

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 3, 2020 - 6:30 pm
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, 54302

Note: Due to the COVID-19 pandemic, the meeting was held with an in-person or virtual attendance option for commissioners, staff, and the general public.

ROLL CALL (Attendance recorded as I = In-Person, V = Virtual (video and sound), and P = Phone only:

Paul Blindauer	<u>V</u>	Dave Kaster	<u>V</u>	Ray Suennen	<u>V</u>
Brian Brock	<u>V</u>	Michelle Kerr	<u>V</u>	Mark Thomson	<u> </u>
Norbert Dantine, Jr.	<u>I</u>	Patty Kiewiz	<u>V</u>	Matthew Woicsek	<u>P</u>
Steve Gander	<u>I</u>	Joy Koomen	<u>V</u>	Reed Woodward	<u>P</u>
Mark Handeland	<u>V</u>	Dave Landwehr	<u>V</u>		
Matthew Harris	<u>V</u>	Dan Lindstrom	<u>V</u>		
Phil Hilgenberg	<u>V</u>	Michael Malcheski	<u>I</u>	Br. Co. Appt.-De Pere (Vacant)	
Elizabeth Hudak	<u>V</u>	Gary Pahl	<u>I</u>	Br. Co. Appt.-Green Bay (Vacant)	
Kathleen Janssen	<u>V</u>	Terry Schaeuble	<u> </u>	City of Green Bay (Vacant)	
Dotty Juengst	<u>V</u>	Glen Severson	<u>P</u>	City of Green Bay (Vacant)	

Others Present: Stacey Belleau (V), Lisa J. Conard (I), Cole Runge (I), Dan Teaters (V), Pat Wetzel (P), and Devin Yoder (V).

1. Welcome Dan Lindstrom, representative for the City of De Pere and Steve Gander, representative for the Towns of Glenmore and Rockland.

N. Dantine welcomed D. Lindstrom and S. Gander to the commission.

2. Approval of the minutes of the February 5, 2020 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl, seconded by M. Malcheski, to approve the minutes of the February 5, 2020 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. Receive and place on file the Approved December 2, 2019 Brown County Transportation Coordinating Committee (TCC) meeting minutes.

A motion was made by D. Kaster, seconded by D. Juengst, to receive and place on file the Approved December 2, 2019 Brown County Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

4. Receive and place on file the Draft March 9, 2020 Brown County Transportation Coordinating Committee (TCC) meeting minutes.

A motion was made by G. Pahl, seconded by D. Landwehr, to receive and place on file the Draft March 9, 2020 Brown County Transportation Coordinating Committee (TCC) meeting minutes. Motion carried.

5. Discussion and action regarding the Green Bay Metropolitan Planning Organization (MPO) Title VI Non-Discrimination Program and Limited English Proficiency Plan.

L. Conard provided an overview of the draft via PowerPoint.

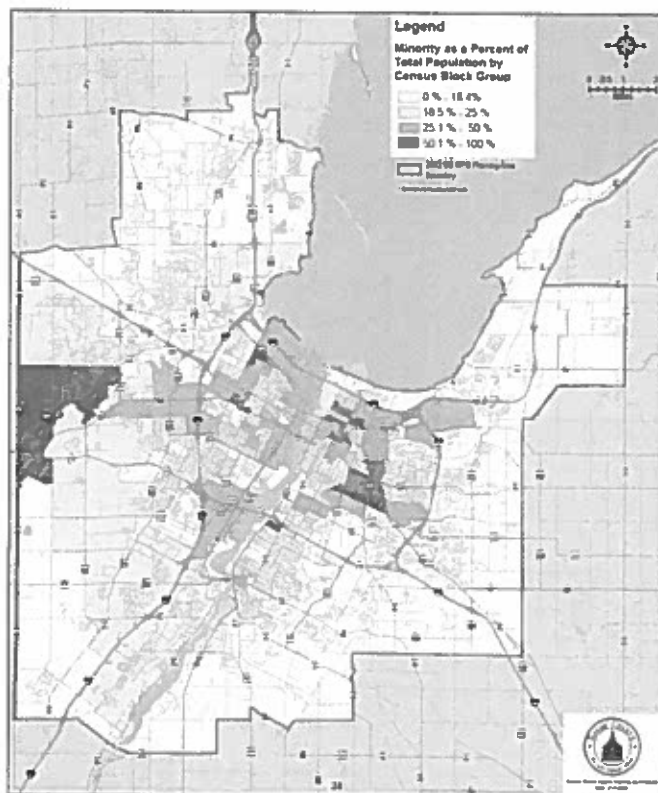
L. Conard noted that as a subrecipient of federal funds, the BCPC, as the designated MPO for the Green Bay Urbanized Area, is required to comply with *Title VI of the Civil Rights Act of 1964* and all related regulations. The purpose of these regulations is to ensure that no person or groups of persons on the basis of race, color, and national origin shall be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MPO.

L. Conard noted that any person or groups of persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with the MPO. The MPO has never received a complaint.

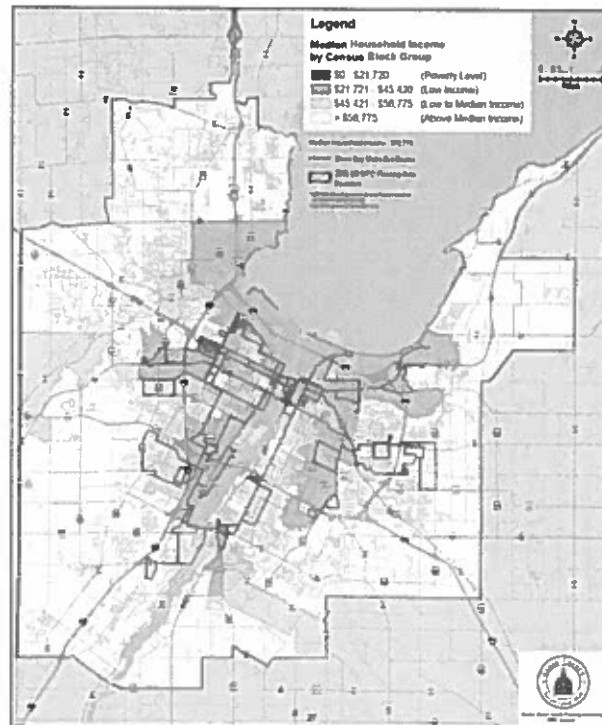
L. Conard noted that staff uses US Census and American Community Survey data to identify the location of Title VI populations. Staff evaluates proposed transportation investments and any possible negative impacts they may have on targeted populations. Public transit route locations and level of service are also factored into the analysis.

L. Conard presented a series of maps.

Minority Population: A total of 18.4 percent of the population is considered minority. The map (below) identifies census blocks that have a higher minority population than the area as a whole (shaded areas).



Low-Income Population: Brown County has an average household size of <3.0 persons. The median income for a three-person household in the area is approximately \$56,775. Block groups below the median are shaded on the map. Low-income is defined as 80% of the median or approximately \$45,420 (shaded orange). Poverty for a three-person household is approximately \$21,720 (shaded red). L. Conard shared the map with an overlay of transit service.



L. Conard noted that due to the COVID-19 pandemic, staff held the public hearing for the plan earlier in the evening. An in-person and virtual option was made available. In addition, the draft plan was made available to the public with a 45-day review and comment period. The draft plan was posted on the MPO website, Facebook, Twitter and the required legal notice was published in the newspaper. Staff also submitted the plan to 230-plus interested parties. No comments were received.

L. Conard noted that WisDOT staff has reviewed the draft and have informed that the plan meets all requirements.

M. Malcheski noted that the map work within the plan was well done.

A motion was made by P. Kiewiz, seconded by D. Kaster, to approve the Green Bay Metropolitan Planning Organization (MPO) Title VI Non-Discrimination Program and Limited English Proficiency Plan. Motion carried.

6. Discussion and action on the Draft Mid-Year Major Amendment #2 to the 2020-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided an overview of the Mid-Year TIP Update via PowerPoint and reminded the commission that a TIP contains a multi-year program of federally funded:

- highway & road projects

- public transit
- transportation services for seniors & individuals with disabilities
- bicycle lanes, sidewalks, trails, and SRTS activities

L. Conard noted that the MPO is required by federal law to conduct an annual mid-year update to the TIP. The update details any programming or funding changes related to the urbanized area's federally funded project.

In addition to approximately 23 minor changes to individual projects, staff is requesting that the Green Bay Metro's State of Good Repair measures be amended into the TIP.

L. Conard noted that due to the COVID-19 pandemic, staff held the public hearing for the amendment earlier in the evening. An in-person and virtual option was made available. In addition, the draft amendment was made available to the public with a 15-day review and comment period. The draft amendment was posted on the MPO website, Facebook, Twitter and the required legal notice was published in the newspaper. Staff also submitted the amendment to 230-plus interested parties. No comments were received. L. Conard noted that staff recommends approval.

D. Landwehr asked about the projects in the TIP that include the word "Oneida" in the description, noting he believes it should read the "Village of Hobart".

L. Conard noted that the project termini for the STH 172 projects are located within the Village of Hobart and the Village of Ashwaubenon. L. Conard noted that the project descriptions used in the amendment are taken directly from the Wisconsin Department of Transportation's (WISDOT) FIIPS which is the department's Financial Integrated Improvement Programming System.

B. Brock agreed that the project is listed that way in FIIPS and noted that it is a common practice by the department.

A motion was made by G. Severson, seconded by P. Blindauer, to approve the Draft Mid-Year Major Amendment #2 to the 2020-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

7. Presentation and discussion on the Draft Intergovernmental Cooperation, Utilities, and Community Facilities Chapter of the 2019 Brown County Comprehensive Plan Update.

D. Yoder provided an overview and identified the opportunities and recommendations addressed in the draft plan:

D. Yoder stressed that intergovernmental cooperation is important, especially because of the 24 different municipalities, in addition to the different districts in Brown County. Because we live in a very mobile society, many different aspects cross municipal boundaries. Even the BCPC, especially as many of us join the meeting remotely, is about working together on a more regional level. This chapter supports continuing that. Brown County has already worked on regional opportunities with different communities, and should continue to do so. Some of these include the following Regional Opportunities:

- Economic Development Initiatives
- Stormwater Management
- Rails to Trails
- Natural Resource Features

Brown County still has opportunities to do more work around these particular items, especially stormwater management. As we have seen, water is something that especially transcends boundaries, and really needs to be approached at a regional level.

D. Yoder also spoke about utilities and community facilities, and that all these really should be thought of as community amenities, and their on-going upkeep and support help contribute to a community's quality of life. This chapter has recommendations around the following:

- Emergency Services
- Sanitary Sewer Service
- Water Supply
- Solid Waste
- Stormwater Management
- Parks and Recreation
- Telecommunications
- Electricity
- County Facilities
- Health and Human Services

D. Yoder wanted to emphasize telecommunications and digital technology here, because that is something the BCPC is relying on in literally holding this meeting. As the novel coronavirus pandemic has shown, technical and digital capabilities are now more important than ever for many functions, and this should probably receive even more future attention.

G. Pahl asked about electric outages during storm events and how towns should work together with utility providers regarding those outages.

D. Yoder responded that Brown County supports collaboration between municipalities and utilities, but that relationship is really between the municipality and the utility.

D. Kaster asked for clarification that this is just for discussion and not for final approval, correct? D. Yoder stated yes, this is just a discussion item and not for final approval.

D. Lindstrom asked how you would like to receive comments, what is the general structure or format that you would like to receive individual comments? C. Runge asked the board members, if they have any comments, to please submit comments electronically to staff.

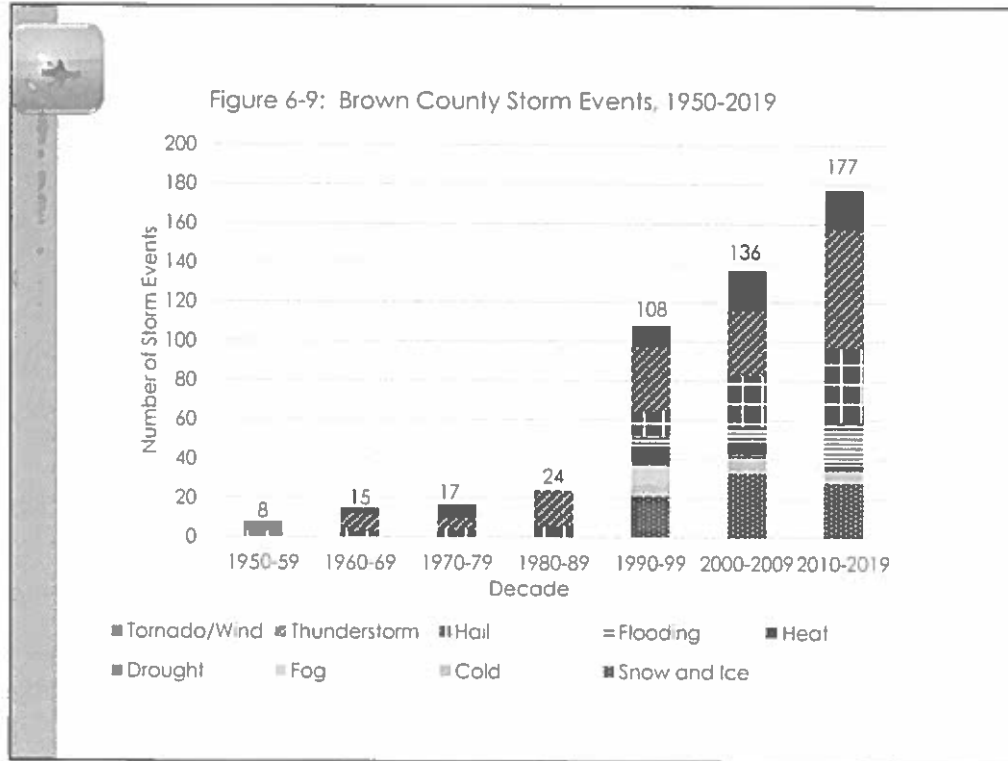
A motion was made by R. Suennen, seconded by G. Pahl, to receive and place on file the report. Motion carried.

8. Presentation and discussion on an amended Draft Natural and Cultural Resources Chapter of the 2019 Brown County Comprehensive Plan Update.

D. Yoder stated that this is an addition to a chapter you had previously approved and placed on file last year.

Through subsequent staff discussion, we decided that climate conditions and trends in Brown County should be included and should be part of future conversations.

D. Yoder provided a summary of storm events by decade from 1950-2019, noting there were 177 between 2010-2019 compared to eight between 1950-1959. In particular, the last 30 years have seen the most dramatic spike in storm events, with more thunderstorms, hail, tornadoes/wind, and flooding, but also snow and ice storms. The increase in storm events over time has been linked to human enhanced greenhouse effect.

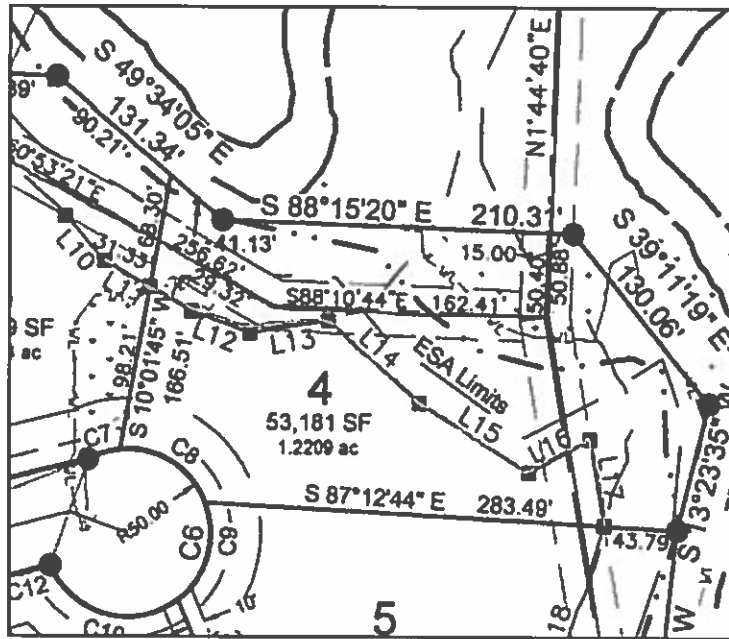


A motion was made by G. Pahl, seconded by M. Malcheski, to receive and place on file the report. Motion carried.

9. Presentation and discussion concerning a Minor ESA Amendment in the Town of Lawrence.

D. Teaters noted that the subject property is in the Town of Lawrence. The request is to remove and reallocate 0.039 acres located in the ESA setback and restore approximately 0.131 acres of the ESA area.

D. Teaters stated that construction activity created approximately 0.17 acres of disturbance within the ESA setback which included grading, filling and the construction of a deck by the property owner. The property owner is requesting that 0.039 acres within the ESA setback be removed and reallocated to the southeast part of the property adjacent to the existing ESA setback.



D. Teaters noted that additional changes will be required including:

1. Restoration of 0.131 acres of ESA area to include:
 - Removal of fill and regrading of land within the ESA setback
 - Rerouting a downspout outfall to an area less prone to erosion
 - Removal of fill from the floodway
 - 10' strip of specific seed mixture to stabilize top of slope and minimize erosion. Seed mixture is also to be used on the slope behind the house.
2. Fence

BCPC staff approved the minor ESA amendment subject to the conditions identified in the staff report:

- Minor ESA Amendments are reviewed and approved at staff level.
- BCPC approval and DNR approval are not required because there is no net loss of ESA acreage.
- BCPC staff will continue to work with the property owner to finalize the affidavit that will document the change to the ESA setback and subsequently filed at the BC ROD office.

G. Pahl stated that he contacted the Town of Lawrence and the town staff expressed that they are not in support of the amendment.

D. Teaters noted that he did received a letter from the town. The town staff had numerous problems with the property owner during construction.

D. Teaters was made aware of the ESA violation by the town's building inspector.

D. Teaters noted that this is an after the fact amendment and many commissioners expressed that this made them uncomfortable.

D. Kaster likened the situation to a property owner stating, "I will do want I want and ask for forgiveness later".

D. Teaters agreed and noted that it is his job to "clean-up" the mess by proposing a solution.

The property owner has agreed to the terms outlined in the amendment.

D. Teaters noted that the WDNR has granted him authority to approve minor amendments.

D. Teaters noted that it has never been the practice of commission to be punitive. The goal is to find a solution that will not have a negative impact on water quality.

D. Juengst asked planning commission staff to report out when the conditions of the amendment have been met.

D. Teaters agreed to do so.

Discussion occurred regarding citations.

P. Hilgenberg asked if there was a cost to the property owner.

D. Teaters stated that the fee for a Minor Amendments is \$500.

D. Teaters noted that many of the conditions placed on the owner would be costly.

D. Teaters informed that there is no action is required.

A motion was made by G. Pahl, seconded by G. Severson, to receive and place on file the staff report. Motion carried.

10. Brown County Planning Commission staff updates on work activities during the months of February, March, April and May, 2020.

E. Hudak asked C. Runge to explain the status of the Brown County Housing Authority's Section 8 program and closure of ICS during the COVID-19 pandemic.

C. Runge noted that the Housing Authority stopped issuing new vouchers and is working on maintaining the viability of existing vouchers.

The Housing Authority has not received additional funds at this time. ICS inspections have been suspended and landlords are able to self-certify.

A motion was made by G. Pahl, seconded by M. Woicek, to receive and place on file the staff activities report. Motion carried.

11. Interim Planning Directors Report.

C. Runge provided a summary of the department's COVID-19 response noting that the building has been closed since March 17.

C. Runge noted that 50% of the staff has been working in the office full-time and the other 50% are working from home full-time.

Staff is encouraging the public to forward any materials to the office electronically. If that is not possible, individuals are encouraged to mail the documents or make an appointment for staff to meet them outside of the building.

In addition, systems have been put in place regarding the ability for the Housing CBBG staff to process loans remotely.

It is anticipated that portion of the building will be opening to the public soon, but the planning office will remain closed until further notice.

12. Other matters.

C. Runge noted that the July 1st meeting of the Brown County Planning Commission will be cancelled.

K. Jensen thanked N. Dantine for his work on getting a rough rail crossing repaired.

G. Pahl asked about the status of appointing a permanent Planning Director.

C. Runge stated that it has not been addressed.

G. Pahl asked about the status of the STH 29 / CTH VV Interchange project.

B. Brock stated that the project is on schedule.

G. Pahl asked about the status of the South Bridge Connector.

C. Runge stated that the Tier I EIS is progressing and is on schedule and anticipates a ROD (Record of Decision) in October. A public hearing is scheduled for July.

13. Adjourn.

A motion was made by G. Pahl, seconded by P. Kiewiz to adjourn. Motion carried.

The meeting adjourned at 8:18 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 3, 2020**

February, March, April, May 2020 Staff Activity Reports

The recent major planning activities of Cole Runge, Interim Planning Director:

- Prepared for and participated in many conference calls and email exchanges with representatives of WisDOT, Federal Highway Administration (FHWA), and the consulting firms that are helping Brown County staff complete the Southern Bridge Corridor Project's Environmental Impact Statement (EIS) by October of 2020.
- Prepared and provided information to the Southern Bridge Corridor EIS consultant team. Also prepared responses to FHWA's comments on draft EIS document chapters.
- Prepared and distributed written responses to questions and comments about the Southern Bridge Corridor Project and EIS from people who viewed information on the EIS project website following the indefinite postponement of the March 19 public information meeting.
- Prepared for and participated in a Local Officials Meeting and a State/Federal Agencies Meeting for the EIS.
- Prepared for and participated in a Tribal Officials Meeting for the EIS.
- Participated in a meeting with residents of a De Pere condominium complex, a WisDOT staff person, and the lead consultant for the EIS to discuss the residents' comments and concerns about the Southern Bridge Corridor Project. The meeting was held at the condominium complex at the request of the residents.
- Prepared for and participated in a meeting with representatives of the Greater Green Bay YMCA to discuss the Southern Bridge Project, planned growth in the area, and a presentation to the YMCA Board.
- Presented information about the Southern Bridge Project to the Allouez Village Board. Also answered questions from board members.
- Worked with representatives of WisDOT, FHWA, and consulting firms to plan a Southern Bridge Corridor EIS briefing for the WisDOT Secretary and FHWA Wisconsin Division Administrator.
- Worked with representatives of WisDOT, FHWA, and consulting firms to plan in-person and virtual public hearings for the Southern Bridge Corridor EIS.
- Presented methods of improving pedestrian safety at and near Hillcrest Elementary School in Hobart to the Pulaski School Board and Hobart Village Board at a joint meeting. Also answered questions from the meeting participants.
- Organized and facilitated meetings and other discussions with PALS staff and representatives of other Brown County departments regarding the establishment of an electronic method of receiving, processing, routing, signing, and recording plats, certified survey maps (CSMs), and other development documents.
- Organized and facilitated meetings and other discussions with PALS staff and representatives of other Brown County departments regarding the establishment of electronic payment methods for services provided by the PALS Department.
- Participated in meetings of the Brown County Executive's Economic Development Cabinet on behalf of the PALS Department.

- Participated in a webinar sponsored by the International Economic Development Council called "COVID-19: Moving Money to the Streets".
- Participated in a webinar sponsored by the Small Business Administration called "Small Business Relief Options".
- Participated in the Brown County Board of Supervisors April meeting to address two resolutions and one ordinance regarding Community Development Block Grant (CDBG) funding received by Brown County.
- Participated in a call with the County Senior Housing Planner and a representative of the Wisconsin Department of Administration to discuss options for completing housing inspections and closings during the COVID-19 pandemic.
- Participated in conference calls with PALS staff and representatives of the Wisconsin Department of Administration regarding the state's plan to distribute COVID-related CDBG funding to non-entitlement communities and counties.
- Worked with Brown County and community representatives to identify and secure emergency housing for residents of Brown County who have a high risk of contracting COVID-19.
- Developed a COVID-19 Continuity of Operations Plan for the PALS Department and submitted the plan to the Brown County Administration Department.
- Developed a telework policy for the PALS Department and distributed the policy to PALS staff.
- Developed a PALS Department Reopening Plan and submitted the plan to the Brown County Human Resources Department and Brown County Public Health Department.
- Participated in conference calls with the Director of New North, Port of Green Bay Director, and East Central Wisconsin Regional Planning Commission staff to discuss drafts of an application for a state grant to study the feasibility of establishing an intermodal freight facility in Northeast Wisconsin.
- Developed the scope for the Northeast Wisconsin Intermodal Freight Facility Study and submitted the scope to other members of the study's core team for review. The study is being funded by a grant through WisDOT's Freight Railroad Infrastructure Improvement Program, and the core team is comprised of representatives of the East Central Wisconsin Regional Planning Commission, New North, Inc., Port of Green Bay, and Brown County Planning Commission.
- Completed and submitted the MPO's reports and reimbursement requests to WisDOT for the fourth quarter of 2019 and the first quarter of 2020.
- Developed PowerPoint slides summarizing COVID-related adjustments made and challenges confronted by the MPO and Green Bay Metro for a discussion during the April statewide MPO Directors conference call. Also participated in the MPO Directors conference call.
- Began to develop the MPO's 2021 Transportation Planning Work Program.
- Prepared for and participated in calls with WisDOT Traffic Forecasting Unit staff regarding updates to the Green Bay Urbanized Area's street and highway functional classification system and planned projects that should be studied for the MPO's Long-Range Transportation Plan Update.
- Prepared and sent information to WisDOT Travel Demand Forecasting staff regarding employment changes in the urbanized area. Also participated in three conference calls with WisDOT staff and consultants to discuss revisions to the WisDOT Travel Demand Model's Traffic Analysis Zone (TAZ) household and employment data.
- Prepared for and participated in discussions and meetings with Brown County and City of Green Bay representatives regarding updates to the Pulliam Plant site redevelopment concept for the Port Opportunity Study (**This activity addresses a 2018 TMA Certification Review recommendation**).

- Distributed information for the March meeting of the Brown County Transportation Coordinating Committee (TCC). Also chaired the meeting and presented information during the meeting.
- Developed a status report of the MPO's 2020 Transportation Planning Work Program tasks in preparation for the MPO's midyear program review with WisDOT, FHWA, and the Federal Transit Administration (FTA). Also sent the report to WisDOT, FHWA, and FTA.
- Developed a letter on behalf of MPO staff in support of WisDOT's proposed designation of I-41 as an Alternative Fuel Corridor for Liquefied Petroleum Gas (LPG). The letter was developed at the request of WisDOT.
- Participated in a meeting with Curative Connections' Assistant Director and MPO staff to discuss Curative's transportation service and possible plans for the future.
- Participated in FHWA's "Current FHWA Freight Transportation Research Initiatives" and "Right Sizing of Highways" webinars with other BCPC staff.
- Facilitated a meeting with PALS staff to identify possible projects that can be completed with the UniverCity Alliance in 2021.
- Reviewed and commented on a flood project summary that was developed by the UniverCity Alliance for the East River in the City of Green Bay.
- Participated in a flood mitigation/water quality improvement videoconference with PALS staff and representatives of the Wisconsin DNR and communities in Brown County.
- Participated in two videoconferences with PALS staff and representatives of The Nature Conservancy, NEW Water, and Wisconsin Sea Grant to begin planning the East River Resiliency Project. Also developed a letter of support on behalf of the PALS Department for a grant that will help fund the project.
- Participated in a meeting with the Aging and Disability Resource Center (ADRC) of Brown County Director to discuss the development of a livability plan for the county.
- Reviewed and commented on draft templates for the Village of Bellevue, Village of Wrightstown, and Town of Lawrence interactive online bicycle and pedestrian surveys and maps.
- Reviewed and commented on draft chapters of the MPO's 2045 Long-Range Transportation Plan Update. Also developed additional sections for the draft chapters.
- Reviewed and commented on a draft of the MPO's 2020 Public Participation Plan Update.
- Worked with the Brown County Housing Authority Administrator and others to ensure that the federal environmental review requirements for a housing project in Pulaski were satisfied.
- Developed a response to a zoning question in the Town of New Denmark at the request of the Town Zoning Administrator.
- Developed information for the PALS Department's 2021 budget and submitted the information to the Brown County Department of Technology Services.
- Organized a BCPC Board of Directors meeting that included in-person and virtual attendance options.
- Facilitated PALS Department division managers meetings and planning division meetings.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Began the required update to the *Green Bay Metropolitan Planning Organization (MPO) Title VI Non-Discrimination Program and Limited English Proficiency Plan*.
 - Updated plan text including the incorporation of the latest data from the US Census - American Community Survey.
 - Collaborated with Transportation/GIS Planner to develop maps for the plan.
 - Collaborated with WisDOT staff and received an opinion that the draft satisfies the Title VI requirements.

- Prepared public review and hearing materials for the plan.
 - Posted *Title VI Notice* in the office lobby as required by federal law. The notice is published in English, Spanish, and Hmong.
 - Provided draft plan to the BCPC Transportation Subcommittee.
 - Began and concluded required 45-day public review and comment period.
 - Scheduled public hearing twice (first one cancelled due to Covid-19).
 - Issued Facebook and Twitter announcements of draft plan availability.
 - Disseminated draft to approximately 225 individuals and entities on the MPO's interested parties list.
- Continued work on updating the *Green Bay Metropolitan Planning Organization (MPO) – 2045 Long-Range Transportation Plan (LRTP)*.
 - Consulted with Federal Highway Administration staff to ensure the new plan is FAST-Act compliant.
 - Collaborated with WisDOT forecasting unit staff and the MPO Director regarding elements of the draft Future Transportation System chapter.
 - Reviewed and collected data from the Wisconsin Department of Revenue used in the draft Financial Capacity Analysis chapter.
 - Continued preparing text and tables.
 - Collaborated with Transportation/GIS Planner to develop maps for the plan.
 - Finalized draft chapters for posting on MPO website.
- Began preparations for the *Draft Mid-Year Update to the 2020-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Consulted with WisDOT staff regarding several new projects to be added to the TIP.
 - Consulted with Green Bay Metro and FTA staff regarding an Administrative Modification to the TIP.
 - Collected revised information regarding projects currently appearing in the TIP.
 - Scheduled public review and comment period and public hearing.
 - Prepared and issued public participation materials, social media posts, and legal notice.
 - Completed fiscal constraint demonstration.
 - Submitted draft amendment to FHWA, FTA, and WisDOT.
- Began the *Draft 2021-2024 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* process by requesting potential local public works department and Metro staffs to identify projects to be included in the TIP.
- Finalized and published *2019 Annual Listing of Obligated Projects for the Green Bay Urbanized Area* per federal regulations. Over \$24,000,000 in federal dollars were spent on surface transportation projects in the Green Bay urban area in 2019.
- Provided ridership data for Green Bay Metro route #17 Brick (closest fixed route bus to the south bridge study area) as input to the South Bridge study.
- Reviewed and provided comments on the DRAFT Green Bay Metro Microtransit Feasibility Report prepared by SRF Consulting.
- Consulted with Green Bay Metro staff and potential vendor regarding service delivery options (microtransit / demand response) for a portion of the service area with possible implementation in 2020.
- Provided various service area and use data to Via Transportation, a private company hired by Metro to provide paratransit service beginning March 30, 2020. The service had been provided by MV Transportation since 2010.
- Consulted with WisDOT regarding one area project application submitted for STBG Set-Aside for Transportation Alternatives funding. The project will be forwarded to the statewide program for funding consideration.

- Consulted with WisDOT regarding a federal funding transfer to an agency (NEWCAP) that serves Brown County with employment-based transportation programming. This requires an administrative modification to the TIP.
- Attended presentation given by the Mobility Coordinator of Brown County on Transportation Options in Brown County.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in Cisco Webex training in preparation of hosting virtual public hearings.
- Met with Curative Connections staff to discuss transportation program (rides for seniors and persons with disabilities throughout Brown County) as it relates to upcoming funding opportunities.
- Completed a Transit Cooperative Research Program (TCRP) survey on behalf of the MPO at the request of WisDOT.
- Met with the new Community Development Extension Educator (UW Extension) to discuss department and MPO activities.
- Viewed webinar entitled *Talking Freight: Current FHWA Freight Transportation Research Initiatives*.
- Viewed webinar entitled *Economic Development and Highway Right-Sizing* by FHWA.
- Viewed webinar regarding the upcoming US Census. The webinar offered guidance for users in navigating the census.gov website and provided an overview of the most popular data tools.
- Viewed webinar entitled Safe Routes to School & Out-of-School Time.
- Participated in the Brown County Transportation Coordinating Committee (TCC) meeting on March 9. Recorded and wrote minutes.
- Attended Green Bay Transit Commission meetings on February 19 and May 20.
- Attended the Brown County Planning Commission Board of Directors on February 5. Recorded and wrote minutes.
- Participated in BCPC staff meetings as necessary.
- COVID-19. Continued to work within the Planning and Land Services (PALS) Department offices. Practiced social distancing with staff members also working in the office.

The recent major planning activities of Dan Teaters, Senior Planner:

- Brown County All Hazards Mitigation Plan (AHMP)
 - Completed Draft Chapter 3
 - COVID19 has interrupted Work with EPA and FEMA. Our inability to hold the planned/scheduled community workshop has this portion of the project on hold.
 - Continued drafting the Hazards Mitigation Chapter (4).
- Certified Survey Maps (CSMs)
 - Began Review of 28 new CSMs
 - Completed review of 28 CSMs
 - Signed and filed 24 CSMs
 - Cursory review for City of De Pere and City of Green Bay
 - C of De Pere: 0
 - C of Green Bay: 5
- Plats
 - Preliminary Plats
 - Began review of 7 preliminary plats
 - Completed review of 6 preliminary plats
 - Final Plats
 - Began review of 5 final plat

- Completed review of 3 final plats
 - City Plat Reviews
 - Reviewed 2 plats in the City of Green Bay and 1 plat in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
 - 2 ESA Plan Corrections
 - 1 Minor ESA Amendment
 - 0 Major ESA Amendment
 - Provided additional planning services including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Village of Wrightstown Bicycle and Pedestrian Plan
 - Held the project kick-off meeting 1/28/20
 - Held the first meeting with the Steering Committee 3/12/20
 - Began drafting chapters 1 & 2
 - Conducted field reviews with 3 steering committee members 5/20/20
- Village of Bellevue Bicycle and Pedestrian Plan
 - Held the project kick-off meeting 1/30/20
 - Began drafting chapter 1
- Town of Lawrence Bicycle and Pedestrian Plan
 - Conducted a remote project kick-off meeting with town staff 4/24/20
- MS4 Permit
 - Hosted a web meeting with BC Public Works staff to review MS4 permit 4/14/20
 - Completed the MS4 permit and submitted to DNR for review
- Water Quality Management (WQM) Letter
 - Completed 17 reviews/letters
- Emergency Management ESF14
 - Began coordinating with and developing a “reopening plan” for the COVID19 pandemic.
- Attended a webinar hosted by FEMA on water levels in the Great Lake 2/13/20
- Attended the flood response meeting hosted by BC Emergency Management 2/17/20
- Met with BC Planning staff to discuss possible projects for UniverCity 2/26/20
- Attended a webinar/presentation on Zoning for Source Water Protection 2/27/20
- Met with City of De Pere to discuss the update to the comprehensive plan 3/2/20
- Attended the Fox-Wolf Watershed conference 3/3/20 & 3/4/20
- Attended conference call #2 with FEMA and the contract team to discuss green infrastructure/low impact development hazard mitigation strategies and plan the community workshops 3/10/20
- Attended a staff meeting to discuss teleworking 3/20/20
- Hosted a web meeting/presentation on the lower Fox River basin and opportunities for flood mitigation and water quality improvements 3/30/20
- Attended a web meeting to discuss Brown County’s role in the East River Resiliency Project being undertaken by GBMSD, Sea Grant, the Nature Conservancy 4/1/20
- Attended a follow-up meeting to further discuss the East River Resiliency project 4/22/20
- Attended a webinar hosted by the Wisconsin Counties Association on Redistricting 4/28/20
- Attended annual “check-in” conference call with WiDNR water quality staff to discuss the administration of the Brown County Sewage Plan 5/7/20
- Attended a training webinar for the WISE-LR program that is used for county and local redistricting tasks 5/7/20

- Attended a WebEx training session hosted by BC Technology Services 5/12/20
- Attended a conference call with McMahon and Associates staff and Village of Ashwaubenon staff to discuss a subdivision on the Fox River 5/12/20
- Assisted numerous members of the public and local communities with inquiries related to zoning, natural resources, and/or land division questions.

The recent major planning activities of Devin Yoder, Senior Planner:

General Planning

- Attended regular BCPC staff meetings.
- Assisted reviewing CSMs for final signature.
- Check-in with supervisor.
- Daily telework journal reporting.
- Continued work on transportation chapters for Village of Denmark and Town of New Denmark comprehensive plan updates, and the economic development chapter for the Village.
- Met with City of De Pere staff on February 27th to initiate city comprehensive plan update process.
- Completed WQM review letters.
- Met with other department staff to talk about COVID-19 implications for office.
- Created work plan for teleworking during *Safer at Home* restrictions.
- Moved computer and set up home office.
- Helped other BCPC staff find specific soil GIS layer to make prime farmland areas map.
- On March 30th, watched the Strong Towns webinar featuring Joe Minicozzi's presentation, *Economics of Development 101*, and how to analyze municipal economic development against tax revenues on a per acre basis.
- Viewed Strong Towns webinar *Economics of Cities #202* on April 14th, about land value per acre analysis, and how more fine-grained approach can help strengthen future infrastructure maintenance funding and stronger tax base.
- Daily telework journal reporting.
- Updated monthly staff reports.
- Participated in virtual staff meetings, and virtual staff training on Webex meeting program.
- Provided Brown County Library Local History Department with current plan information for the Towns of Holland and Wrightstown.
- Discussed zoning questions from Town of New Denmark with other BCPC staff.
- Participated in virtual roundtable discussion to provide input to BACC consultant on top issues and opportunities facing the Green Bay area as part of BACC's rebranding effort and future community strategy.
- Spoke with a BC sheriff's deputy on question about authority and whom to refer possible indoor code violations for homes in towns.
 - Reached out to two towns about how they've handled these issues.
 - Compiled information and responded to deputy.
- Discussed GIS land use categories with other BCPC staff on how to differentiate woodlands/natural areas vs parks/open space.
- Participated in BACC Foresight Network virtual meeting on April 23rd to discuss role of foresight during/after Covid-19, and how to build more resilient systems in the future.

Local Assistance

Village of Denmark

- Continued updating Economic Development chapter.

- Updated economic development strategies.
- Updated economic development resources.
- Researched and updated county and state economic development resources.
- Began updating recommendations section.
- Corresponded with village staff on current economic development projects.
- Corresponded with Denmark Community Business Association members on current work.
- Created additional content on the role of public parks and placemaking in community development.
- Completed recommendations section.
- Drafted Housing Chapter
 - Gathered and assembled data and graphics.
 - Drafted updated content.
 - Had virtual work session with BCPC staff to gather parcel data and merge with valuation data for analysis.
 - Drafted housing affordability analysis from collected data.

Town of New Denmark Comprehensive Plan Update

- Gathered data to update Housing chapter in comprehensive plan update.
- Updated Economic Development chapter.
- Began mapping existing land uses.

Brown County Comprehensive Plan

- Started to create an additional section to the Natural and Cultural Resources chapter on potential climate change impacts to Brown County.
- Drafted section update for Natural and Cultural Resources Chapter to include information on climate-impacted natural disasters (such as flooding).
 - Wrote content about climate trends and impacts in Brown County.
 - Collected graphics and data for updated section.
 - Viewed *Responding to Waves of Extreme Events: Long-Term and Short-Term Sustainability and Resiliency from Philly and Fayetteville* on April 15th. Staff from the City of Fayetteville, AR and Philadelphia, talked about how both respective cities have addressed changes brought about by Covid-19, coupled with how they were already addressing climate change.
 - Viewed *Climate Science in a Fact Free World* webinar presented by University of Illinois at Urbana-Champaign on how to lead conversations around climate change science.
 - Prepared presentation for BCPC.
- Amended housing draft chapter to include section on homelessness in Brown County.
 - Obtained homelessness data for Brown County.
 - Drafted recommendations.
 - Corresponded with Newcap staff to discuss homelessness in Brown County.
- Updated Intergovernmental Cooperation/Utilities and Community Facilities draft chapter.
 - Assembled draft document for BCPC.
 - Prepared presentation for BCPC.
- Completed formatting amended Natural and Cultural Resources section to include climatic conditions and trends in Brown County for BCPC.
 - Prepared presentation of amended section for BCPC.
- Discussed structure current/future land use GIS data with other BCPC.

Short-term Transportation Planning

- Met with city, county, and MPO staff to update project status and discuss next steps on February 24th.
- Coordinated with BCPC staff on GIS mapping of port opportunity study area.
- Prepared presentation to present at the April 2020 Port Symposium on the Port Opportunity Study.
- Viewed Strong Towns webinar *Confessions of a Traffic Engineer* on April 7th, which covered transportation funding shortfalls, and how to balance that with street right-sizing.
- Updated and submitted 1st quarter MPO hours and staff reports.
- Viewed CHOICES (Childhood Obesity Intervention Cost-Effectiveness Study) Wisconsin Safe Routes to School and Out of School Time Stakeholder Meeting on April 15th.
- Met with City of De Pere staff on February 27th to initiate city bike and pedestrian plan update process.
- Corresponded with port tenant and port director about plans for coastal/Fox River flooding in the port area.
- Discussed bike and ped plan fieldwork strategy with BCPC staff.

STEM Innovation Center Solar Project

- Finished work on creating STEM Solar Project educational poster with UWGB and Extension Brown County staff. Had poster printed and displayed in the STEM Innovation Center common area.
- Coordinated with UWGB Environmental Management and Business Institute (EMBI) students and staff to create quarterly newsletter on system performance. EMBI staff and students will carry regular reporting forward.
- Reviewed financial records and invoices with county accounting department for project closeout.
- Completed and submitted the final report to the Office of Energy Innovation (OEI) for project reimbursement.
- Corresponded with OEI staff on grant closeout for the STEM Innovation Center solar PV project.
- Reviewed documentation for *Buy American* provision as part of grant contract.
- Gathered and submitted additional documentation to OEI staff.
- Updated final reporting, and submitted final report to the PSC's electronic records system.
- Checked in with OEI staff on grant closeout status.
- Checked in with BC accounting staff on grant closeout status.

Wisconsin Coastal Management Program (WCMP) Projects - 2019-2020 Grant – Baird Creek Watershed Nine Key Elements Plan

- Continued project research, started project mapping, and began drafting plan outline and Chapter One - Introduction.
 - Updated Section 2 – Jurisdictions and Demographics.
 - Updated Section 3 – Land Use.
 - Started updating Section 4 – Water quality.
 - Created "designated uses and impairments" subsection.
 - Created "point source" subsection.
 - Created "non-point source" subsection.
 - Created "water quality monitoring" subsection.
 - Edited photos from 3/20/2020 site visits.
 - Completed quarterly grant reporting.

- Participated in virtual presentation with other BCPC staff to learn about work Outagamie County and WDNR have done to model water storage capacity needs based on land use, and how when implemented that storage capacity can help to both reduce downstream flooding and improve water quality.
- Drafted a project extension letter to extend project through rest of 2020.
- Created map of Hydrological Soil Groups in Baird Creek watershed
- Worked on Soil Erodability map for Section 1
- Consulted with staff from Outagamie County on soil erodability mapping
- Created map showing jurisdictions in Baird Creek watershed, and table of their respective acreages.
- Learned about WDNR Erosion Vulnerability Assessment for Agricultural Lands (EVAAL) program in order to run it for this planning process.
- Submitted extension request letter to WCMP staff.
- Worked with WDNR staff to download, run, and troubleshoot DNR GIS tool to evaluate soil runoff probability in a watershed.
- Built GIS database to evaluate soil erosion and runoff in the Baird Creek Watershed.
- Corresponded with Outagamie County Land and Water Conservation staff on creating Nine Key Elements plans.
- Corresponded with BC Land and Water Conservation staff on data collection.
- Provided project update to BC Land and Water Conservation director.
- Corresponded with UWGB grad student on data sharing, and her work on the Mahon Creek 9 Key Elements Plan.
- Viewed virtual presentation on Mahon/Wequiock Watershed Plan (same plan format as the Baird Creek Plan) on May 8th.

The recent major planning activities of Todd Mead, Senior Housing Planner:

- Prepared and ordered three (3) interim site inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and ordered one (1) initial housing quality standards (HQS) inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered six (6) initial HQS inspections for CDBG clients.
- Prepared and ordered nine (9) final site inspections for CDBG clients.
- Prepared and ordered one (1) interim site inspection for a RLF client.
- Prepared and ordered two (2) lead-based paint assessments for CDBG clients.
- Prepared and ordered three (3) asbestos assessments for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Prepared fifteen (15) CDBG/RLF clients and the contractors for their future rehabilitation projects.
- Prepared and closed one (1) Brown County RLF Housing Rehabilitation Loan.
- Opened sixteen (16) new CDBG applications.
- Denied two (2) CDBG applications.
- Prepared and closed seventeen (17) CDBG Housing Rehabilitation Loans.
- Prepared fourteen (14) CDBG Environmental Reviews.
- Prepared and corresponded with one (1) bid document to a Brown Co RLF applicant for future rehab project.
- Prepared and corresponded with nine (9) bid documents to CDBG applicants for future rehab projects.

- Reviewed and prepared two (2) mortgage loan satisfactions for existing CDBG/RLF clients due to project change orders or payoffs.
- Reviewed and approved three (3) subordinations for existing CDBG clients.
- Reviewed and prepared one (1) mortgage amendment for an existing CDBG client.
- Attended staff meetings and a Brown County Lead-Paint Coalition meeting.
- Preparing and training part-time staff to help support the program administrator.
- Prepared and organized annual Brown County RLF housing program reporting.
- Submitted additional supporting documentation for 4th Qtr 2019 CDBG reimbursement to Wisconsin Department of Administration Department of Energy, Housing Community Resources (WDOA-DEHCR).
- Prepared, organized and submitted supporting documentation for annual CDBG housing program reporting to WDOA-DEHCR.
- Prepared, organized and submitted 1st Qtr 2020 CDBG reimbursement to WOA-DEHCR.
- Prepared and updated broad Tier-1 Environment Review for future WDOA-DEHCR grant applications.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, prepared and followed up with yearly RLF and CDBG residency letters.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued coordinating aerial photo project. Communication with Sanborn (vendor) regarding flight dates.
- Continued efforts with LiDAR topographic mapping project. Working with municipalities to collect funding. Conference calls with Quantum Spatial (vendor), USGS, FEMA and other partners.
- Continued to assist with the upgrade of the 911 system as needed. Weekly conference calls with Motorola/Spillman (the vendor) to work on system configuration and resolve issues. Worked with PSC department to purchase Network Analyst licenses. Installed and configured it. Updated fire response areas.
- Worked on many edits to intersection and street network layers to prepare for Spillman 911 system, lots of testing on the "quickest route" turn-by-turn driving directional capabilities on GIS. Added turn and confirmation landmarks lots of database edits and testing. Created alias tables for street names.
- Performed Census PSAP (Participant Statistical Area) review and submitted GIS data to census bureau
- Worked on 2020 grant with Erica in Administration on changes with survey crew chief position.
- Completed work on 'v6' GIS parcel data upload to state. Because of the recent conversion from the AS/400 to GCS, there were a lot of GIS database attributes that did not pass the state's verification tool. Worked with property listing and T.S. to resolve these issues so that data could be uploaded in standard format.
- Assisted PALS staff with GIS setup related to teleworking
- Worked with Property Listing staff to find and correct GCS site addresses that were converted incorrectly (had zeros or blanks for address numbers, etc)
- Created new POWTS and shoreland map layers to assist zoning staff with permit scanning project while working remotely.

- Worked on MS4 outfalls GIS mapping app
- Assisted Land & Water Conservation with ArcGIS Pro report setup
- Edits performed on hydrography and Environmentally Sensitive Areas GIS layers
- Created new fire response area maps (PDF and online) for GBMFD
- Updated online Survey Index GIS mapping application.
- Updated Critical Facilities GIS data, added bridges and other facilities.
- Continued working with Sheriff, Emergency Management and others on flooding events. Maintained flood mapping GIS web sites and map layers. Tracked flood events in the GIS database. Updated locations considered to be "critical facilities" in GIS to update this information and analyze those in or near flood-prone areas.
- Continued to update the GIS database (new streets, addresses, etc) as needed.
- Continued editing and maintaining the GIS database, web servers, etc.
- Provided tax parcel data to various organizations.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies. Included large maps for the US Postal Service and Parks with ZIP code areas and Barkhausen maps.
- Assisted many other people with miscellaneous service, data, and training requests. Looking into Xerox large-format scanner replacement.
- Attended staff meetings as needed.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

Addressing

- Assigned an address in the towns of New Denmark.
- Assigned two addresses in the towns of Pittsfield, Green Bay, and Glenmore.
- Assigned four addresses in the town of Eaton.
- Updated contact list of individuals that assign new addresses.

Section 85.21 Program

- Received and recorded ridership and invoice data from participating transportation service providers for the month of January, February, March, and April.
- Received and filed Salvation Army's CY 2020 contract.
- Completed 2019 financial annual report and submitted report to WisDOT.
- Completed 1st Quarter Report and submitted report to WisDOT.
- Discussed with Denise at Curative Connection about the purchase of a new scheduling ridership system. Still waiting to get a quote from their IT department.
- Provided documents and emails to the auditor for the BC Human Service Department.

Section 5210 Program

- Updated CY 2020/CY 2021 award letter to Green Bay Metro and Curative Connections. Updated support letter for Green Bay Metro to the Federal Transportation Administration.

Green Bay Metro

- Created a map showing ¾ mile buffer from non-participating community boundaries inward to communities that are served by the Green Bay Metro bus system.
- Created a map of the transit system and area public schools.
- Created new Route 12 and Route 14.
- Updated time points for Route 11.

- Calculated the population within the proposed microtransit boundary.
- Calculated route mileage for the 2019 full service system.

Long Range Transportation Plan

- Completed maps (Figure 1 - Figure 13 and Figure 15 – Figure 29).
- Inserted maps into Chapter 2 and Chapter 4.

Performance Measures Report

- Downloaded 2019 NHI Bridge data. Analyzed and categorized bridge data using the FHWA method.
- Obtained 2019 freight and passenger data from the airport. Completed a draft for this section.
- Received PCI road condition rating from WisDOT. Created a draft map of the road condition.
- Analyzed park and ride data from WisDOT.
- Analyzed Bicycle and Pedestrian Facilities section. Sorted bicycle facilities, bicycle lanes and bicycle routes, according to aerial photos (2010, 2014, 2017, and some in 2020).
- Analyzed and calculated sidewalk mileage for 2014 and 2020.

Title VI

- Updated Title VI – Notice to the Public information.
- Downloaded and Analyzed 2016 & 2017 ACS data (Household Income and Minority Population).
- Created Figure 1 thru Figure 8 maps.

Transportation Related Activities

- Completed MPO 1st Quarter activity report.
- Created and printed two 24x36 maps of the Lineville Rd (CTH M) reconstruction project for the County Executive.
- Analyzed HUD LMI data and created maps for the Bellevue Street (CTH XX) reconstruction project grant application.
- Updated the Fox River Trail interactive web map.
- Updated the Brown County Bicycle map and sidewalk data in the Town of Ledgeview and City of Green Bay.
- Completed four maps for a non-profit committee member. (Business and Employers map, Health and Community Facilities map, Public and Government Facilities map, and Housing, Shelters, Pantries and CBRF's map)
- Researched on AARP Network of Age-Friendly States and Communities. Reviewed the application process of becoming an Age-Friendly States and Communities.
- Completed two 48x36-poster size maps for Brown County Health Department.
- Continue to maintain and update PALS website and media outlets (Facebook and Twitter).

Webinars and Meetings

- Watched the webinar, "CCAM Program Inventory – A call to Coordination Confirmation."
- Participated in the webinar, "Right-sizing" highways to better match land use and transportation on existing streets, on Feb 25.
- Attended the Local Redistricting Training Seminary in Madison on March 12.
- Attended the Transportation Coordinating Committee meeting on March 9.

- Participated in the webinar, "Talking Freight – Freight Beyond the City: Approaches to Improving Freight Mobility in the Suburban Context," on April 16.
- Completed all the lessons for the Bicycle Facility Design Training through National Highway Institute.
- Participated in a Webex training with PALS Department on May 12.
- Participated in the 2021 Decennial Redistricting webinar hosted by the Wisconsin Counties Association on April 28.
- Participated in the Questions & Answer Town Hall with LRB, APL, and LTSB on May 20.
- Participated in PALS staff monthly meeting on May 8 and May 21 using Webex.

The recent major planning activities of Karl Mueller, Planner I (Transportation):

- Began the development of the MPO's update of the *2020 Public Participation Plan (PPP)*. Work completed for the PPP includes:
 - Drafted and sent out a notice to the Green Bay MPO's Public Participation Process Mailing List informing them of the opportunity for public review of the MPO's *2016 Public Participation Plan*. This review period constitutes the first step towards developing a 2020 update of the MPO's *Public Participation Plan*.
 - Reviewed the FHWA's, "*Public Involvement Techniques for Transportation Decisionmaking*" document as part of the MPO's Public Participation Plan update.
 - Reviewed 10 peer MPO Public Participation Plans to identify different public outreach techniques used by other MPOs to help inform the MPO's Public Participation Plan update.
 - Researched the requirements and techniques available within the MPO's resources to conduct "virtual engagement" meetings that can serve as an alternate and complement to open house meetings and be used during emergency situations such as pandemics.
 - Developed maps, graphics, and tables for the updated plan.
 - Reviewed best practices and online outreach techniques recommended by the *American Planners Association (APA)*.
 - Completed the first draft of the *2020 Public Participation Plan* update and submitted it for review on April 14th. Comments were received and incorporated into the draft, and the draft was finalized in preparation for its public review and comment period.
 - Drafted a notice of the public review and comment period for the draft PPP that will be distributed to the MPO's Mailing List.
 - Drafted a legal notice informing the public of the review and comment period along with the notice of a public hearing for the draft *Public Participation Plan*.
- Continued working with BCPC staff, the Brown County Port Department, and the City of Green Bay on the development of a port opportunities study for the Pulliam Site. Work completed as part of this study includes:
 - Developed four maps that provide 3D views of the coal piles as they could be potentially stored on the Pulliam Site. An additional map was also developed to show how the coal piles fit on the Pulliam Site with respect to known constraints on the site.
 - Created elevation profiles for each coal pile shown on the maps illustrating the storage of coal piles on the Pulliam Site.
 - Added information on a grant program available to the port in the "funding opportunities" section of the Port Opportunities Study. Completed additional edits and revisions to the draft document to reflect progress that had been completed on the project throughout the fall of 2019 and early 2020.

- Prepared for and participated in a meeting with other BCPC staff, the Brown County Port Department, and the City of Green Bay for the Port Opportunities Study on February 24th.
- Drafted a new "Scenario 7" map showing potential port uses on the Pulliam Site based on feedback provided during the Port Opportunities meeting with BCPC, Port, and City of Green Bay staff. A map of the current C. Reiss site south of Mason Street was also drafted, and included transportation and utility infrastructure, dock wall, structures, and coal piles. Both maps were submitted for review.
- Completed edits and revisions to the updated Pulliam Site scenario map and C. Reiss maps based on feedback received from BCPC staff.
- Provided planning assistance, as needed, to Green Bay Metro. Work completed includes:
 - Collaborated with BCPC staff and Green Bay Metro staff to identify data compilation issues pertaining to bus stop ridership.
 - Compiled and processed bus boarding data for February 2020 and developed graphs for select bus stops for Green Bay Metro's Aqua (15), Pink (16), and Tan (16) routes for use in Green Bay Metro's Microtransit Feasibility Report. This information was sent to Green Bay Metro on March 11th.
 - Compiled and analyzed February bus boardings at select bus stops for the Plum (5) Route, Yellow (10) Route, and Brick (17) Route, and compiled the information into a summary and graphs for Green Bay Metro for Green Bay Metro's Microtransit Feasibility Report.
 - Prepared and submitted for review a map of the proposed Microtransit pilot service area and existing paratransit service area to BCPC and Green Bay Metro staff.
 - Reviewed and provided feedback on the draft Green Bay Metro Microtransit Feasibility Report prepared by SRF Consulting.
 - Attended a digital meeting with BCPC, Green Bay Metro, and Via staff to discuss and refine microtransit service area concepts.
- Participated in a meeting with other BCPC staff and the new UW-Extension Brown County Development Educator, Patrick Nehring, to discuss potential opportunities for outreach and coordination efforts between the BCPC and UW-Extension.
- Presented the ADA/Section 504 Transition Plan to the Brown County Planning Commission for consideration and approval on February 5th.
- Reviewed and completed edits to the minutes from the February 2020 BCPC meeting.
- Viewed the "Talking Freight" webinar hosted by the FHWA titled, "*Current FHWA Freight Transportation Research Initiatives*" on February 19th.
- Viewed the webinar, "Economic Development and Highway Right-sizing" hosted by the FHWA on February 25th.
- Viewed the webinar, "*Confessions of a Traffic Engineer: How Towns and Cities Can Get the Best Return on Their Investment*", hosted by Strong Towns on April 7th.
- Reviewed the FHWA's guidebook, "*Measuring Multimodal Network Connectivity*" on April 8th.
- Completed the web-based training hosted by the FHWA titled, "Bicycle Facility Design". Supporting documents identified in the training were also reviewed in conjunction with this training.
- Reviewed the FHWA's *Talking Freight* webinar titled, "Freight Beyond the City: Approaches to Improving Freight Mobility in the Suburban Context" on April 20th and 21st.
- Viewed an online meeting with other BCPC staff, Wisconsin state health officials, regional planning commission staff, and CHOICES staff for a, "*Safe Routes to School & Out-of-School Time*" plan that is being developed on behalf of the State of Wisconsin on April 15th.
- Assigned 1 address for the Town of Holland.

- Provided assistance to BCPC staff for the NHS performance measure calculations that identify the percentage of the NHS in “Good” condition and “Poor” condition. Assistance was also provided for the GIS calculations for the Bridge condition for bridge structures in the MPA.
- Began the process of updating the MPO’s *Congestion Management Process (CMP)*, which is a federally-required under 23 CFR 450.320(a) and (b) for all metropolitan areas with a population greater than 200,000 people.
- Developed draft maps of the following components for the CMP update:
 - Functionally Classified Arterials in the MPO Planning Area
 - Green Bay Metro System including fixed routes, paratransit service, and microtransit service areas
 - Metropolitan Planning Area Bicycle Network
 - Metropolitan Planning Area Sidewalk Network
 - Metropolitan Planning Area Multi-Use Trail Network
 - Metropolitan Planning Area Port, Airport, and Railroad Locations
 - Metropolitan Planning Area Park & Ride Lots
 - Metropolitan Planning Area Roundabout Locations
 - Number of Travel Lanes on the National Highway System in the MPA
- Completed updates to the BCPC/MPO’s Sidewalk, Multi-use Trail, and Railroad Network shapefiles.
- Attended a training to become familiar with setting up digital meetings and events using Cisco Webex software.
- Attended regular BCPC meetings.

The recent major planning activities of Patrick Leifker, BCHA – Housing Administrator:

- Constructed the BCHA Meeting packets and attended the BCHA board meetings for February, March, April and May
- Attended staff meetings as needed/requested.
- Attended monthly Brown County Homeless Coalition Meeting for each month since February.
- Attended monthly meetings with BCHA Subcontractor for each month since February
- Attended monthly meetings with BCHA Chair for each month since February.
- Attended United Way Program Investment Council Meetings each month since February.
- Participated in a conference calls with HUD-Milwaukee representative to discuss current funding situation and strategies to improve program utilization.
- Attended numerous webinars and conference calls regarding COVID-19 and impact on the Housing Choice Voucher Program, utilization of CARES funding and implementation of HUD waivers.
- Attended bi-weekly conference calls with service providers and housing developer regarding potential Project Based Voucher project within Brown County.
- Attended several conference calls with BCHA Staff and BCHA Subcontractor to review impact of COVID-19 on the program and the review of HUD approved waivers adopted by the program.
- Developed COVID-19 Memo #1 and provided to ICS for guidance on what waivers the BCHA has adopted and how to implement them.
- Environmental Review for Printery Row project in Pulaski.
- Gathered data from the HCV program for presentation to members of the JOSHUA Housing Task Force as they are exploring “Source of Income” discrimination ordinances; these

ordinances would not allow landlords to deny renters solely because they have a Section 8 Voucher.

- Attended April JOSHUA Housing Task Force meeting.
- Attended City of Green Bay Housing Focus Group meeting.
- Review and revise BCHA Commissioner Handbook