Brown County

305 E. WALNUT STREET
E-Mail: BC_County_Board@browncountywi.gov
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600 PHONE (920) 448-4015 FAX (920) 448-6221

"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
SEPTEMBER 5 – 9, 2022

MONDAY, SEPTEMBER 5, 2022

LABOR DAY

(County Board Office Closed)

TUESDAY, SEPTEMBER 6, 2022

*6:00 pm	Public Safety Committee	Brown County Sheriff's Office 2684 Development Drive

WEDNESDAY, SEPTEMBER 7, 2022

*5:30 pm	Education and Recreation Committee	Clubhouse Meeting Room Brown County Golf Course 897 Riverdale Drive
*6:30 pm	Planning Commission Board of Directors	Metro Transportation Center 901 University Avenue

THURSDAY, SEPTEMBER 8, 2022

*6:00 pm	Human Services Board	Board Rm. A, Sophie Beaumont Bldg. 111 N. Jefferson Street

FRIDAY, SEPTEMBER 9, 2022
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
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PHONE (920) 448-4015 FAX (920) 448-6221

PUBLIC SAFETY COMMITTEE
Keith Deneys, Chair
Randy Schultz, Vice Chair
Devon Coenen, Dave Kaster, Andy Nicholson

PUBLIC SAFETY COMMITTEE
TUESDAY, SEPTEMBER 6, 2022
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.

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 2, 2022.

Comments from the Public

Consent Agenda

1. Review Minutes of Criminal Justice Coordinating Board of May 3, 2022.
2. Review Minutes of Local Emergency Planning Committee of July 13, 2022.
3. Review Minutes of Security and Facilities Committee of May 24, 2022.
4. Circuit Courts, Commissioners, Probate Budget Status Financial Report for July 2022 – Unaudited.
5. Emergency Management Budget Status Financial Report for July 2022 – Unaudited.
6. Public Safety Communications Budget Status Financial Report for July 2022 – Unaudited.
7. Sheriff's Office Budget Status Financial Report for July 2022 – Unaudited.
8. Sheriff's Office Key Factor Report for July 2022 – Unaudited.
9. Audit of the bills.

Circuit Courts, Commissioners, Probate

10. Director's Report.
11. Presentation by Judge Zuidmulder Regarding Treatment Courts.

District Attorney

12. District Attorney's Report.

Public Safety Communications

13. Director's Report.

Emergency Management

14. Director's Report.

Clerk of Courts

15. Clerk of Courts Report.

Medical Examiner

16. Medical Examiner's Report.

Sheriff

17. Sheriff's Report.

Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments

18. Resolution Appropriating Second Round of American Rescue Plan Act (ARPA) Funds for Specific Projects.
19. Resolution Adopting Brown County's 2023 Six-Year Capital Improvement Plan.
20. Resolution Regarding Table of Organization Change for the Circuit Courts Department – Law Clerks and LTE Bailiffs.
21. Resolution Regarding Table of Organization Change for the Clerk of Courts Department – Tiers and Wage Increases.

Communications

22. Communication from Chairman Buckley: Request the Brown County judges to work with the Sheriff on a list of standard court procedures that can be conducted via zoom (zoom like) to cut down on unnecessary transports for safety and manpower. *Held from June meeting.*
23. Communication from Chairman Buckley: Explore the feasibility of adding officer to the drug task force to combat the growing drug problem in the City of Green Bay. *Held from August meeting*.
24. Communication from Supervisor Evans: To have an officer(s) dispatched to a school when the 911 Communication Center receives a call from a school. *Action at August Public Safety: To have an officer(s) dispatched to a school when the 911 Communication Center receives a 911 landline call from a school AND To direct staff to update the policy on 911 hang-up response to schools and update this Committee. Action at August County Board: Item pulled and referred back to Public Safety Committee.*
25. Communication from Supervisor Deneys: To direct County Administration to come up with options to secure the Brown County Courthouse. Request various options from temporary solutions, to options including stand alone facilities, removal of the downtown jail with new facilities in that area that would include several variations including just a secure entrance to additional courtrooms, additional County office space, etc. *Action at August meeting: To direct County Administration to come up with options to secure the Brown County Courthouse.*

25a. Closed Session – Discussion and Possible Action Regarding Conducting Public Business Where Competitive or Bargaining Reasons Require a Closed Session.

i. Open Session: Motion and **Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding the Brown County Human Services Committee going into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of conducting public business where competitive or bargaining reasons require a closed session;

ii. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Brown County Human Services Committee shall convene into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of conducting public business where competitive or bargaining reasons require a closed session; and

iii. Reconvene into Open Session: The Brown County Human Services Committee shall reconvene into Open Session for possible action regarding issues discussed in closed session.

Other

26. Such other matters as authorized by law.
27. 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 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 in 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.

BOARD OF SUPERVISORS

Brown County

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EDUCATION & RECREATION COMMITTEE
John Van Dyck, Chair
Ron Antonneau, Vice Chair
Jessica Adams, Tom De Wane
Dan Theno

EDUCATION & RECREATION COMMITTEE
WEDNESDAY, SEPTEMBER 7, 2022
5:30 pm
Clubhouse Meeting Room
Brown County Golf Course
897 Riverdale Drive
Hobart, WI 54155

****NOTE LOCATION****

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

I. Call Meeting to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of August 3, 2022.

Comments from the Public

Consent Agenda
1. Library Board Minutes of June 16 & July 21, 2022.
2. Golf Course Budget Status Financial Report for July 2022 – unaudited.
3. Museum Budget Status Financial Report for July 2022 - unaudited.
4. NEW Zoo Budget Status Financial Report for July 2022 – unaudited.
5. Parks Budget Status Financial Report for July 2022 – unaudited.
6. Audit of the Bills.

Parks
7. Parks Director's Report.
    a. Brown County Fair Update by Brown County Fair Board.

Museum
8. Museum Director's Report.

Library
9. Library Report/Director's Report.

NEW Zoo and Adventure Park

10. Zoo Director's Report.

Golf Course

11. Golf Course Superintendent's Report.

Action Items

12. Resolution Appropriating Second Round Of American Rescue Plan Act (ARPA) Funds For Specific Projects.
13. Resolution Adopting Brown County's 2022 Six-Year Capital Improvement Plan.
14. Review and Request for Approval of the 2022 Fall Hunting Dates and Areas in Brown County Parks.
15. Review and Possible Action on H.J. De Baker Eagles Nest Park and Boat Launch Draft Master Plan.

Communications

16. Communication from Supervisors Adams and Fuller: To review/consider purchasing solar light for the parking lot at County Dog Park for safety purposes. *Action at August meeting: To refer to staff to come back with report.*
17. Communication from Supervisor Van Dyck: Request that the Parks Department work in conjunction with the Highway Department to improve visibility and site lines at the intersections of the Fox River Trail and rural roadways in Southern Brown County. Submitted to address concerns communicated to the Executive's Office and the Parks Department by the leadership of the Town of Rockland. *Action at August meeting: To hold until next meeting.*

Other

18. Such other matters as authorized by law.
19. Adjourn.

John Van Dyck, Chair

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

AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, September 7, 2022 - 6:30 pm
Green Bay Metro Transportation Center
901 University Avenue, Commission Room, Green Bay, WI 54302

Attendees are asked to follow the Centers for Disease Control (CDC) masking recommendations

ROLL CALL:

Paul Blindauer	_____	Mark Handeland	_____	Jonathon LeRoy	_____
Corrie Campbell	_____	Matthew Harris	_____	Dan Lindstrom	_____
Devon Coenen	_____	Phil Hilgenberg	_____	Gary Pahl	_____
Norbert Dantinne, Jr.	_____	Pat Hopkins	_____	Dan Segerstrom	_____
Steve Deneys	_____	Elizabeth Hudak	_____	Glen Severson	_____
Dean Erikson	_____	Emily Jacobson	_____	Mark Thomson	_____
Geoff Farr	_____	Dotty Juengst	_____	Nick Weber	_____
Steve Gander	_____	Dave Kaster	_____	Matthew Woicek	_____
Mike Goral	_____	Patty Kiewiz	_____		
Steve Grenier	_____	Joy Koomen	_____		

1. Approval of the minutes of the August 3, 2022 regular meeting of the Brown County Planning Commission Board of Directors.

2. **Public Hearing**: *Draft Major Amendment #5 to the 2022-2025 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

3. Discussion and action regarding the Draft Major Amendment #5 to the 2022-2025 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

4. **Overview and Public Hearing**: *Draft 2023-2026 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area and the Green Bay Metro 2023 Program of Projects.* (**Please bring copy of the TIP to the October meeting**)

5. Discussion and action regarding the adoption of the Public Transportation Agency Safety Plan (PTASP) Performance Measures Targets for 2023.

6. Discussion and action regarding the adoption of the State of Good Repair and Transit Asset Management (TAM) Performance Measures Targets for 2023.

7. **Overview and Public Hearing**: *Proposed Major SSA Amendment in the Village of Pulaski to add 39.04 acres to the sewer service area.*

8. Discussion and action regarding a Major SSA Amendment in the Village of Pulaski.

9. Discussion and action regarding the approval of the 2040 Brown County Comprehensive Plan Update.

10. Brown County Planning Commission staff updates on work activities during the month of August 2022.

11. Planning Directors Report.

12. Other matters.

13. 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.

BROWN COUNTY HEALTH & HUMAN SERVICES
111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600

HUMAN SERVICES BOARD MEETING
Thursday, September 8, 2022
6:00 PM

SOPHIE BEAUMONT BUILDING
111 N JEFFERSON STREET; BOARDROOM A
GREEN BAY, WI 54301

Pursuant to Sections 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that a MEETING of the BROWN COUNTY HUMAN SERVICES BOARD will be held on SEPTEMBER 8, 2022 at 6:00 pm

NOTICE IS HEREBY GIVEN THAT THE BOARD MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

1. Call Meeting to Order
2. Approve/Modify Agenda
3. Approve Minutes of August 11, 2022 Human Services Board Meeting
4. Public Comment
   a. State name and address for the record
   b. Comments will be limited to five (5) minutes
   c. The Human Services Board's role is to listen to public comments, and not to ask questions, discuss, nor take action regarding public comment.
5. Presentation by Economic Support Services Program Manager, Chelsey Groessl
6. Executive Director's Report
7. 2023 Draft Budget Overview
8. Community Services Administrator Report
9. CTC Administrator Report including NPC Monthly Report
10. Financial Report for Community Treatment Center and Community Services

Human Services Board Members:

Tom Lund; County Board Supervisor & Board Chair
Randy Schultz; County Board Supervisor
Vacant; County Board Supervisor
Michael Conley-Kuhagen; Citizen Board Member
Kathryn Dykes; Citizen Board Member
Jean Marsch; Citizen Board Member
Laura McCoy; Citizen Board Member & Vice-Chair
Leslie Ousley; Citizen Board Member
Vacant; Citizen Board Member

11. Statistical Reports
    a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
    b. Child Protective Services – Child Abuse/Neglect Report
    c. Monthly Contract Update

12. Request for New Non-Contracted Provider & New Provider Contract

13. Adjourn Meeting

**Attached to Agenda*

Notices:

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

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, 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.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Health & Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so arrangements can be made.

SEPTEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 **Labor Day** County Board Office Closed	6 Public Safety 6:00 pm	7 Ed & Rec 5:30 pm @ Golf Course	8	9	10
11	12	13	14	15 Energy Subcommittee 5:30 pm	16	17
18	19	20	21 **COUNTY BOARD 7:00 PM**	22 Admin 5:30 pm	23	24
25	26	27 Land Con 5:30 pm PD&T 5:45 pm	28 Human Services 5:30 pm	29	30	

BROWN COUNTY COMMITTEE MINUTES

- Board of Health (March 8, 2022)
- Library Board (June 16 & July 21, 2022)
- Supervised Release Committee (July 28, 2022)

To obtain a copy of Committee minutes:

https://www.browncountywi.gov/government/minutes_and_agendas/

OR

Contact the Brown County Clerk's Department

PROCEEDINGS OF THE BOARD OF HEALTH MEETING
TUESDAY, MARCH 8, 2022, 5:30 PM
Duck Creek Center
2198 Glendale Avenue
Green Bay, WI 54303

Present: Richard Schadewald, Kim Schanock, Cynthia Brown-Sullivan, Michael Schwartz, Susan Molenaar

Excused: Karen Sanchez, Edward Morales

Others Present: Anna Destree, Jeremy Kral, Seth Weldon, Melinda Hetzel, Melissa Belvedere, Chris Culotta

1. Call Meeting to Order

2. Approve / Modify Agenda
   MOTION: To approve agenda. Brown-Sullivan / Molenaar
   MOTION CARRIED.

3. Approve / Modify Minutes of February 8, 2022
   MOTION: To approve the minutes from February 8, 2022 Schwartz / Schanock
   MOTION CARRIED.

4. WI DHS Board of Health Presentation – Chris Culotta
   Chris Culotta introduced himself and gave some background regarding the State and their role with local public health departments. Chris stated the Board of Health responsibilities and duties are covered in Wisconsin Statutes 251.03 and 251.04. Public Health Officer handles the operational side with her staff. Board of Health role is the policy side. Chris handed out a document entitled "Who is Responsible?" which summarized the Board of Health roles and the Health Officer's roles as well as a document listing the responsibilities of board members.

5. Public Health Office Report – Jeremy Kral stated regarding the ARPA funds, there was $1,000,000 set aside by the County Board to fund local non-profit grants which was entrusted to senior Health & Human Services staff. They received 39 applications. Each proposal was scored by their team and they recommended funding 18 of those to the County Board. The Human Services Committee approved the funding recommendation to move forward. Jeremy will provide another report at the next Board of Health meeting.
   a. Staffing Update.
      Anna stated they are recruiting for two Public Health nurses and two registered nurses. They are also reviewing applications for epidemiologist. The continue to evaluate the staffing needs of Covid Response Recovery Team. Anna stated they are moving away from the formal ICS structure. Starting next week, the Covid Response and Recovery Unit will handle goals and objectives related to Covid and Public Health staff can work on other health initiatives.
   b. Accreditation Update
      Anna stated they have wrapped up the self-assessment which helped them focus their efforts and planning. The workforce development plan and performance improvement plan are areas they need to focus on. Anna provided two documents from the Public Health National Center for Innovations, *Foundational Public Health Services*, and *The Ten Essential Public Health Services*, as well as Chapter DHS 140, *Required Services of Local Health Departments*, for the Board of Health to review.
      Discussion amongst the Board members regarding a mission statement for the Board of Health. Kim Schanock would like to start with some examples of other entities. Mr. Schadewald would

like a copy of Public Health's mission statement and he will look for other ones to begin the process. Next month they will begin discussion on mission statement.

Anna stated we are currently in our last year of our strategic plan which goes through 2022. Planning will begin soon and next meeting she will have a better grasp on what it looks like.

6. COVID Response Unit Update
Melissa Belvedere stated the CDC Covid-19 Community Risk Metric puts Brown County at a low level for community spread. We have shifted from a response mode to a recovery mode. We have made changes to our disease investigation process starting with suspending outbound one on one contact tracing interviews and instead have our contact tracers work as Covid Specialists and have created a Covid resource line which allows the public to call with any general Covid questions. Anyone calling regarding medical questions is referred to their provider. They continue to fulfill their statutory obligations to report all positive cases reported by schools and childcare centers. They are using information to monitor for potential outbreaks in the community. Continue to host standalone clinics through the end of June once a month. They are offering standalone Covid clinics with the Boys and Girls Club through the end of June and offering Covid vaccines through our monthly VFC clinics. The Brown County testing site will be transitioning from a walk-in site to a drive-up site starting on March 13th. Melissa stated as of today, since opening on February 4th, the testing site has administered a total of 251 PCRs and will remain open through April 30th. Melissa stated they will be discontinuing the self-isolation voucher program effective March 14th due to decrease demand for accommodations. Mr. Schadewald asked for a Covid after action report brought to the Board of Health. Anna stated they are currently working on after action report and they will see many levels from all areas of the response.

7. Nursing Unit Update
   a. Immunization Update
   Melinda Hetzel stated they hold two clinics per month at the Boys and Girls Club, one is Covid and the other is VFC with Covid. Melinda stated they are also reviewing and revising unit policies relating to immunization.
   b. Communicable Disease Update
   Melinda stated they are reviewing and revising unit policies related to communicable disease as well.

8. Environmental Health Update
Seth Weldon stated standardization is an evaluation conducted by a lead sanitarian to determine if the sanitarian is correctly interpreting and enforcing state codes and statutes. This process ensures all operators and establishments are held to the same expectations regardless of which sanitarian they have. They have successfully completed three standardizations with a fourth scheduled for the end of this month and one this summer. It takes a week to do one of them. Seth stated with standardization in mind, they have been looking at strategies to be more efficient in our inspections and increase our routine/pre-inspection numbers.

9. Comments from the Public
None.

10. Adjournment / Next Meeting Schedule

MOTION: To adjourn meeting Brown-Sullivan / Schwartz
MOTION CARRIED.

Respectfully submitted,
Patti Zich

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **June 16, 2022** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN, JOHN VAN DYCK, and WENDY WOODWARD

EXCUSED: BRIAN ANDERSON, ANNETTE AUBINGER (joined at 7:04 pm), and MARISSA MELI.

ALSO PRESENT: Sarah Sugden, Sue Lagerman, Linda Chosa, Curt Beyler, Mary Jane Herber, and Bobbie Kuehn. Dan Wiitanen, Senior Project Architect, Somerville Architects & Engineers; and Bobby Adelizzi, Project Manager, Concord Group.

1. CALL TO ORDER Vice President Sellen called the meeting to order at 5:19 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES
Motion by Woodward, seconded by Pletcher, to approve the agenda and the May 2022 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC

4. PRESENTATION BY SOMERVILLE ARCHITECTS & ENGINEERS – DRAFT EAST BRANCH RENDERINGS Dan Wiitanen, Senior Project Architect had been working on the schematic design of the East Branch Library and shared a presentation on the renovation of the branch. He explained that the discovery process defined design directives (things to provide). These include areas for children, young adult, and adult, computer services, community room, study/meeting rooms, soft seating/lounge/reading areas, staff areas, outdoor spaces and a drive-thru. Group discussions took place with library leadership, library board representatives, and staff to determine the project's vision, needs, wants, challenges, goals and desired outcomes.

Preliminary floor plans were shared. Visibility throughout the branch is provided by the angled layout. The Marketplace (the hub) touches all areas of the library. The plan contains one large and four small study rooms. The community room has a 100-person capacity and could be split into two rooms.

Van Dyck asked about the number of workstations and space dedicated for staff. He wondered if workstation sharing would be an option instead of individual workstations that will not be in use all the time. This hoteling concept could reduce the footprint needed for staff spaces and increase square footage for the public space. He felt A lot of space is dedicated for staff and workstations compared to the space for public. Sound blocking to the former space was questioned. The cinderblock wall that separates the building will include a furred wall to further block noise. The entire building envelope will be improved – as well as the roof. Van Dyck complimented the flow of the layout.

Two exterior views were shared but only one façade will be included in the bid.

Draft hardscape and vegetation plans were displayed. These plans were created by landscape architect, Jeremy Cox. The pathway will be concrete. It was asked if there would be an opportunity for the outdoor area's surrounding fence to connect to the next building. This would save on fencing and there could be potential for art on the wall. This will be kept in mind.

Running asked what would be done with the ceilings. Materials will include a mix of ceiling clouds and acoustic ceiling tiles.

Bobby Adelizzi, Project Manager, Concord Group, presented on the schematic design (SD) budget. He commented that it is his responsibility that the project stays on budget and on time. He walked the Board through the budget and explained the reasoning behind the following contingencies and how the amounts will decrease as the project progresses: Construction Contingency (5%) used to cover any potential overages as a result from contractor bids. Once the contract is awarded this will no longer be carried; Design Contingency (12%) used to account for the fact that the current SD drawings are preliminary and lack the detail yet to get a very accurate estimate. This will be reduced to $0.00 when the project goes out to bid for construction; Change Order Contingency (5%) used to cover any potential costs for change orders that result fro errors or omissions in the design documents; and Owner Contingency (5%) used for items the library would like to add to the project after bidding, not for costs resulting from design errors or omissions. Taking these contingencies into account, the project will near its total budget, including alternates, in the amount of $7,500,000.

The next budget update will be Design Development (DD), followed by Construction Documents Budget (CD). This is posted online for bidding. He would like to have the bid out by September so work should be completed by August. Three community listening sessions are scheduled next week.

Wiitanen and Aldezzi left the meeting at 6:25 pm.

5. UPDATE, DISCUSSION, AND POSSIBLE ACTION REGARDING RECOMMENDED BOOKMOBILE BID AND BUDGET ADJUSTMENT Updated bids and other information requested by the Board were included in packet. Sugden commented that staff continues to feel strongly about crouching and walkthrough height and noted that the standing height eliminates future risk. Curt constructed the openings and the Board could experience going through both spaces.

Motion by Woodward, seconded by Pletcher, to accept the staff recommendation to accept the bid from TechOps in the amount $405,370.27. **Motion carried 4-1.**

Motion by Woodward, seconded by Pletcher, to accept the budget adjustment that reallocates a portion of 2022 Donation Fund Balance, attributable to cumulative undesignated donations, to be used with BA 21-026 to purchase a Freightliner M2 Mobile Outreach Vehicle as specified in RFQ #2493 with standing height walkthrough, to replace the current 1993 Blue Bird Bus Bookmobile. **Motion carried unanimously.**

6. DISCUSSION AND POSSIBLE ACTION REGARDING COLLABORATIVE INITIATIVE WITH UWGB REGARDING LOCAL HISTORY/ARCHIVES Sugden reported that the library received an invitation from the Chancellor. Since UWGB is building a new technology and education center (library), they are interested in partnering to house the archival collection. A regional local history research center would create civic engagement for students, volunteers, and all users. The library would gain staff through this partnership. This would be a new model for a Local History Research Center. LHRC. Our local history center is a true asset – accessed by people from across the globe.

Sugden would asking for LB to commit to dedicating space to house this combined collection and include in the renovations of the Central Library. Everything would fit on the west wing of the first floor. This would be an extraordinary addition. Costs are TBD (aside for renovation).

Motion by Van Dyck, seconded by Running, noting that the Library Board supports this collaborative initiative with UWGB, directs library staff to continue discussions with University staff regarding a partnership that creates a joint local history archive. **Motion carried.**

7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa distributed the financials and noted that personnel costs were 2% under budget and operating expenses were %5 under budget. Due to benefits budgeting, the turnover reduction amount was higher than past years but $100,000 of the $175,000 due has already been met. It is projected that there will be a surplus at the end of the year. The Donations report was included in the packet. May is generally a slower month and June typically see a rise in donations. The process for Gift & Memorial fund donations was explained.

B. CAPITAL PROJECTS AND FACILITIES UPDATE

I. Central Lower Level – Construction documents are finished and Purchasing should post next week. Responses will be due back in July. A/V will be done soon and will be bid soon, too.

II. Pulaski Assessment Update – Phase I Environmental Site Assessment by Robert E. Lee and Associates is a 391-page report. An analysis will be presented at the July meeting.
The Structural Assessment by Meyer, Borgman, and Johnson, Inc. did not present any red flags. The recommended remedies are not unusual for a building remodel.
The Roofing Assessment by Security Luebke Roofing indicated emergency repairs that should be done immediately regardless of future use or work in the amount of $10,500, remedial repairs that should be done in addition to the emergency repairs to bring back to a satisfactory condition in the amount of $10,318, and roof replacement that could be done in addition to emergency repairs and instead of remedial repairs in the amount of $77,600. These documents and information have been shared with the Village. Environmental study will take place next month.

Van Dyck asked how this building is different form the one the Board looked at in Ashwaubenon that would have been a teardown. He wondered what the real life expectancy of the building is. A remodel could be more expensive than a new build in this instance.

III. Facilities – The slab is being poured on the loading dock tomorrow, the glass and last two doors will be installed next week. Due to the storm, Weyers-Hilliard was without power and the HVAC needed maintenance. These issues were corrected and they were able to open as usual. The Pulaski Branch is without power and the branch will be closed until Monday.

C. PERSONNEL UPDATE Hiring is stabilizing from changes made since last staffing assessment.
Exits: Katie DeRuyter and Pablo Gonzalez – Circulation Clerks

Successful Candidates: Ellie Valentino and Kellie Thiele – Circulation Clerks;
Amelia Richards, Youth Services Shelver
Adam Mertz – Ashwaubenon 25-hour Library Associate (former LTE in Circulation and Adult Services)
Rachel Rabas – Adult Services LTE

Open Searches: Shelvers at Weyers-Hilliard and Ashwaubenon, and Circulation Clerk
East Shelver position remains on hold.

Work on staff committees will resume as this had been put on hold during the pandemic. The programming reboot will be thoughtful and will address community needs. Shifting to an annual planner will help staff make effective use of their time in planning community-focused programs.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman commented on the Summer Reading Challenge Kick-off Events happening all week long. Attendees will be entered into a drawing for NEW Zoo Family Plus membership. The Friends Summer Book Sale is happening now through Friday (Bag Day!). Listening sessions for the new East Branch are scheduled for next week and will be taking place at the Salvation Army Kroc Center on Tuesday, June 21 for 9-10:30 am; Danz Elementary School on Wednesday, June 22 from 3:30-5 pm; and Thursday, June 23 from 6:30-8 pm at the East Branch. Refreshments will be served, courtesy of the Friends of the Brown County Library. All library entrances are being painted by local artist and book illustrator, Aaron Renier. They are representative of the summer theme, "Oceans of Possibilities." The Renaissance Faire was a huge success with an estimated 1500 in attendance! Congratulations to the staff and their efforts in making this a popular and sought-after event! A digital save the date card for the reading Success Summit in October was sent.

8. PRESIDENT'S REPORT No report.

8. LIBRARY DIRECTOR'S REPORT Sugden reported that the time log work is an important tool used to making staffing decisions at all locations. The library is committed to this process every other year.
Update on library IT infrastructure and services. The library maintains a number of technology services. Systems were set up with the county IT department. Over the years, nothing was documented. Departments are charged back. The Board has long-wondered the methodology to determine chargebacks and there is nothing in writing. The library has experienced issues with services. Lack of oversight from former directors and the county and mismanagement and internal issues at DoIT have complicated matters. Consultants were brought in by the county but deliverables never happened. Kristen Holland is the new IT Director. The library has had printing issues for three months and there are real issues with service. The methodology for chargebacks is based on computers. The library's chargebacks included public and staff computers. DoIT took the public computers of equation because they do not take of our computers. They used to but because of staff transitions it became very murky on who is responsible for what. The library needs clarity and help. The library does not have autonomy over its technology landscape. Recently, dozens of hours were spent by multiple staff on troubleshooting when the actual source of the issue was a firewall at the county. The library does not have access to what the county does. Aubinger asked what our IT Manager does then. The library has many specialized applications that the county does not service. The county owns the network and systems are locked down. The library is not getting the support when it is needed.

Woodward suggested a meeting with DoIT with to determine their IT service catalog. The library's IT team needs to be better integrated with DoIT so needs can be defined and taken care of. The library needs assurances that the BCL team is part of County IT Team. Woodward asked what training does library staff need to be trusted by DoIT. There should be a mutual agreement between Sugden and Holland that the library's service priorities are public facing services.

The 2023 budget will be different due to change in chargebacks. The levy is calculated off chargebacks.

9. OTHER BUSINESS None.

10. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

11. ADJOURNMENT
Motion by Woodward, seconded by Pletcher, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 7:38 pm.

NEXT REGULAR MEETING:
July 21, 2022 | 5:15 p.m.
Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **July 21, 2022** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: BRIAN ANDERSON, DAVID RUNNING, MARISSA MELI, JAYME SELLEN, and WENDY WOODWARD

EXCUSED: ANNETTE AUBINGER, KATHY PLETCHER, and JOHN VAN DYCK.

ALSO PRESENT: Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler, Bethany Neuman, Leah Liebergen, and Becky Phillips (staff).

1. CALL TO ORDER President Anderson called the meeting to order at 5:30 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES

Motion by Sellen, seconded by Meli, to approve the agenda and the June 2022 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC

4. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 BUDGET NARRATIVE AND PEFORMANCE MEASUREMENTS

There were not any changes to the mission and program description.

Performance measures. The budget change column compares 2022 to 2023. The 2022 numbers may have been a little high since they were hard to predict coming out of COVID. A gradual increase/upward trend can be seen by comparing the three-year span of 2021-2023. Measures are reviewed for impact and purpose.

Organizational Chart. One change (previously approved) split Collection Management Services into Technical Services Manager and Collection Development Manager (Acquisitions).

Grants. E-rate was not budgeted due to Denmark's temporary closure (only qualifying location).

Rates & Fees. Two changes were noted – the removal of Young Adult overdue fees (previously approved) and an increase to the piano tuning fee.

Initiatives. The Mapping and Documentation of Library IT Infrastructure initiative was brought forward and added to three new initiatives.

Other items discussed included possible levy reductions, grant details, and progress of 2022 initiatives.

Motion by Woodward, seconded by Running, to approve the 2023 budget narrative and performance measurements. **Motion carried.**

5. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 BUDGET DRAFT

Chosa reviewed the draft budget including changes in revenues and expenses. Revenues decreased by 7.66%. This was mainly due to a decrease in IT chargebacks. Library fines decreased as a result of the elimination of overdue fees on Young Adult materials. Revenue from municipalities had a net increase of $3,000. The county appropriation and transfer for wage increases had a net reduction of $478,910 primarily caused by the reduction of IT chargebacks due to removal library public computers being removed from IT management.

Salaries and Fringe. Salaries decreased by $16.5K due to staffing assessment and reorganization. Fringe decreased by $85K. Per new county policy, fringe will be budgeted at 20.5% of salary of all benefit-eligible employees. County Administration is submitting a budget which includes a COLA increase and two one-time payments for each employee that receives a satisfactory evaluation in 2023. It is called the 2-2-2 plan. If approved, employees will receive a one-time payment of 2% of annual salary at the end of 2022, a 2% COLA increase to their current hourly wage effective Jan. 1, 2023, and another 2% one-time payment at the end of 2023. Funds will be transferred to each department from the County Budget to cover the expense.

Library employees who receive a satisfactory performance evaluation are approved to receive a COLA increase. Incentive pay is based on personnel surplus.

Supplies Expense. Reduced Technical Services supplies account to purchase First Search software budgeted in Software Maintenance account.

Other expenditure changes discussed included Copier Expense and Copier Chargebacks, Software and Equipment Maintenance, Rental Space, Books/Periodicals/Subscriptions, Travel and Mileage, Service Fees, Electric, Gas, Storm Water Management, Indirect Chargebacks (Shared services), Information Technology Chargebacks, and Other Contracted Services.

Motion by Meli, seconded by Woodward, to approve the 2023 budget draft. **Motion carried.**

6. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa distributed the financial statements and noted that Fines and Fees revenue had a 22% shortfall and personnel costs are 3% under budget. YTD, over $100,000 has been met of turnover reduction. Operating expenses are 7% under budget. IT monthly chargeback were reduced to remove public computers from equation that calculates chargeback. A 50% down payment on new Bookmobile was made. Donations were slight. Donation boxes are consistent with last year.

B. CAPITAL PROJECTS AND FACILITIES UPDATE

I. Central Lower Level – Beyler reported that the Audio/Visual (AV) design review is taking place and should be complete and ready for posting next week. Furniture will be ordered as soon as last sample arrives. A buildout walkthrough took place Monday and five general contractors attended. Bids are due a week from Friday. County Purchasing indicated that since the $1.2M for this project was already approved, acceptance and approval of bids could take place in this order: Ed & Rec. on August 3, County Board on August 17, and Library Board on August 18.

II. Pulaski Branch Update – The Phase 1 Environmental Site Assessment was conducted by Robert E. Lee & Associates. It determined two closed cases with continuing obligations. There is contaminated ground water under one section. If you disturb any contaminated materials – fill has to be brought to the landfill – not put back. An in-ground storage tank would need some vapor remediation (similar to Radon remediation). A hydraulic hoist would need to be capped and filled with concrete. This is not an issue if the ground is not cut into. Beyler has been in touch with the DNR. A Phase 2 assessment would not be needed unless the site would be excavated. The situation is manageable.

III. East Branch Update The Design Development stage done. The next estimate should be ready at the end of the month. Selection of finishes and furniture is taking place and there will be more to report at the August meeting.

IV. Facilities – Central Projects – loading dock is just about finished. Door glass is delayed but is expected in a few weeks. The loading dock's railing is being fabricated.

C. PERSONNEL UPDATE

Exits: Two Shelvers - Marissa Paulson and Edith Vasquez; Katie Esserman – Youth Services Librarian, Cadance Yungwirth – Southwest Associate, and Melissa Taylor – Southwest Clerk.

Successful Candidates: Kadan Strohl – Weyers-Hilliard Shelver

Open Searches: Part-Time Youth Services Librarian at Central, Ashwaubenon Shelver, Central and Southwest clerks, Southwest Associate.

Planning for the Fall Staff Development Day, September 23 in partnership with NFLS is underway. The guest speaker will focus on Customer Service. The party for those who retired during COVID will take place at the end of the day. Al Hughes is going to do safety training with NFLS branches. Employees are participating in the county's

mandatory Cyber Security training. A Seed Library is being explored in partnership with BC Extension and New Leaf Foods.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that work continues on the Reading Success Summit that will be held in October. Scott Hall has been secured as the keynote speaker. He is Senior Vice President of Civic and Community Initiatives at the Greater Kansas City Chamber of Commerce. He has worked with the Campaign for Grade Level Reading in Kansas City for over 7 years. Their successes and key learnings will be shared.

Save the Date cards were sent today for the dinner event with David Maraniss in September. The event will feature his newest biography, *Path Lit by Lightning – The Life of Jim Thorpe*. Packers Give Back and Oneida Nation are co-sponsors.

Our recent digital billboard promoting Summer Reading was played over 37,000 times. There were over 487,000 impressions. It was on the south side of the Mason Street Bridge. It was quite impressive and exciting to see! An awareness billboard campaign for September on Hwy- 172 is being planned.

7. DISCUSSION AND POSSIBLE ACTION REGARDING ARPA FUNDS EXPENDITURE The County allocated $2.1 for Central HVAC and the funds have to be committed before end of 2024. Beyler would like to get started now with writing a RFP for architects and engineers. A proposal from Concord Group to provide owner's representative services for the HVAC upgrades in the amount of $117,298. Beyler would like Board approval of the Concord proposal so bid documents can be prepared. **Motion** by Running, seconded by Woodward, to direct staff to forward proposal to Ed & Rec. on August 3 for approval of ARPA funds expenditure in the allocated amount of $117,298. **Motion carried.**

8. WRIGHTSTOWN BRANCH UPDATE Beyler reported that the Cotter family is working with Alliance for a building design. Half would be used by the library. Sugden and Rogers have met with the builder and the Cotter family. Van Dyck has met with them most recently – working on a one-time cost, and other ongoing costs, including maintenance and cleaning. A more formal plan will be brought forward in August. Cotter family is looking for a commitment fairly soon to secure funding.

9. BOOKMOBILE UPDATE Lagerman reported that initial communications with TechOps has taken place and the project is underway. The down payment was made and a document that details all the options for the base vehicle is expected soon. An overall project timeline will be developed once TechOps knows when the chassis will be complete.

8. PRESIDENT'S REPORT Anderson commented that he appreciates the Leadership Team's on budget and capital projects.

8. LIBRARY DIRECTOR'S REPORT None.

9. OTHER BUSINESS None.

10. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

11. ADJOURNMENT
Motion by Sellen, seconded by Running, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 6:56 pm.

NEXT REGULAR MEETING:
August 18, 2022 | 5:15 p.m.
Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary

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

SUPERVISED RELEASE COMMITTEE

SUPERVISED RELEASE COMMITTEE
Meeting Notes for 07-28-2022
ROOM 200, NORTHERN BUILDING
305 EAST WALNUT STREET, GREEN BAY, WI 54301
Virtual Meeting

I. Call Meeting to Order at 8.30am approximately, by Sam Wagner.

II. Roll Call and Establishment of Quorum: Quorum established. Mick Chase, Devin Yoder, Alyssa Liebergen, Sam Wagner and Ian Agar present.

III. Approve/Modify Agenda. A motion was made to approve the agenda by Mick Chase with 2nd Devin Yoder. Motion approved.

IV. Approve/Modify Minutes of Last Meeting: Motion by Mick Chase and 2nd by Alyssa Liebergen to approve minutes of the last meeting.

V Public Comment: None, no members of the public present.

Discussion of Specific Supervised Release Cases , as follows:

OPEN SESSION: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to: 1. *Wis. Stats. Sec. 19.85(1)(g), i.e. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved*; and 2. *Wis. Stats. Sec. 19.85(1)(f), i.e. considering financial, medical, social or personal histories of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data,* in particular, to discuss and apply confidential information and statutory factors to specific offender cases to develop potential placements for supervised release per Wis. Stat. Sec. 980.08(4)(dm).

a) A motion to go into closed session was made by Ian Agar with a Second by Devin Yoder, motion approved. The Committee convened into closed session. Door was closed.

b) Convened into Closed Session.

c) A motion to reconvene in open session was made by Mick Chase with a 2nd by Ian Agar Motion approved and reconvened into open session.

1. Identification of properties meeting statutory placement criteria? No disqualifying factors were identified for placement address under consideration. 11th Avenue and Liberty Street planned use.

3. Discussion of Items for Next Agenda. None noted at this time.

4. Adjourn. Motion to adjourn by Mick Chase and a 2nd by Alyssa Liebergen, motion approved. Meeting ended at around 8.42am.

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.