

Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 5, 2024 - 6:30 pm
Green Bay Metro Transportation Center
901 University Avenue, Commission Room, Green Bay, WI 54302

ROLL CALL:

Paul Blindauer	<u>x</u>	Elizabeth Hudak	<u>x</u>	Dan Segerstrom	<u>x</u>
Corrie Campbell	<u>x</u>	Emily Jacobson	<u>Exc</u>	Glen Severson	<u>x</u>
Devon Coenen	<u>x</u>	Dave Kaster	<u>x</u>	Jim Steffek	<u>x</u>
Norbert Dantine, Jr.	<u>x</u>	Patty Kiewiz	<u>Exc</u>	Mark Thomson	<u>x</u>
Geoff Farr	<u>x</u>	Dane Lasecki	<u>x</u>	Andy Vanderloop	<u>Abs</u>
Matt Goetsch	<u>x</u>	Dan Lindstrom	<u>x</u>	Nick Weber	<u>x</u>
Steve Grenier	<u>Exc</u>	Josh Lutzow	<u>x</u>	Matthew Woicek	<u>Exc</u>
Mark Handeland	<u>x</u>	Gary Pahl	<u>x</u>		
Matthew Harris	<u>x</u>	John Roth	<u>x</u>	C. of Green Bay - Vacant	
Pat Hopkins	<u>Abs</u>	Pam Schauer	<u>x</u>		

Others Present: Lisa Conard, Kurt Raddant, and Cole Runge

1. Welcome Matt Goetsch and John Roth.

N. Dantine and C. Runge welcomed the new members.

2. Approval of the minutes of the March 6, 2024 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Kaster, seconded by P. Blindauer, to approve the minutes of the March 6, 2024 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. Receive and place on file the draft minutes of the March 11, 2024 meeting of the Brown County Transportation Coordinating Committee (TCC).

A motion was made by G. Farr, seconded by C. Campbell, to receive and place on file the draft minutes of the March 11, 2024 meeting of the Brown County Transportation Coordinating Committee (TCC). Motion carried.

4. Discussion regarding Administrative Modification #2 to the 2024-2027 Transportation Improvement Program (TIP).

L. Conard noted that the BCPC Board of Directors approved *Major Amendment #1 to the 2024-2027 TIP* in March of 2024. On April 16, 2024, the MPO staff received an email from WisDOT Division of Transportation Investment Management (DTIM) regarding the Amendment.

L. Conard noted that WisDOT reviewed the TIP amendment document and requested edits to the text. With regards to the STBG and TAP activity, the MPO staff used the term “trading funding capacity” and WisDOT would prefer the use of “programmatic adjustments”. WisDOT further suggested that “precise dollar amounts are not necessary in the (narrative) document”. MPO staff made the requested changes and processed the changes under the MPO’s *Administrative Modification* process.

A motion was made by G. Farr, seconded by D. Coenen, to receive and place on file the verbal report. Motion carried.

5. **Public Hearing:** *Draft Mid-Year Major Amendment #2 to the 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

L. Conard provided an overview of the amendment noting that federal law requires MPOs to update the TIP mid-year. Essentially, every project is reviewed to determine if a change in scope, funding amount, funding source, or schedule has occurred and staff must report the change. L. Conard noted that WisDOT modifies its program throughout the year and has made many changes to its program. This is common.

L. Conard noted the new NEVI/WEVI Program (National Electric Vehicle Infrastructure Program/Wisconsin Electric Vehicle Infrastructure Program) and highlighted the following additions to the TIP:

WisDOT Project Additions

Projects in \$1,000s

Project Sponsor	Project Description	Type	Jan - Dec 2024			
			Federal	State	Local	Total
Oneida Tribe of Indians	Oneida Casino Travel Center I-41 Corridor West Mason St near Hinkle St	CONST	406	0	101	507
158-24-tbd	Electric Vehicle Charging Stations	TOTAL	406	0	101	507
eCAMION USA, Inc	Festival Foods I-43 Corridor Steffens Ct near Manitowoc Rd	CONST	505	0	134	639
158-24-tbd	Electric Vehicle Charging Stations	TOTAL	505	0	134	639
Kwik Trip	Kwik Trip STH 29 Corridor Shawano Av near Taylor St	CONST	326	0	184	510
158-24-tbd	Electric Vehicle Charging Stations	TOTAL	326	0	184	510

L. Conard opened the public hearing for comment.

L. Conard asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

L. Conard informed the commission that all of the public participation requirements for the amendment have been completed.

6. Discussion and action regarding *Draft Mid-Year Major Amendment #2 to the 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

D. Kaster asked why the electric vehicle charging stations had varying costs.

L. Conard noted that the applicants requested different charging stations (brand, voltage, etc.). The minimum number of required hook-ups for the program is four, but applicants may request more.

A motion was made by G. Pahl, seconded by D. Lasecki, to approve the *Draft Mid-Year Major Amendment #2 to the 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Motion carried.

7. Discussion and action regarding the award of the State Section 85.21 contract for Brown County Specialized Transportation Service for Seniors and Individuals with Disabilities to Curative Connections for calendar years 2025-2029.

L. Conard provided a review of the program and noted that staff worked with Brown County's Purchasing Department to develop and issue a Request for Quotes (RFQ). Two quotes were received. Curative Connections' quote offered the lowest fare.

EasyGo LLC / BriteLift Rides

Year	Standard One-Way Fare	Agency One-Way Fare
2025	\$5.00	\$75.00
2026	\$5.00	\$77.75
2027	\$5.00	\$85.75
2028	\$5.00	\$90.00
2029	\$5.00	\$96.25

Curative Connections

Year	Standard One-Way Fare	Agency One-Way Fare
2025	\$5.00	\$21.85
2026	\$5.00	\$21.85
2027	\$5.00	\$21.85
2028	\$5.00	\$21.85
2029	\$5.00	\$21.85

M. Handeland noted that the current price for a standard one-way trip is \$4.00, but the proposed fare for a standard one-way trip beginning in 2025 is \$5.00.

L. Conard noted that Curative has indicated that they intend to raise the price to \$5.00 in 2025.

A motion was made by M. Harris, seconded by G. Pahl, to approve the award of the State Section 85.21 contract for Brown County Specialized Transportation Service for Seniors and Individuals with Disabilities to Curative Connections for calendar years 2025-2029. Motion carried.

8. Discussion and action regarding a contract with the East Central Wisconsin Regional Planning Commission and CPCS Transcom, Inc. for the Northeast Wisconsin Intermodal Freight Facility Study – Phase 2.

C. Runge provided an overview of the project, noted that the funds for the project have been budgeted, and recommended approval of the contract.

The Brown County share of the project is \$100,000 and East Central will contribute \$80,000. East Central has already approved the contract.

M. Harris asked if the proposal came in at \$180,000.

C. Runge noted that the budget was set at \$180,000 and that the initial proposal that was submitted was over \$180,000. Green Bay MPO and East Central staff agreed to complete some of the study's activities to reduce the project cost to just under \$180,000.

A motion was made by G. Pahl, seconded by M. Thomson, to approve the contract with the East Central Wisconsin Regional Planning Commission and CPCS Transcom, Inc. for the Northeast Wisconsin Intermodal Freight Facility Study – Phase 2. Motion carried.

9. Approval of the WDNR Water Quality Grant Contract.

C. Runge noted that the 2024 contract is for \$38,000 and recommended approval of the contract.

A motion was made by C. Campbell, seconded by G. Severson, to approve the WDNR Water Quality Grant contract. Motion carried.

10. Discussion regarding the Federal Carbon Reduction Program (CRP), application solicitation, and funding availability.

L. Conard provided an overview of the CRP.

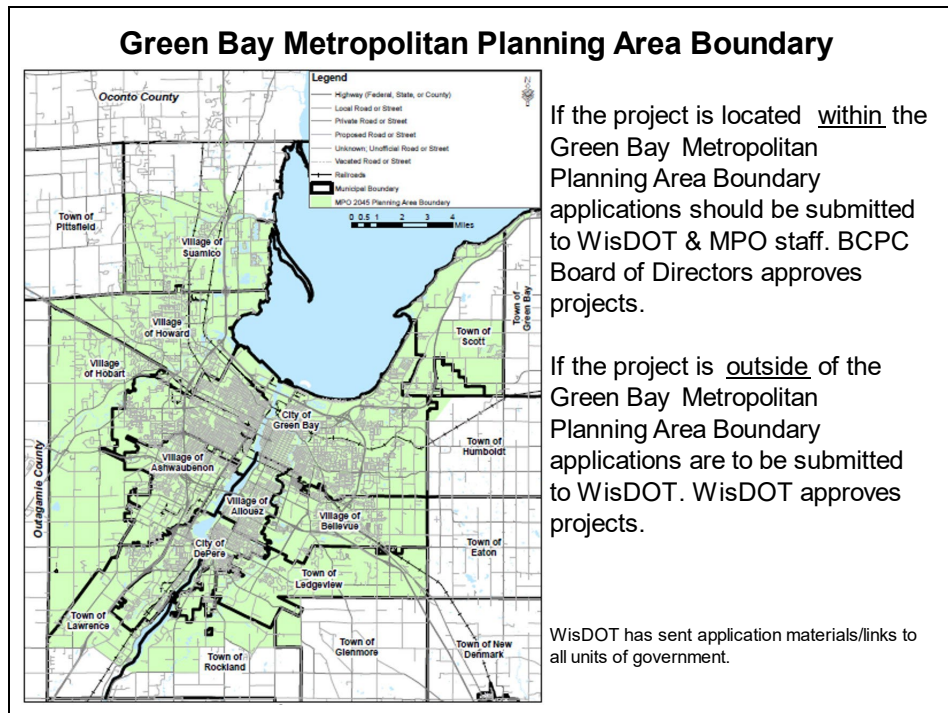
L. Conard noted that similar to the STBG and TAP programs, the MPO will receive an annual allocation. WisDOT has provided estimates as follows:

CRP Estimates

Green Bay MPO	Estimate
FFY 2025	$\$628,544 \times 2 = \$1,257,087$
FFY 2026	\$628,544
FFY 2027	\$628,544
FFY 2028	scheduling available - tbd
Total:	\$2,514,176

L. Conard noted that applications are due to MPO staff and WisDOT staff by June 30th, 2024. It is anticipated that the BCPC Board of Directors will approve funding for specific projects in late summer or early fall of 2024.

L. Conard offered the following slide, noting that the areas outside of the MPA are also eligible for CRP funds through a statewide solicitation.



L. Conard provided an overview of 11 of the 14 eligible categories available in the state of Wisconsin.

Project Eligibility (11 of 14 Federal categories):

- Establishment or operation of a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems;
- A public transportation project that is eligible for federal assistance;
- Construction, planning, and design of on- or off-road trail facilities for pedestrians and bicyclists;
- Advanced transportation and congestion management technologies;
- Deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications systems;
- Replacement of street lighting and traffic control devices with energy-efficient alternatives;
- Congestion pricing, shifting transportation demand to non-peak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection and transportation demand management strategies;
- Efforts to reduce environmental and community impacts of freight movements;
- Diesel engine retrofit projects;
- Certain types of projects to improve traffic flow and that does not result in the construction of new capacity;
- Reduction of transportation emissions at port facilities, including through the advancement of port electrification

L. Conard suggested that replacement of street lighting with LED bulbs and/or traffic control devices/signals might be good projects since communities might be considering them at this time.

D. Kaster asked what are the three federally-eligible categories that Wisconsin will not allow.

L. Conard summarized.

- Battery Electric Buses (BEB) and equipment to support the operation of BEBs.
- Zero-Emission construction vehicles (public works type vehicles).
- Projects eligible for the Surface Transportation Block Grant program that demonstrate a reduction in carbon emissions.

L. Conard noted that all local governments received a program notification email from WisDOT. The MPO staff also sent out additional information.

P. Blindauer asked about carbon reduction performance measures and goals.

L. Conard referenced the performance measure resolutions the MPO has previously adopted (safety, pavement condition, system reliability, etc.). L. Conard continued that federal law requires MPOs to establish Greenhouse Gas (GHG) Emissions performance measures and goals. The MPO staff was set to issue a draft resolution in February of 2024. However, 21 states have sued the federal government and the Federal Highway Administration (FHWA) has placed a hold on this activity.

L. Conard stated that there are no state or federal criteria in place to evaluate CRP projects.

The MPO staff will work with the BCPC Transportation Subcommittee to develop recommendations for a CRP spending plan.

Requests were made by BCPC Board members for additional information about the CRP.

The MPO staff stated it will send additional information regarding the program and application materials to BCPC Board members.

11. Brown County Planning Commission staff updates on work activities during the months of March, April, and May 2024.

No action.

12. Planning Director's Report.

C. Runge reported that the county has hired Colombia County Highway Commissioner Chris Hardy as Brown County's Highway Commissioner and that his first day at Brown County will be June 24th. C. Runge noted that he and N. Dantine served on the interview panel.

C. Runge provided an update regarding the South Bridge Connector project.

13. Other matters.

None

14. Adjourn.

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

The meeting adjourned at 7:05 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 5, 2024**

March, April and May 2024 Staff Activity Reports

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

- Responded to questions from communities, the public, and elected officials about the South Bridge Connector (SBC) project.
- Continued planning for the completion of environmental and design work for SBC Section 4 (between State Highway 32/57 and County Highway PP) and SBC Section 5 (between County Highway PP and County Highways GV and X).
- Prepared for and participated in environmental and design project contract development meetings for SBC Sections 4 and 5 with the consultant selected for this project and the county's project management consultant.
- Prepared for and participated in project coordination videoconferences and meetings with WisDOT, federal agencies, county and community representatives, and consultants for SBC Sections 1 through 5.
- Developed a paper regarding the establishment of a desired posted speed limit and design criteria for SBC Sections 1 through 5. Also submitted the paper to WisDOT for review, comment, and potential concurrence.
- Prepared for and participated in a public information meeting hosted by WisDOT for the Interstate 41 reconstruction project. Also staffed an SBC project information station and answered questions from meeting participants.
- Facilitated four meetings of the Brown County/Newcap Emergency Rental Assistance (ERA) Program Team.
- Prepared for and participated in meetings of the ADRC of Brown County's Central Kitchen Task Force.
- Facilitated an internal administrative work group meeting to discuss and rank project applications for the Brown County Tourism Enhancement Capital Grant Program that was established by the Brown County Board of Supervisors. Also developed a work group recommendations report that was presented to the Brown County Board's Executive Committee and the full Brown County Board. Following the Brown County Board's project funding approvals, I formally notified recipients of their funding awards and the next steps in the award process.
- Continued to work with representatives of Brown County, the City of Green Bay, and Port of Green Bay on the redevelopment of the former Pulliam Plant Site.
- Prepared for and participated in project coordination videoconferences and meetings with the environmental/design consultants and project management consultant for the Lineville Road (CTH M) reconstruction project.
- Prepared for and participated in project coordination videoconferences and meetings with Brown County representatives and consultants for the Nicolet Drive (CTH A) stormwater management project. Also developed a project agreement between Brown County and the City of Green Bay and participated in two onsite neighborhood meetings for the project.
- Prepared for and participated in videoconferences with stakeholders for the Northeast Wisconsin Intermodal Freight Facility Phase 2 Study. Also reviewed and revised the draft study contract with East Central Wisconsin Regional Planning Commission and a consultant selected to assist with the study.
- Prepared for and participated in videoconferences and meetings for various county highway maintenance, reconstruction, staffing, access, and other projects.

- Prepared for and participated in a meeting with Brown County Highway Department staff to update the department's Capital Improvements Program (CIP).
- Participated on a panel that interviewed candidates for the Brown County Highway Commissioner position.
- Participated in meetings with and provided information to the Brown County/UWGB Economic Development Executive.
- Participated in two meetings of the Brown County Executive's Economic Development Cabinet.
- Participated in a quarterly statewide MPO/WisDOT/FHWA videoconference.
- Developed the MPO's report and reimbursement request to WisDOT for the first and second quarters of 2024.
- Reviewed and signed a final Certified Survey Map (CSM).
- Signed two final condominium plats.
- Attended the 2024 Brown County Economic Development Summit.
- Participated in meetings of the Brown County Board of Supervisors and the Brown County Board's Planning, Development, and Transportation Committee.
- Advised PALS Department staff on various issues.
- Advised Highway Department staff on various issues.
- Facilitated PALS Department division managers meetings and planning division meetings.
- Facilitated weekly Highway Department operations meetings with department superintendents and managers.

The recent major planning activities of Lisa Conard, Principal Planner:

- Wrote and published *Administrative Modification #1 to the 2024-2027 TIP* detailing a change in use for a project funded with STBG funds.
- Finalized *Major Amendment #1 to the 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Presented amendment to the BCPC Board of Directors the evening of March 6.
 - Finalized amendment document.
 - Submitted final amendment to FHWA, FTA, and WisDOT.
- Wrote and published *Administrative Modification #2 to the 2024-2027 TIP* detailing WisDOT's request for a change text in the recently submitted *Amendment #1 to the 2024-2027 TIP*. Essentially, the MPO staff used "trading funding capacity" language and WisDOT would prefer the use of "programmatic adjustments". WisDOT further suggested that "precise dollar amounts are not necessary in the (narrative) document". This necessitated the MPO staff to reissue *Amendment #1 to the 2024-2027 TIP* with the requested changes. The amendment was subsequently approved by WisDOT on May 3.
- Began preparing the *Mid-Year Major Amendment #2 to the 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Collaboration with WisDOT staff regarding the state's multi-year program.
 - Collaboration with Green Bay Metro staff regarding modifications to the program of projects.
 - Wrote amendment report.
 - Scheduled public review, public comment period, and public hearing.
 - Prepared and issued public participation materials, social media posts, and legal notice.
 - Submitted draft amendment to FHWA, FTA, and WisDOT.
 - Disseminated draft to approximately 220 individuals and entities on the MPO's interested parties list.
- Prepared and sent notice to potential applicants regarding a funding opportunity via FFY 2024 Federal Redistribution. These additional funds are made available when other states are

unable to obligate formula or discretionary-based funds. A substantial amount of Transportation Alternative Program (TAP) and Carbon Reduction Program (CRP) funds are available. Viewed WisDOT Federal Redistribution Project Readiness Webinar.

- Held discussion with WisDOT Central Office staff regarding the Federal Carbon Reduction Program (CRP). Since inception of the Federal Bipartisan Infrastructure Law or BIL, the state Joint Finance Committee (JFC) has imposed many program restrictions. Subsequent to the discussion, WisDOT has announced a project application solicitation. It is anticipated that the MPO will have access to a double allocation for FFY 2025 (\$1,257,087) and regular allocations (approximately \$628,544) for FFY 2026, FFY 2027, and FFY 2028. Issued notice to interested parties and potential applicants. It is anticipated that the BCPC Board of Directors will approve funding for specific projects in late summer.
- Continued with oversight as it relates to the Federal STBG, TAP, and Carbon Reduction Programs. The BCPC Board of Directors authorized use of \$14,904,563 in federal funds on specific projects on March 6. Forwarded approved projects to WisDOT for State Municipal Agreement (SMA) development. Updated MPO's STBG program tracking spreadsheets to reflect BCPC action.
- Attended quarterly meeting held by WisDOT Department Transportation Investment and Management to discuss current schedules and balances for STBG and TAP.
- Downloaded data from the Wisconsin Department of Revenue website and created multiple tables detailing metropolitan area communities transportation related revenues and expenditures for highway construction, maintenance, and administration. This information is required to be included in the annual Transportation Improvement Program and the Long Range Transportation Plan.
- Monitored status of the Federal Highway Administration (FHWA) final rule regarding the establishment of greenhouse gas (GHG) performance measures for states and MPOs. The state and MPO must develop performance measures and adopt targets. FHWA has placed a hold on this effort.
- Completed *WisDOT Sponsor's Guide to Non-Traditional Transportation Project Implementation Certification Training*. This training is a requirement of recipients of certain federal transportation funds approved by the MPO.
- Updated the *Draft Green Bay Metro Performance Measures and Standards* document for consideration by the Green Bay Transit Commission. Prepared additional content to comply with federal regulations. The Transit Commission approved the policy on May 15.
- Provided review and content for the *Green Bay Metro Title VI Compliance Program* document.
- Downloaded Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program annual apportionment. The MPO will receive \$294,524 to assign to specific CY 2025 projects. Calculated splits using 10%/55%/45% rule, which establishes minimums and maximums by project type. The BCPC Board of Directors is scheduled to approve a program in late summer/early fall.
- Continued working with MPO staff to establish a draft urban functional classification system that reflects the new Adjusted UAB.
- In conjunction with Senior Planner and purchasing agent, finalized the Request for Quote (RFQ) document for the provision of transportation services. Brown County offers the service in partnership with Curative Connections. The service provides door-to-door transportation within Brown County to people 60 years and older and to people with qualifying disabilities. The current contract expires at the end of 2024. Answered numerous questions received from potential providers. The RFQ was issued on March 6.
- In conjunction with Senior Planner, wrote TIP section of the *Draft Public Participation Plan for the Green Bay Metropolitan Planning Organization*. Review and comment on balance of plan.
- Worked with Transportation/GIS Planner regarding data and mapping for Green Bay Metro's Title VI Plan.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.

- Attended the 2nd quarter MPO/RPC Quarterly Meeting hosted by WisDOT. The purpose of the meeting is to share transportation planning program best practices and funding information with metropolitan planning organization (MPO) and regional planning commission (RPC) leadership and staff.
- Prepared and disseminated agenda and packet for the March 11 meeting of the Transportation Coordinating Committee (TCC). Chaired meeting. Wrote meeting minutes.
- Prepared PowerPoint and presented several items at the Brown County Planning Commission Board of Directors meeting the evening of March 6.
- Participated in a meeting hosted by East Central Regional Planning Commission staff to discuss possible acquisition of Transportation Improvement Program (TIP) project management software.
- Attended two public meetings hosted by Green Bay Metro on March 20 and March 26. Service Development Committee recommendations for fixed route and other improvements were presented. Worked with Transportation/GIS Planner to develop nine maps to be used in the public outreach effort.
- Attended workshop regarding the Brown County Mobility Management Program offered by the Mobility Coordinator.
- Participated virtually in the April 9 meeting of the Northeast Wisconsin Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding.
- Attended Green Bay Transit Commission meetings on March 20, April 17, and May 15.
- Participated in BCPC staff meetings.

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

Land Use/Local Assistance

- Participated in staff meetings.
- Assisted the public in general zoning and land use questions.
- Virtually attended Wisconsin 2023 case law update webinar, presented by the Wisconsin chapter of the American Planning Association.
- Participated in interviews for the PALS GIS intern position.

Land Division Reviews

- Certified Survey Maps (CSMs)
 - Began reviewing 10 new CSMs.
 - Completed 15 CSM reviews.
 - Signed and stamped 16 CSMs.
 - Plats
 - Preliminary Plats
 - Began review of 1 preliminary plat.
 - Completed review of 2 preliminary plats.
 - Final Plats
 - Began review of 1 final plat.
 - Completed review of 3 final plats.
 - Signed and stamped 4 final plats.
- Reviewed and provided comment on 7 plats/CSMs in the City of Green Bay.
- Processed land division/subdivision applications as received.
- Reviewed and provided feedback on revised CSMs submitted by surveyors.
- Responded to questions from the general public, surveyors, and municipalities, as received.

Village of Allouez Comprehensive Plan Update

- Met with plan advisory committee to review draft chapters for final committee recommendation.

- Coordinated with village staff to prepare for public hearing and public review period.
- Supervised Release Committee**
- Met as part of committee for April 22nd and May 10th meetings.

Natural Resources Planning

Brown County Urban Service Area Water Quality Planning

- Assisted property owners with ESA questions via phone calls and emails.
- Assisted local municipalities in Sewer Service Areas with ESA questions regarding various site development proposals.
- Attended DNR training on sewer service and water quality at UW Stevens Point on March 14.
- Completed five sanitary sewer extension reviews and drafted 208 WQM (Water Quality Management) conformance letters for the projects.
- Virtually attended the 2024 East River Collaborative Winter Forum.
- Meet virtually with staff from other regional planning commissions around the state to discuss sewer service area planning issues.

MS4 (Municipal Separate Storm Sewer System) Permit

- Completed the 2023 annual report for DNR staff.

Transportation Planning

Village of Allouez Bicycle and Pedestrian Plan

- Began gathering and reviewing GIS data for pedestrian and bicycle facilities in the village.
- Created survey and online mapping application for public.
- Coordinated with village staff on creating advisory committee.

Village of Bellevue Bicycle and Pedestrian Plan

- Began gathering and reviewing GIS data for pedestrian and bicycle facilities in the village.
- Created survey and online mapping application for public.
- Met with the pedestrian and bicycle plan ad-hoc committee for the first meeting on May 21.

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

- Prepared & ordered four (4) initial Housing Quality Standards (HQS) site inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared & ordered one (1) initial HQS inspection for a Brown County Revolving Loan Fund (RLF) housing program client.
- Prepared and ordered one (1) interim HQS site inspection for a CDBG client.
- Prepared and ordered four (4) lead-based paint risk assessments for CDBG clients.
- Prepared and ordered three (3) asbestos assessments for CDBG clients.
- Prepared and ordered one (1) asbestos assessment for a Brown County RLF client.
- Prepared and ordered seven (7) final site inspections for CDBG clients.
- Prepared and ordered two (2) lead-based paint clearances for CDBG clients.
- Prepared four (4) CDBG/RLF clients & contractors for their future rehabilitation projects.
- Opened twelve (12) new CDBG/RLF applications.
- Opened one (1) new Brown County Revolving Loan Fund (RLF) housing application.
- Prepared and closed eight (8) CDBG/RLF Housing Rehabilitation Loans.
- Prepared and closed one (1) CDBG/RLF Housing Down Payment Assistant client loan.
- Prepared twelve (12) CDBG Environmental Reviews.
- Prepared one (1) Brown County RLF Environmental Review.
- Prepared and corresponded with three (3) bid documents to CDBG/RLF applicants for future rehab projects.

- Reviewed & prepared eleven (11) mortgage loan satisfactions for existing CDBG/RLF clients due to project change orders or payoffs.
- Reviewed & prepared two (2) mortgage amendments for existing CDBG clients.
- Reviewed & prepared one (1) mortgage subordination for an existing CDBG client.
- Attended Brown County planning staff meetings in person.
- Attended Brown County Lead-Paint Coalition Meetings via Microsoft Teams.
- Prepared for and presented at a homebuyer workshop hosted by Lakeshore Cap and Associated Bank to discuss the regional housing program and continue to find ways to promote the housing program.
- Prepared for and attended a virtual meeting with Door County Economic Development Corp to discuss housing attainability with current housing programs and continue to find ways to promote housing programs.
- Prepared, organized & submitted a 1st Qtr HSG 22-04 CDBG reimbursement to Wisconsin Department of Administration Department of Energy, Housing Community Resources (WDOA-DEHCR).
- Prepared & submitted semi-annual reporting for CDBG Grant Program to WDOA-DEHCR.
- Prepared & submitted annual accomplishment reporting for Brown County (RLF) Program to WDOA-DEHCR.
- Prepared and submitted annual accomplishment reporting for CDBG Grant Program to WDOA-DEHCR.
- Prepared and submitted new grant acceptance award documentation to WDOA-DEHCR.
- Prepared for and attended a WDOA-DEHCR regional meeting via Microsoft Teams.
- Prepared for and submitted response of required information and documentation for the annual region housing program virtual desk monitoring audit with WDOA-DEHCR.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties and general outreach and marketing efforts for the housing program.

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

- Continued to attend meetings for NG911 with Dept of Military Affairs and counties and AT&T “EsiNet” NextGen 911 project manager.
- Continued working to develop a new county “v5” GIS database that supports NextGen 911 and gets our GIS system up to date with software and other technology.
- Working with IT to set up new GIS servers.
- Added new Village of Greenleaf to GIS system. Working with various people on incorporation.
- Worked with municipalities affected by the latest redistricting (changes to state senate and assembly boundaries) by setting up new wards in the affected areas. Uploaded countywide ward data to the Wisconsin Legislative Tech Bureau.
- Presentations and discussions with zoning staff regarding potential new permitting system
- Continued working on the “OneMap” project which re-maps wetlands, hydro, and land cover across much of Brown County. Reviewed new wetlands and hydro data.
- Hired PALS summer intern, Sophia White. Training her and getting her started on summer projects.
- Continued to do updates to the GIS database: Put in new streets, addresses, hydrography, and many other map layers & datasets as needed to support 911 and other county functions.
- Sent updated Land Records databases to towns and villages.
- Assisted local municipalities with addressing information.
- Continued editing and maintaining the GIS database and web servers.
- Assisted many others with miscellaneous service, data, information, training, and troubleshooting requests.
- Attended staff meetings as needed.

The recent major planning activities of Chad Miller, GIS Analyst:

- Made updates to the LOMA & Shoreland layers in GIS for the Zoning Department.
- Made updates the ESA layers in GIS.
- Made updates to the 9-1-1 GIS layers such as address points and street centerlines.
- Assisted Property Listing with Certified Survey Maps & Plats.
- Assisted Property Listing with adding surveys to the Survey Index.
- Attended the Brown County NG911 Monthly Call.
- Attended the Wisconsin State NG911 GIS Monthly Call.
- Attended staff meetings.
- Printed posters for the Brown County Port & Resource Recovery Department.
- Printed poster for the Brown County UW Extension.
- Printed poster for Brown County Project Vote.
- Printed map for the District Attorney's Office.
- Working with IT on a cloud storage solution for drone imagery. Most likely Wasabi / Cloud Berry.
- Provided GIS parcel data for multiple municipalities.
- Working with IT on server upgrades for ArcGIS Pro & Version 5 upgrades.

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

Outreach and Education Program

- Attended the Asian American and Pacific Islander Celebration.
- Meet with Casa Alba staff and the board president to discuss transportation funding for their senior program on April 2. Provided materials and information about the 85.21 Program. They expressed interest and are considering applying for the 2025 calendar year.
 - Meet with staff on May 28 to go over the application process.
- Participated in the ADRC Board of Directors meeting on April 25. Mentioned and provided information to the board about the 85.21 Program - Adaptive Cycle Acquisition Opportunity.
- Coordinated Leadership Green Bay Government Day on March 12. Participated in the curriculum meeting on March 20.

Section 85.21 Program

- Completed 1st quarter report and uploaded into BlackCat.
- Received Salvation Army's contract and filed for record.
- Request for Quote (RFQ) Specialized Transportation Services for 85.21 Program
 - Reviewed the RFQ from Brown County Purchasing Department for March 6 publication.
 - Worked with staff to respond to questions for the RFQ from two vendors.
 - Completed a report to the BCPC meeting on June 5.
- Presented the Adaptive Cycling Acquisition Opportunity Fact Sheet to the BCPC and TCC.
- Contacted three community center coordinators and discussed with them about the Adaptive Cycling Acquisition Opportunity Program.
- Uploaded signed contracts into the BlackCat system.
- Completed and submitted Brown County 2023 85.21 Annual Financial Report to WisDOT.
- Received and filed February, March and April invoices and reports from the transportation service providers.

Section 5310 Program

- Provided Curative Connections information on how to dispose 5310 vehicles after its useful life.

- Worked with staff to complete a table showing set-aside and available funding for capital project and operating for the 2024 Cycle.

Public Participation Plan (PPP)

- Worked on the legal notice for the 45-day public review period.
- Worked on PowerPoint presentation for the Transportation Subcommittee meeting.
- Completed a draft of the plan for public review.
- Closed the 21-day public review and comment period for the update of the PPP.

Transportation Alternative Program (TAP)

- Worked with MPO staff to develop a tracking table for TAP approved projects.
- Presented the recommended projects for FFY 2024-FFY 2028 to the BCPC.
- Follow up with the Town of Scott and WisDOT to make sure the SMA was signed so the Bay Settlement Trial project would be on schedule.

Related Activity

- Assembled the Mid-Year 2024-2027 TIP and posted on social media.
- Created an online milk resource guide map for Brown County Health and Human Services. Continue to maintain and update map information as needed.
- Tested and provided feedback on the Village of Allouez's online survey and map exercise for their Bike and Pedestrian Plan update.
- Participated in the NEWRATC meeting on April 9.
- Watched the webinar, On the Park Bench – Virtual Public Engagement, hosted by the Congress for the New Urbanism (CNU).
- Participated in the Greater Green Bay Active Communities Alliance meeting on April 3.
- Reviewed and submitted changes to Green Bay Metro's fixed routes. Worked closely with MPO staff to make sure changes are completed as requested by Green Bay Metro.
- Requested Erik Pritzl to assign a staff from the Brown County Health and Human Services Department to be on the BCPC Transportation Subcommittee.
- Participated in the webinar, Human Transit: How Clearer Thinking about Public Transit Can Enrich Our Communities and Our Lives, on March 21.
- Used ESRI Community Analyst to analyze education attainment data for the Economic Development Director at UWGB.
- Created a map for a staff at the Luxemburg-Casco School District showing the school boundary in Brown County.
- Participated in a meeting with MPO staff to review and update the Functional Classification map.
- Participated in PALS staff monthly meeting.

The recent major planning activities of Karl Mueller, Senior Planner:

- Assigned 1 address in the Town of Eaton, 1 address in the Town of Green Bay, 3 addresses in the Town of Holland, 2 addresses in the Town of New Denmark, and 3 addresses in the Town of Pittsfield.
- Prepared and submitted my Quarter 1 MPO timesheets and activity report to the Planning Director/MPO Director.
- Completed work on the Town of Humboldt Comprehensive Plan Update. Final work included:
 - Completed revisions to the draft comprehensive plan update and submitted the revised draft to Town staff.
 - Prepared the notice for the public hearing and draft resolutions for the Town Planning Commission and Town Board and submitted the materials to Town staff for review.

- Attended the public hearing, Planning Commission meeting, and Town Board meeting for the recommendation and adoption of the comprehensive plan on April 18th.
 - Finalized the adopted comprehensive plan including adding the signed resolution and ordinance.
 - Sent the comprehensive plan for print and binding.
 - Provided notice to all applicable agencies of the adoption of the Town of Humboldt's Comprehensive Plan update approved in April of 2024. Also submitted the required notice to the Wisconsin Department of Administration.
- Continued working on the Long-Range Transportation Plan Update. Work included:
 - Began working on the land use inventory for the Green Bay Metropolitan Area. Completed land use inventories for the City of De Pere, Village of Ashwaubenon, Village of Bellevue, and the Town of Ledgeview, and began the inventory for the Village of Hobart.
 - Concluded the online survey and interactive map for the Long-Range Transportation Plan and began reviewing and compiling results.
 - Began drafting the introduction chapter of the LRTP and began collecting data and working on the existing conditions chapter of the plan.
- Completed the following items for the Town of Lawrence comprehensive plan update:
 - Completed revisions to the draft comprehensive plan requested by the advisory committee following the February advisory committee meeting and submitted the revised draft to Town staff for review.
 - Prepared the notice for the public hearing, and draft resolutions for the Town Planning Commission and Town Board and sent the materials to Town staff for review.
 - Completed revisions to the comprehensive plan requested by the Town of Lawrence and sent over a revised draft for consideration by the Town Planning Commission and Town Board.
- Completed the following items for the Fox River Trail Study:
 - Prepared an online survey and a mail-in survey for business owners adjacent to the trail.
 - Prepared an online survey and mail-in survey for residents adjacent to the trail.
 - Prepared an online survey that will be distributed county-wide for input.
 - Prepared an online interactive map to collect input from the public.
 - Provided all public outreach materials to the Parks Director for review. Incorporated feedback from the Parks Director, Parks staff, and Friends of the Fox River Trail into the surveys. The revised surveys were sent to the Parks Director for review with a tentative launch date of June 3rd.
 - Facilitated a meeting with the Parks Director to review and discuss the draft public outreach materials.
 - Assembled a mailing list for distributing the resident and business surveys, and provided the list to the Parks Department for dissemination.
 - Began writing introduction section components for the Fox River Trail Study.
- Completed the following items for the Village of Bellevue Bicycle and Pedestrian Plan update:
 - Attended the kickoff meeting with the Senior Planner for the plan update.
- Completed 3 CSM reviews.
- Provided guidance to the Office Manager as needed for Combination and Retracement CSMs and reviewed draft review letters as requested.
- Worked with the Senior Planner to review questions from the public for land divisions as requested.
- Worked with the LIO Coordinator to draft verbiage for new domains for bicycle and pedestrian GIS data.
- Attended training with the Transportation Planner to become familiar with Cube and travel demand modeling.
- Attended regular BCPC staff meetings.

The recent major planning activities of Casey Krasselt, Transportation Planner/GIS:

Green Bay Metro Route Guide

- Created maps for GBM proposed fixed route restructuring for routes 3,4,6,8,9,10, and 11 and modifications to the paratransit boundary to be displayed at public informational meetings.
- Following the public information meeting and review the restructured routes and paratransit boundaries were updated in the GBM route guide.
- Updated the Green and Gold route brochures.

Green Bay Metro Title VI Report

- Created maps to be added to GBM Title VI report.

ADRC Plan

- Began to create maps to be used in the ADRC 2024 Plan.

Functional Classification Update

- Completed the maps and excel files of wanted changes of the functional classification within the new urbanized area boundary. Will soon present draft to the Transportation Subcommittee.

The recent major planning activities of Patrick Leifker, BCHA – Executive Director:

- Attended staff meetings as needed/requested.
- Attended and facilitated Brown County Housing Authority Meeting in March, April and May.
- Attended monthly Brown County Homeless Coalition Meeting in March, April and May.
- Attended monthly meetings with BCHA Subcontractor.
- Attended United Way Program Investment Council Meetings.
- Attended monthly meetings with City of Green Bay Staff regarding Homelessness Prevention and Affordable Housing.
- Attended meetings relative to Brown County's Emergency Rental Assistance Program as needed.
- Attended the Wisconsin Association of Housing Authorities Board of Directors Meeting.
- Attended Wisconsin Association of Housing Authorities (WAHA) District 4 meeting.
- Attended the Apartment Association of Northeast Wisconsin's monthly meeting.
- Attended Landlord Engagement Workgroup meetings with community members targeted towards finding ways to engage landlords and increase opportunities for housing throughout our community.
- New BCHA Commissioner Orientation.
- Community Conversation regarding Rent Smart Program.
- Attended Brown County United Way ALICE Report Presentation.
- Researched and Completed the Utility Allowances Schedule effective July 2024.
- Working on Audit for BCHA FY 2023.
- FY 2023 Financial Reviews between ICS and BCHA.
- Conducted File Reviews for Program Administrator.
- Attended meetings with developers regarding potential housing projects throughout the county.
- Conversations with Berkshire Ashwaubenon regarding the utilization of the Project Based Voucher program.
- Participated in conference calls with HUD Milwaukee Staff regarding the BCHA's program utilization and forecasted program outlook.