

PLANNING COMMISSION

Brown County



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Cole Runge
PLANNING DIRECTOR

February 24, 2022

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

RE: 2021 Fourth Quarter Report
Brown County Planning Commission Water Quality Management Planning Work Program

Dear Mr. Raab:

Attached please find the fourth quarter report for work performed during the period of October 1, 2021 through December 31, 2021 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.

- Fourth quarter 2021 reimbursable expenses were **\$9,603.93**.
- Reimbursement amount that will be requested, **\$0.0**.
 - No remaining grant balance for 2021 4th quarter.

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

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)



2021
Fourth Quarter Report and Financial Summary
of Work
Performed by
Brown County Planning Commission

October 1, 2021 through December 31, 2021

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 fourth quarter of 2021, Brown County Planning Commission staff reviewed zero wastewater facility plans.

- None

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

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

Sanitary Sewer Extension Reviews

During the fourth quarter of 2021, Brown County Planning Commission staff reviewed 4 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:

- 1 – Town of Ledgeview
- 1 – Village of Howard
- 1 – City of De Pere

Hours:	Planning Director	0.00
	Senior Planner DT	4.00
	Support Staff	1.00

There are 0 proposed future work activities for this grant cycle.

Large Onsite System Reviews

During the fourth quarter of 2021, 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 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 fourth quarter of 2021, 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 DT	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 fourth quarter of 2021, Brown County Planning Commission staff reviewed one SSA amendments.

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

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

Environmentally Sensitive Area (ESA) Amendment Reviews

During the fourth quarter of 2021, Brown County Planning Commission staff reviewed three ESA plan corrections. The projects were at the following locations:

- 2021-14 (HOW) Plan Correction
- 2021-15 (BEL) Plan Correction
- 2021-16 (SUA) 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 DT	1.50
	Support Staff	0.00

There are no future work hours for this grant cycle.

Technical Assistance, Information, and Education

During the fourth quarter of 2021, Brown County Planning Commission staff provided 80.00 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 DT	80.00
	Support Staff	0.00

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

SUMMARY OF HOURS FOR WORK ELEMENT 1

Hours:	Planning Director	0.00
	Senior Planner DY	135.00
	Support Staff	1.5

There are no 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 fourth quarter of 2021, Brown County Planning Commission staff reviewed 9 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:

October	November	December
1 – Village of Bellevue	2 – Village of Bellevue	
2 – Village of Howard	1 – Village of Howard	
2 – Town of Lawrence	1 – Town of Lawrence	

Hours: Senior Planner DY 9.00

There are 0 proposed future work activities for this grant cycle.

Erosion Control Planning for Certified Survey Map Reviews

During the fourth quarter of 2021, 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.

	October	November	December
Count	8	15	8

- Various locations

Hours: Senior Planner DY 9.30

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

Erosion Control Planning for Sewer Service Area Amendment Reviews

During the fourth quarter of 2021, 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 is no proposed future work activity for this grant cycle.

Erosion Control Planning for Environmentally Sensitive Area Amendment Reviews

During the fourth quarter of 2021, 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.

- 2021-14 (HOW) Plan Correction
- 2021-15 (BEL) Plan Correction
- 2021-16 (SUA) Plan Correction

Hours: Senior Planner DY 3.00

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

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

During the fourth quarter of 2021, Brown County Planning Commission staff reviewed four 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:

- 1 – City of De Pere
- 1 – Village of Bellevue
- 1 – Village of Howard
- 1 – Town of Ledgeview

Hours: Senior Planner DY 1.00

There are 0 proposed future work activities for this grant cycle.

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

During the fourth quarter of 2021, 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 12.30

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

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours: Senior Planner DY 35.60

WORK ELEMENT 3

STORMWATER MANAGEMENT PLAN REVIEW AND ENFORCEMENT

Storm Water Management Planning for Subdivision Plat Reviews

During the fourth quarter of 2021, Brown County Planning Commission staff reviewed nine 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:

October	November	December
1 – Village of Bellevue	2 – Village of Bellevue	
2 – Village of Howard	1 – Village of Howard	
2 – Town of Lawrence	1 – Town of Lawrence	

Hours: Senior Planner DY 18.00

There are 0 proposed future work activities for this grant cycle.

Storm Water Management Planning for Certified Survey Map Reviews

During the fourth quarter of 2021, 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.

- Various locations

Hours: Senior Planner DY 15.50

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

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the fourth quarter of 2021, 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 is no proposed future work activity for this grant cycle.

Storm Water Management Planning for Environmentally Sensitive Area Amendment Reviews

During the fourth quarter of 2021, Brown County Planning Commission staff reviewed three environmentally sensitive area erosion control plans and made three inspections for conformance with the recommendations of the areawide water quality management plan.

- 2021-14 (HOW) Plan Correction
- 2021-15 (BEL) Plan Correction
- 2021-16 (SUA) Plan Correction

Hours: Senior Planner DY 6.00

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

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

During the fourth quarter of 2021, Brown County Planning Commission staff reviewed four 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:

- 1 – City of De Pere
- 1 – Village of Bellevue
- 1 – Village of Howard
- 1 – Town of Ledgeview

Hours: Senior Planner DY 0.8

There are 0 proposed future work activities for this grant cycle.

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

During the fourth quarter of 2021, 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 12.30

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

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours: Senior Planner DY 54.60

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Fourth quarter 2021

October 1, 2021 through December 31, 2021

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Work Element 1						
Director	1	\$78.13	0.00	\$0.00	75%	\$0.00
Sr. Planners DY	1	\$56.49	135.5	\$7,654.40	75%	\$5,740.80
Support Staff	1	\$44.50	1.5	\$66.75	75%	\$50.06
Subtotal	--	--	137.0	\$7,721.15	75%	\$5,790.86
Work Element 2						
Sr. Planners DY	2	\$56.49	35.40	\$1,999.75	75%	\$1,499.81
Subtotal	--	--	35.40	\$1,999.75	75%	\$1,499.81
Work Element 3						
Sr. Planners DY	3	\$56.49	54.60	\$3,084.35	75%	\$2,313.27
Subtotal	--	--	54.60	\$3,084.35	75%	\$2,313.27
TOTAL	--	--	227.0	\$12,805.25	75%	\$9,603.93
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$0.00

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$0.00