

PLANNING COMMISSION

Brown County



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**Cole Runge**  
PLANNING DIRECTOR

January 16, 2023

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

RE: 2022 Fourth quarter Report  
Brown County Planning Commission Water Quality Management Planning Work Program

Dear Mr. Raab:

Please find the attached fourth quarter report for work performed during the period of October 1, 2022, through December 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.

- Fourth quarter 2022 reimbursable expenses were **\$9,113.11**.

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: BetsyJo Howe, WDNR (via e-mail and SWIMS online)  
Tim Asplund (via e-mail)  
Ruth Person (via e-mail)



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

**October 1, 2022, through December 31, 2022**

**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 2022, Brown County Planning Commission staff did not review any wastewater facility plans.

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 fourth quarter of 2022, Brown County Planning Commission staff reviewed one sanitary sewer extension 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 project was at the following location:

- 1 – Village of Bellevue

Hours:	Planning Director	0.00
	Senior Planner DY	1.00
	Support Staff	0.25

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

### Large Onsite System Reviews

During the fourth 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 fourth 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 fourth quarter of 2022, Brown County Planning Commission staff did not review any SSA amendments.

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

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

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

During fourth quarter of 2022, Brown County Planning Commission staff reviewed one ESA plan correction. The project was at the following location:

- 2022-07 (SUA) Plan Correction – Village of Suamico

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	0.50
	Support Staff	0.00

There are 16.5 work hours remaining at the end of this annual grant cycle.

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

During the fourth 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 16 remaining work hours at the end of this annual grant cycle.

## **Sewage Plan Update**

During the fourth quarter of 2022, Brown County Planning Commission staff provided 56 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	0.00
	Senior Planner DY	56.00
	Support Staff	0.00

There are no work hours remaining for this grant cycle.

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

Hours:	Planning Director	0.00
	Senior Planner DY	153.50
	Support Staff	0.25

## WORK ELEMENT 2

### EROSION CONTROL PLAN REVIEW AND ENFORCEMENT

#### Erosion Control Planning for Subdivision Plat Reviews

During the fourth quarter of 2022, 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:

October	November	December
1 –Town of Lawrence	1 – Village of Howard	1 – Village of Suamico
1 – Village of Pulaski		

Hours: Senior Planner DY 4.00

There are seven work hours remaining for this grant cycle.

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

During the fourth quarter of 2022, Brown County Planning Commission staff reviewed 30 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	14	12	4

- Various locations

Hours: Senior Planner DY 9.00

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 2022, Brown County Planning Commission staff did not review any sewer service area amendment erosion control plans and made no inspections for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DY 0.00

There is one proposed work hour remaining for this grant cycle.

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

During the fourth quarter of 2022, Brown County Planning Commission staff reviewed one environmentally sensitive area erosion control plan and inspected for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DY 1.00

There are four proposed work hours remaining for this grant cycle.

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

During the fourth quarter of 2022, Brown County Planning Commission staff reviewed one sanitary sewer extension erosion control plan 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 0.20

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

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

During the fourth 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 11.00

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

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

Hours: Senior Planner DY 25.20



## **WORK ELEMENT 3**

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

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

During the fourth quarter of 2022, 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:

<b>October</b>	<b>November</b>	<b>December</b>
1 –Town of Lawrence	1 – Village of Howard	1 – Village of Suamico
1 – Village of Pulaski		

Hours: Senior Planner DY 8.00

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

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

During the fourth quarter of 2022, Brown County Planning Commission staff reviewed 30 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 15.00

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

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

During the fourth quarter of 2022, Brown County Planning Commission staff did not review any sewer service area amendment erosion control plans and made no inspections for conformance with the recommendations of the areawide water quality management plan.

Hours: Senior Planner DY 0.00

There are 2 remaining work hours for this grant cycle.

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

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

Hours: Senior Planner DY 2.00

There are eight remaining work hours for this grant cycle.

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

During the fourth quarter of 2022, Brown County Planning Commission staff reviewed one sanitary sewer extension erosion control plan 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 project was at the following location:

- 1 – Village of Bellevue

Hours: Senior Planner DY 0.2

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

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

During the fourth 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 11.00

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

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

Hours: Senior Planner DY 36.20

# FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

Fourth quarter 2022

October 1, 2022, through December 31, 2022

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
<b>Work Element 1</b>						
Director	1	\$78.13	0.00	\$0.00	75%	\$0.00
Sr. Planners DY	1	\$56.49	153.50	\$8,671.22	75%	\$6,503.41
Support Staff	1	\$44.50	0.25	\$11.13	75%	\$8.34
<b>Subtotal</b>	--	--	<b>153.75</b>	<b>\$8,682.35</b>	<b>75%</b>	<b>\$6,511.75</b>
<b>Work Element 2</b>						
Sr. Planners DY	2	\$56.49	25.20	\$1,423.55	75%	\$1,067.66
<b>Subtotal</b>	--	--	<b>25.20</b>	<b>\$1,423.55</b>	<b>75%</b>	<b>\$1,067.66</b>
<b>Work Element 3</b>						
Sr. Planners DY	3	\$56.49	36.20	\$2,044.94	75%	\$1,533.70
<b>Subtotal</b>	--	--	<b>36.20</b>	<b>\$2,044.94</b>	<b>75%</b>	<b>\$1,533.70</b>
<b>TOTAL</b>	--	--	<b>215.15</b>	<b>\$12,150.84</b>	<b>75%</b>	<b>\$9,113.11</b>
Grant Funding Remaining for 2022 Calendar Year <i>(prior to this request)</i>	--	--	--	--	--	\$1,677.73

**REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$9,113.11**