

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, September 6, 2023 - 6:30 pm**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room, Green Bay, WI 54302**

**ROLL CALL:**

Paul Blindauer	<u>  x  </u>	Pat Hopkins	<u>  Abs  </u>	Pam Schauer	<u>  x  </u>
Corrie Campbell	<u>  x  </u>	Elizabeth Hudak	<u>  x  </u>	Dan Segerstrom	<u>  x  </u>
Devon Coenen	<u>  x  </u>	Emily Jacobson	<u>  x  </u>	Glen Severson	<u>  x  </u>
Norbert Dantinne, Jr.	<u>  x  </u>	Dotty Juengst	<u>  x  </u>	Jim Steffek	<u>  x  </u>
Steve Deneys	<u>  x  </u>	Dave Kaster	<u>  x  </u>	Mark Thomson	<u>  x  </u>
Geoff Farr	<u>  x  </u>	Patty Kiewiz	<u>  x  </u>	Andy Vanderloop	<u>  Abs  </u>
Mike Goral	<u>  x  </u>	Dane Lasecki	<u>  x  </u>	Nick Weber	<u>  x  </u>
Steve Grenier	<u>  x  </u>	Dan Lindstrom	<u>  Exc  </u>	Matthew Woicek	<u>  x  </u>
Mark Handeland	<u>  Abs  </u>	Josh Lutzow	<u>  x  </u>		
Matthew Harris	<u>  x  </u>	Gary Pahl	<u>  x  </u>		

**Others Present:** Lisa Conard, Casey Krasselt, Kathy Meyer and Cole Runge.

1. Welcome Josh Lutzow.
2. Approval of the minutes of the June 7, 2023, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Kaster, seconded by S. Grenier, to approve the minutes of the June 7, 2023 regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. Receive and place on file the draft minutes of the June 12, 2023 meeting of the Brown County Planning Transportation Coordinating Committee (TCC).

A motion was made by G. Pahl, seconded by C. Campbell, to receive and place on file the draft minutes of the June 12, 2023 meeting of the Brown County Planning Transportation Coordinating Committee (TCC). Motion carried.

4. **Public Hearing:** *Draft Major Amendment #5 to the 2023-2026 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

L. Conard provided an overview of Amendment #5. L. Conard noted that Green Bay Metro has revised its 2023 Program of Projects as staff has recently been provided the final 2023 dollar amount from FTA.

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 planning commission that all of the public participation requirements for the amendment have been fulfilled.

5. Discussion and action regarding the *Draft Major Amendment #5 to the 2023-2026 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

A motion was made by S. Grenier, seconded by G. Pahl, to approve the draft Major Amendment #5 to the 2023-2026 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

6. **Overview and Public Hearing:** *Draft 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area and the Green Bay Metro 2024 Program of Projects.*

L. Conard provided an overview via PowerPoint.

L. Conard noted that a TIP contains a multi-year program of highway, road, transit, transportation projects for seniors and individuals with disabilities, and bike/ped projects. This draft TIP included projects funded by 13 different federal funding sources.

1. NHPP - National Highway Performance Program
2. STBG - Surface Transportation Block Grant Program - Wisconsin projects
3. **STBG - Surface Transportation Block Grant Program - MPO projects**
4. STBG-HIP – STBG - Highway Improvement Program
5. STBG-Local - Surface Transportation Block Grant – local road projects (new)
6. **TAP - STBG set-aside for Transportation Alternatives**
7. **CRP – Carbon Reduction Program – MPO projects (new)**
8. HSIP - Highway Safety Improvement Program
9. HSIP/OCR - Highway Safety Improvement Program – Rail/Highway Crossing Safety
10. Section 5307 - Urbanized Area Formula Grants Program
11. **Section 5310 - Enhanced Mobility of Seniors & Individuals with Disabilities**
12. Section 5311 - Rural Transit Assistance Program
13. Section 5339 - Bus and Bus Facilities Program

The programs in bold represent those over which the Brown County Planning Commission Board of Directors has decision-making authority. The remaining programs represent those over which other entities, such as the Federal and State governments, as well as the Green Bay Transit Commission, have decision-making authority.

Regardless of approval authority, all federally-funded surface transportation projects must appear in the TIP.

L. Conard noted that federal surface transportation investment in the area in the last 10 years has topped 500 million dollars.

L. Conard provided examples of projects recently completed in the area.

L. Conard provided program highlights:

- I-41 Expansion segments - \$191,000,000+ (includes portion outside of urban area)
- All South Bridge Connector segments are identified in the TIP, with the interchange at I-41 using federal NHPP funds.
- Additional projects funded through Bipartisan Infrastructure Law (BIL)

L. Conard provided a listing of the Green Bay Metro 2024 Program of Projects.

Program/Project	Federal Funds	Total Cost
<b>Section 5307 Operating Assistance - ARP &amp; CARES</b>	\$2,412,000	\$7,099,000
<b>Section 5307 Operating Assistance for Security - ARP &amp; CARES</b>	\$38,000	\$38,000
<b>Section 5307 Capitalized Maintenance - ARP &amp; CARES</b>	\$311,000	\$389,000
<b>Section 5307 Urbanized Area Formula</b>		
Safety Improvements	\$22,000	\$27,000
Security Improvements	\$30,000	\$37,000
CAD/AVL	\$504,000	\$630,000
Transitway Pavement Rehab	\$1,440,000	\$1,800,000
Roof Replacement	\$853,000	\$1,066,000
Maintenance Truck	\$58,000	\$73,000
Floor Scrubber	\$44,000	\$55,000
Walk Behind Floor Scrubber	\$16,000	\$20,000
<b>Section 5339 Direct Allocation</b>		
Shop Toolboxes	\$25,000	\$31,000
Facility Rehab (Bus Wash)	\$40,000	\$50,000
HVAC - Four Units/Air Conditioner	\$523,000	\$654,000
Bus Lifts	\$359,000	\$449,000
Facility Lighting Upgrades	\$157,000	\$196,000
HVAC - Heating/Cooling Repairs	\$19,000	\$24,000
Fuel System	\$8,000	\$10,000
<b>Section 5310</b>		
Administration	\$27,158	\$27,158
Mobility Management Program	\$122,215	\$152,769
<b>Total:</b>	<b>\$7,008,373</b>	<b>\$12,827,927</b>

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 planning commission that the TIP is undergoing a 30-day public review period and anticipates that staff will be seeking approval at the October meeting.

7. Discussion and action regarding the adoption of the Public Transportation Agency Safety Plan (PTASP) Performance Measures Targets for 2024.

C. Krasselt summarized the performance targets for the Fixed Routes, Microtransit, and Paratransit.

A motion was made by C. Campbell, seconded by M. Harris, to approve the adoption of the Public Transportation Agency Safety Plan (PTASP) Performance Targets for 2024. Motion carried.

8. Discussion and action regarding the adoption of the State of Good Repair and Transit Asset Management (TAM) Performance Measures Targets for 2024.

C. Krasselt summarized performance measures for the percentage of passenger vehicles beyond useful life, major equipment beyond useful life, and condition of major transportation facility based on the transit economic requirements model rating system of 1 (poor) to 5 (excellent).

Question asked what are cutaway vehicles? P. Kiewiz explained that the vehicles look like small buses and are commonly used to transport multiple passengers using wheelchairs.

Question was asked how is “beyond useful life” determined? P. Kiewiz explained that the Federal Transit Administration (FTA) establishes guidelines for all major pieces of equipment.

A motion was made by G. Pahl, seconded by G. Farr, to approve the adoption of the State of Good Repair and Transit Asset Management (TAM) Performance Measures Targets for 2024. Motion carried.

9. Discussion and action regarding the 2023 Transportation Planning Budget Amendment.

C. Runge summarized the staff report. C. Runge explained that in our 2023 Work Program, we were planning to work with the East Central Wisconsin Regional Planning Commission (ECWRPC) on Phase 2 of the Northeast Wisconsin Regional Internodal Freight Facility Study. We finished the first phase in May 2022. In 2023 we were planning to use some of the federal planning funding for consultant services; however, because no consultants responded to the project’s RFP and ECWRPC experienced staffing shortages, the scope of the project will be revised and the RFP will be reissued later this year with the goal of securing consultant services in 2024.

Staff is requesting that the BCPC Board approve this amendment which will relinquish the \$80,000 in federal planning funding and allow it to be redistributed to MPOs throughout the state for this year.

Question was asked if we will lose the funding. C. Runge explained that we did not lose the funding, just shifted the funding to a different year.

A motion was made by G. Pahl, seconded by D. Juengst, to approve the 2023 Transportation Planning Budget Amendment. Motion carried.

Question was asked about sharing of funds if we don’t use them in a particular year, was that this program? C. Runge clarified programs and funding.

10. Brown County Planning Commission staff updates on work activities during the months of June, July and August 2023.

A motion was made by S. Grenier, seconded by P. Kiewiz to receive and place on file the staff updates on work activities during the months of June, July, and August 2023. Motion carried.

11. Planning Directors Report.

C. Runge stated that at the May BCPC meeting, staff was directed to draft a letter for the Planning Commission president’s signature to express the MPO’s concerns about how the state is administering various local funding programs. Staff did draft the letter and it was sent to WisDOT in July.

C. Runge provided an update on the South Bridge Connector (SBC) project.

C. Runge stated that the 2023 air photo project for the county is finished, and the preliminary photos are posted on the county’s GIS system.

C. Runge provided an update on the county’s Emergency Rental Assistance (ERA) program.

C. Runge provided an update on the ERA program’s eviction diversion program.

12. Other matters.

None.

13. Adjourn.

A motion was made by G. Pahl, seconded by M. Woicek to adjourn. Motion carried.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
September 6, 2023**

**June, July & August 2023 Staff Activity Reports**

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

- Responded to questions from communities and the public about the South Bridge Connector (SBC) project. Also developed SBC information for a state senator at the request of the senator's staff.
- Developed a Memorandum of Understanding (MOU) between WisDOT, FHWA, and Brown County regarding the addition of the South Bridge Connector between I-41 and State Highway 32/57 to the National Highway System (NHS). Also participated in videoconferences with WisDOT and the Federal Highway Administration (FHWA) to discuss the steps necessary to add this section of the SBC to the NHS.
- Facilitated six meetings of the Brown County/Newcap Emergency Rental Assistance (ERA) Program Team. Also facilitated ERA Program meetings with Brown County team members.
- Developed language for a revision to the ERA Program contract between Brown County and Newcap regarding the re-establishment of an eviction diversion program in cooperation with the Brown County court system.
- Participated in an ERA Program videoconference with the Brown County Housing Authority Executive Director and the US Treasury Department's ERA Program Policy Advisor.
- Continued to work with representatives of Brown County, the City of Green Bay, and Port of Green Bay on the redevelopment of the Pulliam Plant Site.
- Developed justifications and other information for two variances to the City of Green Bay Zoning Ordinance for the Certified Survey Map (CSM) that will establish the land parcels for the Port of Green Bay at the former Pulliam Plant Site. Also facilitated discussions with City of Green Bay staff, the Green Bay Plan Commission, and other stakeholders regarding the CSM and other aspects of the port land parcel establishment process.
- Completed a transportation safety and accessibility study for a section of Holmgren Way in the Village of Ashwaubenon. Also presented the study to Ashwaubenon's Bicycle and Pedestrian Committee and answered questions from committee members.
- Reviewed resumes and other information submitted by applicants for the Brown County/University of Wisconsin – Green Bay (UWGB) Economic Development Executive position. Also participated in candidate interviews with representatives of UWGB and New North, Inc.
- Prepared for and participated in a focus group meeting for a market study being conducted by UWGB for the Phoenix Innovation Park that is planned for the UWGB campus.
- Developed a 2023 MPO Transportation Planning Work Program activities status report for a mid-year review of the transportation planning program. Also participated in the mid-year review with the Principal Transportation Planner and representatives of WisDOT, FHWA, and the Federal Transit Administration (FTA).
- Prepared for and participated in a 2024 transportation planning funding videoconference with representatives of WisDOT, FHWA, and the state's other MPOs.
- Participated in a 2020 Green Bay Urbanized Area Boundary development videoconference with MPO staff and representatives of WisDOT. Also participated in meetings with MPO staff to develop the draft 2020 Urbanized Area Boundary for WisDOT's review.
- Worked with the Planning and Land Services (PALS) Department's Office Manager and division managers to develop the department's proposed 2024 budget. Also developed

supporting documentation for the department's budget and presented the proposed budget to the County Executive.

- Developed the MPO's Draft 2024 Transportation Planning Work Program and budget. Also developed a work program review checklist and sent the draft work program and checklist to WisDOT, FHWA, and FTA for review.
- Developed the MPO's report and reimbursement request to WisDOT for the second quarter of 2023.
- Participated in a local officials meeting for the I-41 reconstruction project.
- Reviewed and commented on the Draft 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
- Developed an amendment to the MPO's 2023 Transportation Planning Work Program budget and sent it to WisDOT for review.
- Identified sites of interest and a route for an economic development bus tour in September of 2023. Also prepared summaries of each site for the tour's brochure, a bus arrival and departure schedule, and other information and arrangements for the tour. The tour is an initiative of the County Executive.
- Served as Brown County's representative for Tax Increment District Joint Review Board (JRB) meetings in the Village of Suamico and City of De Pere.
- Reviewed and commented on the Town of Lawrence Comprehensive Plan Update's Draft Transportation Chapter. Also participated in comprehensive plan update videoconferences with town staff and the County Senior Land Use Planner.
- Facilitated a Town of Lawrence Comprehensive Plan Update Advisory Committee meeting with the County Senior Land Use Planner.
- Prepared for and participated in videoconferences with representatives of Wisconsin's other large MPOs, WisDOT, and FHWA to discuss the development of an agreement regarding coordination, roles, and responsibilities with federal formula funding programs that affect the four MPO areas.
- Reviewed and signed one Final Certified Survey Map.
- Reviewed and processed one Preliminary Certified Survey Map and one Preliminary Subdivision Plat.
- Prepared for and participated in a meeting of the Aging and Disability Resource Center of Brown County's Central Kitchen Project Core Team.
- Reviewed and commented on draft chapters of the 2024-2028 Green Bay Metro Transit Development Plan.
- Participated in a videoconference with Wisconsin Department of Natural Resources (DNR) representatives and the County Natural Resources Planner to discuss DNR comments about the draft Brown County Water Quality Plan Update.
- Participated in three meetings of the Brown County Executive's Economic Development Cabinet.
- Participated in three meetings 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:**

- Finalized *Mid-Year Major Amendment #4 to the 2023-2026 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*
  - Held public hearing and concluded public participation process requirements.
  - Presented amendment to the BCPC Board of Directors the evening of June 7.
  - Assigned MPO TIP numbers.
  - Redemonstration of fiscal constraint.

- Submitted final amendment to FHWA, FTA, and WisDOT for approval (subsequently approved by WisDOT on June 29, 2023).
- Began work on *Major Amendment #5 to the 2023-2026 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - 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 240 individuals and entities on the MPO's interested parties list.
- Began work on the new *2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Updated text and tables.
  - Coordinated with WisDOT on its 2024-2027+ program.
  - Coordinated with Green Bay Metro its 2024-2026 program.
  - Coordinated with Door-Tran, NEWCAP, and Forward Service Corporation staff to ensure their 2024 projects are included in the TIP.
  - Coordinated with Senior Transportation Planner regarding the maps for the TIP.
  - Published draft document.
  - Scheduled public review and comment periods.
  - Wrote legal notices for TIP and Metro POP.
  - Prepared social media posts.
  - Disseminated draft to approximately 240 individuals and entities on the interested parties list.
- Prepared and submitted to local entities a request for project applications for the upcoming FFY 2024-FFY 2029 Surface Transportation Block Grant (STBG) program funding cycle. Worked with WisDOT Northeast Region staff on program schedule. Projects will be incorporated into the new *2024-2027 Transportation Improvement Program (TIP)*. Evaluated and scored projects based on the *Project Prioritization Process*. The BCPC Board of Directors is scheduled to authorize a substantial amount of federal funds on specific projects in the fall of 2023.
- Continued discussions/correspondence with WisDOT regarding local program management changes as it relates to the STBG and TAP programs.
- Met with WisDOT staff to discuss processes for updating the Green Bay Urbanized Area Boundary, Metropolitan Planning Area Boundary, and the impact the updates will have on the current functional classification system. Worked with Senior Planner to prepare an MPO staff response to the draft 2020 Census Urban Area Boundary and potential Adjusted Urban Area Boundary (aka smoothing boundary process). Continued with roadway functional classification review and update. The BCPC Board of Directors is scheduled to approve a new functional classification system sometime after approval of the Adjusted Urban Area Boundary.
- Continued work on the *2024-2028 Transit Development Plan (TDP) for the Green Bay Metro System*.
  - Finalized draft Paratransit, Finance, Long Term, and Public Participation chapters.
  - Prepared summary detailing rail crossing delay and impact on fixed route system.
  - Prepared meeting packet for July 6 TDP work group meeting and facilitated meeting.
  - Prepared draft Fixed Route and Microtransit Chapter and sent to work group for review and comment.
- Met with Green Bay Metro and Via (private transportation provider under contract to provide paratransit and microtransit services) to discuss a survey aimed at improving the microtransit app.



- Met with Green Bay Metro and Via and Beep (private transportation companies) regarding feasibility study/possible deployment of an autonomous vehicle. Provided feedback to Transit Director.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the Green Bay MPO Mid-Year Review with WisDOT, FHWA, and FTA.
- Participated in the Statewide Quarterly MPO meeting on July 25.
- Worked with Senior Planner in preparation for the Federal Transportation Alternatives Program (TAP) cycle. The BCPC Board of Directors is scheduled to approve funding in the first quarter of 2024.
- Worked with Senior Planner in preparation of the Federal Section 5310 and Brown County's State Section 85.21 Trust project solicitations. Both programs offer funding to programs that provide specialized transportation services to seniors and persons with disabilities. The BCPC Board of Directors is scheduled to approve funding in the fourth quarter of 2023.
- Worked with Senior Planner to refresh MPO webpage.
- Reviewed two transit-related performance measures resolutions prepared by the Transportation Planner. The BCPC Board of Directors is scheduled to take action on September 6.
- Reviewed and provided comment on the draft *Green Bay Metro Bus Stop Study* prepared by the Transportation Planner.
- Participated virtually in the July 11 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.
- Prepared and disseminated agenda and packet for the June 12 meeting of the Transportation Coordinating Committee (TCC). Chaired meeting and wrote minutes.
- Presented several items at the Brown County Planning Commission Board of Directors meeting the evening of June 7. Wrote meeting minutes.
- Participated in the Green Bay Transit Commission meetings on July 19 and August 16.
- Completed mandatory training entitled *Sexual Harassment Prevention for Employees*
- Completed mandatory training entitled *Crucial Conversations and Performance Management*
- 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 June, July, and August.
- Assisted the public in general zoning and land use questions.
- Worked with GIS intern on potential projects during the internship period.
- Assisted PALS staff with budget information needed for the 2024 department budget.
- Assisted with the review and signatures of CSMs and plats as needed while other staff was on vacation.
- Assisted the Town of Eaton with researching historical zoning information.
- Assisted the Town of Morrison with zoning-related questions.
- Completed required annual Brown County staff training.

**Village of Allouez Comprehensive Plan Update**

- Met with village staff and the advisory committee to go on a walking tour of Webster on July 17th.
- Continued drafting Issues and Opportunities chapter.
- Coordinated with village staff on the update process and review transportation-related issues for the plan's transportation chapter.

## **Natural Resources Planning**

### **Brown County Comprehensive Outdoor Recreation Plan (CORP)**

- Met with the plan update working group on June 28<sup>th</sup>.
- Drafted public outreach survey questions and distributed it to Parks staff and the plan working group to review.
- Coordinated with UW-Extension Brown County staff to publish the survey.
- Toured all the BC parks on July 19-20 with Parks staff and working group to talk about current issues and opportunities.
- Worked with the BC PALS summer intern to create maps for the CORP update.

### **Brown County Sewer Service Area Plan**

- 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 virtually with WDNR staff to discuss DNR review and feedback on the draft Urban Service Area Water Quality Plan.
- Drafted responses to the DNR feedback on the plan.
- Revised the Urban Service Area Water Quality Plan for final DNR review.
- Completed six sanitary sewer extension reviews and drafted 208 WQM (Water Quality Management) conformance letters for the projects.
- Coordinated with NEW Water staff and answered questions on potential 208 WQM reviews with applicants for multiple locations.
- Attended the Brown County Water Summit on July 28<sup>th</sup>.

### **Wisconsin Coastal Management Grant Program**

- Finished drafting the Bay of Green Bay Coastal Flood Hazard Mitigation plan.
  - Distributed the draft plan to multiple agencies and coastal professionals for review.
  - Submitted the plan to WCMP as part of the grant deliverables.
  - Completed closeout of the grant.
- Worked with PALS staff to complete the grant reporting for the Chapter 21 Subdivision update project (funded by the WCMP).

### **MS4 (Municipal Separate Storm Sewer System) Permit**

- Coordinated with BC Highway staff on the permit audit response.
- Drafted the permit audit response and submitted to DNR staff for review.
- Provided GIS data to a consultant working with the City of Green Bay on their MS4 permit.

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

- Prepared and ordered eleven (11) initial site inspections for Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and ordered three (3) progress/interim site inspection for CDBG clients.
- Prepared and ordered thirteen (13) final site inspections for CDBG clients.
- Prepared and ordered two (2) lead-based paint inspection for CDBG clients.
- Prepared and ordered two (2) lead-based paint clearances for CDBG clients.
- Prepared and ordered seven (7) asbestos assessment for CDBG clients.
- Prepared fourteen (14) CDBG/RLF clients and the contractors for their future rehabilitation projects.
- Opened nineteen (19) new CDBG applications.
- Denied two (2) CDBG applications.
- Prepared and closed nineteen (19) CDBG/RLF Housing Rehabilitation Loans.
- Prepared and closed one (1) CDBG/RLF Down Payment Assistance Loan.
- Prepared seventeen (17) CDBG Environmental Reviews.
- Prepared and corresponded with thirteen (13) bid documents to CDBG/RLF applicants for future rehab projects.

- Reviewed and prepared eight (8) mortgage loan satisfactions for existing CDBG/RLF clients due to project change orders or payoffs.
- Reviewed and prepared three (3) amendments of mortgage for existing CDBG/RLF clients.
- Attended staff meetings either in person and/or via Microsoft Teams.
- Attended a Brown County Lead Coalition meeting either in person and/or via Teams.
- Prepared for and completed Yr2024 CDBG/RLF Grant Budget Detail.
- Prepared and submitted a resolution to apply for future housing grants.
- Prepared and review housing files for local single audit review.
- Prepared for and attended a local farmer's market to promote the regional housing program and lead paint awareness through The Brown County Lead Coalition.
- Prepared for and attended a meeting with our committee contact of Fond du Lac County Planning Office to discuss updates with our programs and collaborate/coordinate efforts with our housing programs and agencies.
- Prepared for and attended a meeting with our committee contact of Calumet County Planning Office to discuss updates with our programs and collaborate/coordinate efforts with our housing programs and agencies.
- Prepared for and met with an Aging Disability Resource Center (ADRC) representative at Calumet County Human and Social Services to discuss updates with our programs and collaborate/coordinate efforts between our agencies.
- Prepared and submitted a quarterly reimbursement report for CDBG Grant Program 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 Jeff DuMez, GIS/Land Records Coordinator:**

- Spring 2023 aerial photos received, QC work begun, published preliminary images to BrownDog.
- Completed 2024 LIO budget.
- Selected drone after doing RFP, completed training and passed FAA remote pilot exam.
- Imported countywide FEMA flood mapping into county GIS database.
- Reviewed questions and comments from DNR regarding wetlands and county GIS mapping.
- Attended NG911 monthly conference calls. Looked into NG911 GIS grants, correspondence with grant administrator at Dept of Military Affairs.
- Many GIS updates for 911 system & geo refreshes, including changes for response recommendations affected by the Atkinson-143 ramp and travel time over bridge. Attended call to sort through changes to make in GIS to ensure alarm company calls are automatically geoverified.
- Coordinated work for summer intern. One of the many projects the intern completed was scanning and georeferencing the Fall 1967 aerial photos, which were published to BrownDog in August.
- Continued to add to the Broadband Planning GIS app.
- The "OneMap" pilot project RFP was published and a conference call was held. OneMap aims to comprehensively and accurately re-map wetlands, hydro, land use using new LiDAR, orthophotos, culverts and other GIS datasets held by Brown County.
- Continued to assist with the Broadband Planning efforts. Updated online GIS broadband planning app.

- Continued to do updates to the GIS database: Put in new streets, addresses, hydrography, and many other map layers & datasets as needed.
- Sent updated Land Records databases to towns and villages.
- Updated Morrison sex offender restrictions map with help from intern.
- Watched some of the Esri GIS user conference online.
- Continued assisting Land & Water Conservation Dept with misc GIS needs.
- LiDAR and 1-foot contours were distributed to local surveyors and engineers.
- Assisting with annexations, changes to wards sent to state.
- Worked on proposal for state Geographic Names Council to get the state and federal government to officially recognize the names of Wequiock Creek, Mahon Creek, and Lancaster Creek in state and federal maps and databases.
- Assisted IT with projects including GIS software & hardware updates (GIS server disk migration), troubleshooting GIS servers and services.
- Reviewed internet usage statistics for BrownDog. Weekdays average around 2000 views per day, weekends are around 800 views per day.
- Assisted various towns and others with addressing information.
- Made more maps showing the proposed Village of Greenleaf.
- Continued editing and maintaining the GIS database, web servers, etc.
- Assisted many others with miscellaneous service, data, information, training, and troubleshooting requests. Included housing data request for realtors.
- Attended WLIA conference planning calls (this conference will be in Green Bay in February 2024).
- 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.
- Made updates to the culverts layer in GIS using LIDAR.
- Field verified culverts in Eaton & Humboldt.
- Printed 6 maps of the Fairgrounds for the Parks Department.
- Printed 2 posters for Wi-Fi Project.
- Attended the Wisconsin State NG911 GIS Monthly Call for June & July & August 2023.
- Provided updated spot speed test numbers for the Broadband Planning Application.
- Completed the “Commercial Drone Pilot Part 107 Test Prep Course”.
- Passed the “Unmanned Aircraft General - Small (UAG)” Exam for Drone Piloting.
- Completed the online Sexual Harassment Prevention Training.
- Assisted Property Listing with Certified Survey Maps & Plats.
- Assisted Property Listing with adding surveys to the Survey Index.
- Attended staff meetings.

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

**Outreach and Education**

- Continue dialogue with staff at Casa Alba to discuss transportation funding for their senior program.
- Participated in the Leadership Green Bay Curriculum meeting on June 13.
- Visited the Village of Allouez to prepare and make sure the meeting facility is sufficient for Government Day on March 12, 2024.

- Gave a presentation to the Transit Commissioners about the Green Bay MPO Outreach and Education Program.

#### **Section 85.21 Program**

- Received and filed invoices and reports (May, April, June, and July) for transportation providers.
- Began dialogue with transportation service providers on their budget needs for 2024.
- Solicited for capital projects for the available trust fund on July 20 with a due date of August 23.
  - Received two applications and compiled applications for TCC work group to review.
  - Completed a staff report for the TCC.
- Completed 2<sup>nd</sup> quarter report and submitted it to WisDOT.

#### **Section 5310 Program**

- Participated in the Transportation Coordinating Committee meeting and updated members on the available fundings for Section 5310 program for calendar year 2024 and Section 85.21 Trust solicitation.
- Completed a revised award letter to Bill Wheeler at WisDOT regarding State Cycle 47 Section 5310 funding.
- Updated data sheet with changes to vehicle purchase for Section 5310 Program funding (Cycle 45 & Cycle 46).
- Worked with Miranda at Green Bay Metro to get an update on the status of Curative's ordered vehicles which were to be delivered in late spring 2023.
- Solicited for projects for the 2024 calendar year projects on July 20 with a due date of August 23.
  - Received an application from Curative Connections.
  - Completed a staff report to the TCC.

#### **Transit Development Plan**

- Completed draft maps for the 11 transit fixed routes.
- Completed a draft of the paratransit map.
- Generated the results of the public input survey from the GIS online survey.
- Created individual maps for each of the microtransit zones.
- Assembled and inserted maps for the draft Chapter 2 for staff to review.

#### **Transportation Improvement Program (TIP)**

- Created maps for the 2024-2027 TIP.
- Assembled draft 2024-2027 TIP for staff and public to review.

#### **Transportation Alternative Program**

- Updated approved project spreadsheet for 2023-2026.
- Developed and solicited for projects for 2024-2028 TAP cycle.

#### **Functional Classification (FC)/Urban Boundary Adjustment**

- Developed questions and gathered information for the FC update process.
- Participated in a meeting with WisDOT staff on Census 2020 urban boundary adjustment on June 14.
- Completed a draft of the 2020 U.S. Census Green Bay urbanized area boundary. Forward draft urbanized area boundary to WisDOT for review.
- Completed review of the first-round comments from WisDOT for the Green Bay MPO 2020 urban boundary adjustment.

## **Title VI**

- Worked on updating the compliance procedure form, complaint form, and complaint log.
- Reviewed the template and forms for Title VI plan from WisDOT staff.
- Communicated with the Title VI coordinator at WisDOT to make sure that the Green Bay MPO Title VI Plan will be approved. The coordinator is in the process of reviewing the plan.

## **Related Activity**

- Began to work on a map for the Economic Development bus tour in September. Gathered detail information on various developments for the tour.
- Participated in a Teams meeting with WisDOT staff to discuss non-driver data.
- Updated bicycle facility layer in V4.
- Completed the Brown County sexual harassment prevention training for employees online on June 16.
- Participated in the webinar, Using Social Network Analysis to Optimize Access to Culturally Responsive and Affordable Transportation for Older Immigrants, on June 8.
- Participated in the Greater Green Bay Active Communities Alliance meeting on June 7.
- Identified appropriate funding between Safe Street and Roads for All (SS4A) and Carbon Reduction Program (CRP) for a project idea for a staff at the City of Green Bay.
- Completed a map displaying the planned South Bridge Connector and the surrounding communities.
- Participated in a meeting to discuss Automated Vehicles for downtown Green Bay on June 1.
- Participated in a meeting to discuss the process of updating the Coordination Public Transit – Human Services Transportation Plan on June 1.
- Participated in the quarterly MPO/RPC directors meeting on July 25.
- Participated in NEWRATC's meeting on July 11.
- Received and filed SMAs for the Green Bay and Town of Scott Transportation Alternative Program projects.
- Completed MPO 2<sup>nd</sup> quarter report.
- Updated Zoning and Planning web pages.
- Participated in PALS staff meeting.

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

- Assigned 2 addresses for the Town of Glenmore, 2 addresses for the Town of Green Bay, 1 address for the Town of New Denmark, and 1 address for the Town of Pittsfield.
- Certified Survey Maps (CSMs)
  - Began review of 29 new CSMs.
  - Completed 29 CSM reviews.
  - Signed and stamped 26 CSMs.
- Plats
  - Preliminary Plats
    - Began review of 2 preliminary plats.
    - Completed review of 2 preliminary plats.
  - Final Plats
    - Began review of 4 final plats.
    - Completed review of 4 final plats.
  - Signed and stamped 4 plat.
- Reviewed and provided comments on 5 preliminary sketches.
- 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.
- Completed the following items for the Town of Lawrence comprehensive plan update:
  - Researched components for the transportation, agricultural, natural resources, and cultural resources elements of the comprehensive plan and drafted proposed revisions for both chapters.
  - Compiled submittals from the visual preference survey conducted with the Advisory Committee. Prepared two PowerPoints for the visual preference survey results; one PowerPoint for all submissions received and one for a summarized version based on submissions provided.
  - Prepared the agenda and meeting materials for the June and July advisory committee meetings and distributed the materials to Town staff for dissemination to advisory committee members.
  - Prepared a staff report of requested changes to the comprehensive plan by the advisory committee and included the report in the July agenda packet for the advisory committee.
  - Began the update of the Town's Park & Outdoor Recreation Plan. Work included reviewing existing goals and objectives and making recommended revisions, and beginning the inventory of existing parks and facilities in the Town.
  - Prepared for and attended the June and July advisory committee meetings held on June 28<sup>th</sup> and July 26<sup>th</sup>.
  - Completed the draft Utilities & Community Facilities chapter.
  - Completed the draft Intergovernmental Cooperation chapter.
  - Completed edits and revisions to the Utilities & Community Facilities, and Intergovernmental Cooperation chapters of the comprehensive plan based on feedback received from the advisory committee at the July 26, 2023, meeting.
  - Advised and provided feedback to the Planning/GIS Intern on maps prepared for the various chapters in the comprehensive plan.
  - Began working on the land use chapter for comprehensive plan update. This included drafting a conceptual future land use map and distributing the map to the Planning Director and Town staff for review, and preparing draft recommendations for the chapter and sending the recommendations to Town staff for review.
  - Participated in a staff meeting with the Planning Director and Town of Lawrence staff.
- Completed the following items for the Town of Humboldt Comprehensive Plan update:
  - Prepared the draft Citizen Participation Plan (CPP) and sent the draft to the Town of Humboldt Clerk for review. Also, prepared the draft resolution for the CPP and sent it to the Town for review. The comprehensive plan update for the Town of Humboldt began in July.
  - Collected and processed census data for the Town of Humboldt Comprehensive Plan. Updated tables and graphs in the Issues and Opportunities chapter of the comprehensive plan for presentation to the advisory committee. Also, reviewed existing goals and objectives for the Town's comprehensive plan.
  - Prepared the agenda and agenda packet for the kick-off meeting for the Town of Humboldt comprehensive plan update and distributed the materials to Humboldt staff for dissemination to the advisory committee.
  - Prepared for and attended the kickoff meeting for the Town of Humboldt Comprehensive Plan Update. Also, reviewed the draft Issues and Opportunities Chapter with the advisory committee members and responded to questions and comments from advisory committee members.
  - Began working on the existing land use inventory.
  - Began updating the Housing and Economic Development chapters of the plan.
- Continued working on the draft Parks & Outdoor Recreation Plan for the Town of Lawrence. This plan is being completed in conjunction with the Town's comprehensive plan.

- Prepared the final report for Chapter 21 – Land Division and Subdivision Ordinance for the Wisconsin Coastal Management Program and sent the final report to Coastal Management staff for review. The final report closes out this grant and fully concludes the Chapter 21 ordinance update, adopted by the Brown County Board of Supervisors in April of 2023.
- Collaborated with the Brown County Real Property Lister to prepare 2024 estimates for CSM and plat reviews for the draft 2024 Planning and Land Services budget.
- Completed required HR training.
- Attended regular BCPC staff meetings.

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

Green Bay Metro Bus Stop Study

- Continued to create maps to visualize recommendations for future ADA feature implementations and route adjustments.
- Completed the Bus Stop Study and started to prepare a presentation.

Transportation System Performance Measures

- Began to work on the 2023 Green Bay Metropolitan Area Transportation System Performance Measures Status Report.

Green Bay Metro Route Guide

- Updated items in the Green Bay Metro Route Guide including changes to the fixed route and microtransit operational hours.
- Created new single route maps for their corresponding buses and bus drivers.

Brown County Drone

- Passed FAA Part 107 Drone Test and will be receiving training on the drone in mid-September.

**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 August.
- Attended monthly Brown County Homeless Coalition Meeting for June, July and August.
- Attended monthly meetings with BCHA Subcontractor.
- Attended monthly meetings with BCHA Chair.
- Attended United Way Program Investment Council Meetings.
- Attended Northeast Wisconsin's Apartment Association Meeting.
- 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.
- Discussed various housing projects with developers looking to create affordable housing within Brown County.
- Continued work on the conversion of Mason Manor to the Brown County Housing Authority's oversight.
- Discussion with Berkshire Ashwaubenon and their property management company regarding the lease up for the Project Based Vouchers within that development.
- Reviewed BCHA Fraud Files and updated within the State of Wisconsin Tax Refund Interception Program (TRIP).
- Attended Small Claims Court Cases as requested by BCHA's attorney.
- Discussion with City of Green Bay staff regarding possible opportunities for affordable housing development within the City of Green Bay as well as Brown County.



- Completed Environmental Review on Bay City Lofts development, requested Release of Funds from HUD and will execute Agreement to Enter in to a Housing Assistance Payment Contract (AHAP) upon receipt.
- Collaboration with the community providers regarding the creation of a landlord survey that will be used to guide policies and program decisions throughout the community.
- Attended Wisconsin Association of Housing Authorities (WAHA) district meeting as well as state-wide Board of Directors Meetings.
- Completed review on the Emergency Housing Voucher program with HUD's Quality Assurance Division.
- Completed Quality Control File Reviews at ICS for BCHA Program Files.