

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, October 4, 2017**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Phil Hilgenberg	<u>Exc</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>X</u>	Jacob Immel	<u>X</u>	Norbert Van De Hei	<u>X</u>
William Clancy	<u>X</u>	Kathleen Janssen	<u>Exc</u>	Jason Ward	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dotty Juengst	<u>Exc</u>	Dave Wiese	<u>Exc</u>
Bernie Erickson	<u>X</u>	Dave Kaster	<u>X</u>	Matthew Woicek	<u>X</u>
Kim Flom	<u>X</u>	Patty Kiewiz	<u>Exc</u>	Reed Woodward	<u>X</u>
Steve Grenier	<u>X</u>	Michael Malcheski	<u>X</u>	Burt McIntyre (alternate)	<u>X</u>
Mark Handeland	<u>X</u>	Gary Pahl	<u>X</u>		
Matthew Harris	<u>X</u>	Terry Schaeuble	<u>Exc</u>	City of Green Bay (Vacant)	
Frederick Heitl	<u>X</u>	Glen Severson	<u>X</u>	Br. Co. Board – De Pere (Vacant)	

**OTHERS PRESENT:** Chuck Lamine, Cole Runge, Lisa Conard, Dan Teaters, Devin Yoder, Kathy Meyer, and Patrick Wetzel & Scott Beining (audience)

1. Approval of the minutes of the September 6, 2017 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by G. Pahl and seconded by M. Harris to approve the minutes of the September 6, 2017, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Receive and place on file the draft minutes of the September 11, 2017, meeting of the Transportation Coordinating Committee (TCC).

A motion was made by B. Erickson and seconded by D. Kaster to receive and place on file the draft minutes of the September 11, 2017 meeting of the Transportation Coordinating Committee. Motion carried.

3. Receive and place on file the draft minutes of the September 18, 2017, meeting of the BCPC Transportation Subcommittee.

A motion was made by S. Grenier and seconded by J. Ward to receive and place on file the draft minutes of the September 18, 2017 meeting of the BCPC Transportation Subcommittee. Motion carried.

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4. **Overview and Public Hearing:** Draft 2017 Congestion Management Process (CMP) Update.

D. Yoder opened the public hearing.

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

5. Discussion and action regarding the Draft 2017 Congestion Management Process (CMP) Update.

D. Yoder presented an overview of the CMP. The CMP is a process to monitor our regional transportation system looking at the performance of it through the lens of how traffic congestion is and ongoing monitoring. It's a federally required program. The first CMP was approved by the Planning Commission in 2013 and is required to be updated at least once every five years. D. Yoder explained that the goal of the CMP is to manage any traffic congestion within the MPO planning area and how that's achieved is by monitoring the system, managing the operation of any new or existing facilities that are eligible for federal funding. The CMP also identifies areas that have traffic congestion as well as strategies that can be implemented to help alleviate the congestion. D. Yoder stated that CMP applies specifically to the MPO planning area. D. Yoder explained that traffic congestion is when the demand exceeds what is available for roadway space at a specific time and place.

D. Yoder reviewed the objectives and performance measures of the CMP.

Question raised if the southern bridge traffic should be looked at in the draft update. D. Yoder explained that it's not specifically stated, but looking at the southern region, the southern bridge would help to alleviate congestion or provide an additional option, but D. Yoder explained that it's not a specific strategy.

Brief discussion on rail and port transportation.

Question on goals and the municipalities within the urbanized areas, how does the coordination take place to meet the goals? D. Yoder explained that this is where federal funding comes in and helps us achieve these goals.

K. Flom commented on the high congestion on Main Avenue in De Pere, and expressed concern about achieving performance goals.

A motion was made by K. Flom and seconded by J. Immel to approve the Draft 2017 Congestion Management Process (CMP) Update. Motion carried.

6. Discussion and action regarding the Draft 2018 Transportation Planning Work Program.

C. Runge reviewed some of the highlights of the draft 2018 Transportation Planning Work Plan.

C. Runge reviewed the Transportation Management Area (TMA) Planning Certification Review. The first review was in 2014. C. Runge stated that he anticipates that the review will occur in the summer or early fall.

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C. Runge reviewed the Long-Range Transportation Plan Performance Measures.

C. Runge stated that new in 2018 is the development of State and MPO Transportation System Performance Targets. C. Runge explained these targets. C. Runge stated that staff

have already started to draft the targets and will be bringing those to the Planning Commission in draft form for your review and consideration before the end of February 2018.

C. Runge reviewed the 2019-2023 Transit Development Plan (TDP).

C. Runge stated that also new in 2018 is Section 85.21 Specialized Transportation Assistance Program Administration for counties. Since 1993 the Aging and Disability Resource Center (ADRC) of Brown County has administered this program, but the DOT recently told the ADRC, and other agencies administering this program throughout the state, they can no longer administer the program because technically they are not county departments. The Planning and Land Services department volunteered to administer the program and will begin administering the program in 2018.

C. Runge reviewed the development of a Stormwater Management Criterion for the MPO's STBG Project Prioritization Process, another new item for 2018.

C. Runge reviewed the Environmental Impact Statement (EIS) process.

Discussion occurred concerning stormwater management process.

A motion was made by S. Grenier and seconded by G. Pahl to approve the Draft 2018 Transportation Planning Work Program. Motion carried.

7. Discussion and action regarding CY 2018 Section 5310 Program Funding Awards.

C. Runge indicated that this is a federal program and every year at least 55% of the funding received must be used on capital projects, the remaining funds can be used on capital or operating projects that improve public transportation options and services for seniors and persons with disabilities. It's a federal program and the federal funding can cover up to 80% of the total project cost.

C. Runge reviewed past 5310 projects that were approved by the Planning Commission Board of Directors.

C. Runge stated that for 2018, we will receive \$168,392 to spend on various projects. C. Runge explained that 10% of the funding needs to be set aside for Green Bay Metro to administrator the program, leaving just over \$151,000 for projects in 2018.

CY 2018 Section 5310 Program Funds for the Green Bay Urbanized Area:

- Specialized Transportation Mobility Management Program - \$75,776
- Two Curative Connections vehicles - \$75,776

C. Runge stated that the Transportation Coordinating Committee and staff are recommending this funding scenario for 2018.

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A motion was made by G. Severson and seconded by B. Clancy to approve the CY 2018 Section 5310 Program Funding Awards. Motion carried.

8. Discussion and action regarding the Draft 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated at the last meeting she presented an overview of the Transportation Improvement Program (TIP) as well as held a public hearing.

L. Conard stated since the publication of the Draft TIP, the Wisconsin Department of Transportation (WisDOT) has asked that two projects be included in the TIP. The two projects involve work on the railroad crossing at Webster Avenue and Eastman Avenue. L. Conard stated that Friday of last week, the WisDOT identified a project in their program that they would like included in the TIP - bridge design work on the Tillman Bridge. Three projects to be added that were not in the original publication.

L. Conard reviewed the Surface Transportation Block Grant Program (STBG).

L. Conard stated that the WisDOT recently informed Green Bay MPO staff that the estimated amount of funding available for projects during the 2018-2022 funding period is \$5,281,855.

L. Conard reviewed the allocation of 2018-2022 funds to the Gray Street, Vanderperren Way, and Manitowoc Road projects to reach the 80% federal funding maximum.

L. Conard stated staff requested local entities submit projects for STBG funding consideration during the 2018-2022 funding period. The projects were reviewed by MPO and WisDOT staff, and all of the projects were determined to be eligible for STBG funds. MPO staff reviewed and scored the projects based on the STBG Project Evaluation Criteria and Scoring. L. Conard reviewed the scenarios for the remaining funds. Factoring in the 50-80% rule, the Lawrence Drive in the City of De Pere project fit in the 50-80% rule. Staff presented this scenario to the Transportation Subcommittee, and they agreed this was the best way to spend the STBG funds.

L. Conard stated that looking ahead to 2018 and 2019, there are five projects currently in the program – Mather Street in the City of Green Bay, Webster Avenue in the City of Green Bay, S. Huron Road, shared project between Brown County and the Village of Bellevue, Cormier Road in Ashwaubenon, and Vincent Road in the Village of Howard. L. Conard stated that collectively, these five projects total \$10.7 Million. L. Conard that this is a five-year program and every other year assign funds. So in October, 2019, we hope to complete these projects from our program freeing up \$10.7 Million in funding. If any projects are delayed and pushed in future years, that will have a negative impact on the amount of money to spend in 2019. L. Conard emphasized that it is extremely important that these projects be completed on time.

Staff is asking for the approval by the Brown County Planning Commission Board of Directors of the TIP as presented at tonight's meeting.

A motion was made by B. Erickson and seconded by D. Kaster to approve the Draft 2018-2022 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

**9. Public Hearing: Town of Lawrence Sewer Service Area Amendment SSA 2017-03 LAW.**

D. Teaters opened the public hearing.

D. Teaters asked if anyone wished to speak.

Patrick Wetzel, Town Administrator for Town of Lawrence. P. Wetzel stated that what the Town is looking to do is include properties that are already partially within that sewer service, hoping to do is fill those properties to round out a lot of our sewer service area. We do feel pretty strongly that we have good support from property owners involved to help them in their development plans. P. Wetzel indicated that Scott Beining, Building Inspector/Zoning Administrator is also in attendance.

P. Wetzel stated he appreciates working with C. Lamine, C. Runge and D. Teaters. Thank you for your time, and we're here to answer any questions. Thank you for your consideration and hope this meets your approval.

D. Teaters asked a second and third time if anyone else wished to speak. Hearing no comment, D. Teaters closed the public hearing.

10. Discussion and action on the Town of Lawrence Sewer Service Area Amendment SSA 2017-03 LAW.

D. Teaters stated that the Town of Lawrence is requesting a sewer service amendment. They are requesting to add 201.2 acres to the Town of Lawrence Sewer Service Area.

D. Teaters reviewed the maps with the proposed additions.

D. Teaters reviewed the ESA areas.

D. Teaters reviewed the 31.2 acres to be removed and reallocated to other areas. Currently the area is being used as a quarry, and there is no intention to develop anytime in the near future. The Town has stated that they would like to reallocate the acres elsewhere within the Town.

Staff recommends approval of the addition of 201.2 acres to the Lawrence SSA, subject to utilizing proper erosion control and stormwater management best practices at the time of development.

A motion was made by G. Pahl and seconded by D. Kaster to approve the Town of Lawrence Sewer Service Area Amendment SSA 2017-03 LAW.

11. Discussion and action on the Amendment to the Farmland Preservation Plan Maps.

D. Teaters stated at last month's meeting he presented an overview of the Farmland Preservation Plan Amendment which identifies parcels that should be identified for tax credit purposes.

Staff asks that the BCPC Board of Directors approve the adoption of the four amended maps and signing of the resolution. There are no language changes to the Farmland Preservation Plan.

A motion was made by G. Pahl and seconded by D. Kaster to approve the Amendment to the Farmland Preservation Plan Maps. Motion carried.

12. Discussion and action regarding the Intergovernmental Agreement for Preparation of Future Land Use Plan and Zoning Ordinance Update for the Marian Shrine Area Near Champion in the Town of Green Bay.

C. Lamine indicated that the Town of Green Bay contacted the Planning department concerning potential development activity in proximity to the Marian Shrine near Champion. The proposal was put together at the Town's request for future land use plan and zoning ordinance update. Total cost is for \$5,785 to be paid out in two payments starting next year with the work starting this fall. C. Lamine stated that the proposal was approved by the Town at their meeting last month.

A motion was made by G. Pahl and seconded by M. Harris to approve the Intergovernmental Agreement for Preparation of Future Land Use Plan and Zoning Ordinance Update for the Marian Shrine Area Near Champion in the Town of Green Bay. Motion carried.

13. Review and approve the 2018 Brown County Planning Commission budget.

C. Lamine noted that the request for Planning Commission approval for 2018 budget is only the Planning Division's budget of the Planning and Land Services (PALS) Department. The Planning and Land Services (PALS) Department budget also includes the Property Listing, Land Information, and Zoning Divisions. Staff is recommending that the BCPC Board of Directors adopt the 2018 Planning budget and recommend approval by the Planning, Development and Transportation Committee and the Brown County Board of Supervisors.

Initiatives:

- PALS to assume responsibility for administering the county's Section 85.21 Specialized Transportation Assistance Program (transferred from ADRC). There is an annual allocation of grant funds that goes with the program, as well as a local match from the county. The local match will be shifted from ADRC's budget to the PALS's budget in 2018. Since this will only be a shift from ADRC's budget to the PALS budget, there will be no impact to the county's overall levy.
- Brown County All Hazards Mitigation Plan Update. C. Lamine indicated that the current plan was developed in 2012 and is due for an update.

Salary Highlights:

- Intergovernmental Revenue increases – will be taking in more grant revenues, state grant for transportation program and an increase in the levy because of the match being transferred from ADRC.
- Increase in transfer-in wages – Planning department will receive a state grant fund of \$55,000 to do the work for the All Hazards Mitigation Plan.
- Personnel costs – no salary increases identified at this time. Increase in healthcare expenses.
- Increase in contracted services because of the state transportation grant.
- No capital outlay in the budget for next year.

Table of Organization

- The unfunded GIS tech position was removed from the table of organization.

C. Lamine indicated that the Principal Planner position is still vacant.

C. Lamine indicated that staff activity is picking up.

C. Lamine indicated that we did increase our zoning permit fees. The zoning division is 100% off the levy.

C. Lamine reviewed the budget worksheet.

K. Flom commented on the staffing issues and not going after grants concerns her. K. Flom also asked if C. Lamine felt salary was a component in the struggles in attracting staff, and when was the last time salaries were compared on even a state average basis?

C. Lamine stated, that a Class & Compensation Study was done back in 2013, but was never really implemented, and C. Lamine indicated yes, he felt that salaries was a component in attracting staff to the positions within the department. Discussion occurred

A motion was made by S. Grenier and seconded by G. Pahl to adopt the 2018 Brown County Planning Commission budget. B. Erickson, N. Dantine and D. Kaster abstained from voting. Motion carried.

14. Brown County Planning Commission staff updates on work activities during the month of September, 2017.

A motion was made by G. Pahl and seconded by J. Immel to receive and place on file the staff updates on work activities during the month of September, 2017. Motion carried.

15. Directors Report.

C. Lamine addressed the Principal Planner position update in the budget update.

No Report.

16. Other matters.

C. Lamine stated November BCPC meeting will be cancelled due to the County Budget meeting being held on Wednesday, November 1, 2017.

17. Adjourn.

A motion was made by G. Paul and seconded by K. Flom to adjourn. Motion carried.

The meeting adjourned at 8:10 p.m.