

PLANNING COMMISSION

Brown County



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**Cole Runge**  
PLANNING DIRECTOR

June 7, 2022

Ryan Raab, Budget Coordinator  
Wisconsin Department of Natural Resources  
Bureau of Water Quality – WY/3  
P.O. Box 7921  
Madison, WI 53707

RE: 2022 First Quarter Report  
Brown County Planning Commission Water Quality Management Planning Work Program

Dear Mr. Raab:

Attached please find the first quarter report for work performed during the period of January 1, 2022 through March 31, 2022 that is related to the work program between the Wisconsin Department of Natural Resources and Brown County Planning Commission A summary of work activities completed, future work activities, financial breakdowns, and reimbursement request accompanies this letter.

- First quarter 2022 reimbursable expenses were **\$13,314.81**.

Please call our office at (920) 448-6488 or email me at [devin.yoder@browncountywi.gov](mailto:devin.yoder@browncountywi.gov) if you have any questions. Thank you for your consideration in this matter.

Sincerely

Devin Yoder  
Senior Planner

DY:

Attachment

cc: Lisa Helmuth, WDNR (via e-mail and SWIMS online)  
Tim Asplund (via e-mail)  
Ruth Person (via e-mail)



**2022**  
**First Quarter Report and Financial Summary**  
**of Work**  
**Performed by**  
**Brown County Planning Commission**

**January 1, 2022 through March 31, 2022**

**For the**  
**Wisconsin Department of Natural Resources**  
**and**  
**Brown County Planning Commission**  
**Water Quality Management Planning**  
**Work Contract**

## Table of Contents

WORK ELEMENT 1 .....	5
AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING.....	5
Wastewater Facility Plan Reviews.....	5
Sanitary Sewer Extension Reviews.....	5
Large Onsite System Reviews.....	5
Areawide Water Quality Management Plan / Chapter 30 Reviews.....	5
Sewer Service Area (SSA) Amendment Reviews .....	5
Environmentally Sensitive Area (ESA) Amendment Reviews.....	5
Technical Assistance, Information, and Education .....	6
Sewage Plan Update .....	6
SUMMARY OF HOURS FOR WORK ELEMENT 1 .....	6
WORK ELEMENT 2 .....	7
EROSION CONTROL PLAN REVIEW AND ENFORCEMENT.....	7
Erosion Control Planning for Subdivision Plat Reviews.....	7
Erosion Control Planning for Certified Survey Map Reviews .....	7
Erosion Control Planning for Sewer Service Area Amendment Reviews.....	7
Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews.....	8
Erosion Control Planning for Sewer Extension Plan Reviews and Pre-Construction Conferences .....	8
Erosion Control Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports.....	8
SUMMARY OF HOURS FOR WORK ELEMENT 2 .....	8
WORK ELEMENT 3 .....	9
STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT .....	9
Storm Water Management Planning for Subdivision Plat Reviews .....	9
Storm Water Management Planning for Certified Survey Map Reviews .....	9

Storm Water Management Planning for Sewer Service Area Amendment Reviews .....	9
Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews .....	10
Storm Water Management Planning for Sewer Extension Plan Reviews and Pre- Construction Conferences.....	10
Storm Water Management Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports.....	10
SUMMARY OF HOURS FOR WORK ELEMENT 3 .....	10
FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT .....	11

# WORK ELEMENT 1

## AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING

### Wastewater Facility Plan Reviews

During the first quarter of 2022, Brown County Planning Commission staff reviewed zero wastewater facility plans.

- None

Hours:	Planning Director	0.00
	Senior Planner DY	0.00
	Support Staff	0.00

There is no proposed future work activity for this grant cycle.

### Sanitary Sewer Extension Reviews

During the first quarter of 2022, Brown County Planning Commission staff reviewed 14 sanitary sewer extension plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- 2 – Village of Bellevue
- 3 – Town of Lawrence
- 1 – Village of Wrightstown
- 1 – Town of Green Bay
- 1 – Town of Ledgeview
- 2 – Village of Howard
- 2 – City of De Pere
- 1 – Village of Hobart
- 1 – City of Green Bay

Hours:	Planning Director	0.00
	Senior Planner DY	18.00
	Support Staff	4.50

There are 26 proposed future work activities for this grant cycle.

### Large Onsite System Reviews

During the first quarter of 2022, Brown County Planning Commission staff reviewed zero large onsite system plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- None

Hours:	Planning Director	0.00
	Senior Planner DY	0.00
	Support Staff	0.00

There are no proposed future work activities for this grant cycle.

## **Areawide Water Quality Management Plan / Chapter 30 Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed zero areawide water quality management plan / Chapter 30 reviews for consistency with existing sewer service areas, consistency with local plans, consistency with regional plans, and environmental impacts.

Hours:	Planning Director	0.00
	Senior Planners DY	0.00
	Support Staff	0.00

There are no proposed future work activities for this grant cycle.

## **Sewer Service Area (SSA) Amendment Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed one SSA amendments.

Hours:	Planning Director	0.00
	Senior Planner DY	10.00
	Support Staff	0.50

There are 10 proposed future work hours for this grant cycle.

## **Environmentally Sensitive Area (ESA) Amendment Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed three ESA plan corrections. The projects were at the following locations:

- 2022-01 (CGB) Plan Correction
- 2022-02 (LED) Plan Correction
- 2022-03 (LED) Plan Correction

In addition, the Brown County Planning Commission staff performed the following:

- Assisted the 24 municipalities with environmentally sensitive area inquiries related to the interpretation of the 2040 Brown County Sewage Plan.

Hours:	Planning Director	0.00
	Senior Planner DY	1.50
	Support Staff	0.00

There are 18.5 future work hours for this grant cycle.

## **Technical Assistance, Information, and Education**

During the first quarter of 2022, Brown County Planning Commission staff provided 96.00 hours of technical assistance related to water quality. The assistance was provided via communications with customers in person, in the field, over the telephone, and via internet. Hours include water quality work related to the Brown County Sewage Plan and the MS4 Permit. Communications included the development of educational materials and supplemental information that aided the customer, such as maps and field verifications.

Hours:	Planning Director	0.00
	Senior Planner DY	96.00
	Support Staff	0.00

There are 309 proposed future work hours for this grant cycle.

## **Sewage Plan Update**

During the first quarter of 2022, Brown County Planning Commission staff provided 90 hours of work on updating the existing urban service area water quality plan (the 2040 Brown County Sewage Plan). This included correspondence with DNR staff, other RPC staff, technical advisory committee members, and internal staff discussions. This also included reviewing the existing plan and drafting updated material for the plan.

Hours:	Planning Director	10.00
	Senior Planner DY	80.00
	Support Staff	0.00

There are an estimated 155 proposed future work hours remaining for this grant cycle.

## **SUMMARY OF HOURS FOR WORK ELEMENT 1**

Hours:	Planning Director	10.00
	Senior Planner DY	205.50
	Support Staff	5.0

## WORK ELEMENT 2

### EROSION CONTROL PLAN REVIEW AND ENFORCEMENT

#### Erosion Control Planning for Subdivision Plat Reviews

During the first quarter of 2022, Brown County Planning Commission staff reviewed 5 subdivision plat erosion control plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

January	February	March
1 – Village of Howard	1 – Village of Pulaski	1 – Village of Hobart
	1 – Village of Bellevue	1 – Village of Howard

Hours: Senior Planner DY 5.00

There are 20 proposed future work hours for this grant cycle.

#### Erosion Control Planning for Certified Survey Map Reviews

During the first quarter of 2022, Brown County Planning Commission staff reviewed 31 certified survey map erosion control plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

	January	February	March
<b>Count</b>	8	15	8

- Various locations

Hours: Senior Planner DY 11.70

There are 24.3 proposed future work activities for this grant cycle.

#### Erosion Control Planning for Sewer Service Area Amendment Reviews

During the first quarter of 2022, Brown County Planning Commission staff reviewed one sewer service area amendment erosion control plans and made one inspection for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DY 1.00

There two proposed future work activities for this grant cycle.

## **Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed three environmentally sensitive area erosion control plans and made inspections for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DY 3.00

There are 7 proposed future work hours for this grant cycle.

## **Erosion Control Planning for Sewer Extension Plan Reviews and Pre-Construction Conferences**

During the first quarter of 2022, Brown County Planning Commission staff reviewed 14 sanitary sewer extension erosion control plans and made inspections for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

Hours: Senior Planner DY 2.80

There are 3.2 proposed future work hours for this grant cycle.

## **Erosion Control Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports**

During the first quarter of 2022, Brown County Planning Commission staff performed onsite erosion control inspections, provided education and monitoring reports. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- Various locations

Hours: Senior Planner DY 14.20

There are 34.3 proposed future work hours for this grant cycle.

## **SUMMARY OF HOURS FOR WORK ELEMENT 2**

Hours: Senior Planner DY 37.70

## **WORK ELEMENT 3**

### **STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT**

#### **Storm Water Management Planning for Subdivision Plat Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed five subdivision plat erosion control plan for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

<b>January</b>	<b>February</b>	<b>March</b>
1 – Village of Howard	1 – Village of Bellevue	1 – Village of Hobart
	1 – Village of Pulaski	1 – Village of Howard

Hours: Senior Planner DY 5.00

There are 20 proposed future work activities for this grant cycle.

#### **Storm Water Management Planning for Certified Survey Map Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed 39 certified survey map erosion control plans for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- Various locations

Hours: Senior Planner DY 19.50

There are 40.5 proposed future work hours for this grant cycle.

#### **Storm Water Management Planning for Sewer Service Area Amendment Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed one sewer service area amendment erosion control plans and made one inspection for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DY 2.00

There are 4 future work hours for this grant cycle.

## **Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews**

During the first quarter of 2022, Brown County Planning Commission staff reviewed two environmentally sensitive area erosion control plans and made three inspections for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DY 4.00

There are 16 proposed future work hours for this grant cycle.

## **Storm Water Management Planning for Sewer Extension Plan Reviews and Pre-Construction Conferences**

During the first quarter of 2022, Brown County Planning Commission staff reviewed 14 sanitary sewer extension erosion control plans and made inspections for conformance with the recommendations of the areawide water quality management plan. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts. The projects were at the following locations:

- 2 – City of De Pere
- 1 – City of Green Bay
- 2 – Village of Bellevue
- 2 – Village of Howard
- 1 – Village of Hobart
- 1 – Village of Wrightstown
- 1 – Town of Scott
- 3 – Town of Lawrence
- 1 – Town of Ledgeview

Hours: Senior Planner DY 3.6

There are 2.4 proposed future work hours for this grant cycle.

## **Storm Water Management Planning for Onsite Erosion Control Inspections, Education, and Monitoring Reports**

During the first quarter of 2022, Brown County Planning Commission staff performed onsite storm water management inspections, provided education and monitoring reports. Review and comment focused on consistency with local plans, consistency with regional plans, and environmental impacts.

- Various locations

Hours: Senior Planner DY 14.20

There are 34.3 proposed future work hours for this grant cycle.

## **SUMMARY OF HOURS FOR WORK ELEMENT 3**

Hours: Senior Planner DY 53.30

# FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

First quarter 2022

January 1, 2022 through March 31, 2022

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
<b>Work Element 1</b>						
Director	1	\$78.13	10.00	\$781.30	75%	\$585.98
Sr. Planners DY	1	\$56.49	205.5	\$11,608.70	75%	\$8,706.52
Support Staff	1	\$44.50	5.0	\$225.50	75%	\$166.88
<b>Subtotal</b>	--	--	<b>220.5</b>	<b>\$12,612.50</b>	<b>75%</b>	<b>\$9,459.37</b>
<b>Work Element 2</b>						
Sr. Planners DY	2	\$56.49	37.70	\$2,129.67	75%	\$1,597.25
<b>Subtotal</b>	--	--	<b>37.70</b>	<b>\$2,129.67</b>	<b>75%</b>	<b>\$1,597.25</b>
<b>Work Element 3</b>						
Sr. Planners DY	3	\$56.49	53.30	\$3,010.92	75%	\$2,258.19
<b>Subtotal</b>	--	--	<b>53.30</b>	<b>\$3,010.92</b>	<b>75%</b>	<b>\$2,258.19</b>
<b>TOTAL</b>	--	--	<b>311.5</b>	<b>\$17,753.09</b>	<b>75%</b>	<b>\$13,314.81</b>
Grant Funding Remaining <i>(prior to this request)</i>	--	--	--	--	--	\$38,000.00

**REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$13,314.81**