, Berken informed that operating expenses were TS chargebacks, they don't have a whole lot of operating expenses.

- a. **Resolution Approving New or Deleted Positions During the 2021 Budget Process in the *Register of Deeds Department* – Table of Organization.**

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

Motion made by Supervisor Chu, seconded by Supervisor Dantine to approve the Register of Deeds budget as presented and send to County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **UW-Extension - Review of 2021 department budget.**

Area Extension Director Judy Knudsen referred to pages 248-252 in the 2021 Proposed Budget Book and spoke to their Initiatives and Expenses. She informed their budget was similar to 2020.

Responding to Dantine, Farm Technology Days got postponed this year, Eau Claire County was hosting it and will host it next year. Kevin and Lisa Collins were going to host Breakfast on the Farm prior to COVID this year and said they will host next year.

Motion made by Supervisor Dantine, seconded by Supervisor Friberg to approve the UW-Extension budget as presented and send to County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Dantine, seconded by Supervisor Suenne to suspend the rules to take Non-Budget Items 5 and 6 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Public Works - Review of 2021 department budget.**

Public Works Director Paul Fontecchio referred to his budget memo, which was included in the agenda packet and highlighted their budget initiatives and performance measures, staff levels and org change. He referred to pages 228-242 in the 2021 Proposed Budget Book and highlighted a few of the bigger changes but noted overall their budget was very similar to last year's budget.

Landwehr assumed they would see decreases in the budget where they were paying Dane County for use of other facilities. Director of Administration Chad Weininger stated the temporary morgue would free up some but it won't completely offset. Right now they were going to need a full year to see what the real baseline for electrical costs were but yes, there will be offsetting costs.

Weininger noted when talking about indirect chargebacks there was a cost allocation plan that was put together by an outside firm because they bill back all departments with enterprise funds, grant and federal dollars. When they get audited they have to justify what the actual cost was. That's why things flow through Facilities. The problem with the ME's building, their cost allocation plan was a two year lag so they had to budget it or they would be shorting their budget. They budgeted for the full amount to cover that or what their best guesstimate was. That will change in over a year or so, they will have a better idea and the cost allocation plan will actually kick in in two years to include that department.

Dantine questioned if they were getting reimbursed from the state for the Bridge tenders? Public Works Business Manager Brandy Younger stated they were 100% billable, under Intergovt State.

STEM Annual Capital Replacement Fund, Younger informed they were supposed to set aside \$10,000 a year because the building was new, to build up for future repairs, per an agreement.

Chu questioned what impacts the changes of revenue for the Intra-county charge Special revenue fund? Younger stated highway technically had two funds because they had to keep their general transportation aid money and bridge aid money separate. Everything flows through their 660 fund which was their operating fund. The 240 – County Roads and Bridges amount matched.

Although shown in proper format here, Non-budget Item 7 was taken at this time.

Motion made by Supervisor Dantine, seconded by Supervisor Chu to approve the Public Works budget as presented and send to County Board. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in proper format here, the rest of the Non-Budget Items were taken at this time, starting with Item 8.

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

Comments from the Public on Non-Budget Items None.

1. **Review Minutes of:**
 - a. **Solid Waste Board (August 17, 2020).**

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

Airport

2. **Award of Airport Terminal Lobby Door Replacement Bid.**

Piette informed these were the front entrance doors to the terminal building coming in from the parking lot. They can't repair the doors anymore and having a difficult time finding parts so they budgeted to replace.

Motion made by Supervisor Dantine, seconded by Supervisor Friberg to approve Entrance Technologies for Base Bid, Option A and Option B for a total of \$48,623. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. **Director's Report.** Nothing further to report.

Port and Resource Recovery

4. **Director's Report.**

Port & Resource Recovery Director informed that on Monday the Harbor Commission approved a new Port Strategic Plan for the next 5-years setting the vision of where the Port wants to go in terms of their activities. The committee will be provided with the information prior to their November meeting.

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

Extension

5. **Budget Status Financial Report for August 2020 – Unaudited.**

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

6. **Director's Report.**

Extension Director Judy Knudsen provided a handout to the committee members, an update of what's going on in October: National 4-H Week, additional work with non-profits, working with Tri-County Recycling on a survey and some virtual programming with the Green Bay School District.

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

Public Works

7. Resolution Regarding Table of Organization Change for the Public Works Department – Facilities Journeyman Electrician.

Weininger informed this position was done after they did the budget and wasn't ready for the budget deadline but they need to be put together for the budget because it will affect 2021. If they do this change they will free up \$11,169 in levy from the Facilities budget because it was not reflected in the 2021 budget.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Pat Fenlon – 2463 Van Lake Ct, Green Bay

Fenlon was the only Electrician in Public Works at this time. He informed he take permits out, the Journeyman would be working under his license. If a mistake happens or someone got hurt or killed, that was his license on the line. If this person was under Facilities a Master would take out their own permits and he would take out the permits for Public Works. He noted concerns with the wage, he felt it would be a tough sell. Industries were flooded right now with work. Electricians were making \$32-\$34 an hour, it might take some time to fill.

Mark Hall – Airport Electrician

Hall questioned if there was room for the Journeyman to advance? He noted they had been down this road before. Fontecchio stated the main vehicle to make any changes was at budget time or a vacancy of a Master. Hall noted they were having a hard time filling their position at the Airport. They continue to run, planes land, field lights had to work, nothing has changed. There were two Electricians out there, one has been gone since April and there was a hold on hiring. Now they were trying to hire before wintertime and they should have been training someone.

Dantine noted the two Master positions were discussed last month and questioned if they could cross over to each other's positions? Fenlon stated absolutely not, the Airport had specific background checks and other credentials necessary. They were both specialized in what they did. Hall stated it wasn't impossible but it was difficult with the background checks and security clearance and training.

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

A lengthy discussion ensued on how to proceed. Weininger discussed the mechanisms in place if they have issues hiring at the proposed pay rate. Dantine noted concerns with making the change to a Journeyman, if they can't find someone at that rate and have to move it up, your Master may be back looking for an increase. It may end up being a small amount they're gaining by not hiring a Master.

Responding to Chu, Fontecchio informed in Public Works they had two Electricians and they worked very closely together and backed each other up, they had one vacancy. If they have a traffic signal go down for an electrical reason, they have to bring in a consultant on an emergency basis and it was not great. Backup was really important. He agreed with Fenlon, the market was tight for Electricians. They advertised for a Master Electrician for quite a while and they had one Journeyman apply. He felt right now they should go forward with this resolution, at the pay rate they have it as, and see what happens. If they have problems they will bring it back and adjust, one step at a time.

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

Back to Budget Item 6 at this time.

8. Highway 6-Year Capital Improvement Plan Update.

Public Works Director Paul Fontecchio spoke to the 2021-2026 Highway CIP handouts, which were included in the agenda packet. He informed the edits made had to do with the Southern Bridge which was in the budget. The Capital Projects section in the back of the budget book reflects it.

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

9. Summary of Operations.

Fontecchio spoke to his Summary of Operations handouts, which were included in the agenda packet. They were doing really well financially this year. It helped not to have it rain everyday this year, saved a lot of money.

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

10. Director's Report.

Fontecchio spoke to his written Director's Report, which was included in the agenda packet. He added with COVID-19, as they roll into plowing season, they reached out to retirees over the last 5-years and have seven that indicated they may come back on a LTE basis if they have a significant number of staff quarantined or kept home. There were snowstorms where they fight keeping some of the roads open so if they are down due to illness it would be really interesting. He proposed to the NE Regional Highway Commissioners some mutual aid and they were in talks and looking into all of it.

In 2016, they split their crew into three crews, Crew A, Crew B and Crew C and they share plows between staggered shifts. With COVID, they have a sprayer for each shop and spray a chemical in the truck between shifts. They have backup plans in the works. If they are down catastrophically, they will make longer days and go that route.

Landwehr suggested contacting other municipalities, Fontecchio informed they looked into it but briefly explained why it would be difficult.

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

11. Planning, Property Listing & Zoning – Budget Status Financial Reports for August 2020 – Unaudited.

Planning Director Cole Runge stated their revenues were still fairly strong. CSM reviews were down a little but shore land permits were up significantly. It appears they will finish in the black overall this year.

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

Other

12. Acknowledging the bills.

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

13. Such other matters as authorized by law.

Next meeting date: Tuesday, Nov 24th, week of Thanksgiving.

14. Adjourn.

Motion made by Supervisor Dantine, seconded by Supervisor Friberg to adjourn at approximately 8:30 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Administrative Coordinator