

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, December 1, 2021 - 6:30 pm
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, 54302

ROLL CALL:

Paul Blindauer	<u>X</u>	Mark Handeland	<u>EXC</u>	Jonathon LeRoy	<u>X</u>
Corrie Campbell	<u>X</u>	Matthew Harris	<u>X</u>	Dan Lindstrom	<u>X</u>
Devon Coenen	<u>X</u>	Phil Hilgenberg	<u>X</u>	Jenny Nelson	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Pat Hopkins	<u>EXC</u>	Gary Pahl	<u>X</u>
Steve Deneys	<u>X</u>	Elizabeth Hudak	<u>X</u>	Dan Segerstrom	<u>EXC</u>
Dean Erikson	<u>EXC</u>	Emily Jacobson	<u>EXC</u>	Glen Severson	<u>X</u>
Geoff Farr	<u>X</u>	Dotty Juengst	<u>X</u>	Mark Thomson	<u>X</u>
Steve Gander	<u>X</u>	Dave Kaster	<u>X</u>	Matthew Woicek	<u>X</u>
Mike Goral	<u>X</u>	Patty Kiewiz	<u>EXC</u>		
Steve Grenier	<u>X</u>	Joy Koomen	<u>EXC</u>		

Others Present: Cole Runge, Lisa Conard, Ker Vang, Tim Reed, Devin Yoder, Kathy Meyer & Jill Michaelson (DOT representative on behalf of Jenny Nelson)

1. Approval of the minutes of the November 3, 2021 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier seconded by P. Blindauer, to approve the minutes of the November 3, 2021 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file the draft minutes of the November 8, 2021 meeting of the Brown County Transportation Coordinating Committee (TCC).

A motion was made by S. Grenier seconded by G. Pahl, to receive and place on file the draft minutes of the November 8, 2021 regular meeting of the Brown County Transportation Coordinating Committee (TCC). Motion carried.

3. Overview of the 2021 Coordinated Public Transit-Human Services Transportation Plan for Brown County, WI.

L. Conard provided an overview of the 2021 Coordinated Public Transit-Human Services Transportation Plan. L. Conard explained that federal law requires the creation of the plan, and in cooperation with the Wisconsin Department of Transportation, the Brown County Planning Commission staff is responsible for this requirement in Brown County. The plan allows Brown County to receive federal and state specialized transportation aid related to specialized transit.

L. Conard stated that the plan focuses on specialized transportation, but staff is also required to address transportation services for low-income individuals. L. Conard noted that as of the 2020 US Census, there are 268,740 people in Brown County. Targeted Population includes:

- Seniors - 37,538 or 14.0% of the population are 65 or older
- People with Disabilities - 27,648 or 10.3% of the population
 - Seniors with Disabilities - 21,960 or 8.2% of the population
 - Non-Seniors with Disabilities - 5,688 or 2.1% of the population
- People in Poverty - 24,825 or 9.2% live below the poverty level

Plan development process requires the following elements:

1. Complete an Inventory of Transportation Services in the county that serve seniors, individuals with disabilities, and low-income individuals.
2. Facilitate a County Meeting which includes representatives from public, private, and nonprofit transportation and human service providers, as well as participation from the public (293 individuals and or agencies invited).
3. Develop an Action Plan.
4. Review and approve a Program of Projects falling under Federal Section 5310.

L. Conard reviewed the inventory of Specialized Transportation Services in Brown County to include pre-covid ridership, service areas, and service hours.

L. Conard stated a County Meeting was held on October 19, 2021, and 293 entities were invited to the meeting.

L. Conard reviewed the action plan. L. Conard noted that there are 18 different action plan items in the report. An action plan:

- identifies issues & concerns with transportation services and identifies possible solutions
- identifies the responsible parties
- identifies possible timeline
- identifies roadblocks to implementation

L. Conard highlighted a few of the action plan issues.

- gas tax (no federal and state gas tax increases in many years resulting in flat or minimal changes in specialized transportation funding)
- service gaps (late night, Sunday, holidays)
- labor/driver shortage (volunteer and paid drivers)

L. Conard reviewed the 2022-2026 Program of Projects.

L. Conard stated that this plan does not require approval by the planning commission. Instead, the County Meeting participants approve the plan. L. Conard stated after the County Meeting, staff wrote a plan based on comments received at the meeting and meeting participants were given a 30-day review and comment period. Staff will now forward the plan to WisDOT for certification by the Federal Transit Administration.

Question was asked if the Village of Hobart is looking for a transportation plan for Veterans? L. Conard stated the DAV (Disabled American Veterans) will transport veterans to and from the veterans clinic free of charge. L. Conard also stated that the Mobility Coordinator at Green Bay Metro is familiar with all of the transportation services in Brown County beyond those offered by Green Bay Metro and is available to help individuals navigate transportation services.

Question was asked about the Oneida Public Transit and do you have to be a tribal member to use it. L. Conard stated you do not need to be a tribal member to use it.

Question was asked about federal funding for assistance with public transportation in the Village of Howard. L. Conard explained how the funding structure works. Discussion on funding occurred.

Discussion occurred on select private intercity bus companies.

A motion was made by G. Pahl, seconded by D. Juengst to receive and place on file the 2021 Coordinated Public Transit-Human Services Transportation Plan for Brown County, WI. Motion carried.

4. Discussion and action regarding the Draft 2022 Brown County Section 85.21 Program Plan/ Application.

K. Vang provided an overview and background of the Section 85.21 program and proposed budget for 2022 via PowerPoint. K. Vang provided an overview of each project.

**Brown County
Section 85.21 Budget Summary
for 2022**

	Brown County Health & Human Services Van Driver	Curative Connections Transportation Service	Salvation Army Transportation Service	Mobility Management of Brown County	LIFT Pass Program	Total
\$85.21 - Allocation	\$30,039	\$562,274	\$8,250	\$20,106	\$4,032	\$624,701
\$85.21 - Trust Fund	\$0	\$0	\$0	\$0	\$0	\$0
Brown County (Local Match)	\$6,600	\$100,656	\$1,650	\$5,026	\$1,008	\$114,940
Curative Connections (Local Match)	\$0	\$10,000	\$0	\$0	\$0	\$10,000
Total:	\$36,639	\$672,930	\$9,900	\$25,132	\$5,040	\$749,641

N. Dantine asked if there was a formula for the county match. K. Vang explained that it was a 20% match.

E. Hudak asked for clarification on the LIFT Program and if the \$5,040 was sufficient. K. Vang explained that Green Bay Metro has their own separate funding for the LIFT Program for low income/general population and this program is for low income seniors and individuals with disabilities. Green Bay Metro only asked for \$5,040.

A motion was made by G. Pahl, seconded by C. Campbell to approve Brown County's Section 85.21 Program Plan/Application. Motion carried.

5. Presentation of the MPO's 2021 Transportation System Performance Measures Report.

K. Vang provided an overview via PowerPoint and described the ten areas included in the report:

- Transportation Safety
- Transportation Structures and Pavement Condition
- Highway & Street Operation, Safety & Accessibility
- Travel and Freight Reliability

- Freight Transportation
- Public Transportation
- Transportation Services for Seniors and Individuals with Disabilities
- Intercity Bus Services
- Bicycle & Pedestrian Facilities
- Tourism

K. Vang highlighted state, county, and local data that supports the above topics. K. Vang also explained some of the topic areas and reviewed the performance measures targets.

Discussion occurred concerning crashes and the number of traffic fatalities and serious injuries.

A motion was made by S. Grenier, seconded by D. Juengst to receive and place on file the MPO's 2021 Transportation System Performance Measures Report. Motion carried.

6. Approval of the WDNR Water Quality Grant Contract.

Annually, the Brown County Planning Commission receives a grant from the Wisconsin Department of Natural Resources (WDNR). D. Yoder stated that the Brown County Planning Commission is the designated areawide water quality commission for Brown County. A copy of the contract is included in tonight's agenda packet.

Staff is asking for your approval of the contract tonight.

It was noted that under section 6 it still lists Chuck Lamine's name. D. Yoder will request that this be changed to Cole Runge.

A motion was made by G. Pahl, seconded by S. Grenier to approve the WDNR Water Quality Grant Contract. Motion carried.

7. Presentation and discussion on the Health Chapter of the Brown County Comprehensive Plan Update.

D. Yoder provided an overview of the draft chapter of the Health Element. D. Yoder explained that the Health Chapter is not a requirement of the comprehensive plan but has been added to tie together how health elements overlap with different planning aspects. Within the planning field, there has been a growing awareness that public and community health is an important topic that is impacted by many different things within the built environment. BCPC staff is working to enhance that awareness within this area, which led to creating this chapter.

D. Yoder highlighted some of the key areas within the chapter.

D. Yoder reviewed the Brown County Community Health Assessment & Improvement Plan section, which is carried out by the Brown County Public Health Department and other local groups and organizations that carry out health-related work in the community. D. Yoder noted that Brown County is required every three years to update their community health improvement plan. The health assessment is conducted before the community health improvement plan to set the goals and priorities for that planning period.

D. Yoder will forward a link to the board members regarding the Brown County Public Health Department's information about the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). The link to the CHA provides a summary of information, and there is an opportunity to provide input about the CHA through a link to a survey.

D. Lindstrom agreed that this was an important topic, and glad to see it as part of the planning process. D. Lindstrom asked if the health connections would be highlighted with other planning areas in the implementation section of the plan. D. Yoder responded that those connections would indeed be highlighted in that section. G. Pahl asked who had the authority to mandate masks in local restaurants and other establishments. D. Yoder responded that it varies by community, county, and state, and was not able to answer that question.

A motion was made by D. Coenen, seconded by G. Pahl to receive and place on file the Health Chapter of the Brown County Comprehensive Plan Update. Motion carried.

8. Update on Chapter 21 Brown County Land Division and Subdivision Ordinance Rewrite process.

T. Reed provided an update on the Technical Advisory Committee meetings. T. Reed stated that the committee held their first meeting on November 16th and reviewed the ordinance sections. T. Reed indicated that the second meeting is scheduled for December 14th and the Committee will cover sections under the general provisions of the ordinance. T. Reed noted that the ordinance rewrite is on schedule to be completed by May of 2022.

9. Brown County Planning Commission staff updates on work activities during the month of November 2021.

A motion was made by S. Grenier, seconded by M. Harris to receive and place on file the staff updates on work activities during the month of November. Motion carried.

10. Planning Directors Report.

C. Runge stated that some board members may have a Title VI form paperclipped to their nameplate. C. Runge explained the purpose of the form and asked that members complete the form and return it to staff.

C. Runge thanked everyone for their participation on the board and wished everyone a *Happy Holiday Season*.

11. Other matters.

None

12. Adjourn.

A motion was made by G. Pahl, seconded by S. Grenier, to adjourn. Motion carried.

The meeting adjourned at 8:00 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
December 1, 2021**

November 2021 Staff Activity Reports

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

- Prepared for and participated in a monthly core team meeting for the Northeast Wisconsin Intermodal Freight Facility Study.
- Participated in two biweekly meetings of the Brown County/Newcap Emergency Rental Assistance (ERA) Program Team.
- Continued to work with representatives of Brown County, the City of Green Bay, and Port of Green Bay to develop potential redevelopment concepts for the Pulliam Plant Site.
- Completed and submitted the MPO's report and reimbursement request to WisDOT for the third quarter of 2021.
- Responded to questions from the public about the South Bridge Connector (SBC) project.
- Completed the environmental report for the county's Community Development Block Grant (CDBG) CLOSE grant project and sent the report to the Wisconsin Department of Administration for final approval.
- Participated in redistricting process meetings with representatives of Brown County. Also prepared information for and participated in meetings to discuss potential revisions to the county's redistricting ordinance (Chapter 15 of the Brown County Code of Ordinances).
- Corresponded with communities regarding the development of their new voting ward plans.
- Presented the final draft of the MPO's 2022 Transportation Planning Work Program to the BCPC Board of Directors and sent the final document to WisDOT, the Federal Highway Administration, and the Federal Transit Administration after it was approved.
- Organized and facilitated meetings with the Brown County Emergency Rental Assistance (ERA) Program Team and the Wisconsin Department of Administration to discuss obtaining additional ERA funding from the US Treasury Department.
- Revised the ERA contract between Brown County and Newcap to include language regarding the distribution of additional ERA funding and guidance for program eligibility.
- Participated in the Brown County Board of Supervisors' 2022 budget meeting.
- Participated in the first meeting of the Chapter 21 Brown County Land Division and Subdivision Ordinance Technical Advisory Committee.
- Participated in a meeting with PALS staff regarding the status of and next steps for the Brown County Bicycle and Pedestrian Plan Update.
- Developed annual performance evaluations for PALS Department staff. Also conducted meetings with staff to discuss the evaluations.
- Participated in a meeting of the Brown County Executive's Economic Development Cabinet.
- Conducted an interview for the PALS Department's County Surveyor position with the County's Real Property Lister.
- Participated in a quarterly statewide MPO directors videoconference.
- Prepared for and participated in a meeting of the Brown County Board of Supervisors' Planning, Development, and Transportation Committee.
- Advised PALS Department staff on various issues.
- Facilitated PALS Department division managers meetings and planning division meetings.

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

- Continued work on the development of the *Draft 2021 Coordinated Public Transit-Human Services Transportation Plan for Brown County*. The plan is required by federal transportation law. Having a current plan on file with the FTA will allow certain federal and state human-service related transportation dollars to be applied for and received by select local agencies.
 - Developed draft plan and submitted plan to meeting participants for review and comment.
 - Presented draft plan to the TCC via PowerPoint.
 - Prepared one-page executive summary of plan.
- Along with the Transportation Planner, reviewed and provided commented on a request for proposals (RFP) document developed by the City of Green Bay Purchasing Department and Green Bay Metro staff. Metro is looking to hire a transportation operator to provide microtransit services in portions of the Cities of Green Bay and De Pere and the Villages of Allouez, Ashwaubenon, and Bellevue. The current contract with Via expires in the spring. MPO staff will serve on the proposal evaluation team.
- Prepared and distributed the November 8 agenda and packet for the Transportation Coordinating Committee (TCC). Chaired the meeting. Recorded and wrote minutes.
- Attended meeting with Village of Howard staff, Howard trustees, Green Bay Metro staff, and interested parties regarding the implementation of public transportation services in developed portions of the village. Public transit in the village has been a point of discussion since the mid-1970s. The village has not been interested in contributing to the local share of operating expenses and, therefore, service has not been provided.
- Reviewed WisDOT correspondence regarding the assignment of \$1,666,297 of Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) funds appropriated to the Green Bay MPO. WisDOT has programmed the funds to offset the cost of resurfacing STH 172 from the airport to I-41. The project is scheduled for 2023/2024. Additional correspondence regarding the advancement of an STBG funded project from 2023 to 2022.
- Attended public information meeting regarding Green Bay Metro's proposed new low-income based program called LIFT in lieu of offering Green Saturdays (everyone rides free on Saturday). Low-income individuals may receive up to four day passes per month at no cost.
- Attended the Green Bay Transit Commission meeting on November 17.
- Correspondence with WisDOT regarding the Transportation Alternatives Program funding capacity for upcoming cycle.
- Reviewed the *Draft 2022-2025 Statewide Transportation Improvement Program (STIP)* issued by WisDOT.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended the MPO/RPC Quarterly Meeting hosted by WisDOT.
- Attended webinar regarding changes to Non-Emergency Medical Transportation (NEMT) hosted by Wisconsin Department of Health Services.
- Along with MPO Director, completed annual performance review of the Transportation Planner.
- Completed required annual HIPPA training.
- Participated in BCPC staff meetings as necessary.

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

General/Local Assistance

- Participated in staff meetings.

- Completed BCPC staff reporting for November.
- Assisted municipalities with completing ward maps.
- Assisted the county clerk's office in approving the final county redistricting map.
- Answered questions from municipal staff about the ward map drafting and approval process.
- Continued drafting health chapter for the Brown County Comprehensive Plan Update.
- Created presentation on the health chapter to present at the December BCPC meeting.
- Assisted the Town of Lawrence in completing its farmland preservation recertification application.
- Completed annual staff performance review with supervisor.
- Updated maps for use by the Supervised Release Committee.
- Attended Supervised Release Committee meeting on November 18.

Transportation Planning

- Met with MPO staff to review the Brown County Bicycle and Pedestrian Plan update status.
- Sent the Village of Wrightstown Bicycle and Pedestrian Plan out for final printing.
- Corresponded with Village of Suamico staff to plan for starting the village's bicycle, pedestrian, and trails plan work next year.

Natural Resources 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.
- Met with DNR staff virtually to continue training on sewer service area planning program, and to coordinate on current plan update process.
- Continued to update the BCPC website to include most current info on sewer service area planning.
- Participated in phone call with East Central RPC staff to discuss areawide water quality management planning.
- Received annual Water Quality Grant contract from the DNR and prepared for its signing at the December BCPC meeting.
- Attended the semi-annual Northeast Wisconsin Stormwater Consortium meeting in Grand Chute on November 8, 2021.
- Conducted MS4 field work checking county highway outfalls in the Village of Bellevue for illicit discharge as part of the permit's annual monitoring and reporting.
- Reordered supplies for stormwater testing for MS4 monitoring.
- Provided BCPC staff an overview of the MS4 program at the monthly staff meeting.
- Completed quarterly reporting for the DNR Water Quality Grant.
- Submitted a Sewer Service Area amendment application and staff report to the DNR for review.
- Completed two ESA plan corrections.

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

- Prepared and ordered two (2) 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 three (3) final site inspections for CDBG clients.
- Prepared and ordered one (1) asbestos assessment for a Brown County RLF client.

- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Prepared three (3) CDBG clients and the contractors for their future rehabilitation projects.
- Opened three (3) new CDBG applications.
- Prepared and closed four (4) CDBG Housing Rehabilitation Loans.
- Prepared three (3) CDBG Environmental Reviews.
- Prepared and corresponded with one (1) bid document to a CDBG applicant for a future rehab project.
- Reviewed and prepared two (2) mortgage loan satisfactions for existing CDBG/RLF clients due to project change orders or payoffs.
- Reviewed and prepared one (1) mortgage amendment for an existing CDBG client.
- Attended staff meetings either in person and/or via WebEx.
- Attended a Brown County Lead-Paint Coalition Meeting via Group Meet/WebEx.
- Preparing and training part-time staff to help support the program administrator.
- Prepared for and chaired an annual Northeast WI Regional CDBG Committee virtual meeting via WebEx to discuss policy and procedure changes and project production updates.
- Prepared and organized for a CDBG Grant Application to Wisconsin Department of Administration Department of Energy, Housing Community Resources (WDOA-DEHCR).
- 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.

The recent major planning activities of Tim Reed, Senior Planner:

- Processed 11 Preliminary Certified Survey Maps (CSMs) for distribution to commenting agencies.
- Reviewed and prepared comment letters for 8 Preliminary CSMs. Also sent the letters to the surveyors who prepared the CSMs and the affected communities.
- Reviewed and signed 13 Final CSMs.
- Responded to questions about land divisions from property owners and surveyors.
- Reviewed and prepared comment letters for 1 Preliminary Plat. Also sent the letters to the surveyors who prepared the plats and the affected communities.
- Reviewed and prepared comment letters for 0 Final Plat. Also sent the letters to the surveyors who prepared the plats and the affected communities.
- Reviewed and approved 0 Preliminary Plat.
- Reviewed and signed 1 Final Plats.
- Reviewed and distributed comments related to pending CSMs and plats in appropriate departmental files.
- Continue to develop a file for potential revisions to the Brown County Land Division and Subdivision Ordinance (Chapter 21).
- Brown County Land Division and Subdivision Ordinance (Chapter 21) Rewrite
 - Prepared Project Scope and Timeline
 - Prepared Meeting agenda and related packet material in preparation for Technical Advisory Committee Meeting
 - November 16th, Held first meeting of the Technical Advisory Committee – presented/reviewed and discussed the following ordinance sections:

- 21.01 Authority
- 21.02 Title
- 21.03 Jurisdiction
- 21.04 Applicability
- 21.05 Purposes
- 21.06 Abrogation and Greater Restrictions
- 21.07 Interpretation
- 21.08 Severability and Non-Liability
- 21.09 Compliance
- 21.10 Administration
- 21.81 Variances
- 21.82 Appeals
- 21.83 Amendments
- 21.84 Violations, Penalties and Remedies.
- Scheduled next meeting of the Technical Advisory Committee (December 14th @ 1:00pm)
- Preparation of material and resources for next meeting review to include General Provisions ordinance sections:
 - 21.31 Dedication and Reservation of Land
 - 21.32 Land Suitability
 - 21.33 Environmentally Sensitive Areas
 - 21.34 Land divisions not Served by public sewer
 - 21.35 Erosion Prevention Requirements
 - 21.36 Fees

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

- Assisted Senior Planner with the MS4 field work.
- Continued support the new 911 system. Completed a GIS to 911 data refresh. Conference calls with NextGen911 program folks at WI Dept of Military Affairs.
- Continued efforts with LiDAR topographic mapping project. Working to obtain preliminary dataset.
- Received new large-format scanner/copier; assisted with delivery and setup.
- Continued to assist with snowmobile trail map; Assisted clubs with revisions.
- Continuing to participate in the Large County 2020 PUMA Program with WI Dept of Administration.
- Call with Esri to plan for ArcGIS Server & Portal setup for the Sheriffs Office.
- Continued to assist with redistricting efforts as needed. Helped update ward boundaries. Published all maps online (to BrownDog map, etc). Generating BlockIDs for all districts by request. Generating lists of addresses and the ward, district, school district, etc that each address falls in by request of the County Clerk.
- Coordinating with IT on GIS server upgrade project; Conference call & planning.
- Continued to assist with the Broadband Planning efforts. Assisting vendor with data.
- Reviewed applications for GIS Analyst position.
- Working with Rockford Maps to publish new Brown County plat books in 2022.

- Continued to update the GIS database (new streets, addresses, hydrography, navigability, environmentally sensitive areas, sewer service areas, sanitary districts, shoreland zones, LOMAs etc) as needed.
- Continued editing and maintaining the GIS database, web servers, etc.
- Provided parcels and other data to various organizations.
- Assisted others with miscellaneous service, data, information, and training requests.
- Attended staff meetings as needed.

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

Outreach Program

- Left a phone message for Racheal, Communication and Marketing Director, at We ALL Rise to return call to discuss about outreach efforts with their agency.
- Worked on the PowerPoint presentation with feedback from staff.
- Attended Literacy Green Bay 40th Year open house on November 18. Met with staff, tour facility, and learn about their LEP programs.

Section 85.21 Program

- Received and recorded October ridership data and invoice for Curative Connections and BCHHS programs.
- Presented the 2022 Plan/Application to the TCC on November 8.

Performance Measure Report

- Completed the Draft 2021 Performance Measures Report for BCPC.

Related Activities

- Updated TIP story map online.
- Calculated the mileage of each bus route for Green Bay Metro.
- Created a map with streets and District 2 boundary for Supervisor Thomas DeWane.
- Updated PALS website as needed.

Meetings

- Participated in the webinar, Proven Safety Countermeasures 2021 Update, on November 22.
- Attended the presentation by Green Bay Metro staff on GBM On Demand on November 16.
- Watched the webinar, Impact of Transportation-Related Barriers on Self-Perceived Physical Health in US Adults, on November 5.
- Attended the BCPC meeting and presented the 2022 Section 84.21 Plan/Application to the commission and held a public hearing on November 3.
- Participated in an Esri Smart Cities Hands-on Workshop using ArcGIS Urban software on November 4.
- Attended TCC meeting and presented the 2022 Section 84.21 Plan/Application to the committee on November 8.
- Participated in a Poverty Simulation at the New Community Shelter as part of Green Bay Leadership Human Services Day on November 9.
- Participated in PALS staff meetings.

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

- Assigned 1 address for the Town of Glenmore.

- Completed updates to Green Bay Metro's transit guide, as needed.
- Prepared a map of developable airport-owned properties around Austin Straubel International Airport at the request of the Airport Director.
- Updated five Brown County Emergency Rental Assistance (BC ERA) Program maps for rental assistance, utility assistance, internet assistance, mobile home lot rent assistance, and security deposit assistance weekly to incorporate new data into the maps.
- Facilitated a public hearing for the *Draft Congestion Management Process (CMP) Update for the Green Bay Metropolitan Planning Area* at the Brown County Planning Commission Board of Directors meeting on November 3.
- Collaborated with Green Bay Metro and the MPO Principal Planner to finalize the draft RFP for microtransit services within participating transit communities in the Green Bay metro area.
- Reviewed and provided feedback on the draft MPO presentation that will be used during outreach events with minority and low-income populations across the Green Bay MPA.
- Reviewed and provided feedback on the draft 2021 Performance Measures Report for the MPO.
- Continued to work on drafting the bike and pedestrian plan update for Brown County. This work included:
 - Completing edits to the county's bicycle facilities and sidewalk facilities GIS datasets as part of the County's bike and ped plan update.
 - Continuing to write the draft plan update.
 - Updating maps and creating new maps for the plan.
 - Facilitating a meeting with the Planning Director/MPO Director and Senior Planner to discuss the Bike & Ped Plan Update.
 - Preparing for and facilitating a meeting with WisDOT to discuss draft recommendations on WisDOT facilities. Also met with Village of Denmark staff to discuss draft recommendations on village facilities.
- Attended regular BCPC staff meetings.

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

- Attended staff meetings as needed/requested.
- Attended monthly Brown County Homeless Coalition Meeting for November.
- Attended monthly meetings with BCHA Subcontractor.
- Attended monthly meetings with BCHA Chair.
- Attended United Way Program Investment Council Meetings.
- Participated in a conference calls with HUD-Milwaukee representative to discuss current funding situation and strategies to improve program utilization.
- Attended monthly meetings with City of Green Bay Staff regarding Homelessness Prevention and Affordable Housing.
- Assisted with implementation of Wisconsin Emergency Rental Assistance Program for Brown County. Updated WERA Manual for Brown County to include ERA-2 funds.
- Hosted the Brown County Housing Authority Meetings for November.
- BCHA Subcommittee Meetings in November.
- Participated in the "Affordable Housing Development" community discussion.
- Continued processing applications for Disaster Relief Assistance with Hurricane Ida, processed 125 applications for those impacted by Hurricane Ida.
- Attended Unite Us Networking Event regarding their service providing platform.