



"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
AUGUST 28 – SEPTEMBER 1, 2023**

MONDAY, AUGUST 28, 2023

(No Meetings)

TUESDAY, AUGUST 29, 2023

(No Meetings)

WEDNESDAY, AUGUST 30, 2023

(No Meetings)

THURSDAY, AUGUST 31, 2023

*5:30 pm

Administration Committee

Room 200, Northern Building
305 E. Walnut Street

FRIDAY, SEPTEMBER 1, 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

ADMINISTRATION COMMITTEE

Richard Schadewald, Chair; Tom Lund, Vice Chair
Kathy Lefebvre, Thomas Peters, John Vander Leest

ADMINISTRATION COMMITTEE MEETING

THURSDAY, AUGUST 31, 2023

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

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

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 27 and Special August 3, 2023.

Comments from the Public

Consent Agenda

1. Minutes of Benefits Advisory Committee of July 26, 2023.
2. County Clerk – Budget Status Financial Report for June 2023 – Unaudited.
3. Administration – Budget Adjustment Log.
4. Audit of the bills.

Child Support

5. Child Support Director's Report.
 - a. Budget Status Financial Report for July 2023 – Unaudited.

Information Technology

6. IT Director's Report.

BCCAN

7. BCCAN Director's Report.

Treasurer

8. Director's Report.
 - a. Budget Status Financial Report for June 2023 – Unaudited.

Administration & Human Resources

9. Report on ARPA Funds for Discussion. *Referred from April meeting.*
10. Director's Reports.

Corporation Counsel

11. Oral Report.

Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments

12. Legal Bills - Review and Possible Action on Legal Bills to be paid.
13. Budget Adjustment Request (23-128): Any increase in expenses with an offsetting increase in revenue.
14. Child Support – Resolution Authorizing Entering Into Child Support Services Contract with Oconto County.
15. Resolution Authorizing Entering Into Broadband Related Contracts (15-Year, 0% Public Purpose Loan).

Communications

16. Communication from Supervisor Adams re: Restructuring of the Brown County Committees page to clarify: the different board/commissions/committee structure. Additional helpful information on each “cover page” of committee to show:
 - Background and purpose of committee.
 - Meeting Schedule.
 - Current member and term limits, committee openings in addition to meeting minutes and agenda.

Action at May meeting: Referred to staff to come back in 90 days
17. Communication from Supervisor Van Dyck re: Request \$35,000 from contingency fund to be allocated to the Parks Department for use for Friends groups matching contributions. *Referred from August County Board.*

County Clerk – No additional Items.

Other

18. Such Other Matters.
19. Adjourn.

Rick Schadewald, 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.



AUGUST 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Public Safety 6:00 pm	2 Ed & Rec 5:30 pm	3 Admin 5:30 pm <i>Special Mtg .</i>	4	5
6	7	8	9	10	11	12
13	14	15 Spc Ed & Rec 5:45 pm Spc PD&T 6:00 pm Spc Hum Srvc 6:15 pm	16 COUNTY BOARD 7:00 pm	17	18	19
20	21 Broadband Subcmte 4:00 pm	22 CJCB 12:00 pm Land Con 5:30 pm PD&T 5:45 pm	23 Human Services 5:30 pm	24 Admin 5:30 pm See Aug. 31 Energy Subcmte 5:30 pm	25	26
27	28	29	30	31 Admin 5:30 pm		

BROWN COUNTY COMMITTEE MINUTES

- Library Board (July 20 & August 8, 2023 – Special)
- Solid Waste Board (June 19, 2023)

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 BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **July 20, 2023** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: BRIAN ANDERSON, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN, and JOHN VAN DYCK. WENDY WOODWARD attended virtually.

EXCUSED: ANNETTE AUBINGER and KIM SCHANOCK.

PRESENT: Emily Rogers, Sue Lagerman, Curt Beyler, and David Hunkel (staff), and Brown County Supervisor Megan Borchardt, District 8.

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

2. APPROVE/MODIFY AGENDA AND MINUTES Motion by Pletcher, seconded by Woodward, to approve the agenda and the June 2023 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC Anderson welcomed David Hunkel and Supervisor Borchardt.

4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Beyler reported everything is moving along – divider glass in meeting rooms, glass doors, lights, ceiling clouds, lights, metal panel siding, and topsoil have been installed. Flooring will be laid in the next few weeks, as well as casework, roof air handlers, fence, and sun dial. Construction will be complete by next month's meeting. Placement of the furniture and shelving will take place as part of the final completion. Photos of the progress were shared.

Anderson, Lagerman, and Beyler did a walk-through last week and Anderson commented that it was stellar!

Running asked about the width of parking spaces to accommodate oversize vehicles and trucks. There is a standard minimum, but Beyler will investigate the possibility. A certain number of spots is required.

5. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY

A. Report on Denmark Listening Session Pletcher reported on the work of the committee whose focus is on Wrightstown, Pulaski and Denmark. A good model is collaborative partnerships, and this model is cost-effective. Next meeting in August will determine options – proposals the board could present to potential partners. The committee would like the board's support of continuing discovery work.

Regarding the OneDenmark proposed project at the Early Learning Center, the library would not be an anchor tenant. OneDenmark wants to create a community hub for non-profits and approached the library to be part of the plan. Their vision is to build a community center. They are meeting with donors and applying for grants. They have laid a lot of groundwork.

The June 29 listening session, held at the Early Childhood Center (ECC), in Denmark was well attended by the public (60). Pletcher, Sugden, Anderson, Rogers, and Bobbie Kuehn (branch manager) represented the library. Pletcher shared the highlights of the meeting. The ECC could be an active community center – easy to find and walkable from the schools. The community is appreciative of the Bookmobile stops and the weekly storytime. Engagement at the meeting was positive. Anderson added that feedback was extraordinarily positive. OneDenmark has been meeting with the school board. Purchase of the building could not take place until after the next school year. A letter of support from the Library Board President could be helpful to OneDenmark in their pursuit of acquiring the building and partnering with the library.

Woodward asked Pletcher if she thinks the rural task force work should continue.

The Library Board endorses the work of the task force, and it will continue. Borchardt asked about community engagement in Pulaski and Wrightstown. Listening sessions have not been held but staff thinks turnout would be good. Borchardt asked about partnering with Shawano County. That is a complicated situation as Pulaski also overlaps with Oconto County.

6. DISCUSSION AND POSSIBLE ACTION REGARDING REFERRAL FROM BROWN COUNTY BOARD REGARDING NAMING OF CENTRAL LIBRARY'S LOWER LEVEL MEETING SPACES

Borchardt commented on naming the lower level flexible meeting room after people in the community and would prefer a woman. Pat Laviolette, former library director and county board supervisor was suggested. The Board recommended a working group to name the room. Anderson would like to talk to Sugden about potential funders as part of this process. The Leadership Team proposes the following names as placeholders: Brown County Library Conference Center for the entirety of the lower level and room names as follows: Pine Room (Lower Level Flexible Meeting Space); Monroe Room (Meeting Room 2); Madison Room (Meeting Room 1). Auditorium will remain Auditorium.

Motion by Meli, seconded by Sellen, to adopt the proposed names as placeholders and form a working group to find individuals to name after and investigate fundraising opportunities. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED FINANCE MANAGER JOB DESCRIPTION

Rogers walked the Board through the proposed changes which were reviewed with Linda Chosa before she left employment. **Motion** by Sellen, seconded by Pletcher, to approve the updated Finance Manger job description. **Motion carried.**

8. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. FINANCIAL UPDATE Finances are being maintained and are being managed.

B. FACILITIES UPDATE Beyer reported that IBC Engineering was hired for the Central HVAC replacement project and have already completed walkthroughs. Regular meetings start next week. Should have estimates to move air handlers to the roof at a future board meeting. Construction documents will be posted in late November with construction to begin in the new year.

The County Board had their first meeting with new audio equipment last night. It went pretty well – some camera tracking issues were encountered but will be figured out.

C. PERSONNEL UPDATE Rogers reported the following:

Hired: Kellie Thiele – Central Circulation Services Associate; Cindy Vang - Central Circulation Associate LTE; and Nolan Pacheco - East Branch Library Associate

Resigned: Keira Batzel – Kress Shelver; Tyler Moore, Administration Clerk, Mailroom

Open Searches: Weyers-Hilliard and Kress Shelves and Finance Manager (interviews at the end of the month).

The staff performance review process will take place August – November. It was requested that an overview of the process be shared at the August Library Board meeting.

The Social Engagement and Training Committees were launched. Social Engagement will look at recognizing years of service and onboarding of new employees and the Training Committee will determine training gaps and what training needs updating. They will also help schedule Monday all staff check-ins.

Professional development: Amanda Young will participate in the upcoming Leadership Green Bay class; Jay Gerlach and Jenn Koetz attended the American Library Association (ALA) Conference.

D. COMMUNITY ENGAGEMENT UPDATE Lagerman reported that a pilot project is in the process of being launched at the Southwest Branch. Brown County Book Buddies pairs high school students with K-3 students to read together or be read to for a least 20 minutes. This is scheduled to take place shortly after the lunch truck arrives at the library and when the volume of children present is higher. The long-term goal is to offer this program to additional high schools throughout Brown County.

The September – November calendar of events is under construction and will be available by mid to late August.

A preliminary meeting of County Department Heads was held to discuss how best to showcase county resources when the NFL Draft is in town. More meetings to take place.

The Central Library's Bubble Wrap Stomp, held on Green Bay Kid's Day, was a success with 120 in attendance!

Staff continues to excitedly plan the grand opening celebration for the new East Branch on September 16.

9. PRESIDENT'S REPORT Anderson apologized for missing a board meeting due to an arm injury. Next month a discussion on the budget and COLA increases will take place. Scenarios for budget adjustments will be brought forward for the board to consider. Every county department has been asked to make reductions. There are no additional dollars for the in the county's budget for the COLA pay, so a portion has to be found from each department's budget. Meli doesn't want to take money away from resources. Borchardt said the county board needs to hear this feedback.

10. OTHER BUSINESS Supervisor Borchardt thanked the board for supporting the idea of naming the meeting rooms in the lower level. The audio glitches will work out. Thank you! Running added thanks to Curt Beyler and John Van Dyck for making it a reality. Meli and wife are having a baby girl in November!

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

12. ADJOURNMENT

Motion by Running, seconded by Pletcher to adjourn the meeting. Meeting adjourned at 6:29 p.m.

NEXT REGULAR MEETING:

August 17, 2023 | 5:15 p.m. | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A special meeting of the Brown County Library Board was held on **August 8, 2023**, at **5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, JAYME SELLEN, JOHN VAN DYCK, and WENDY WOODWARD

EXCUSED: KIM SCHANOCK, MARISSA MELI, and KATHY PLETCHER

ALSO PRESENT: Sarah Sugden and Curt Beyler (staff)

CALL TO ORDER The meeting to order at 5:07 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Running, seconded by Woodward, to approve the agenda. **Motion carried.**

OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION Motion by Woodward, seconded by Van Dyck, to move into closed session at 5:10 p.m. Roll call vote: Aye: Running, Anderson, Aubinger, Sellen, Van Dyck, and Woodward. Nay: None. **Motion carried.**

CLOSED SESSION Pursuant to Wis. Stats. Sec. 19.85(1)(e), the Brown County Library Board shall convene into closed session for the purpose 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 – library parking.

RECONVENE IN OPEN SESSION FOR POSSIBLE VOTING AND/OR OTHER ACTION WITH RESPECT TO THE CLOSED SESSION MATTER MENTIONED ABOVE.

Motion by Sellen, seconded by Running, to direct library staff to make an offer to purchase certain property and with the authority to negotiate as discussed during closed session. **Motion carried unanimously.**

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT Motion by Van Dyck, seconded by Woodward, to adjourn the meeting. **Motion carried.**

Meeting adjourned at 5:50 pm.

NEXT REGULAR MEETING:

**Central Library
August 17, 2023
5:15 p.m.**

Respectfully submitted,

Sue Lagerman
Recording Secretary

PORT & RESOURCE RECOVERY DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **Monday, June 19th, 2023**
at the Resource Recovery Office, 2561 South Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:30 pm.

2) Roll Call:

Present: John Katers, Chair
 Mark VandenBusch
 Michael Lefebvre
 John Myers
 Bill Seleen
 Mike VanLanen
 Dave Landwehr

Excused: Norb Dantinne
 Sean Gehin

Also Present: Dean Haen, Brown County P&RR
 Mark Walter, Brown County P&RR
 Katie Platten, Brown County P&RR
 Tom Vande Wettering, Town of Holland
 Brian Rickert, Village of Ashwaubenon

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Mike VanLanen and seconded by Michael Lefebvre. Unanimously approved.

4) Approval/Modification – Minutes of April 17th, 2023 Meeting

A motion to approve the minutes of the April 17th, 2023 meeting was made by John Myers and seconded by Bill Seleen. Unanimously approved.

5) Announcements/Communications

Director Dean Haen spoke on a fire incident at the South Landfill at 11:00 p.m., Friday, June 9th. Greenleaf Fire Department responded to the fire and contacted Landfill Manager Ben Hintz, Assistant Director Chad Doverspike, and Mr. Haen who were able to mobilize staff to assist. Operators were able to peel back and move refuse to allow the fire department to extinguish, staying onsite until 9:00 a.m. Saturday. Hauling was diverted to Outagamie County in an abundance of caution as landfill fires often burn underground and tunnel to other areas. Mr. Haen is seeking emergency response pay for employees who are called to incidents outside of normal operating hours.

Board members discussed emergency response and the potential source of the fire. Dave Landwehr suggested incorporating Brown County Highway's emergency response team for such incidents. Mr. Haen recommended a solution to reducing fires at waste and recycling facilities for Brown County would be to conduct an outreach campaign about proper battery disposal as well as eliminating the cost of disposing of all batteries at the Hazardous Material Recovery Facility.

The Resource Recovery Department is committing to outreach and education on battery recycling over other areas of focus. Thermal sensors and infrared heat detecting cameras were discussed as possible solutions for the transfer stations; however, covering the 26 acre South Landfill cell would not be practical.

6) New HVAC Unit in Conference Room at P&RR Project #2583 RFB – Request for Approval

The General Offices building at 2561 South Broadway in Green Bay is over 25 years old, and requires a new HVAC system in the Conference Room. John Myers asked if there was a specific unit requested in the bid, to which Mr. Haen responded that specifications and structural analysis were included with language that the unit could be comparable to the existing unit.

A motion to approve and award Project #2583 New HVAC Unit in Conference Room at P&RR to AMA for \$20,534.00 was made by Michael Lefebvre and seconded by Mike VanLanen. Unanimously approved.

7) South Landfill – Update

a. Summary of South Landfill Construction Costs

Mr. Haen provided an overview of the construction costs attributed to the South Landfill from beginning of construction to operation. An amount of \$22 million in capital assets was required for initial construction of the site. Land improvements, infrastructure, buildings, equipment were additionally needed which brought the total cost to \$33 million.

Due to the construction costs coming in at budget and operation costs below what was estimated, it is unlikely that the Rate Stabilization schedule for incrementally increase tipping fees to spread out the costs of the SLF will be necessary. The planned addition of

the Outagamie Co. Northwest Landfill in 2025 will increase the cost of the BOW system and Brown County will reserve any potential Rate Stabilization scheduled increases.

Mr. Katers asked if there were statistics that could be provided by the engineering firm, Foth, to see if the construction costs have comparatively changed from 2020 to now, which Mr. Haen responded that he was not aware of that.

b. WDNR South Landfill Inspection Report

The South Landfill continues to have no issues and remains compliant under WDNR standards. The aesthetics, cleanliness, and operation of the landfill is acceptable. Proper cover and odors factor into the WDNR's evaluation.

c. Clay Project

A gas destruction system needs to be in place by 2026, which requires the area it will occupy to be built up with clay. Excavation of Sequence Two will begin and 50,000 cubic yards of clay will be used in that way. Equipment acquisition has begun as well as hiring of an employee as this project begins. To date, a roller and D5 bulldozer has been acquired, as well as an equipment swap with Outagamie County for their D8 bulldozer, and the borrowing of Winnebago County's rock truck. Issues that have set back the excavation include a machine fire and staffing changes. The responsibility for repairs of borrowed equipment was discussed and responsibility remains with the purchasing county.

d. Equipment

All other items regarding equipment were covered in previous discussion.

8) 1st QTR Budget Status Report – Update

Mr. Haen gave an overview of the 1st Quarter Budget Status Report for Resource Recovery Department operations. Public charges in revenue are slightly below the 25% predicted due to commodity pricing on recycling.

9) Director's Report - Update

The East Landfill's leachate metering tank was installed and the bid for the gas flare skid has been rewarded. The skid is similar to the equipment installed at the West Landfill and will be installed in August.

Renewed interest in a mountain bike trail at the East Landfill by the Town of Ledgeview was discussed.

The LED light installation project at the Waste Transfer Station went well. Concrete floor repairs are scheduled for the week and weekend before the Fourth of July holiday. This

will result in requiring direct haul to the South Landfill for all construction and demolition waste.

Mark Walter provided an update on the robotics timeline at the BOW Recycling facility and the increased amount of material seen due to multiple MRF facilities that have closed due to fires and scheduled maintenance.

10) Such other Matters as Authorized by Law
None.

11) Adjourn
A motion to adjourn was made by Dave Landwehr and seconded by John Katers.
Unanimously approved.

Meeting ended at 3:13PM.

John Katers, Chairman
Solid Waste Board

Dean R. Haen, Director
Port & Resource Recovery Department