



**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
OCTOBER 2-6, 2023**

**MONDAY, OCTOBER 2, 2023**

- |          |                                                                            |                                                     |
|----------|----------------------------------------------------------------------------|-----------------------------------------------------|
| *5:30 pm | Land Conservation Subcommittee – <i>Budget &amp; Regular</i>               | Room 200, Northern Building<br>305 E. Walnut Street |
| *5:45 pm | Planning, Development & Transportation Cmte. – <i>Budget &amp; Regular</i> | Room 200, Northern Building<br>305 E. Walnut Street |

**TUESDAY, OCTOBER 3, 2023**

- |          |                                                       |                                            |
|----------|-------------------------------------------------------|--------------------------------------------|
| *6:00 pm | Public Safety Committee – <i>Budget &amp; Regular</i> | Sheriff's Office<br>2684 Development Drive |
|----------|-------------------------------------------------------|--------------------------------------------|

**WEDNESDAY, OCTOBER 4, 2023**

- |          |                                        |                                                         |
|----------|----------------------------------------|---------------------------------------------------------|
| *6:30 pm | Planning Commission Board of Directors | GB Metro Transportation Center<br>901 University Avenue |
|----------|----------------------------------------|---------------------------------------------------------|

**THURSDAY, OCTOBER 5, 2023**

- |          |                                                        |                                                     |
|----------|--------------------------------------------------------|-----------------------------------------------------|
| *5:30 pm | Human Services Committee – <i>Budget &amp; Regular</i> | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------------------------------------|-----------------------------------------------------|

**FRIDAY, OCTOBER 6, 2023**

(No Meetings)

**BUDGET NOTICE – Upcoming Budget Meeting Dates** are scheduled for Wednesday, October 25, 2023 @ 9AM, and if needed, to be continued on Thursday, October 26, 2023 @ 9AM; If required, a Veto Session is scheduled for Monday, November 6, 2023 @ 6PM.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

**LAND CONSERVATION SUBCOMMITTEE**  
Supervisor Norb Dantinne, Chair;  
Citizen Rep Stan Kaczmarek, Vice Chair  
Supervisor Friberg, Supervisor Fuller,  
Supervisor Landwehr, Supervisor Suennen

**LAND CONSERVATION SUBCOMMITTEE**  
**MONDAY, OCTOBER 2, 2023**  
**5:30 PM**  
**Room 200, Northern Building**  
**305 E. Walnut Street**  
**Green Bay, WI**

**\*\* PLEASE BRING BUDGET BOOK \*\***

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 22, 2023.

**\*\*BUDGET REVIEW\*\***

**Comments from the Public on Budget Items**

**REVIEW OF 2024 DEPARTMENT BUDGET**

- 1. **LAND AND WATER CONSERVATION** – Review of 2024 department budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Land & Water Conservation Department – LTE-Intern (24-005).

**\*\*NON-BUDGET ITEMS\*\***

**Comments from the Public on Non-Budget Items**

- 1. Introduction of new LWCD Engineering Technician, Sarah Hovis.
- 2. Director’s Report.
  - a. Budget Status Financial Report for July 31, 2023 - Unaudited.

**Other**

- 3. Such Other Matters as Authorized by Law.
- 4. Adjourn.

Norb Dantinne, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

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## PLAN, DEV. & TRANS. COMMITTEE

Supervisor David Landwehr, Chair  
Supervisor Norb Dantine, Vice Chair  
Supervisor Tom Friberg, Supervisor Morgan Fuller, Supervisor Ray Suennen

### PLANNING, DEVELOPMENT & TRANSPORTATION

#### COMMITTEE

**MONDAY, OCTOBER 2, 2023**

**Approx. 5:45 PM – To follow Land Con.**

**Room 200, Northern Building**

**305 E. Walnut Street**

**Green Bay, WI**

**\*\* PLEASE BRING BUDGET BOOK \*\***

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 22, 2023.

#### **\*\*BUDGET REVIEW\*\***

#### **Comments from the Public on Budget Items**

#### **REVIEW OF 2024 DEPARTMENT BUDGETS:**

1. **AIRPORT** – Review of 2024 department budget.
2. **FACILITIES** – Review of 2024 department budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Facilities' Department – Deletion and Addition of Various Positions (24-022R)
3. **HIGHWAY** – Review of 2024 department budget.
4. **PLANNING AND LAND SERVICES** - Review of 2024 department budgets.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Planning & Land Services Department – Deletion and Addition of Various Positions (24-002R).
5. **PORT AND RESOURCE RECOVERY** - Review of 2024 department budget.
6. **REGISTER OF DEEDS** - Review of 2024 department budget.
7. **UW-EXTENSION** - Review of 2024 department budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the UW-Extension Department – LTE 4-H Project Assistant (24-013R).

**\*\*NON-BUDGET ITEMS\*\***

**Comments from the Public on Non-Budget Items**

**Presentation**

1. Presentation by Railroad Representative re: Communication from Supervisor Friberg re: For CN and Watco Railroad Companies' public affairs rep to attend a PD&T meeting to brief the public on rail safety initiatives, including track/bridge/hazardous material response for train derailments.
2. **Review Minutes of:**
  - a. Harbor Commission of August 14, 2023.
  - b. Housing Authority of May 15, 2023.
  - c. Housing Authority of August 21, 2023.
  - d. Planning Commission Board of Directors of June 7, 2023.
  - e. Solid Waste Board of June 19 and August 21, 2023.

**Planning & Land Services**

3. Budget Status Financial Reports for Planning, Property Listing and Zoning for July 2023 – Unaudited.
4. Director's Report.

**Facilities**

5. Director's Report.

**Port & Resource Recovery**

6. Request for Proposal for Brown County Strategic Public Communications Plan Project #2619.
7. Director's Report.

**Highway**

8. CTH PP Speed Limit.
9. CTH D Land Transfer to Town of Lawrence.
10. Recommendation and Approval for Radio Tower Removal – Project #2605.
11. Recommendation to approve project DD-6 be completed in 2024 funded by the Village of Wrightstown (pending Village of Wrightstown approval) and the County will pay the Village back in 2026 per the current 6-year CIP.
12. Highway Work Rule HW-10 Specialty Pay Discussion (no action needed).
13. Summary of Operations Report.
14. Commissioner's Report.

**Resolutions & Ordinances**

15. An Ordinance to Amend Schedule A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances CTH PP – Town of Ledgeview, Town of Rockland and City of De Pere (23-1030).

**Communications** – None.

**Airport, Extension, Register of Deeds** – No Non-Budget Agenda Items.

**Other**

16. Acknowledging the bills.
17. Such other matters as authorized by law.
18. Adjourn.

Dave Landwehr, Chair

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# BOARD OF SUPERVISORS

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PHONE (920) 448-4015 FAX (920) 448-6221

## **PUBLIC SAFETY COMMITTEE**

Keith Deneys, Chair  
Andy Nicholson, Vice Chair  
Devon Coenen, Dave Kaster, Christopher Zirbel

**PUBLIC SAFETY COMMITTEE  
REGULAR & BUDGET MEETING**

**TUESDAY, OCTOBER 3, 2023**

**6:00 PM**

**BROWN COUNTY SHERIFF'S OFFICE**

**2684 Development Drive**

**Green Bay, WI**

**NOTE: Enter through INVESTIGATIVE entrance  
door on south side of building,  
around building to left of main entrance.**

**\*\*PLEASE BRING BUDGET BOOK\*\***

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda, with the right to deviate and take budget items following department reports.
- III. Approve/Modify Minutes of September 5, 2023.

### **Comments from the Public – Non-Budgetary Items**

### **Comments from the Public - Budgetary Items**

#### **Consent Agenda**

1. Minutes of Fire Investigation Task Force (June 15, 2023).
2. Minutes of Local Emergency Planning Committee (July 12, 2023).
3. Public Safety Communications Staffing Report.
4. Emergency Management Budget Status Financial Report for July 2023 – Unaudited.
5. Public Safety Communications Budget Status Financial Report for July 2023 – Unaudited.
6. Sheriff's Office Budget Status Financial Report for August 2023 – Unaudited.
7. Sheriff's Office Key Factor Report through August 2023 - Unaudited.
8. Audit of the bills.

**\*\*NON-BUDGET ITEMS\*\***

**Circuit Courts, Commissioners, Probate**

9. Presiding Judge's Report.

**District Attorney**

10. District Attorney's Report.

**Clerk of Courts**

11. Clerk of Courts Report.

**Medical Examiner**

12. Medical Examiner's Report.

**Public Safety Communications**

13. Director's Report.

**Emergency Management**

14. Director's Report.

**Sheriff**

15. Sheriff's Report.

16. Update - Fraud Investigator Job Duties.

17. Courthouse Secure Entrance Update – *Standing Item*.

**\*\*BUDGET REVIEW\*\***

**REVIEW OF 2024 DEPARTMENT BUDGETS**

**Circuit Courts, Commissioners, Probate**

18. Review of 2024 Department Budget.

- a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Circuit Courts Department – Deletion and Addition of Various Positions (24-006R).

**District Attorney**

19. Review of 2024 Department Budget.

- a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the District Attorney's Office – Deletion and Addition of Various Positions (24-021R).

**Clerk of Courts**

20. Review of 2024 Department Budget.

- a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Clerk of Courts Department – Deletion of PT Clerk/Typist II (24-016R).

**Medical Examiner**

21. Review of 2024 Department Budget.

### Public Safety Communications

22. Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Public Safety Communications Department – Communications Supervisors and Telecommunication Lead Operators (24-007R).

### Emergency Management

23. Review of 2024 Department Budget.

### Sheriff

24. Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Sheriff's Department – Deletion and Addition of Various Positions (24-008R).

### Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments

25. District Attorney – American Rescue Plan Act (ARPA) – Project Reallocation Request from Project Number 90 (LTE Staffing) for the purchase of a fleet vehicle (new ARPA project).

### Communications

26. Communication from Supervisors Nicholson and Deneys: To direct Mark Vanden Hoogen to investigate/evaluate whether different pre-trial tools/software designed to assist with setting bonds other than the Public Safety Assessment Tool exist that meet our needs and if so, what the expense of each is – current cases will be included. *Motion at September meeting: To hold for one month.*
27. Communication from Supervisors Deneys and Nicholson: Due to the alarming amount of criminal offenses being committed while subjects are out on bond in Brown County, in order to insure the safety of the public, we request a review and assessment with possible action of the process and factors utilized by the Court Commissioners for setting of bonds in Brown County including but not limited to the utilization of the recommendation by the Public Safety Assessment tool. *Motion at September meeting: To hold for one month.*
28. Communication from Board Chair Buckley: To request that the county lower reimbursed attorney fees from \$100.00/hour to \$75.00/hour for defendants that are State Public Defender qualified. *Motion at September meeting: To hold for one month and have Clerk of Courts provide comparative numbers if appointments have gone down since SPD rate has gone up and to ask Corporation Counsel to attend the next meeting.*
29. Communication from Supervisor Deneys: To direct the new Public Safety Communications Director to examine employee retention issues including but not limited to the tier system and training hours and salaries and report back to the committee by January of 2024. *Action at September meeting: To direct Administration to look into hiring a consultant to effect this and come back with a report.*
30. Communication from Supervisors Coenen and Borchardt: To request our federal and state elected officials to enact legislation to protect the privacy and prevent harassment of individuals by drone operators; who are not given permission to do so. *Referred from September County Board.*

### Closed Session

31. Closed Session (Regarding Contract Negotiations):
  - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into Closed Session pursuant to **Wis. Stats. Sec. 19.85(1)(e)**, for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or **conducting other specified public business, whenever competitive or bargaining reasons require a closed session** (Regarding Contract Negotiations);
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Committee shall convene into Closed Session pursuant to **Wis. Stats. Sec. 19.85(1)(e)**, for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or **conducting other specified public business, whenever competitive or bargaining reasons request a closed session** (Regarding Contract Negotiations); and

- c. Reconvene into Open Session: The Committee shall reconvene into Open Session for possible voting and/or other action regarding the above mentioned matters that were discussed in Closed Session, and/or regarding other Agenda items.

**Other**

32. Such other matters as authorized by law.
33. Adjourn.

Keith Deneys, Chair

If you have a disability and would like to arrange assistance prior to the meeting, please contact the County Board Office via email at [BC\\_County\\_Board@browncountywi.gov](mailto:BC_County_Board@browncountywi.gov) or via telephone at (920) 448-4015.

For access to the elevator at the Sheriff's Office, please press the buzzer in between the front doors or call (920) 391-7450 upon your arrival.

Notice is hereby given that action by the Committee may be taken on any of the items described or listed on this agenda. It is possible additional members of another County Committee/Commission/Board/Entity may attend this meeting, resulting in a majority or quorum of another County Committee/Commission/Board/Entity, but said additional members will only engage in information gathering, as opposed to taking any official actions or exercising the responsibilities, authority or duties vested in them as members of another County Committee/Commission/Board/Entity.



**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, October 4, 2023 - 6:30 pm**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room, Green Bay, WI 54302**

**ROLL CALL:**

Paul Blindauer	_____	Pat Hopkins	_____	Pam Schauer	_____
Corrie Campbell	_____	Elizabeth Hudak	_____	Dan Segerstrom	_____
Devon Coenen	_____	Emily Jacobson	_____	Glen Severson	_____
Norbert Dantine, Jr.	_____	Dotty Juengst	_____	Jim Steffek	_____
Steve Deneys	_____	Dave Kaster	_____	Mark Thomson	_____
Geoff Farr	_____	Patty Kiewiz	_____	Andy Vanderloop	_____
Mike Goral	_____	Dane Lasecki	_____	Nick Weber	_____
Steve Grenier	_____	Dan Lindstrom	_____	Matthew Woicek	_____
Mark Handeland	_____	Josh Lutzow	_____		
Matthew Harris	_____	Gary Pahl	_____		

1. Approval of the minutes of the September 6, 2023, regular meeting of the Brown County Planning Commission Board of Directors.
2. Receive and place on file the draft minutes of the September 11, 2023 meeting of the Brown County Transportation Coordinating Committee (TCC).
3. Receive and place on file the draft minutes of the September 11, 2023 meeting of the Brown County Planning Board of Directors Transportation Subcommittee.
4. Discussion and action regarding Calendar Year 2024 Federal Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program awards.
5. Discussion and action regarding State Section 85.21 – Specialized Transportation Assistance Program for Counties Trust Program awards.
6. Discussion and action regarding the adoption of the Highway Safety Improvement Program Performance Measures Targets for 2024.
7. Discussion and action regarding the Draft 2024-2027 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area (TIP document included in September agenda packet)
8. Discussion and action regarding the adoption of the 2020 Adjusted Urbanized Area Boundary.
9. Discussion and action regarding a resolution approving the addition of the South Bridge Connector between Interstate 41 and State Highway 32/57 to the National Highway System (NHS).
10. Discussion and action regarding the approval of the MPO’s 2024 Transportation Planning Work Program.
11. Review and approve the 2024 Brown County Planning Commission budget.
12. Brown County Planning Commission staff updates on work activities during the month of September 2023.

13. Planning Director's Report.

14. Other matters.

15. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

# BOARD OF SUPERVISORS

Brown County



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## **HUMAN SERVICES COMMITTEE**

Supervisor Emily Jacobson, Chair  
Supervisor Megan Borchardt, Vice Chair  
Supervisor Barbara Avery, Supervisor Patrick Evans, Supervisor Patrick Hopkins

### **HUMAN SERVICES COMMITTEE MEETING**

**THURSDAY, OCTOBER 5, 2023**

**5:30 PM**

**Room 200, Northern Building**

**305 E. Walnut Street**

**Green Bay, WI**

**\*\* PLEASE BRING BUDGET BOOK \*\***

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ON ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 23, 2023.

### **\*\*BUDGET REVIEW\*\***

#### **Comments from the Public on Budgetary Items**

#### **REVIEW OF 2024 DEPARTMENT BUDGETS**

1. **AGING AND DISABILITY RESOURCE CENTER** - Review of 2024 Department Budget.
2. **SYBLE HOPP SCHOOL/CHILDREN WITH DISABILITIES EDUCATION BOARD** - Review of 2024 Department Budget.
3. **VETERANS SERVICES** - Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Veterans Services Department – Benefits Specialists (24-026R).
4. **HEALTH & HUMAN SERVICES** - Review of 2024 Department Budget.
  - a. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Services Division – Deletion and Addition of Various Positions (24-001R).
  - b. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Public Health Division – Deletion and Addition of Various Positions (24-003R).
  - c. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Services Division – Deletion and Addition of Various Positions (24-004R).
  - d. Resolution Approving New or Deleted Positions During the 2024 Budget Process in the Health and Human Services Department – Community Treatment Center Division – Deletion and Addition of Various Positions (24-009R).

**\*\*NON-BUDGET ITEMS\*\***

**Comments from the Public on Non-Budgetary Items**

1. **Review Minutes of:**

- a. Aging & Disability Resource Center of Brown County Board of July 27, 2023.
- b. Human Services Board of August 10, 2023.
- c. Board of Health of July 18, 2023.

**ADRC**

2. Director's Report.

**Syble Hopp School**

3. Director's Report.

**Veterans**

4. American Rescue Plan Act (ARPA) New Project/Additional Funding Request.
5. Director's Report.

**Health & Human Services**

6. Executive Director Report.
7. Financial Report for Community Treatment Center and Community Services.
8. Statistical Reports:
  - a) Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home).
    - iv. CTC Double Shifts.
  - b) Child Protective Services – Child Abuse/Neglect Report.
  - c) Monthly Contract Update.
9. Request for New Non-Contracted and Contracted Providers.
10. Resolution Regarding Table of Organization Change (For 2023 to 2024 Budget) for the Health & Human Services Department – Community Services Division – LTE Social Worker/Case Manager (23-101R).
11. Resolution Regarding Table of Organization Change (For 2023 to 2024 Budget) for the Health & Human Services Department – Community Treatment Center Division – Registered Nurse (23-102R).

**Communications**

12. Communication from Supervisor Evans re: Discussion and possible action as it relates to an Outreach and Resources Opioid Program in Brown County. *Standing Item.*

**Other**

13. Audit of bills.
14. Such other Matters as Authorized by Law.
15. Adjourn.

Emily Jacobson, Chair

**Notice I hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.**

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# OCTOBER 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Land Con 5:30 pm PD&T 5:45 pm (Budget & Reg)	3 Public Safety 6:00 pm (Budget & Reg)	4 <i>Ed &amp; Rec 5:30 pm Rescheduled to Oct. 11</i>	5 Human Services 5:30 pm (Budget & Reg)	6	7
8	9	10	11 Ed & Rec 5:30 pm (Budget & Reg)	12	13	14
15	16 Admin 5:30 pm (Budget & Reg)	17 CJCB 12:00 pm Exec. Cmte 5:30 pm (Budget & Reg)	18 No County Board This Day	19	20	21
22	23	24	25 <b>COUNTY BUDGET MEETING 9:00 am</b>	26 Budget Meeting Continued, if necessary 6:00 pm Mental Health Subcommittee 5:00 pm	27	28
29	30	31 				

# BROWN COUNTY COMMITTEE MINUTES

- Library Board (August 17, 2023)

**To obtain a copy of Committee minutes:**

[https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](https://www.browncountywi.gov/government/minutes_and_agendas/)

OR

Contact the Brown County Clerk's Department

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **August 17, 2023**, at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, DAVID RUNNING, KIM SCHANOCK, JAYME SELLEN, JOHN VAN DYCK and WENDY WOODWARD.

**EXCUSED:** KATHY PLETCHER

**PRESENT:** Emily Rogers, Sue Lagerman, Curt Beyler, Andrea West, Leah Liebergen, Dennis Jacobs, and Sandy Kallunki (staff), and Karen Stoehr, Green Bay; Kathy Wojkiewicz, Green Bay; Jessica Gilbert, Green Bay; and Dave Boyce, Green Bay.

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:18 pm.

**2. APPROVE/MODIFY AGENDA AND MINUTES** Anderson suggested tabling agenda items #6 and #7 and removing the closed session because it is not necessary. **Motion** by Running, seconded by Aubinger, to approve the modified agenda and the July 2023 and August 8 minutes. **Motion carried.**

**3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** Anderson welcomed guests. Stoehr brought forward a concern about books in the collection that expose children to the subject of sexuality and pictures she expressed as explicit. The book of concern is catalogued as Young Adult and is not shelved in the Children's area. She asked for the Library Board's help in protecting children in libraries.

This library has systems in place to protect children – children's library cards must be authorized by parents; children under 9 years of age must be supervised and accompanied by someone 13 years of age or older; and sections for children and adults are separated. Children's cards are blocked from checking out R-rated DVDs and games. Parents and guardians are front and center in guiding children. Every book has a reader but not every book is for every reader.

Public libraries serve diverse populations and specific populations. The library has a strict collection development policy, and the Collection Development staff are responsible for, and mindful of, choosing materials that are meaningful and useful resources.

Stoehr asked how to control the browsing of books (not checking it out). Sugden responded that she is eager for the conversation with parents.

There is a process in place to relocate an item which entails a formal form to submit to Library for reconsideration. This form moves on to the Library Board who decides what should happen to the book. A request to review similar materials could also take place.

Stoehr asked if the Collection Development Manager gets input from families on books of this and similar nature. The library does not survey patrons on specific titles but rather, what types of books patrons would like to see. Gilbert suggested hanging a sign to tell parents to supervise children and advise that certain books are available. Boyce had heard rumors about this book – decided to check it out. He asked if there is a way that the average citizen can review what is in the public-school libraries. The public library does not have jurisdiction over school libraries. It was suggested that he contact his School Board representative.

**4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH** Things are wrapping up – parking lot asphalt and IT switch. A punch list walk-through is scheduled for Friday, August 25. Beyler offered tours to the Library Board the week of August 28. Beyler will circulate a sign-up sheet to avoid a quorum on Monday August 28. The current lease is effective through the end of the year.

**5. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY** Schanock reported that this is such interesting work and thanked Rogers and Lagerman. The rural services team continues its work. Rogers and Lagerman are preparing information that details the desired spaces in a "model" footprint. The information will include a description of the space, the equipment/supplies for each space, and the associated costs.

From there, the team will prepare a presentation for the Board's review that includes this information and goes on to propose cost-sharing among the municipality, BCL, and other partners such as the Friends or local community groups. The hope is to provide a clear picture of what a partnership-based rural branch would look like along with transparency regarding costs for establishing the branch as well as its ongoing expenses.

The team will ask for feedback from this Board and anticipate several questions that will unify all understanding and support prior to approaching any of the three communities with the information.

An area in which clarity is sought is the guidance around what the sales tax funds can and cannot cover. For example, which aspects of setting up a space can be paid with sales tax funds. Van Dyck commented that asset-owned or properties controlled by the county can use sales tax monies. Sales tax money could not be used for renovating a non-controlled/owned building.

The status of each community is as follows:

Denmark: One Denmark continues to meet with the most recent meeting held 8/16/23. A possible future BCL location is in a community center that One Denmark hopes to bring to fruition. Further information on the vision for structure is needed and would need to be reviewed by County Administration. Consultation with Corporation Counsel is also recommended.

Pulaski: Lagerman is contacting the planning team from Pulaski to determine the current status of their planning. The last meeting was in February 2023.

Wrightstown: The current BCL space lease continues through 2026. Conversations with Cotter have discontinued. The team anticipates reengaging this community at a future date.

## **6. DISCUSSION AND POSSIBLE ACTION REGARDING ARCHITECT FOR ASHWAUBENON BRANCH - Tabled**

## **7. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL LIBRARY AIR HANDLER LOCATION – Tabled until September.**

**8. PERFORMANCE REVIEW PROCESS UPDATE** Rogers reviewed the Employee Performance Evaluation policy included in the packet. The period of review is September 1, 2022 – August 31, 2023. The procedure mostly aligns with the county's procedure with a couple exceptions. The library uses a 3-level ranking system, and the county uses a 2-level system. The library's third level is Exceeds. Employees who meet or exceed expectations receive a COLA payment.

Employees who are ranked as Exceeds receive an additional one-time payout funded through personnel surplus, provided there is a surplus of personnel savings.

Running mentioned an issue expressed by the Board last year related to the number of employees that were ranked as Exceeds. It was a concern, so it is good to bring this up now and not after the fact.

Schanock doesn't believe in a bell curve and would love to see many Exceeds Expectations rankings.

Aubinger requested the definitions of the rankings the Board approved last year.

## **9. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 BUDGET NARRATIVE AND PERFORMANCE MEASUREMENTS** There were not any changes to the mission and program description.

**Performance measures.** Measures are reviewed for impact and purpose. These include checkouts per capita, public use of meeting rooms, public computer and Wi-Fi usage, website visits, and active cardholders.

**Organizational Chart.** No changes were proposed.

**Grants.** Includes state grant and aid revenue from the Nicolet Federated Library System.

**Rates & Fees.** No changes were proposed.



**Initiatives.** Four initiatives relate to digital literacy, youth services strategic framework implementation, Ashwaubenon Branch Program development and architectural design work, and workforce development partnership.

Other items discussed included possible levy reductions, grant details, and progress of 2023 initiatives.

**10. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 BUDGET DRAFT** Sugden walked the Board through the budget changes. In past years, the county has transferred funds to cover COLA increases. Due to budget restraints and other priorities, the county cannot fund the increases. In order to address wages, departmental budgets have to be reduced.

The county proposed a 3.5% decrease. Van Dyck reminded that the Board isn't obligated to give anything.

Revenues: fines trending down, revenue from municipalities is based on 2022 activity, 90% of funding comes from county.

Expenditures: a 3.5% COLA payment results in reductions in open positions. Reduce Research & IT Librarian from 37.5 hrs/wk. to 28 hours, administrative clerk, library service clerk, teen librarian, and research librarian. It is proposed to fill open research librarian with staff in teen librarian position.

Additionally, it is proposed to reduce Central Saturday and Monday hours and continue with Sunday closures. This will assist in maintaining safe operations.

Running opposed reduction of hours on Saturdays. Sugden replied that lot of deliberation took place with focus on not reducing services. This would have minimal impact on library service – making the best of a bad situation.

Anderson commented on the usage of the Local History department on Saturdays. He is also mentioned that it takes fewer people to keep branches open. The transportation study the library conducted indicated that most people get to the library by car, not public transportation, as many thought.

Woodward questioned how this would affect the expansion of services at Central. Running asked if there is any political support by County Board. Van Dyck commented that budget constraints will get worse next year and the year after. The County has limited money to spend on budgets due to limited by tax dollars collected. The County Board will have hard decisions over the next few years. The library is a non-essential service, and the pressure will be on Ed & Rec departments.

Van Dyck asked how the library is getting by with open positions being unfilled. Those gaps have been filled by LTEs and extra hours. The savings is funding those salaries.

Van Dyck asked how much consideration was given to the Safety Officer position since the library has been getting by without a full-fledged safety officer. He commented that it doesn't seem as critical as those positions that deal with operations. Sugden replied it is important to keep that position due to conditions in the community. Safety is a priority. Sugden doesn't want to diminish the foundation of that position.

Van Dyck is uncomfortable with Central Library hours reduction when the library just pressed the County Board to purchase property to create better access to the library.

An hourly use breakdown of Central can be prepared for next month. The Board is interested in knowing if there are other scenarios that can be determined that don't all fall on Central.

**Motion** by Schanock, sadly and regretfully, seconded by Van Dyck. to approve the budget as presented. **Motion carried.**

## **11. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY HOURS**

**Motion** by Van Dyck, seconded by Woodward to hold on proposal of hours changes to be implemented on January 1 to next month's meeting. **Motion Carried.**

It was proposed that effective September 1, 2023, East Branch Saturday hours would increase to 10 am – 4 pm and Sunday hours (12-4pm) at Central Library would be discontinued. **Motion** by Sellen, seconded by Woodward to adopt proposed hours. **Motion carried.**

## **12: DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

- A. FINANCIAL UPDATE** The library's new finance manager starts Monday.
- B. FACILITIES UPDATE** East Branch is priority as reported earlier.
- C. PERSONNEL UPDATE** Rogers reported the following:

**Hired:** Lisa VanHandel, Finance Manager

**Resigned:** Ameila Richards, Shelver; Leah Drenning, Ashwaubenon Clerk; and Katelyn Charles Kress Clerk

**Open Searches:** Weyers-Hilliard and Kress Shelves

**D. COMMUNITY ENGAGEMENT UPDATE** Lagerman reported the Summer Reading Program ended on August 14 and it was a successful summer overall. Reporting and wrapping up will start and statistics should be available at the next meeting. Library Morning at the Fair took place this morning and had excellent attendance (and more than last year!) Readers who spent time reading for 28 days received two tickets to this event.

The Brown County Book Buddies pilot at the Southwest Branch has been successful and staff hopes to continue it after school this fall and engage more teen volunteers.

The last human centered design workshop for reading for the Future (and hosted by Achieve Brown County) took place today. Prototypes were developed and will be refined, and opportunities revised. Following that a report to the community will take place – likely in October.

**13. LIBRARY DIRECTOR'S REPORT** Sugden commended staff on an exceptional summer. Next year's planning is already underway. Sugden expressed worry and concern about the 2025 budget. She thanked Ed & Rec Committee for stating the importance of the library and other non-mandated departments.

**14. PRESIDENT'S REPORT** Anderson introduced Olivia Anderson, his daughter who was in attendance. Anderson shared that he recently introduced a friend and recently settled refugee to the services of the library.

Regarding challenges on library-held materials, he would like the Board better prepared with fact and evidence-based information. He'd like to review and formalize the process. This will be discussed further in September.

An offer, by the library, to purchase the former Bank Mutual property was accepted. However, at the County Board meeting, the County decided to purchase the property using the \$1.2M earmarked (not appropriated) for Central Library renovation.

**18. OTHER BUSINESS** None.

**19. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

## **20. ADJOURNMENT**

**Motion** by Sellen, seconded by Woodward, to adjourn the meeting.  
Meeting adjourned at 8:02 p.m.

### **NEXT REGULAR MEETING:**

**September 21, 2023 | 5:15 p.m. | Kress Family Branch Library**

Respectfully submitted,  
Sue Lagerman | Recording Secretary