

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

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Planning, Development & Transportation Committee was held on Monday, March 27, 2017 in Room 161, UW Extension, 1150 Bellevue St.

Present: Supervisors Bernie Erickson, Dave Kaster, Dave Landwehr, Tom Sieber, Norbert Dantine
Also Present: Supervisor Lefebvre; UW-Extension Judy Knudsen, Port & Resource Recovery Mark Walters, Public Works Director Paul Fontecchio, Planning Director Chuck Lamine, Zoning Administrator Bill Bosiacki, Airport Director Tom Miller, Director of Administration Chad Weininger and other interested parties.

**Audio of the meeting is available by contacting the County Board office (920) 448-4015.*

I. Call Meeting to Order.

The meeting was called to order by Supervisor Erickson at 7:02 p.m.

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of February 27, 2017.

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

IV. Approval of Highway location for April meeting with a start time at approximately 5:15pm.

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

Comments from the Public None

1. Review Minutes of:

a. Harbor Commission (January 9, 2017).

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

b. Revolving Loan Fund Committee (September 29, November 11 and December 16, 2016).

Landwehr believed there were past discussions regarding receiving minutes more timely. Lamine informed this committee saw these minutes as preliminary. Revolving Loan Fund Committee didn't meet often so they were seeing the draft minutes until approved by the committee, which were then brought back.

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

Communications

2. Communication from Supervisor Becker re: Per the request of the Town of Pittsfield, move County Rd U to Old 29. Held for one month.

Director of Public Works Paul Fontecchio informed he had spoken with Becker. He asked that this item be received and placed on file as they will be dealing with this in a month or two.

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

UW-Extension

3. Budget Status Financial Report for February 2017 (Unaudited).

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

4. Director's Report.

Knudsen informed they had a farm reserved for "Breakfast on the Farm" for June 18, 2017. It took some media to create awareness that they had challenges finding a farm for this year. Tom and Mike Gerrits were hosting. If they have troubles finding a farm in the future they may host "Breakfast at the Park" as they had other viable options. The Extension talked to the Neville Museum about doing something smaller scale in their parking lot on June 3rd. An ice-cream event to announce that part of the UW-Extension staff will be temporarily located at the Museum and to do some agricultural activities to reach the urban population.

Knudsen spoke to the temporary move of UW-Extension educators & staff (handout provided and attached). The Neville was excited to have them and the opportunity for partnership. UW-Green Bay was also happy, with all the work they were doing in regard to water quality issues. It will be a great opportunity to build relationships and offer community outreach. They had plans to be out of the current UW-Extension building by the 2nd week in May. The memorandum of agreement that they were working with the school district will allow them to maintain access to the grounds, the greenhouse, the shed and hopefully Donovan Hall until the new building is built so they can continue to do some of their programming.

UW-Extension is beginning the reorganization process for Cooperative Extension at the state level. It won't impact very many of Knudsen's staff because most were on external funds. Brown County will stay as a single county as well as Milwaukee, Dane and Waukesha. Virtually all of the other counties were going into clusters of 3-5 counties. They don't know what will happen staffing-wise with educators.

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

Port & Resource Recovery

5. 2016 Port Annual Report.

Resource Recovery Business Development Manager Mark Walter informed this was their overview of what they had done over the last year, giving an idea of what the Port had moved through their facilities. They had done it up a little differently for outreach to the public. He briefly detailed what could be found in the report. Most importantly it laid out goals for 2016, what they accomplished and it looked forward into 2017 in terms of what they were trying to do. A lot of it had to do with diversifying the Port, trying to get it to be a little more accurate.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Budget Adjustment Request (#17-18): Any allocation from a department's fund balance.

The west end of the Cat Island Restoration project is near the navigational channel. The Harbor Commission and

terminal operators have identified this location for a landmark. The proposed landmark would serve as a "welcome" and "farewell" sign to the commercial and recreational boaters of the Port of Green Bay. Development of a firm cost estimate will not exceed \$5,000 with the source of funding being the Harbor Fee. The Harbor Fee is by resolution of the County board. The Harbor Fee generates approximately \$80,000/year from users of the Port (terminal operators). The use of the Harbor Fee is at the discretion of the terminal operators.

Landwehr had some history in this industry from many years ago. His question was related to working with a specific sign company for something that was really just structural engineering type work. He didn't know if that was necessarily the best fit and felt they would steer them in a certain direction. Nothing against what they did, they are good at what they do but he felt there might be other avenues and save them the money on it. Walter informed they had somewhere in the neighborhood of \$10,000 in work that had already been done by them without any cost to the Port between the artist and Jones putting together some original work and this was to tighten up what they actually done without any cost to date. Their terminal operators indicated they could spend up to \$20,000 of their harbor fees to get preliminary design work and other stuff done. Landwehr informed they never charge because they want to sell a sign in the end. Walter stated that they were fully aware that weren't actually looking at a sign, the design was more of a 3-dimensional 20-30' tall structure that would be a way of welcoming people into the port and waving goodbye as they went out. It was something that fit in with seafaring, moving water, etc. They were tightening down the cost estimate and they had to go out for bid for final design work and construction. They've been told that they may not the win the bid. Landwehr's point was well taken; Walter and Erickson informed that this same discussions were held at Harbor Commission.

Replying to Sieber, Walter guaranteed they would never come back for a budget request to take money from the general fund now that the Port had segregated funds, only in terms of taking money from that fund as the match but nothing more than what was in the fund. In this case it would fit their budget or they won't do it. There as about \$400,000 in the budget right now. The most they had taken out in a year was for the Cat Island project. There was a local share match required as part of it. That came from a variety of different sources including \$480,000 from this fund. He reiterated that the terminal operators had control over what the fund was used for.

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

7. **Director Report:** Walter spoke to the Director's Report located in the agenda packet material.

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

Public Works

8. **Summary of Operations:** Public Works Director Paul Fontecchio spoke to the Summary of Operations located in the agenda packet material.

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

9. **Director's Report.**

During their managers meeting today, Fontecchio was informed by his superintendents that summer started tomorrow. They were going to be closing CTH D for pipework so their construction operations were starting up.

Fontecchio informed that in October they stated that come March they would give the committee an update on how well the changes went with the snowplow. His Director's Report predominately spoke to this. He briefly highlighted a few things and noted that they had set four goals which he believed they achieved very well. Plowing routes went very well; more importantly the split scheduling did as well. The level of service, they went form 4 trucks at night to 17 and that really showed.

Fontecchio stated that it was very hard to nail down good metrics for how you compare a storm to a storm and a season to a season. He provided in his report a 'Two Day Storm Event' chart to show the changes in the number of overtime shifts per two-day storm events and cost savings associated with overtime reduction, which reflected a 44% reduction in overtime dollars. This was just a snapshot of things. He informed that when looking at the dollars they spent a lot more money this year on salt. The big thing he focused on were the changes they were proposing to make for 2017-2018, a preview of where they were going in 2018 with regard to plowing was detailed in his written report.

Fontecchio added that if PD&T needed a space for meetings they were welcome to use the Highway facilities.

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

10. Recommendation and Approval for Brown County Courthouse Dome Repairs and Restoration – Project #2127.

Fontecchio informed that part of the bid process there was an approved bidder process beforehand so they approved the bidders and they actually vetted a number of them out before that and that's how it got down to 2 bidders.

Supervisor Lefebvre stated that with it being real copper, she was informed that if they let it go green it would seal it even more. She suggested that he look into it as it might be better to let it go green. Fontecchio replied that he heard that but at the Executive Committee the discussion came up and it was to keep it shiny and seal it every 6 or 7 years.

A lengthy discussion ensued with regard to determining the lowest bidder, Sieber noted that it looked like they could get everything done cheaper if they went with #2 and normally they always went with the lowest bidder. Fontecchio stated that was correct if they accepted everything. There were some inconsistencies in the bid, some of tabulations he wasn't very comfortable with even after he called them and brought it up. Fontecchio informed that from a bidding point of view he felt it was always good practice to look at the base bid and their decision was weighed heavily on the base bid. The fact that the base bid was lower and they didn't need #3, their recommendation was to go with Structural. They didn't need the full depth repair on something that wasn't structural or exposed to the weather. Speaking further to Sieber's concerns, Fontecchio stated the question really was what was the lowest bid? With bids this close, they could pick and choose alternatives, and that's why he didn't like the alternatives being even a factor. He added that they ran this past Purchasing and Corporation Counsel.

Dantine and Kaster believed the bid should go to the lowest qualified bidder.

Landwehr stated he had been dealing with this for 22 years and agreed with Fontecchio that generally it was the based bid; it was the norm for the most part, generally though they just ask that that be spelled out in the bidding documents. Fontecchio responded that that was the thing he felt was lacking personally but he didn't catch it. If this were on the Highway side they were spelled out but on the Facility and Purchasing side he did not see that specifically but he wished they would have been. It bothered him that they had a negative on an additive and was worried that if a company messed up a bid item, would they be looking for money through the whole thing to make up for that. That wasn't something Fontecchio wanted to get into. Landwehr was fine with the base bid but felt the other thing they could look at was their score in order to be qualified. Fontecchio informed they weren't scored; it was more of a pass/fail.

**Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to approve the contract to Structural Preservation Systems, LLC for \$1,651,140.00 including the deducts and the allowance. Vote taken. Nay: Sieber.
MOTION CARRIED 4 to 1**

11. Discussion re: Moving CTH T reconditioning project from 2018 to 2017 and possible funding sources.

Fontecchio informed that over the years a lot of bonding and capital projects came in under budget as their crew did a good job finding ways to save money. They also had a number of projects that were extras that they threw in. The bad thing was that they didn't have any extras anymore. The money they had from coming in under on 2016 projects was allocated to 2017 projects. In talking with the Director of Administration Chad Weininger on the bond side, it

sounded like they were hitting their limit of the \$10 million bonding amount that they typically wanted to stay at to get a bank qualified rate. This project was looking like \$672,000. He will try to move it up to the earlier part of the season for 2018.

Weininger briefly spoke to the bonding. He informed they were only left with about \$100,000 that they could bond for in addition to what they had plans to take out and to stay under the cap. He had their bond folks run the numbers and it was pretty tight. If they exceeded the \$10 million they would be borrowing at a higher rate of interest.

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

12. **An Ordinance to Amend Section 6.10 of the Brown County Code of Ordinances Entitled, "Contract Highway Construction by County".**

Fontecchio informed that he had received the ordinance at 2:45pm and provided copies to the committee, along with Public Works Rule PW-07 (both attached) in which he spoke to. He informed that the ordinance referenced the Municipal Project Agreement language in the Public Works policy.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Planning and Land Services

Land Information – No agenda items.

Planning Commission

13. **Southern Bridge project update.**

14. **Request for Proposal (RFP) for Brown County: Architectural/Engineering Services for New Science, Technology, Engineering & Math (STEM) Innovation Center.**

Planning Director Chuck Lamine informed this was the first step. They were working with Engineer Doug Marsh and Public Works/Facilities in developing the RFP. This was to do all the architectural and engineering work for the 55,000 sq. ft. STEM Innovation Center. There was a pretty tight schedule to hit the deadline. They would be hopefully having all their responses back from vendors in May 2017, have the contract signed in August and design work through the winter and starting construction in 2018 to be done and to kick off the school year of September of 2019. It was a standard contract that they did for architectural engineering; he informed the details were on pages 7-9.

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

15. **Update regarding development of the Brown County Farm property – standing item.**

Lamine informed that their focus had been the STEM building; they had been meeting with the user groups for the Einstein Project, UWGB with the engineering program, Land Conservation and the UW-Extension office. They had been going through the building, what they were hoping to have in it, and how the space was going to be shared. Everyone was really excited about the new building. They made some good progress and having the RFP move forward was a good step.

Responding to Lefebvre's question regarding concerns of location, Lamine informed there had been some concerns but they had several meetings with the neighborhood association and if you have a room full you may have someone that will have a negative comment. They spent an hour and a half to two hours at the last meeting and generally people were pretty excited and liked the concept and liked the notion. One of the key elements was to try to integrate the environmental features of the property into the neighborhood as a trail system and make that part kind of a laboratory for Land Conservation and saving those environmental features and leaving trails in place. Lefebvre

questioned if there were concerns with traffic. Lamine responded that ultimately the intent was to have a series of roads and spoke to their intent. He felt there was adequate capacity for what was intended.

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

16. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).

Lamine informed the 2016 year-end showed the Planning Division ended up \$69,000 to the good. They did carryover \$50,000 but they were still on solid ground with that division.

The Planning and Land Services Department year-end total was \$154,437 with \$82,590 of carryovers, excess revenue of \$71,846 from keeping their costs down, taking on additional work and their permitting activity had been very high in all divisions. Everyone was really busy right now, it was a good sign that the economy was starting to pick up. The excess revenue will go to the general fund at the end of the year. He informed they had a shortfall in their Land Information fund. They used that account to subsidize some of the other divisions. There was some frustration because they had excess revenue to turn back but that fund was running in the red. He had plans to work with Administration to see what they can do in next year's budget to get the fund back up.

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve Items 16, 18 & 21. Vote taken.
MOTION CARRIED UNANIMOUSLY**

17. Budget Status Financial Reports for January and February 2017 (Unaudited).

Lamine informed that January and February were looking good for all three divisions as well.

**Motion made by Supervisor Dantine, seconded by Supervisor Sieber to approve Items 17, 19 & 22. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Property Listing

18. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).

Lamine informed they ended \$56,000 to the good and they did a carryover request and a budget adjustment for a new truck. *See motion at Item 16.*

19. Budget Status Financial Reports for January and February 2017 (Unaudited). *See motion at Item 17.*

Zoning

20. POWTS Update.

Zoning Administrator Bill Bosiacki provided maps to the committee members pointing out private onsite wastewater treatment systems (POWTS) that had already been done through the years. They were coming down to their last three years and they had to be a little more aggressive with compliance. They sent out 800 notices a couple years ago and they still had 85 outstanding. The 'A' map showed POWTS meeting the minimum state mandate from the State of Wisconsin, which was to have tanks serviced and a visual inspection done which any licensed pumper. If they wanted to become more aggressive the 'B' map would be asking for a full inspection to determine whether the system was failing or not failing by state statute. That would cost people more money on the front end as they would have to get a soil tester out there to determine whether the system was installed in proper material. The state was not requiring that but if the county wanted to find out if those 1,400 left were failing or not failing and to order them to get replaced, that was the route they would go. A lot of those were old farmhouses, ones they had no records on as they were put in well before the county's sanitary program was in place prior to 1970. If they didn't go that route their department would continue to do what they did now which was at the time of a property transfer and land division, by ordinance they would require that a full inspection be done. The problem with the 'A' route, some people would think they were good forever and they wouldn't be.

Erickson agreed with Dantine stating that some of the people were going to be merged into big farms and abandoned but some might be people that couldn't afford to do anything but believed there were some options. Lamine informed they still had the Community Development Block and Housing program. In the Trump budget he proposed to eliminate the Community Development Block Grant program. He had watched people try to eliminate it for a lot of years and it hadn't happened so they had a lot of time to go before that budget was approved. They had a significant amount of dollars still in the account and they had revolving loan funds they would be able to recycle back out again with that fund. Bosiacki informed that the Wisconsin Fund for Failing Private Sewer Systems was still in effect however they didn't know if there would be money in it or if in the new budget cycle, if the state would put money into it. The previous two year budget they put close to a million dollars into it. They were still going to take people's applications and send them down.

A brief discussion ensued with regard to contaminated groundwater by runoff from septic systems. Bosiacki informed those were the older systems that were not installed in suitable soils. As far as Brown County, the last big deal was when Land Conservation was involved in it and at that time they were doing well testing but either did not have the technology to separate out the two, human and animal, or they just elected not to do it at that time, he didn't know.

Sieber recommended putting in a sentence giving awareness of financial help. Bosiacki informed they were putting a flyer in the brochure. Sieber felt if people received a notice due of October 2019, they may wait to get it done. Bosiacki replied they were well aware of it. When they first started they sent letters to everyone encouraging them to get it done. They will be sending 1,400 first notices out sometime this spring.

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

21. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).

Lamine informed that Zoning ended up \$29,252 to the good. *See motion at Item 16.*

22. Budget Status Financial Reports for January and February 2017 (Unaudited). *See motion at Item 17.*

Airport

23. Open Positions Report. *No open positions, no action necessary.*

24. Year-End Unaudited Budget Status Financial Report.

Airport Director Tom Miller informed that as things turned out they ended up very close to budget as he would like it to be. For all practical purposes they were under budget last year except for a slight overage in personnel cost which some of it was due to the WRS shortage.

**Motion made by Supervisor Landwehr, seconded by Supervisor Kaster to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

25. Annual Report.

Miller informed that he had provided this report the last couple of years. It summarized the activities at the Airport for the past year. The big thing was the name change; there was also a lot of activity as it related to the International Arrivals Terminal being complete, the introduction of their therapy dog and the LSU Badger game that took place at Lambeau Field. They continued their outreach efforts to try to talk to the community and let them know what was going on at the Airport. There were a lot of media events, \$2 million worth of free advertising. Year-end statements were included. One thing he pointed out was a few years ago they were dangerously in their cash balance; they added nearly \$1.1 million dollars during 2016, so they were very healthy.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

26. Director's Report.

Miller provided the 'Employee's working over 12 hours in a 24 hour period report' (attached), noting there were a couple storms in February. Dantine informed that he didn't like the over 18 hours of work in a day. Miller responded that employees came in at 3am and went home at 10pm. They planned to come in early so they had the opportunity to get rest the night before and work the full day. They had opportunities to get out of their vehicles and have meal breaks. Their overtime policy states they had to take a half-hour unpaid lunch but if they took another meal break later in the day, that was paid.

There were some TSA security changes for inbound flights coming in from Europe and the Middle East; anything larger than a smartphone had to be checked. Miller attended a conference in Washington where TSA stated they could expect further security enhancements coming forth later this year affecting airports within the United States.

Last month, for the first time since Miller had been with the Airport, there was a winter time FAA operational inspection which happened to be the day after a storm. The FAA found they were doing everything in accordance with what their airport certificate stated they were supposed to do for a commercial airport. He wasn't worried that they were going to find anything unusual but sometimes you just never know. It turned out fine and Miller was very pleased. The inspector was very complimentary of the way their guys handled the snow from the storm.

Lastly, they were working with the Bureau of Aeronautics on a new economic impact statement for the airport and what affect it had on the community. The last one was done in 2010 and needed to be updated. There had been some things going on as far as improvements on the facility, there were more employees working at the airport and he thought it was a good time to update that study.

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

Register of Deeds

27. Budget Status Financial Report for December 2016 (Preliminary and Unaudited).

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to receive and place on file Items 27 & 28. Vote taken. MOTION CARRIED UNANIMOUSLY

28. Budget Status Financial Reports for February 2017 (Unaudited). *See motion at Item 27.*

Other

29. Audit the bills.

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

30. Such other matters as authorized by law. Discussion of May Meeting as agenda Item for April meeting.

31. Adjourn.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to at 9:01 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein, Recording Secretary

Temporary Location of UW-Extension Educators & Staff

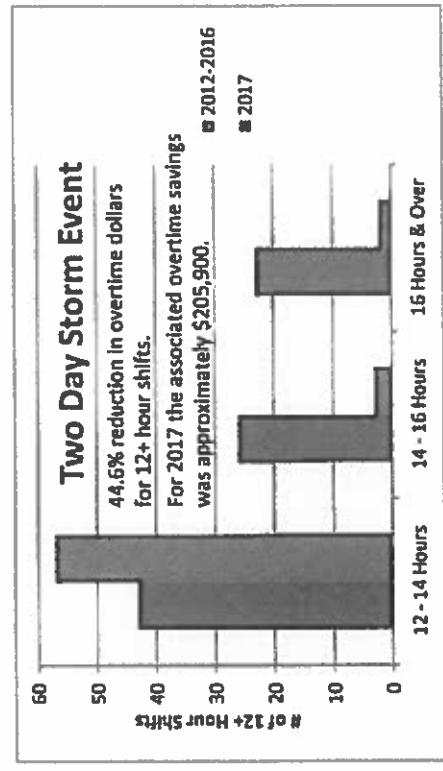
Employee Name	Position	Phone Number	Address
Kevin Erb	Conservation Professional Development and Training Coordinator	920-391-4652	UW-Green Bay 2420 Nicolet Drive ES, Suite 107 Green Bay, WI 54311
Eric Cooley	Discovery Farms	608-235-5259	UW-Green Bay 2420 Nicolet Drive ES, Suite 307 Green Bay, WI 54311
Aaron Wunderlin	Discovery Farms	920-391-4655	
Aaron Pape	Discovery Farms	920-391-4656	
Liz Binversle	Agriculture Educator	920-391-4612	
Whitney Passint	Natural Resource Educator	920-391-4663	
Vijai Pandian	Horticulture Educator	920-391-4611	Neville Public Museum 210 Museum Place Green Bay, WI 54303
Doug Hartman	Horticulture Program Assistant	920-391-4615	
Kevin Hendrickson	Invasive Species Coordinator	920-391-4615	
Jim Radey	Master Gardener Volunteer Coordinator	920-391-4610	
Ann Glowacki	Grounds Supervisor		
Margaret Franchino	Community Garden Coordinator	920-391-4660	
Karen Early	FoodWise Coordinator	920-391-4614	
Cathy Huntowski	FoodWise Nutrition Educator	920-391-4662	
Betsy Bartelt	FoodWise Nutrition Educator	920-391-4606	
Dee Thetford	FoodWise Nutrition Educator	920-391-4661	
Liliana Rameriz	FoodWise Nutrition Educator	920-391-4640	
Judy Knudsen	Dept. Head/Family Living Educator	920-391-4651	
Lynda Bothun	Support Staff	920-391-4650	
Rachel Graner	Support Staff	920-391-4650	
Kathy DeChamps	Support Staff	920-391-4653	
Martha Halasi	Support Staff	920-391-4654	
Joan Laehn	Support Staff	920-391-4610	
Melinda Pollen	4-H Youth Development Educator	920-391-4613	
Ashley Cyr	4-H Youth Development Program Assistant		
Jen Bartkowski	4-H Food Smart Families Project Coordinator		
Doug Thompson	4-H Shooting Sports Coordinator	920-391-4657	

Two-Day Storm Comparison

# of Shifts	2012		2013		2014		2015		2016		2017		Avg
	12/20-12/21	1/30-1/31	12/22-12/23	1/14-1/15	2/17-2/18	1/8-1/9	12/28-12/29	1/1-1/2	12/20-12/21	1/13-1/14	12/27-12/28	1/10-1/11	
12 - 14 Hours	29	49	16	64	45	63	32	43	22	22	21	23	26
Over 14 Hours	23	17	14	38	47	24	22	26	22	22	21	23	23
16 Hours & Over	43	36	41	9	8	6	21	23	21	21	21	23	23
Total	95	102	71	111	100	93	75	92	75	75	75	92	92

# of Shifts	2017		2017		2017		Avg
	1/10-1/11	1/16-1/17	1/25-1/26	1/30-1/31	2/24-2/25	2/24-2/25	
12 - 14 Hours	81	54	53	69	30	57	57
Over 14 Hours	4	0	0	0	12	3	3
16 Hours & Over	1	0	0	0	10	2	2
Total	86	54	53	69	52	62	62

Two Day Storm	Average (7)		Average (5)		Avg. OT Hrs x #		Avg. OT Hrs x #		Avg. OT Hrs x #	
	2012 - 2016	2017	2012 - 2016	2017	Shifts	Cost	Shifts	Cost	Shifts	Cost
Shifts 2 Day Storms	43	57	43	57	215	\$12,208	285	\$16,182	285	\$16,182
12 - 14 Hours	26	3	26	3	182	\$10,334	21	\$1,192	21	\$1,192
14 - 16 Hours	23	2	23	2	184	\$30,448	16	\$908	16	\$908
16 Hours & Over	92	62	92	62	581	\$32,989	372	\$18,283	372	\$18,283
Total	92	62	92	62	1060	\$83,979	794	\$36,271	794	\$36,271
Cost Diff.					\$14,706		\$14,706		\$205,884	
Cost Savings									\$205,884	



PUBLIC WORKS DEPARTMENT

Brown County

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PAUL A. FONTECCHIO, P.E.
DIRECTOR

ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 13, 2017
REQUEST TO: PD&T
MEETING DATE: March 27, 2017
REQUEST FROM: Paul Fontecchio, P.E.
Director / Highway Commissioner

REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: 6.10 Contract Highway Construction by County

ISSUE/BACKGROUND INFORMATION:

Brown County Public Works has worked with the municipalities within Brown County to update and formalize the Municipal Project Agreement cost sharing policy. The policy language was approved at the January 2017 PD&T meeting and the full County Board in February 2017. The policy is enumerated PW-07 as a Public Works policy. The PD&T Committee at the February 2017 meeting requested an ordinance change to section 6.10 to refer to PW-07.

ACTION REQUESTED:

Approve 6.10 Contract Highway Construction by County.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

**AN ORDINANCE AMENDING SECTION 6.10 OF CHAPTER 6
OF THE BROWN COUNTY CODE OF ORDINANCES ENTITLED
"CONTRACT HIGHWAY CONSTRUCTION BY COUNTY"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 6.10 of Chapter 6 of the Brown County Code of Ordinances is hereby amended as follows:

6.10 CONTRACT HIGHWAY CONSTRUCTION BY COUNTY. Pursuant to Section 83.035, Wisconsin Statutes, the Highway Commissioner is hereby authorized to enter into contracts, at his discretion, with cities, villages, and towns within Brown County to enable the County Highway Department to construct and maintain streets and highways in any such city, village, or town with which the Highway Commissioner so contracts. When contracting with a municipality for said services, the Highway Commissioner shall use the standard Municipal Project Agreement, as it currently exists and as it may be amended from time to time, in Public Works Policy PW-07.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

PLANNING, DEVELOPMENT, &
TRANSPORTATION COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Paul Fontecchio

Final Draft: Edited and Approved by Corporation Counsel

Fiscal Impact: This ordinance does not have a fiscal impact; and therefore does not require an appropriation from the General Fund.

PUBLIC WORKS RULE PW-07
County Board Approved February 15, 2017

MUNICIPAL PROJECT AGREEMENTS

The County Highway Commissioner shall use the following approved Municipal Project Agreement for entering into project related contracts with municipalities per Brown County Ordinance 6.10.

Brown County

MUNICIPAL PROJECT AGREEMENT

Project ID #: XX-## Municipality: X
Highway: CTH XX Construction Year: 2017
Limits: STH X – CTH X Length: 0.XX miles

Federal/State Funds: No Yes – Attached State Municipal Agreement between WisDOT & Brown County is a part of this agreement.

1.0 GENERAL

The signatory, Village of X (Municipality), through its undersigned duly authorized officers or officials, hereby requests the Brown County Public Works Department (County) to initiate and effect the proposed improvement (Project) hereinafter described.

The authority for the County to enter into agreements with the Municipality is extended by Section 83.035 of Wisconsin State Statutes. The authority for the Highway Commissioner to enter into contracts with municipalities within Brown County is from Section 6.10 of the Brown County Code of Ordinances.

2.0 CITIES

Section 83.05(1) of Wisconsin State Statutes states:

83.05 Improving streets over 18 feet wide. (1) When a portion of the system of county aid highways in any city is to be improved, and the funds from the city and county are available therefor, the city may determine that the roadways shall be paved to a greater width than 18 feet. If it so decides, the city may determine the type of improvement, the width, and all other features of the construction, subject to the approval of the county highway committee. And said committee shall fix the amount per linear foot of the improvement to be paid by the county. The city shall then improve the street in the manner provided generally for making street improvements. The work shall be done under the supervision of the city, but subject to the inspection of the county highway commissioner.

When a portion of county highway in a city is to be improved, the City has a choice in how it wants enter into agreement with the County.

2.1 The City follows State Statute 83.05. The City then would determine the type of improvement, the width, and all other features of the construction subject to the approval of the Highway Commissioner.* The City determines if any acquisition of land is required as a result of the design (the City prepares the right-of-way plat), and pays for the cost of the right-of-way acquisition (since the amount of land to be acquired is determined by the municipality as a function of their design of the roadway). The County acquires the land per section 83.07 and 83.08 of the Wisconsin statutes.

* Per Wis. Stat. §83.015(2)(b), the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under 83.05(1).

The County will then likewise follow state statutes in terms of the cost sharing per Wis. Stat. §83.05(2) which states:

83.05(2) Upon the completion of the work the county's share of the cost shall be paid to the contractor as though the county had been an immediate party to the contract. Unless specifically authorized by the county, the payment by the county shall not exceed the cost of 22 feet of the width of the pavement, as well as a portion of the costs of grading, draining, and appertaining structures. The balance of the expense of the improvement shall be borne by the city, and shall be provided in the manner in which expense of street improvement is ordinarily met. Assessments of benefits may be made by the city against abutting property in the manner provided where the improvement is done solely at the expense of the city, but such assessments of benefits shall not exceed the difference between the cost of the improvement and the amount contributed thereto by the county.

2.2 The City yields their statutory authority and enters into an agreement with the County per the County's municipal project agreement policy. In coordination and agreement with the City, the County will determine the type of improvement, the width, and all other features of the construction, with the County having final decision making authority on project specifics. The County and City will follow Attachment #1 for project specific eligible and non-eligible project costs.

For this Agreement the City and County agree to follow:

- Section 2.1
- Section 2.2

3.0 VILLAGES AND TOWNS

3.1 The Village or Town enters into an agreement with the County per the County's municipal project agreement policy. In coordination and agreement with the Village or Town, the County will determine the type of improvement, the width, and all other features of the construction, with the County having final decision making authority on project specifics. The County and Village or Town will follow Attachment #1 for project specific eligible and non-eligible project costs.

3.2 The Village or Town petitions to follow section 2.1 of this policy. A village or town may petition the Highway Commissioner to allow the village or town to follow section 2.1 of this policy for urban or proposed urban areas.

For this Agreement the Village or Town and County agree to follow:

- Section 3.1
- Section 3.2

4.0 PROJECT SUMMARY

1. Reason for Project (existing facility)

The road...

2. Proposed Improvement (nature and scope of work)

Reconstruction...

5.0 PROJECT FUNDING

5.1 Estimated Project Cost and Cost Sharing

The following project cost breakdown is an estimate only. An administrative overhead fee will be applied to the project according to the current statewide overhead rate. For estimating purposes a 5% administration fee is used.

ITEM	ESTIMATED COST	COUNTY FUNDS	VILLAGE FUNDS	TOWN FUNDS
ENGINEERING & DESIGN:				
Plan Design	\$100,000	\$50,000	\$50,000	\$0
State Review	\$0	\$0	\$0	\$0
Engineering Subtotal	\$100,000	\$50,000	\$50,000	\$0
RIGHT-OF-WAY ACQUISITION:				
Plat Preparation & Appraisals	\$100,000	\$50,000	\$50,000	\$0
Acquisition	\$1,000,000	\$500,000	\$500,000	\$0
Right-of-way Subtotal	\$1,100,000	\$550,000	\$550,000	\$0
BRIDGE CONSTRUCTION:				
Eligible (Participating)	\$100,000	\$50,000	\$50,000	\$0
Non-Eligible (Non-Participating)	\$0	\$0	\$0	\$0
State Review	\$0	\$0	\$0	\$0
Bridge Construction Subtotal	\$100,000	\$50,000	\$50,000	\$0
ROAD CONSTRUCTION:				
Eligible (Participating)	\$4,000,000	\$2,000,000	\$2,000,000	\$0
Non-Eligible (Non-Participating)	\$0	\$0	\$0	\$0
State Review	\$0	\$0	\$0	\$0
Road Construction Subtotal	\$4,000,000	\$2,000,000	\$2,000,000	\$0
PROJECT SUBTOTAL:	\$5,300,000	\$2,650,000	\$2,650,000	\$0
5% ADMINISTRATIVE OVERHEAD:	\$265,000	\$132,500	\$132,500	\$0
TOTAL PROJECT COST:	\$5,565,000	\$2,782,500	\$2,782,500	\$0

5.2 Cost Sharing & Billing

As work progresses, the Municipality will be billed for their local share of eligible project cost and 100% of the non-eligible cost. The statewide administrative rate will be applied to the project costs. Upon completion of the project, a final audit will be made to determine the final division of costs.

If the County requests the Municipality takes lead on a project – design, bidding, construction administration, etc., then the Municipality may charge an administrative rate to the County at the current statewide overhead rate.

5.3 Project Termination

If the Municipality should withdraw from the project, for any reason, it will reimburse the County for any costs incurred by the County on behalf of the project. If the County should withdraw from the project, for any reason, it will reimburse the Municipality for any costs incurred by the Municipality on behalf of the project.

6.0 MAINTENANCE RESPONSIBILITIES AND JURISDICTION

6.1 Maintenance

Section 83.025 of the Wisconsin Statutes governs the maintenance of county highways, specifically:

- 83.025(2) Width of highway maintained by the County includes every way open to the use of the public as a matter of right for the purposes of vehicular travel, including the shoulder. In an urban area this would include the curb and gutter.
- 83.025(2) Maintenance of a county highway through a municipality includes those measures and activities necessary to preserve the highway, as nearly as possible, in the condition of its construction including:
 - Shoulder maintenance
 - Ditch Maintenance
 - Pavement marking
 - Signing
 - Crack sealing
 - Asphalt patching
 - Concrete pavement repair
 - Asphalt resurfacing
 - Curb and gutter repair
 - Emergency repairs of storm sewer manhole and inlet casting/pavement as requested by the municipality to be charged back to the municipality
 - Street sweeping
 - Application of protective coatings (bridges)
 - Guard rail
 - Removal, treatment and sanding/salting of ice
 - Removal and control of snow
 - Interim repair of highway surfaces and adjacent structures
 - Center median mowing (performed only for visibility purposes)
 - Traffic signal operation

Items that are placed at the discretion of the municipality are the responsibility of the municipality to maintain, including:

- Street lighting
- Interim sidewalk repair
- Pavement marking associated with sidewalks (crosswalks)
- Off street bike paths
- Sanitary sewer
- Interim storm sewer repair including manhole and inlet castings
- Water mains
- Other municipal utilities
- Mowing behind the curb line (terrace area)

- o Center median mowing (performed for aesthetic purposes)
- o Snow and ice removal on sidewalks and/or bike paths
- o Roundabout center island landscaping
- o Storm water devices (ponds, infiltration areas, etc. – anything other than a ditch)
- o Trees, shrubs, and other landscaping behind the curb line (in terrace area)

Neither of these maintenance lists is intended to be 'all inclusive', but, rather to demonstrate measures and activities necessary to preserving a highway defined as that portion of the roadway open to the public as a matter of right for the purposes of vehicular travel, including the shoulder and/or curb and gutter.

6.2 Jurisdiction

Note: Jurisdictional transfers require resolutions from both the Municipality and County Board to become effective. If a roadway is noted to be transferred, it indicates an agreement in principal to pursue the transfer contingent upon both the Municipality and County approving the necessary resolutions.

- New County highway segment to be maintained by the County.
- Existing County highway segment to be maintained by the County.
- Existing Municipal street to be jurisdictionally transferred to the County:

Transfer Date: _____ Miles: _____
 Highway Name: _____ From _____ To _____

- Existing County highway to be jurisdictionally transferred to the Municipality:

Transfer Date: _____ Miles: _____
 Highway Name: _____ From _____ To _____

- Jurisdictional transfer of other County highways within the Municipality, from the County to the Municipality as listed below:

Street: _____ Miles: _____
 Location: _____ Transfer Date: _____

7.0 AUTHORIZATION

This request is made by the undersigned proper authority to make such request for the designated Municipality, and upon acceptance by the County, shall constitute agreement between the Municipality and the County.

FOR THE MUNICIPALITY:

Name & Title

Date

FOR THE COUNTY:

Paul Fontecchio, Director
Brown County Public Works Department

Date

ATTACHEMENT 1:

MUNICIPAL PROJECT AGREEMENT COST SHARE POLICY

Brown County Public Works follows state law as found in Trans 205 for County Trunk Highway Standards or the Wisconsin Department of Transportation's Facility Design Manual (FDM) for the design, maintenance, and improvements of county trunk highways.

PROJECT TYPE	BROWN COUNTY	MUNICIPALITY
<p>Asphalt Reconditioning: <i>Reconditioning is defined as a maintenance level activity involving the reclaiming of the existing pavement and/or base course, replacement of the pavement in generally the same alignment (vertical and horizontal).</i></p> <p>A. Reclaim of existing pavement & base course</p> <p>B. Paving of up to 4.5" asphaltic pavement</p> <p>C. Curb & gutter replacement (spot repairs as part of reconditioning).</p> <p>D. Curb & gutter replacement (larger areas of repairs as agreed to by the Municipality and County).</p> <p>E. Curb & gutter replacement for Municipal utility work.</p>	<p>100%</p> <p>100%</p> <p>100%</p> <p>50%</p> <p>0%</p>	<p>0%</p> <p>0%</p> <p>0%</p> <p>50%</p> <p>100%</p>
<p>Roadway Reconstruction: <i>Reconstruction is defined as the total rebuilding of an existing highway including pavement and base replacement, excavation below subgrade, drainage, transportation related appurtenances, roadway realignment, widening, and/or converting a rural roadway to an urban roadway.</i></p> <p>A. Urban Reconstruction: New concrete curb & gutter, storm sewer, asphalt or concrete pavement (see eligible project costs).</p> <p>B. Rural Reconstruction: Reconstruction of existing 2-lane roadway, no additional travel lanes.</p> <p>C. Rural Reconstruction: Reconstruction and widening of existing 2-lane roadway, travel lane addition, including 3-lane with center-shared, left-turn, or 4-lane divided or undivided roadway (see eligible project costs).</p>	<p>50%</p> <p>100%</p> <p>50%</p>	<p>50%</p> <p>0%</p> <p>50%</p>
New Roadway Construction:	50%	50%
Bridge Construction/Reconstruction:		
A. Part of Roadway Reconstruction A & C above.	50%	50%
B. Town Bridge Replacement. Note: Funding utilizes the County Bridge fund which is a 50/50 matching fund with the Municipality.	50%	50%
C. County Bridge Replacement.	100%	0%

Eligible Project Costs:
County eligible construction project funding will be limited to participation in the costs of the following items as specified in the estimate summary:
A. Design engineering and all necessary environmental and wetland assessment investigations as required by the Wisconsin Department of Natural Resources and/or the U.S. Army Corps of Engineers.
B. Right-of-way acquisition cost, including the cost of the right-of-way plat development, property appraisals, acquisition negotiations, legal costs and relocation expenses and fees for limited construction easements, and compensable utility relocation costs.
C. Wetland replacement mitigation.
D. Storm water devices (ponds, infiltration areas, etc.) required for the project (prorated to 50% of the costs required for the roadway work).
E. Construction engineering related to inspection, supervision, and administration of the actual construction work.
F. Street grading, base, pavement, curb & gutter, drainage structures, bridges, intersection channelization & turning lanes, 15-foot wide concrete outside curb lanes, 14-foot wide asphalt outside curb lane, and driveway aprons.
G. Installation of main line storm sewer trunk lines & laterals, 12-inch diameter or greater. Storm sewer inlets, manholes, and catch basins necessary to accommodate street surface water drainage.
H. In accordance with the Brown County Bicycle and Pedestrian Plan, Brown County will share the costs of the following: <ul style="list-style-type: none"> 1. Concrete sidewalk replacement or new sidewalk construction – the County will participate in the costs for one (1) side of the roadway for sidewalk up to 5' in width for a concrete sidewalk except for areas of municipal utility cuts which are the responsibility of the municipality. 2. Multi-use bicycle/pedestrian asphaltic path or on-street bike lanes - the County will participate in the costs for either one off-street multi-use bicycle/pedestrian path up to 10' in width or on-street bike lanes in accordance with FDM 11-46 Figure 15.1, but not both.
I. Signing and pavement marking, including detour routes, installation of traffic signal conduit and traffic signals meeting signal warrants.
J. Erosion control devices required per Wisconsin DNR standards.
K. Retaining walls required for the Project.
L. Roundabout intersections that meet traffic signal warrants including street lighting, standard WisDOT colored concrete, and signs.
M. Landscaping including salvaged topsoil, seeding, fertilizing, and mulch.

Non-eligible Project Costs:
Work necessary to complete the Project to be financed entirely by the Municipality or other utility or facility owner includes the following items:
A. New installation of, or alteration of, sanitary sewers and connections, water, gas, electric, telephone, fire or police alarm facilities, parking meters, street lighting and similar utilities.
B. Traffic signals or roundabouts not meeting signal warrants, as specified by the Manual of Uniform Traffic Control Devices (MUTCD).
C. Concrete sidewalks or bicycle/pedestrian off-street trails not constructed as part of reconstruction or new construction projects.
D. Any allowed parking stalls.
E. Storm water devices (ponds, swales, etc.) not required for the project (regional storm water pond for example). The Municipality will own and maintain regional storm water devices, including if the device is partially used for the Project.
F. Trees, shrubs, and other landscaping along the roadway or at roundabouts after location approval by Brown County.
G. Decorative features (lighting, signs, railing, etc.) above standard baseline costs.

EMPLOYEE'S WORKING OVER 12 HRS. IN A 24 HR. PERIOD REPORT
 BROWN COUNTY AUSTIN STRAUBEL INTERNATIONAL AIRPORT

FEBRUARY - 2017

EMPLOYEE NAME	DATE	HOURS WORKED-24 HR. PERIOD	REASON
Hacker, Doug	02/07/2017	15.75 hrs.	Snow Removal
Newton, Tim	02/07/2017	12.25 hrs.	Snow Removal
Powers, Dick	02/07/2017	15.00 hrs.	Snow Removal
Webster, Marcus	02/07/2017	15.50 hrs.	Snow Removal
Hacker, Doug	02/24/2017	18.75 hrs.	Snow Removal
Jadin, Matt	02/24/2017	18.75 hrs.	Snow Removal
Newton, Tim	02/24/2017	18.75 hrs.	Snow Removal
Powers, Dick	02/24/2017	18.50 hrs.	Snow Removal
Repitz, Eric	02/24/2017	18.75 hrs.	Snow Removal
Salamonski, John	02/24/2017	18.75 hrs.	Snow Removal
Webster, Marcus	02/24/2017	18.75 hrs.	Snow Removal
Hacker, Doug	02/28/2017	12.00 hrs.	Snow Removal
Repitz, Eric	02/28/2017	12.00 hrs.	Snow Removal