

PLANNING COMMISSION

Brown County



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PLANNING DIRECTOR

April 1, 2016

Ryan Raab
Bureau of Water Quality – WY/3
Wisconsin Department of Natural Resources
PO Box 7921
Madison, WI 53707

RE: First Quarter Report for the Period of January 1, 2016 through March 31, 2016 Work Program between the Wisconsin Department of Natural Resources and Brown County Planning Commission

Dear Mr. Raab:

Attached please find the First Quarter Report for work performed during the period of January 1, 2016 through March 31, 2016 that is related to the work program between the Wisconsin Department of Natural Resources and Brown County Planning Commission. A brief summary of performed work activities, future work activities, financial breakdowns, and reimbursement request accompanies this letter.

- First quarter 2016 reimbursable expenses were **\$9,028.26**.

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

Respectfully,

Peter Schlein
Senior Planner

PS:

Attachment

cc: Lisa Helmuth, WDNR (via e-mail)
Josie Lathrop, WDNR (via e-mail and SWIMS online)



2016
First Quarter Report and Financial Summary
of Work
Performed by
Brown County Planning Commission

January 1, 2016 through March 31, 2016

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 2016, Brown County Planning Commission staff reviewed zero wastewater facility plans.

- None

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	0.00
	Planners	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 2016, Brown County Planning Commission staff reviewed seven public and three private 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
- 2 – City of Green Bay
- 2 – Village of Ashwaubenon
- 1 – Village of Bellevue
- 1 – Village of Howard
- 1 – Town of Lawrence

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	10.00
	Planners	0.00
	Support Staff	2.50

There are 12 proposed future work activities for this grant cycle.

Large Onsite System Reviews

During the first quarter of 2016, 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
	Principal Planners	0.00
	Senior Planners	0.00
	Planners	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 2016, 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
	Planners	0.00
	Support Staff	0.00

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

Sewer Service Area (SSA) Amendment Reviews

During the first quarter of 2016, Brown County Planning Commission staff reviewed zero SSA amendments.

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	0.00
	Planners	0.00
	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 2016, Brown County Planning Commission staff reviewed zero ESA amendments.

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

- Miscellaneous items documented under *“Technical Assistance, Information, and Education.”*

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

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

Technical Assistance, Information, and Education

During the first quarter of 2016, Brown County Planning Commission staff provided 147.00 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
	Principal Planners	0.00
	Senior Planners	147.00
	Planners	0.00
	Support Staff	0.00

There are 609.00 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 1

Hours:	Planning Director	0.00
	Principal Planners	0.00
	Senior Planners	157.00
	Planners	0.00
	Support Staff	2.50

There are 734.25 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 2016, Brown County Planning Commission staff reviewed nine 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:

- 1 – Village of Bellevue
- 1 – Village of Hobart
- 5 – Village of Howard
- 1 – Village of Suamico
- 1 – Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	9.00
	Planners	0.00

There are 3 proposed future work activities for this grant cycle.

Erosion Control Planning for Certified Survey Map Reviews

During the first quarter of 2016, Brown County Planning Commission staff reviewed 20 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:	Principal Planners	0.00
	Senior Planners	6.00
	Planners	0.00

There are 90 proposed future work activities for this grant cycle.

Erosion Control Planning for Sewer Service Area Amendment Reviews

During the first quarter of 2016, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plans and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:	Principal Planners	0.00
	Senior Planners	0.00
	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 2016, Brown County Planning Commission staff reviewed zero environmentally sensitive area erosion control plan and made inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:	Principal Planners	0.00
	Senior Planners	0.00
	Planners	0.00

There are six 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 2016, Brown County Planning Commission staff reviewed ten 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
- 2 – City of Green Bay
- 2 – Village of Ashwaubenon
- 1 – Village of Bellevue
- 1 – Village of Howard
- 1 – Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	10.50
	Planners	0.00

There are 12 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 2016, 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:	Principal Planners	0.00
	Senior Planners	6.80
	Planners	0.00

There are 28.20 proposed future work hours for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 2

Hours:	Principal Planners	0.00
	Senior Planners	27.50
	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 2016, 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:

- 1 – Village of Bellevue
- 1 – Village of Hobart
- 5 – Village of Howard
- 1 – Village of Suamico
- 1 – Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	18.00
	Planners	0.00

There are 3 proposed future work activities for this grant cycle.

Storm Water Management Planning for Certified Survey Map Reviews

During the first quarter of 2016, Brown County Planning Commission staff reviewed 20 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:	Principal Planners	0.00
	Senior Planners	10.00
	Planners	0.00

There are 90 proposed future work activities for this grant cycle.

Storm Water Management Planning for Sewer Service Area Amendment Reviews

During the first quarter of 2016, Brown County Planning Commission staff reviewed zero sewer service area amendment erosion control plan and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:	Principal Planners	0.00
	Senior Planners	0.00
	Planners	0.00

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 2016, Brown County Planning Commission staff reviewed zero environmentally sensitive area erosion control plan and made zero inspections for conformance with the recommendations of the areawide water quality management plan.

Hours:	Principal Planners	0.00
	Senior Planners	0.00
	Planners	0.00

There are six 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 2016, Brown County Planning Commission staff reviewed ten 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
- 2 – City of Green Bay
- 2 – Village of Ashwaubenon
- 1 – Village of Bellevue
- 1 – Village of Howard
- 1 – Town of Lawrence

Hours:	Principal Planners	0.00
	Senior Planners	2.00
	Planners	0.00

There are 12 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 2016, 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:	Principal Planners	0.00
	Senior Planners	10.50
	Planners	0.00

There are 25.00 proposed future work activities for this grant cycle.

SUMMARY OF HOURS FOR WORK ELEMENT 3

Hours:	Principal Planners	0.00
	Senior Planners	40.50
	Planners	0.00

FINANCIAL SUMMARY OF COSTS ELIGIBLE FOR WDNR REIMBURSEMENT

Brown County Planning Commission

Brown County, Wisconsin

First Quarter 2016

January 1, 2016 through March 31, 2016

Staff	Work Element	Rate	Hours	Subtotal Expenses	Percentage Reimbursable	Eligible Reimbursement
Director	1	\$70.30	0.00	\$0.00	75%	\$0.00
Pr. Planners	1	\$57.50	0.00	\$0.00	75%	\$0.00
Sr. Planners	1	\$53.02	157.00	\$8,324.14	75%	\$6,243.11
Planners	1	\$46.22	0.00	\$0.00	75%	\$0.00
Planners-GIS	1	\$45.96	0.00	\$0.00	75%	\$0.00
Support Staff	1	\$43.27	02.50	\$108.18	75%	\$81.13
Subtotal	--	--	159.50	\$8,432.32	75%	\$6,324.24
Pr. Planners	2	\$57.50	0.00	\$0.00	75%	\$0.00
Sr. Planners	2	\$53.02	27.50	\$1,458.05	75%	\$1,093.54
Planners	2	\$46.22	0.00	\$0.00	75%	\$0.00
Subtotal	--	--	27.50	\$1,458.05	75%	\$1,093.54
Pr. Planners	3	\$52.94	0.00	\$0.00	75%	\$0.00
Sr. Planners	3	\$48.64	40.50	\$2,147.31	75%	\$1,610.48
Planners	3	\$46.22	0.00	\$0.00	75%	\$0.00
Subtotal	--	--	40.50	\$2,147.31	75%	\$1,610.48
TOTAL	--	--	227.50	\$12,037.68	75%	\$9,028.26
Grant Funding Remaining (prior to this request)	--	--	--	--	--	\$45,114.87

REIMBURSEMENT AMOUNT THAT WILL BE REQUESTED: \$9,028.26