

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

May 10, 2018

Lisa Helmuth  
Wisconsin Department of Natural Resources  
101 S. Webster Street  
Madison, WI 53703

RE: First Quarter Report for the Period of January 1, 2018 through March 31, 2018 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Ms. Helmuth:

Attached please find the First Quarter Report for work performed during the period of January 1, 2018 through March 31, 2018 that is related to the work program between the Wisconsin Department of Natural Resources and Brown County Planning Commission. A brief summary of work activities completed, future work activities, financial breakdowns, and reimbursement request accompanies this letter.

- First quarter 2018 reimbursable expenses were **\$8,936.51**.

Please call our office at (920) 448-6480 if you have any questions. Thank you for your consideration in this matter.

Respectfully,

Dan Teaters  
Senior Planner

DT:

Attachment

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



**2018**  
**First Quarter Report and Financial Summary**  
**of Work**  
**Performed by**  
**Brown County Planning Commission**

**January 1, 2018 through March 31, 2018**

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

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# WORK ELEMENT 1

## AREAWIDE WATER QUALITY MANAGEMENT PLANNING AND SEWERAGE PLANNING

### Wastewater Facility Plan Reviews

During the first quarter of 2018, Brown County Planning Commission staff reviewed zero wastewater facility plans.

- None

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

There is one proposed future work activity for this grant cycle.

### Sanitary Sewer Extension Reviews

During the first quarter of 2018, Brown County Planning Commission staff reviewed nine sanitary sewer 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:

- 3 – City of De Pere
- 1 – City of Green Bay
- 1 – Village of Ashwaubenon
- 3 – Village of Howard
- 1 – Town of Lawrence

Hours:	Planning Director	0.00
	Senior Planner DY	0.00
	Senior Planner DT	9.00
	Support Staff	2.25

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

### Large Onsite System Reviews

During the first quarter of 2018, 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
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Senior Planner DY	0.00
Senior Planner DT	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 2018, 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
	Principal Planners	0.00
	Senior Planners	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 2018, Brown County Planning Commission staff reviewed one minor SSA amendments.

Hours:	Planning Director	0.00
	Senior Planner DY	0.00
	Senior Planner DT	5.00
	Support Staff	0.00

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

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed one ESA amendments, and began or completed work for a number of individuals and municipal representatives for various other ESA amendments for consistency with existing sewer service areas and elements of the areawide water quality management plan. The projects were at the following locations:

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

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

- ESA 2018-01 (Plan Correction) Revised an ESA setback to be consistent with the current requirements set forth in the 2040 Brown County Sewage Plan.

Hours:	Planning Director	0.00
	Senior Planner DY	0.00

Senior Planner DT	0.50
Support Staff	0.00

There are 14 proposed future work activities for this grant cycle.

**Technical Assistance, Information, and Education**

During the first quarter of 2018, Brown County Planning Commission staff provided 150.00 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	0.00
	Senior Planner DT	150.00
	Support Staff	0.00

There are 425 proposed future work hours for this grant cycle.

**SUMMARY OF HOURS FOR WORK ELEMENT 1**

Hours:	Planning Director	0.00
	Senior Planner DY	0.00
	Senior Planner DT	164.50
	Support Staff	2.75

There are 495.75 proposed future work hours for this grant cycle.

## WORK ELEMENT 2

### EROSION CONTROL PLAN REVIEW AND ENFORCEMENT

#### Erosion Control Planning for Subdivision Plat Reviews

During the first quarter of 2018, Brown County Planning Commission staff reviewed four 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:

- 3 – Village of Howard
- 1 – Village of Hobart

Hours:	Senior Planner DY	0.00
	Senior Planner DT	4.00
	Planners	0.00

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

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed 19 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	0.00
	Senior Planner DT	5.70
	Planners	0.00

There are 106 proposed future work activities for this grant cycle.

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed one sewer service area amendment erosion control plans and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:	Senior Planner DY	0.00
	Senior Planner DT	1.00
	Planners	0.00

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

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed one environmentally sensitive area erosion control plan and made inspections for conformance with the recommendations of the areawide water quality management plan.

- ESA 2018-01 – Howard – Plan Correction

Hours:	Senior Planner DY	0.00
	Senior Planner DT	2.00
	Planners	0.00

There are 9 proposed future work activities for this grant cycle.

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed nine 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:

- 3 – City of De Pere
- 1 – City of Green Bay
- 1 – Village of Ashwaubenon
- 3 – Village of Howard
- 1 – Town of Lawrence

Hours:	Senior Planner DY	0.00
	Senior Planner DT	1.80
	Planners	0.00

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

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

During the first quarter of 2018, 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	0.00
	Senior Planner DT	7.70
	Planners	0.00

There are 42.30 proposed future work hours for this grant cycle.



## SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours:	Senior Planner DY	0.00
	Senior Planner DT	21.20
	Planners	0.00

## WORK ELEMENT 3

### STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed four 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:

- 3 – Village of Howard
- 1 – Village of Hobart

Hours:        Senior Planner DY        0.00  
                  Senior Planner DT        8.00

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

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed 19 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        0.00  
                  Senior Planner DT        9.50

There are 106 proposed future work activities for this grant cycle.

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed one sewer service area amendment erosion control plan and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:        Senior Planner DY        0.00  
                  Senior Planner DT        2.00

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

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed one environmentally sensitive area erosion control plan and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:        Senior Planner DY        0.00

Senior Planner DT 2.00

There are 9 proposed future work activities for this grant cycle.

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

During the first quarter of 2018, Brown County Planning Commission staff reviewed nine 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:

- 3 – City of De Pere
- 1 – City of Green Bay
- 1 – Village of Ashwaubenon
- 3 – Village of Howard
- 1 – Town of Lawrence

Hours: Senior Planner DY 0.00

Senior Planner DT 1.80

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

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

During the first quarter of 2018, 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 0.00

Senior Planner DT 7.70

There are 42.30 proposed future work activities for this grant cycle.

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

Hours: Senior Planner DY 0.00

Senior Planner DT 31.00

# FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

First Quarter 2018

January 1, 2018 through March 31, 2018

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$75.69	0.00	\$0.00	75%	\$0.00
Sr. Planners DY	1	\$55.43	0.00	\$0.00	75%	\$0.00
Sr. Planners DT	1	\$54.44	164.50	\$8,955.38	75%	\$6,716.54
Support Staff	1	\$42.98	2.75	\$118.20	75%	\$88.65
Subtotal	--	--	167.25	\$9,073.58	75%	\$6,805.18
Sr. Planners DY	2	\$55.43	0.00	\$0.00	75%	\$0.00
Sr. Planners DT	2	\$54.44	21.20	\$1,154.13	75%	\$865.60
Subtotal	--	--	21.20	\$1,154.13	75%	\$865.60
Sr. Planners DY	3	\$55.43	0.00	\$0.00	75%	\$0.00
Sr. Planners DT	3	\$54.44	31.00	\$1,687.64	75%	\$1,265.73
Subtotal	--	--	31.00	\$1,687.64	75%	\$1,265.73
<b>TOTAL</b>	<b>--</b>	<b>--</b>	<b>219.45</b>	<b>\$11,915.34</b>	<b>75%</b>	<b>\$8,936.51</b>
Grant Funding Remaining <i>(prior to this request)</i>	--	--	--	--	--	\$40,000.00

**REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$8,936.51**