



**"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  
JANUARY 26 – 30, 2026**

**MONDAY, JANUARY 26, 2026**

(No Meetings)

**TUESDAY, JANUARY 27, 2026**

(No Meetings)

**WEDNESDAY, JANUARY 28, 2026**

\*5:30 pm

Human Services Committee

Room 200, Northern Building  
305 E. Walnut Street

**THURSDAY, JANUARY 29, 2026**

(No Meetings)

**FRIDAY, JANUARY 30, 2026**

(No Meetings)

# 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

## **HUMAN SERVICES COMMITTEE**

Supervisor Emily Jacobson, Chair  
Supervisor Megan Borchardt, Vice Chair  
Supervisor Patrick Evans, Supervisor Tom Lund, Supervisor Katie Mc Donald

### **HUMAN SERVICES COMMITTEE MEETING**

**WEDNESDAY, JANUARY 28, 2026**

**5:30 PM**

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

**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 December 15, 2025.

#### **Comments from the Public**

#### **Consent Agenda**

1. Board of Health minutes of November 11, 2025.
2. Human Services Board minutes of November 13, 2025.

#### **Veterans**

3. Director's Report.

#### **Syble Hopp School**

4. Director's Report.
  - a. Updates regarding changes to Medicaid that would affect the county budget and any plan to help those in our community that depend on these funds. *Standing Item.*

#### **ADRC**

5. Director's Report.
  - a. Monthly Activity Report – January 2026.

#### **Health & Human Services**

6. Executive Director Report.
  - a. Updates regarding changes to Medicaid and/or SNAP that would affect the county budget and any plan to help those in our community that depend on these funds. *Standing Item.*
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.

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

- 10. HHS – Request for Proposal (RFP) for Brown County Clinical Laboratory Services Project #2774.
- 11. HHS – Budget Adjustment Request (25-082): Any increase in expenses with an offsetting increase in revenue.
- 12. HHS – Budget Adjustment Request (25-083): Any increase in expenses with an offsetting increase in revenue.
- 13. HHS – Budget Adjustment Request (26-007): Any increase in expenses with an offsetting increase in revenue.
- 14. HHS – Discussion and possible action re: Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division – Social Worker/Case Manager & CCS Quality Assurance Worker (26-031R).

**Communications** (None)

**Other**

- 15. Such other Matters as Authorized by Law.
- 16. Adjourn.

Emily Jacobson, 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.

MEETING MINUTES AND AGENDAS: May be found at [https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](https://www.browncountywi.gov/government/minutes_and_agendas/)

ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability should contact the County Clerk's office at (920) 448-4016 at least 48 hours before the scheduled meeting time so that arrangements can be made.

QUORUM: Please take notice that a majority or quorum of the County Board and/or Committee's will attend this meeting and will constitute a meeting of the County Board for the purposes of discussion and information gathering relative to this agenda.



# JANUARY 2026



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 - HAPPY - <i>New Year</i> COUNTY BOARD OFFICE CLOSED	2	3
4	5 Public Safety 7:00 pm	6 Land Con 6:00 pm PD&T 6:15 pm	7 Ed & Rec 5:00 pm @ Museum	8 Admin 5:30 pm	9	10
11	12	13	14	15	16	17
18	19	20	21 COUNTY BOARD 7:00 pm	22	23	24
25	26	27	28 Human Srvs 5:30 pm	29	30	31

**COUNTY BOARD ORGANIZATIONAL MEETING IS SCHEDULED FOR TUESDAY, APRIL 21, 2026 @ 9:30 AM**  
 CHAPTER 2.13 MEETINGS, AGENDAS. (1)(a) The County Board shall hold its organizational meeting on the third Tuesday in April as required by Section 59.04(1)(c), Wisconsin Statutes.

## **BROWN COUNTY COMMITTEE MINUTES**

- Human Services Board (November 13, 2025)
- Library Board (September 18, October 16, November 14 and November 20, 2025)
- Solid Waste Board (October 20, 2025)

**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 HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, November 13, 2025, at Sophie Beaumont Building, 111 N. Jefferson St.; Green Bay, WI 54301.

---

**Present:** Supervisor Tom Lund; Supervisor Dan Theno; Sarah Beckman; Jean Marsch; Laura McCoy

**Excused:** Supervisor Ross Toellner; Lori Blakeslee; Michael Conley-Kuhagen; Kara Gruber, Hospital & Nursing Home Administrator; Jenny Hoffman, Community Services Administrator

**Also Present:** Erik Pritzl, Executive Director  
Eric Johnson, Finance Manager  
Lauren Krukowski, Interim Children, Youth & Families Manager  
Shauna Escoto, Social Worker Supervisor: Foster Care & Kinship Care  
Cathy Foss, Office Manager

---

1. **Call Meeting to Order**  
The meeting was called to order by Chair Supervisor Tom Lund at 5:00 pm.
2. **Approve / Modify Agenda**  
McCOY / THENO moved to approve the agenda for the November 13, 2025 Human Services Board Meeting. Voice vote taken. Motion carried unanimously without abstentions.
3. **Approve Minutes of September 11, 2025 Human Services Board Meeting**  
THENO / BECKMAN moved to approve the minutes dated September 11, 2025. Voice vote taken. Motion carried unanimously without abstentions.
4. **Public Comment**  
No members of the public attended the meeting.
5. **Presentation on Foster and Kinship Care**  
Executive Director Erik Pritzl introduced Interim Children, Youth & Families Manager, Lauren Krukowski and Social Worker Supervisor over Foster Care & Kinship Care, Shauna Escoto.  
  
*A copy of the presentation is attached to the minutes.*  
  
MARSCH / McCOY moved to receive and place on file the Presentation on Foster and Kinship Care. Voice vote taken. Motion carried unanimously without abstentions.
6. **Executive Director Report**  
Executive Director Erik Pritzl discussed items from his written report.  
  
Discussion took place on the status of FoodShare/SNAP as well as Assembly Bill 387 which addresses errors and changes to the program.  
  
THENO / McCOY moved to receive and place on file the Executive Director report. Voice vote taken. Motion carried unanimously without abstentions.

**7. Community Services Administrator Report**

Community Services Administrator Jenny Hoffman was excused from the meeting. Executive Director Pritzl provided a verbal report.

Family Center Addition

A ribbon-cutting was held in mid-October to celebrate the new addition and remodeling of the Family Center. The kitchen was remodeled to allow families to gather and cook meals together. Outdoor spaces were improved and landscaped, and the new addition has a large open area for indoor play.

Residential Care Centers (RCCs)

We are seeing an increase in youth being placed in RCCs; with an increase being sent to Racine.

Economic Support (ES)

The Economic Support program area is busy training and onboarding staff. A current employee is transferring into a Supervisor role this month. Economic Support staff are also navigating all the changes with the SNAP/FoodShare program.

Children's Services

This program area is currently recruiting positions approved in the 2026 Budget. Additionally, the transition of the Birth to 3 program to ASPIRO has gone smoothly.

Contracts & Provider Relations

This area is busy with many different RFPs for Community Treatment Center and Public Health, along with continual communications with our vendors.

MARSCH / BECKMAN moved to receive and place on file the Community Services Administrator report. Voice vote taken. Motion carried unanimously without abstentions.

**8. CTC Administrator Report including NPC Monthly Report**

Hospital & Nursing Home Administrator Kara Gruber was excused. Pritzl discussed items from Gruber's written report included within the agenda packet.

Pritzl highlighted that Psychologist Dr. Logan Wilz has been hired to support both the Outpatient and Inpatient areas of Community Treatment Center.

McCOY / MARSCH moved to receive and place on file the CTC Administrator Report for September & October 2025. Voice vote taken. Motion carried unanimously without abstentions.

**9. Re-appointment of Dr. Brian Eggener to the Psychiatric-Medical Committee**

McCOY / BECKMAN moved to re-appoint Dr. Brian Eggener to the Psychiatric-Medical Committee. Voice vote taken. Motion carried unanimously without abstentions.

**10. Financial Report for Community Treatment Center and Community Services**

Finance Manager Eric Johnson presented items from his written report.

THENO / BECKMAN moved to receive and place on file the Financial Report for Community Treatment Center and Community Services. Voice vote taken. Motion carried unanimously without abstentions.

**11. Statistical Reports a, b, & c**

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
  - i. September 2025
  - ii. October 2025
- b. Child Protective Services – Child Abuse/Neglect Report
- c. Monthly Contract Update

- 12. Request for New Non-Contracted Provider & New Provider Contract**  
McCOY / MARSCH moved to suspend rules and take items #11 a, b & c and #12 together. Voice vote taken. Motion carried unanimously without abstentions.

MARSCH / BECKMAN moved to receive and place on file Statistical Reports #11 a, b & c and #12. Voice vote taken. Motion carried unanimously without abstentions.

- 13. Adjourn Meeting:**  
BECKMAN / THENO moved to adjourn. Voice vote taken. Motion carried unanimously without abstentions.

Chair Supervisor Tom Lund adjourned the meeting at 5:54 pm.

Next Meeting: Thursday, January 8, 2026 at 5:00 pm  
Sophie Beaumont Building; Boardroom A  
111 N. Jefferson St; Green Bay, WI 54301

Respectfully Submitted,  
Catherine Foss  
Office Manager

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **September 18, 2025**, at **5:15 p.m.**  
Central Library, 515 Pine Street, Green Bay, WI 54301

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, JAYME SELLEN, KIM SCHANOCK, and JOHN VAN DYCK. RICK CROSSON and WENDY WOODWARD attended virtually.

**EXCUSED:**

**ALSO PRESENT:** Sarah Sugden, Alaina Morales, Sue Lagerman, Curt Beyler, and Al Hughes (Administration). County Supervisor Jim Pyle (District 26). Dennis Jacobs, Eric Kuzma, and Rachel Irish (BC Library staff).

**CALL TO ORDER** President Sellen called the meeting to order at 5:16 p.m.

1. **APPROVE/MODIFY AGENDA AND MINUTES** Edits to the minutes included adding, "Governor," to the list of elected officials invited to the OneDenmark Groundbreaking and correcting that the meeting was called to order by the vice president. **Motion** by Anderson, seconded by Pletcher, to approve the agenda and the minutes as amended. **Motion carried.**
2. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
3. **PRESENTATION BY SANDY KALLUNKI, CENTRAL LIBRARY MANAGER** This presentation was deferred to a later date to be determined.
4. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**  
The committee met on August 18.

- A. **New Pulaski Branch Update:** A meeting took place this week with the Somerville architect to review the community visioning session and plan next steps. Due to the changing picture of prospective funding partners, our current plan is to move forward with drawing interior plans of the former Family Dollar store that utilize only the dollars firmly committed and available to the Pulaski Branch. There are committed county funds that will be dispersed in 2027. The balance of remaining funds after purchase of the building is ~\$330,000. Sugden expressed there is a need for partners to share costs. The architect was asked to design a simple plan. Van Dyck would like to know what it would cost to move operations from the current location to the new building. He suggested advocating for the committed funds to be added to the 2026 budget.
- B. **Denmark Branch Update:** The construction bid was issued on August 2. At the walk through on September 3 there were 54 attendees including 14 general contractors. Curt Beyler and Neil Yunk (Somerville) indicated this is the most they have seen in recent years. This means there will likely be a sufficient number of competitive bids. Construction bids are due September 16. The Library Board will act on a bid award on September 18.

A Groundbreaking Planning Committee consisting of Sue Lagerman, Lauren La Plant, Deb Kralovetz and Kathy Pletcher was formed. The groundbreaking is scheduled for October 15 11:00-Noon. DOA Secretary Blumenfeld has accepted an invitation to speak. Responses from the Governor and State Superintendent regarding attendance are pending. County Executive Troy Streckenbach will welcome and introduce speakers. A postcard invitation will be sent in the next week or so. Invitations will go out to Supervisors, area Legislators, Federal Congressional Representatives, and media.

The OneDenmark Gift Committee continues to develop donor prospects and meet with donors. They acquired Little Green Light donor software to manage donor relations. Deb Kralovetz, Tina Kvitek, and Kathy Pletcher are handling the set up and data entry. This product will help manage one-time donations as well as multi-year donations.

OneDenmark secured a \$750,000 construction loan at very favorable rate which will ensure cash-flow during construction as we continue to raise capital dollars

- C. **Bookmobile Update:** Library staff are doing a truly impressive job of collecting and organizing data for bookmobile planning and decision making. Our focus for the bookmobile is to leverage it as a resource for bringing library resources to underserved communities to both promote literacy and develop groups as library

users.

**Wrightstown Update:** Wrightstown continues to move along smoothly.

5. **DISCUSSION AND POSSIBLE ACTION REGARDING LEASE FOR JOB CENTER AT CENTRAL LIBRARY** A lease was reviewed but there were questions about hold over increases. The library's attorney is reviewing suggested changes. The Board is agreeable to the proposed terms.
6. **CENTRAL/ADRC/JOB CENTER WORKING GROUP UPDATE** Finalizing procurement of project coordinator to facilitate partners. The County is supporting this role. The group will meet again in October to continue to move forward. BCL Board President Sellen's contact, Greg Gauthier, can help create a business plan, MOU, and other items as needed.
7. **DISCUSSION AND POSSIBLE ACTION REGARDING AWARD OF NEW DENMARK BRANCH LIBRARY/ONEDENMARK COMMUNITY CENTER CONSTRUCTION BID** A summary of the five bids was distributed. Recommended alternates included 6" water service, and gym, commons, and children's area glass. A 5% contingency for construction is left. **Motion** by Schanock, seconded by Anderson, to approve both base bids and alternates, 3,9,11, and 12 and select IEI Construction for the project. **Motion carried.** Pletcher abstained.
8. **DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL LIBRARY ENVIRONMENTAL DESIGN REVIEW SERVICES** Pletcher reported that she and Sugden met with Rob Hock, public safety training coordinator at NWTC. The first proposal is for a Brown County Library security assessment. Hock and his partner who would conduct the assessment, are former law enforcement officers and are familiar with the Central Library. The assessment would take about 40 hours to complete and cost \$2,800. Aubinger commented that this assessment is for the current layout and to get ready for the fall but wondered about the renovated building and how this assessment would affect a new layout. The Board may seek their guidance/feedback on the redesign of the building. It was recommended that this assessment is done every two years. It was last done in 2002. **Motion** by Van Dyck, seconded by Anderson, to approve the Crime Prevention through Environmental Design and Security Assessment in the amount of \$2,800.  
  
A second proposal is for de-escalation training for front-line staff. One session, that includes role-playing, for a proposed 15 people, would cost \$500. Multiple sessions are recommended to cover all staff. **Motion** by Pletcher, seconded by Anderson, to approve the De-Escalation Training in the amount of \$1,000. **Motion carried.** This will become a system-wide annual training.
9. **DISCUSSION AND POSSIBLE ACTION REGARDING STORAGE AND INVENTORY GUIDELINES** Van Dyck stated, and others agreed, that these guidelines are operational and it is not necessary to bring before board. The guidelines were referred to staff for implementation.
10. **DISCUSSION AND POSSIBLE ACTION REGARDING APPROPRIATE LIBRARY BEHAVIOR POLICY** This item was deferred to the October meeting.

**11. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

**A. Finance** Sugden distributed the final budget packet. Just today an email was received regarding a new target levy and requested a list of cuts up to 10% of the library's levy allocation. For the library this equates to \$687,450.80. The library will prepare options. This is in response to the Sheriff's Department shortfall of \$1.3M for their jail medical contract. The deadline for submitting reductions is Monday and that does not give a lot of time to dig deep into the budget.

**B. Facilities**

- I. **Central HVAC Update** Air handlers are in and spinning. The project is very close to being complete. It should wrap up in about two weeks. A commissioning meeting is tomorrow morning.
- II. **Ashwaubenon Project** Miron met the subcontractors on site to get the lay of the land before mobilization.
- III. **Denmark Project** Reported above.

**C. Personnel & Public Services Update** Morales reported the following:

Public Services:

Completed storage guidelines, finalizing volunteer guidelines for consistency at all locations, scheduling all-

staff meetings at Central during half day closures (staff development days) to have four public services meetings a year for all staff, recruiting staff to decorate and walk in the Holiday Parade on November 22 and returning to the plan for a Culture Pass program, that allows patrons to check out museum/event passes from the Library.

**Personnel:**

Executive Leadership is meeting with Managers to review performance for all 103 employees including finalizing performance goals and providing feedback -from now until Friday, October 3.

**Hires:** Chris Niebauer, Library Service Associate LTE at Central AS  
Accepted offers from two candidates for the position of Library Maintenance Worker  
Interviewing for Kress/WRI Library Manager

**Vacancies:**

Library Shelver at East  
Library Service Clerk at Central

**D. Community Engagement Update** Lagerman gave the following updates:

Last Wednesday, County Executive, Troy Streckenbach, officially proclaimed September as Library Card Sign up Month at an event at the Central Library. The proclamation was passed around the table for the Board to see.

The library's work, as a partner of Achieve Brown County's Reading for the Future initiative, continues with the planning of an early Literacy Convening on December 4 at the Central Library. Community partners are being invited to present on their organization and particularly the value of literacy to those who receive their services. Breakout groups will identify gaps and brainstorm on how gaps can be bridged or closed. This will be open to the public. Branding and messaging for the Reading for the Future Initiative is being created by Khrome Agency. A discovery session was held yesterday where Khrome posed several questions to the group to learn more and guide their creative process.

Nic Con – the combined staff development day planned with the Nicolet Federated Library System takes place next Thursday, September 25. Topics being presented are, 'The Public Library in the Age of AI,' presented by Nick Tanzi, and internationally recognized library technology consultant, author and Assistant Director of a Public Library in New York; and "Caring for Ourselves and One Another: Supporting Sustaining Practice for Library Staff," with Beth Wahler, PhD, MSW, a social work consultant, researcher, and trainer.

We are looking forward to the Denmark Community Center/Denmark Branch Library groundbreaking on October 15 and participating in an upcoming OneDenmark event on October 23.

We are receiving donations of picture books that are being donated to recognize former Library Director Pat La Violette's in honor of her recent birthday. A specialized bookplate was created.

An article in the 09/17/2025 edition of The Denmark News will be scanned and shared.

**E. Safety Update** Hughes attended the 2025 Public Library Safety Summit hosted by Hartford Public Library in CT. It was validating and reassuring to know Brown County Library is doing what other libraries are doing. The trends the library is seeing are not unique to BCL. The library is ahead of the curve by creating a 'hub' (ADRC/Job Center partnership). The library's safety strategies have been shared with other libraries.

Sugden distributed copies of the slide deck from the recent safety meeting with Central staff. The new rules will be enforced by managers. Pletcher suggested reviewing changes for 2026 as presented in the slide presentation. Immediate implementation includes zero tolerance for violation of library behavior policy, making eye contact and greeting every visitor, limiting seating at tables to one or two chairs, and notifying patrons of upcoming changes. Phase 2 will be implemented on October 1. Phase 3 will go into effect on October 20 and Phase 4 on November 24. Specifics of each phase were described.

Meli asked what happens when a patron violates the behavior policy. Hughes reviewed the process.

**12. LIBRARY DIRECTOR'S REPORT** Sugden's report was distributed. The Job Center Open House is next Tuesday from 1-4 pm. The new State Librarian will attend. Muskego just opened a Job Pod. Other sites in Wisconsin planning a JobPod launch include Medford, Oshkosh, and Eagle River. A JobPod Lite version has been developed –

perfect for smaller locations. Gillett is the first Lite site. Spooner, WI Rapids, and other locations within the state will also be Lite sites. This model would be good for the Denmark Branch.

**13. PRESIDENT'S REPORT** None.

**14. CONVENE INTO CLOSED SESSSION Motion** by Schanock, seconded by Anderson to move into closed session 6:20 pm. Roll call vote: Aye: Anderson, Schanock, Van Dyck, Crosson, Meli, Aubinger, Sellen, and Woodward. **Motion carried.** Pletcher abstained and was excused for this session.

**15. CLOSED SESSION pursuant to Wis to Wis. Stat. § 19.85(1) (g) 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 likely to become involved – Ashwaubenon Branch Library.**

**Motion** by Van Dyck, seconded by Anderson to reconvene in open session. No action was recommended.

**Motion** by Schanock, seconded by Anderson to move into closed session at 7:00 pm. Roll call vote: Aye: Anderson, Schanock, Van Dyck, Crosson, Meli, Aubinger, Sellen, Pletcher, and Woodward. **Motion carried.**

**16. CLOSED SESSION pursuant to Wis. Stat. § 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Executive Director Annual Performance Review**

**17. RECONVENE IN OPEN SESSION AND APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION Motion** by Pletcher, seconded by Meli, to reconvene in open session and approve recommendation of Personnel Committee. **Motion carried.**

**18. OTHER BUSINESS** None.

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

**20. ADJOURNMENT Motion** by Anderson, seconded by Woodward, to adjourn the meeting at 7:33 p.m. **Motion carried.**

NEXT REGULAR MEETING:

**October 16, 2025 | 5:15 pm | 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 **October 16, 2025**, at **5:15 p.m.**  
East Branch Library, 2253 Main Street, Green Bay, WI 54302

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, KATHY PLETCHER, JAYME SELLEN, JOHN VAN DYCK, and WENDY WOODWARD.

**EXCUSED:** RICK CROSSON, MARISSA MELI, and KIM SCHANOCK.

**ALSO PRESENT:** Sarah Sugden, Alaina Morales, Sue Lagerman, and Curt Beyler (Administration). County Supervisor Jim Pyle (district 26), Bobbie Kuehn, and Eric Kuzma (BC Library staff).

**CALL TO ORDER** President Sellen called the meeting to order at 5:25 p.m.

1. **APPROVE/MODIFY AGENDA AND MINUTES** There was one correction to the minutes. The Library Board approved funding the De-Escalation Training in the amount of \$1,000, not \$500 as recorded. **Motion** by Woodward, seconded by Pletcher, to approve the agenda and the minutes as corrected. **Motion carried.**

2. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

**PRESENTATION BY BOBBIE KUEHN, EAST and DENMARK BRANCH LIBRARIES MANAGER** Kuehn has worked at several locations since 2004, including Southwest, Ashwaubenon, Pulaski and Central. The East Branch has been keeping steady with people counts over the last two years. Adult and children's statistics fluctuate but are steady overall. In September, 6,837 adult and 8,868 children's items circulated. The branch has the most computer use month after month. Year-to-date, there have been 8,573 individual logins. Other observations include a high number of people using business service (printing, copying, faxing), more visitors with limited English skills, and an increase in special needs adults. Aspiro visits often and uses the study rooms to conduct their lessons. Study Rooms remain in high demand and patrons are respectful of spaces. The branch has seen an increase in homeschooling families during the week as well.

The branch continues to offer four storytimes offered each week; Book Babies at 9:30 on Tuesdays and Wednesdays; Toddler Storytime at 10:30 on Tuesday and Wednesdays; Preschool Storytime at 11:30 on Wednesdays. Family storytime is offered at 10:30 am on Thursdays in Denmark.

Popular programs for children and families include:

- "Reindeer Cheer" – A Signature Event funded by Friends of the Brown County Library. This will be the second year it is held at the branch. It was formerly held at Weyers-Hilliard. This event for all ages is scheduled for December 11 from 4-7 pm and features live reindeer from Luxemburg, WI, hands-on activities, and choral performances by an East High School choir.
- "Science with Dr. K" a UWGB Chemistry Professor provided interactive science experiments for kids
- "Extreme Meteorology with Steve Beylon, WBAY Meteorologist had 75 in attendance.
- Costume Characters at storytimes remain a big draw.

Popular programs offered for adults:

- AARP Tax Help served 236 taxpayers
- Job Fair Hiring Events – a recent event attracted 59 people.
- East Branch Book Club has an average of 18-20 people.
- An outdoor Summer Music Concert with local musician Kurt Gunn received positive feedback.

Upcoming events include a Badger Talk speaker on astrology and the night sky with the opportunity to observe using a telescope and binoculars, and an Elder Care program in January. Partnership with the ADRC and Brain Center continues programming. La Escuelita conducts a quarterly English/Spanish program and craft. Curative Connections senior worker program was great, but the program was discontinued due to funding. The branch was a program site for the Green Bay Area Public Schools summer lunch program - 1031 free lunches were distributed. The branch is fully staffed except for one Shelver and interviews are taking place next week.

In Denmark, weekly storytime at park shelter continues. The Zoomobile, funded by the Friends of the Library, was the

most popular program this year with 150 attending. Contactless pickup at Village Hall averages 57 people weekly. The book drop outside Denmark High school averages two bins a week.

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

The committee did not meet in September. Pletcher reported the following:

- A. New Pulaski Branch Update:** A meeting is scheduled for Friday. We should receive results from engineering assessment (mechanical) Considering what can be done with available funds.
- B. Denmark Branch Update:** The groundbreaking took place on October 15. Brian Anderson was a wonderful emcee! The Governor, Département of Administration Secretary, and State Librarian each spoke on the importance of libraries, community, and partnerships. Sugden complimented the event and the positive atmosphere. There was good media coverage. Representative Tony Weid attended, and Senator Andre Jacques' representative was there.
- C. Bookmobile Update:** No update.

Wrightstown Village administrator, Travis Coenen, is interested in meeting regarding a community center/library partnership. He will be invited to the next Rural Services meeting.

- 4. CENTRAL/ADRC/JOB CENTER WORKING GROUP UPDATE** Cole Runge has been hired as the project coordinator. Work is being wrapped up on an accountant consultant to do financial assessment and occupancy cost analysis for the library and ADRC. Overall, there will not be increased costs, but overall savings for the County. Sugden is meeting with County leadership tomorrow and weekly meetings going forward are planned. Project/capital improvement funding will be voted on at the October 29 budget meeting. Details of cost allocation – cost per square foot are being worked on. Conversations about parking for all partners will be the next step. Rick Crosson and Jayme Sellen are participating in the meeting.

- 5. DISCUSSION AND POSSIBLE ACTION REGARDING ASHWAUBENON PROJECT – MIRON PCIs** This will be discussed in closed session.

- 6. DISCUSSION AND POSSIBLE ACTION REGARDING SALE OF ASHWAUBENON BRANCH FACILITY** A proposal prepared by a local realtor was distributed. The Village and school district were approached, and they are not interested in acquiring it so it will go on the market. It included comparable listings. It can be rezoned to B2 for more options. The Village will waive the rezoning fee for this change. Someone has approached library staff about purchasing the building. **Motion** by Van Dyck, seconded by Anderson, to direct staff to list the property at 1060 Orlando Drive for sale with Bay Lake Commercial Realtors in the amount of \$695,000. **Motion carried.**

- 7. DISCUSSION AND POSSIBLE ACTION REGARDING REVISED APPROPRIATE LIBRARY BEHAVIOR POLICY** **Motion** by Pletcher, seconded by Anderson, to approve the revised Appropriate Library Behavior Policy as distributed. **Motion carried.**

**8. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

- A. Finance** A financial report was distributed. There is some account cleanup due to posting/coding errors, but nothing is out of the ordinary. A year-end budget surplus is anticipated. Staff is working on year-end processes including cash-on-hand audits. The final budget will be voted on October 29.

**B. Facilities**

- I. Central HVAC Update** All parts and pieces are installed and most are working. Finalizing programs, controls, and commissioning. The project is 95% complete.
- II. Ashwaubenon Project** Reported above.
- III. Denmark Project** A pre-construction meeting will take place next week. IEI is going through space. The Brown County Library Foundation approved funding for a project manager/owner's representative in the amount of \$60,000.

- C. Personnel & Public Services Update** Morales reported the following:

**Public Services:** The annual Pop Con™ took place on October 4. Over 600 fans attended. A collaborative meeting between the library, NWTC, UWGB, and SNC will take place next week to discuss joining forces to create a larger community-wide event.

The winter (December – February) events calendar has been drafted and reviewed. Managers are finishing staff performance reviews. Completed forms are due to county next Friday.

**Personnel:**

**Hires:** Damien Lilley, Maintenance Worker; Ron Tennessen, Library Maintenance Worker; David Snyder, Kress/Wrightstown Branch Manager (former TS Manager)

**Resignation:** Kress Clerk

**Vacancies:** Interviewing East Shelver and Central Clerk

D. **Community Engagement Update** Lagerman gave the following updates:

The Job Center's opening at the Central Library was celebrated with a media event and ribbon on September 23. Guest speakers included the County Executive, Sarah Sugden, and local and state workforce development partners. Refreshments were served and attendees were invited to a keynote address by Grazia Villarreal, Ph.D. on the future of Green Bay's workforce.

Nic Con, the combined staff development day planned with and sponsored by the Nicolet Federated Library System, took place on Thursday, September 25 at the Central Library. Topics presented were, 'The Public Library in the Age of AI,' by Nick Tanzi, an internationally recognized library technology consultant, author and Assistant Director of a Public Library in New York; and "Caring for Ourselves and One Another: Supporting Sustaining Practice for Library Staff," with Beth Wahler, PhD, MSW, a social work consultant, researcher, and trainer.

The James Madison Lecture series featuring author and president and CEO of the National Constitution Center in Philadelphia, Jeffrey Rosen, took place at the Central Library on October 6. This event kicked off the 37<sup>th</sup> annual Local History Series. About 350 attended and attendees received a complimentary copy of Rosen's soon-to-be-released book, *The Pursuit of Liberty*. Lions Mouth Bookstore sold copies of Rosen's other book, *The Pursuit of Happiness*. This event was presented in partnership with the Wisconsin Historical Society. The Local History Series continues through October and ends with a program on November 13.

Lagerman is working with Aubinger on a donation brochure for the new library in Ashwaubenon. The goal is to have it reach households in November.

Initial planning meeting for the NEWI Summer Library Program Workshop, to be held at the Central Library in January 2026 took place. Lagerman, as Youth Services liaison for NFLS, serves on this planning committee.

The Friends of Brown County Library's annual Give-A-Kid-A-Book campaign kicks off on October 29 with a media event at the Central Library. Packers Coach Matt LaFleur's wife, Bre, is again serving as honorary chair of the program.

BIG Book Sale November 3-6, 2025, at the Central Library.

The Weinermobile will visit the Central Library on Thursday, October 30 from 9:30-11:30 am.

E. **Safety Officer Update** The library is partnering with Rob Hock, public safety training coordinator at Northeast WI technical College (NWTC), to conduct a Central Library safety assessment next week. Plans are being made for the de-escalation meeting in November or December at Central. Staff met with the Micah Center on Monday to discuss policy changes at library – particularly the behavior policy. Jesse Brunette, Executive Director of St. John's Ministries, suggested that our policies could affect the number of people the Micah Center sees. Their policies align with library policies.

9. **LIBRARY DIRECTOR'S REPORT** The 2026 budget passed Ed & Rec and moves on to the County Board on October 29.

10. **PRESIDENT'S REPORT** None.

11. **CONVENE INTO CLOSED SESSSION Motion** by Van Dyck, seconded by Woodward, to move into closed session pm. Roll call vote: Aye: Anderson, Van Dyck, Aubinger, Sellen, and Woodward. **Motion carried.** Pletcher abstained and was excused for this session.
12. **CLOSED SESSION pursuant to Wis to Wis. Stat. § 19.85(1) (g) 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 likely to become involved – Ashwaubenon Branch Library.**
13. **RECONVENE IN OPEN SESSION AND APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION Motion** by Van Dyck, seconded by Anderson, to reconvene in open session. No action was recommended. **Motion carried.**
14. **OTHER BUSINESS** None.
15. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.
16. **ADJOURNMENT Motion** by Van Dyck, seconded by Anderson, to adjourn the meeting at 7:12 p.m. **Motion carried.**

£ GÊø , G\_ μz , ç GGøkf \_

**November 20, 2025 | 5:15 pm | Central Library**

Respectfully submitted,  
Sue Lagerman | Recording Secretary

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A special meeting of the Brown County Library Board was held on **November 14, 2025**, at **9:00 a.m.**  
Central Library, 515 Pine Street, Green Bay, WI 54301

**PRESENT:** BRIAN ANDERSON, RICK CROSSON, KATHY PLETCHER, JAYME SELLEN, and JOHN VAN DYCK. KIM SCHANOCK and MARISSA MELI attended virtually.

**EXCUSED:** ANNETTE AUBINGER and WENDY WOODWARD.

**ALSO PRESENT:** Sarah Sugden, Alaina Morales, Sue Lagerman, Curt Beyler (Administration).

**CALL TO ORDER** President Sellen called the meeting to order at 9:02 a.m.

1. **APPROVE/MODIFY AGENDA Motion** by Anderson, seconded by Pletcher, to approve the agenda. **Motion carried.**
2. **DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE CHANGE ORDERS – ASHWAUBENON PROJECT** No action.
3. **CONVENE INTO CLOSED SESSSION Motion** by Anderson, seconded by Pletcher, to move into closed session at 9:05 a.m. Roll call vote: Aye: Anderson, Schanock, Van Dyck, Crosson, Meli, Pletcher, and Sellen. **Motion carried.** Staff was invite to stay.
4. **CLOSED SESSION pursuant to Wis. Stat. § 19.85(1) (g) 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 likely to become involved – Ashwaubenon Branch Library.**
5. **RECONVENE IN OPEN SESSION AND APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION Motion** by Anderson, seconded by Crosson, to reconvene in open session.  
**Motion** by Anderson, seconded by Van Dyck, to instruct staff to sign change order request as discussed in closed session. **Motion carried.**
6. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.
7. **ADJOURNMENT Motion** by Anderson, seconded by Pletcher, to adjourn the meeting at 9:23 a.m. **Motion carried.**

### NEXT REGULAR MEETING:

**November 20, 2025 | 5:15 pm | 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 **November 20, 2025**, at **5:15 p.m.**  
Central Library, 515 Pine Street, Green Bay, WI 54301

**PRESENT:** MARISSA MELI, KATHY PLETCHER, JAYME SELLEN, and JOHN VAN DYCK. WENDY WOODWARD, KIM SCHANOCK and RICK CROSSON attended virtually.

**EXCUSED:** BRIAN ANDERSON and ANNETTE AUBINGER.

**ALSO PRESENT:** Sarah Sugden, Alaina Morales, Sue Lagerman, and Curt Beyler (Administration). Dan Witanen, Somerville Architects and Engineers; Brown County Supervisor Jim Pyle (District 26); Keith Chambers, President, Village of Pulaski; Andrea West, Sandy Kallunki, Rachel Irish, Dennis Jacobs, and Eric Kuzma (BC Library staff).

**CALL TO ORDER** President Sellen called the meeting to order at 5:15 p.m.

1. **APPROVE/MODIFY AGENDA AND MINUTES Motion** by Pletcher, seconded by Woodward, to approve the modified agenda moving item 4.A.i. to follow item 2. And to approve the minutes noting that the meeting took place at the East Branch, and the minutes from the special meeting on November 14. **Motion carried.**
2. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
3. **PRESENTATION BY ANDREA WEST, ADULT SERVICES MANAGER** West commented that a wide variety of experiences is what makes her staff a vibrant staff. Adult Services provides reference services, technology and public computer assistance, tech tutoring (30 minutes appointments to help patrons with specific technology issues), test proctoring, and Future Favorite book suggestions. Printing services continue to be a popular service. Staff have answered over 15,000 questions over the last 12 months.

Staff also creates displays – topical, staff collections to promote the library collection. Adult Services spend a significant amount of time providing system-wide support. Their department is the primary phone and email destination. They do a lot of work creating training materials. Some staff present on a variety of topics at the ADRC Lunch and Learns. Known for their expertise, staff have been interviewed by the media and they also participate in the library's regular segment on Good Day, WI on WLUK-Fox 11. Over 465 hours of volunteer hours were logged in the department last year.

Staff design, create, update and maintain marketing materials related to library resources including readers' advisory brochures. Staff select adult nonfiction for the system and part of the fiction collection. Popular and unique classes offered include Computer Basics and Internet Basics. One-of-a-kind programs include Food Truck Fridays with community partners jigsaw puzzle competition, Zambaldi's Pints for A Purpose to promote the Adult Summer Reading Program, How-to-Fest, and Library PopCon, to name a few.

#### 4. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**

The committee met on November 17.

##### A. **New Pulaski Branch Update**

- i. **Facility Condition Assessment Report and Opinion of Probable Cost – Dan Witanen, Somerville Architects & Engineers** Witanen walked the Board through the assessment report and opinion of probable cost (OPC). The presentation was divided into two parts – one for immediate occupancy of the building and the other addressed the masterplan for complete renovation. Based on the recommendations of the assessment and focusing on deficiencies needing immediate attention including fire protection, roof work, plumbing, HVAC, electrical, and a built-in contingency, the grand total of the OPC is \$71,088. The masterplan was created with results of a visioning session and meetings with library leadership. Renderings were included in the report. The OPC for the Master Plan, with a built-in 10% contingency, totals \$1,983,850. This is construction cost only (not furniture, fixtures, or equipment). Crosson asked how long the figures will be accurate. Witanen replied that there haven't been reports of spikes but that can change at any time. The OPC was created as if the project was going out to bid today.

- B. **Denmark Branch Update** Pletcher reported that everything is going well. A meeting to go over the furniture list took place this week.
- C. **Wrightstown Branch Update** Travis Coenen will be at the meeting next month.
- D. **Bookmobile Update** Schanock commented that a specific goal is to deploy the Bookmobile as optimally as possible.

5. **CENTRAL/ADRC/JOB CENTER WORKING GROUP UPDATE** Sugden reported that the examination of financials has concluded and the analysis determined that there is no negative financial impact related to the dual occupancy of the library and the ADRC. Focus has now shifted to parking (ensuring adequate number of spaces). Shared models and frameworks will be discussed next.

6. **DISCUSSION AND POSSIBLE ACTION REGARDING 2025 RETENTION PERFORMANCE PAYMENTS AND COLA INCREASES** Motion by Pletcher, seconded by Woodward, to approve the 2026 2.64% Cost of Living Adjustment (COLA). Action from the County Board approved the retention performance payments in the amount of ~\$141,785. **Motion carried.**

7. **DISCUSSION AND POSSIBLE ACTION REGARDING 2026 RESOURCE LIBRARY AGREEMENT** Motion by Van Dyck, seconded by Meli, to hold until December. **Motion carried.**

8. **DISCUSSION AND POSSIBLE ACTION REGARDING 2026-2027 YOUTH SERVICES & INCLUSIVE SERVICES LIAISON AGREEMENT** Motion by Van Dyck, seconded by Meli, to hold until December. **Motion carried.**

9. **DISCUSSION AND POSSIBLE ACTION REGARDING 2026 HOLIDAY CLOSURES** Motion by Pletcher, seconded by Crosson, to approve the 2026 holiday closing schedule as presented. **Motion carried.**

10. **DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

A. **Finance Update** Sugden reported that year-end processes are being worked on and spending is curbed. There are some savings from personnel due to open positions. There was an increase in rent revenue resulting from the Job Center lease.

B. **Facilities Update** Beyler reported the following:

- i. **Central HVAC Project** The project is nearly complete. All the equipment is in, and commissioning is taking place. There was an approximate \$15,000 budget overrun due to change orders but Focus on Energy incentives that total approximately \$19,500 for air handler units and \$27,500 for three boilers nets a total of ~\$ 30,000 under budget.
- ii. **Ashwaubenon Project** The base was confirmed via a letter from GeoTest and Miron is mobilizing on December 8. The projected substantial completion date is May 19, 2026.
- iii. **Denmark Project** Demolition almost complete and walls are going up. Beyler shared several progress pictures.

C. **Personnel & Public Services Update** Morales reported the following:

**Public Services: The** Holiday Parade with book cart reindeer is this Saturday; Winter calendar Dec – Feb – is live on the library’s website. Managers met to begin planning the March – May calendar. National Radon Action month is January 2026. Digital radon test kits, made possible through BC Public Health, will be circulated at the library. Brwon County and De Pere Health Departments will host Lunch & Learns at Kress and Weyers-Hilliard in January.

Wisconsin Historical Society is offering, “Wisconsin History Makers Tour.” This is a 3-year public programming project, offering touring exhibits August 2026- February 2027. Speakers and history installations will be scheduled for the Pulaski and East branches and the Central Library.

The City of Green Bay has a new Public Arts Coordinator and will soon select a Poet Laureate. The library will partner with the city for related programming and events.

**Personnel:**

**Hires:** Gillian Little, Shelver – east Branch; Natalie Duquaine, Library Clerk – Central Circulation

**Hiring:**

Administration Clerk (applications are under review), and Library Service Associate at the Ashwaubenon Branch.

**D. Community Engagement Update** Lagerman reported the following:

A brochure aimed at fundraising for the Pamperin Branch is being finalized and will be sent to the printer in a few days. It will be mailed to all Ashwaubenon households. The Friends are funding the printing, mail services, and postage.

The Friends Give-A-Kid-A-book program is approximately halfway through its collection period. Distribution of the books will take place December 16-18 in partnership with the Salvation Army's Holiday Assistance Program.

The library has partnered with the Volunteer Center of Brown County to host a non-perishable food drive through December 19. Collection boxes are located at all Brown County libraries, local Bank of Luxemburg locations, WFRV and at the Volunteer Center on Ninth Street. Collected items will benefit local food pantries.

Achieve Brown County's Early Literacy Convening is scheduled for December 4. A product of the Reading for the Future initiative, its purpose is to review local data and share updates from stakeholders and experts in the field. Attendees will participate in breakout sessions to identify gaps and co-design potential actions that can help children read at grade level by third grade.

The Holiday Parade is this Saturday, November 22, beginning at 10 am in downtown Green Bay. The library's entry, "Season's Readings," is #47 in the lineup. It will be broadcast on WGBA (NBC26) on Thursday, Dec. 25 at 6 a.m. and Sunday, Dec. 28 at 12 p.m. and on WACY (My NEW 32) on Wednesday, Dec. 24 at 9 p.m.

**E. Safety Officer Update** Hughes reported the following that it has been going well at Central. Saturdays are picking up in terms of activity and there has been a huge uptick in documentation. The security assessment took place, but results have not yet been shared. Deescalation training took place today and it covered many topics. Active threat response training is being planned for 2026. Staff have been participating in, "Winter is coming," in-person training. Work is being done to improve efficiencies in documentation. Circulation staffer, Cindy Vang created new potential problem log. Hughes recently share safety documents with Marathon County Library.

**11. LIBRARY DIRECTOR'S REPORT** Sugden announced that the library is receiving \$10,000 from the Carnegie Foundation. There are no restrictions on its use. Sugden attended the 2<sup>nd</sup> annual Oneida Reads Summit addressing their third grade reading levels. The Reading Success Summit was the springboard for their initiative. Oneida has made a 10-year commitment to this initiative and has appointed a community champion.

**12. PRESIDENT'S REPORT** Sellen reported that she has reached out to a couple developers about Pulaski space.

**13. OTHER BUSINESS**

**14. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**15. ADJOURNMENT Motion** by Pletcher, seconded by Meli, to adjourn the meeting at 7:01 p.m. **Motion carried.**

NEXT REGULAR MEETING:

**December 18, 2025 | 5:15 pm | Central Library**

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, October 20<sup>th</sup>, 2025**  
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, Vice Chair  
                                  Norb Dantinne  
                                  Mike VanLanen  
                                  Sean Gehin  
                                  Bill Seleen  
                                  Michael Lefevbre

Excused:                    John Myers  
                                  Kevin Gannon

Also Present:             Dean Haen, Brown County P&RR  
                                  Chad Doverspike, Brown County P&RR  
                                  Mark Walter, Brown County P&RR  
                                  Tom Vande Wetering, Town of Holland  
                                  Mike Smits, Town of Holland  
                                  Matt Verbeten, Town of Holland  
                                  Brian Rickert, Village of Ashwaubenon

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda was made by Norb Dantinne and seconded by Sean Gehin. Unanimously approved.**

4) Comments from the Public

Mike Smits– 1661 Staeven Lane, Greenleaf, WI – Not a Lobbyist

Mr. Smits asked if Brown County was paid to accept hazardous materials brought to landfill, and why the Town of Holland isn't compensated for these as they are with tipping fees. Mr. Smits does not believe that the County is acting in good faith, and that the town will fight the issue until the end. Mr. Smits also stated that he was concerned and didn't

agree with regulations that the Department of Natural Resources have in place regarding plume and contamination.

- 5) Approval/Modification – Minutes of September 15<sup>th</sup>, 2025 Meeting  
**A motion to approve the minutes of the September 15<sup>th</sup>, 2025 meeting was made by Michael Lefebvre and seconded by Sean Gehin.** Unanimously approved.

- 6) Announcements/Communications

Director Dean Haen discussed three Solid Waste Board members who are up for reappointment. Those members wishing to extend their service for another term of three years should confirm this with Mr. Haen and the request would be forwarded to the County Executive for consideration and for a final County Board approval.

- 7) Amendment to Ledgeview Sewerage Service Agreement – Request for Approval

Mr. Haen presented and answered questions about an amendment to the Ledgeview sewerage service agreement. The original agreement (2005), first amendment (2007), and the new amendment were presented. Since the last amendment in 2007, the Town of Ledgeview noted that they are not recovering capital costs that they assessed to all their users. The amendment would increase the charge by an estimated \$1,800 annually with no retroactive amount due.

**A motion to approve the Amendment to Ledgeview Sewerage Service Agreement was made by Sean Gehin and seconded by John Katers.** Unanimously approved.

- 8) South Landfill Fence Base Bid and Reinstall Used/Existing 5' Fence - Update

Chad Doverspike talked about and presented information and images regarding the installation of a new 20 foot fence along the North and East perimeter of Phase One which would involve the removal of the existing 5 foot fence. The existing fence would then be moved and reinstalled east of the asphalt landfill access road. Fox Valley Fencing submitted the lowest bid and was selected as the vendor for the project.

Bill Seleen asked if the movable fences were still in use, which Mr. Doverspike confirmed. The movable fences are used in active dumping areas within the landfill.

There was a brief discussion on comparing labor costs from hiring an outside landscaping company for debris pickup and how much this will be needed after the new fencing is installed.

9) Wochos Property Transaction Options - Update

Mr. Haen discussed a property situation that was brought to staff attention by Mr. Jim Wochos, who owns property adjacent to Brown County property in the Town of Holland. Mr. Wochos has a driveway that is on Brown County property since at least the 1970s.. Mr. Wochos felt that adverse possession could be claimed, however Mr. Haen explained that adverse possession cannot be used for properties owned by County, State, or Federal land.

Mr. Haen discussed the three options that were identified to resolve this situation. The first, the area be parceled and sold at fair market value to Mr. Wochos' at his cost. Secondly, an easement be drafted by him to continue the use of access through County property. Another option is removal of the existing driveway from County property. Board members discussed. Michael Lefebvre proposed an easement with the condition that the next property transaction would require purchase or removal of existing driveway. Staff will communicate with Mr. Wochos.

10) Town of Holland Notice of Claim - Update

Mr. Haen updated the Solid Waste Board members on the notice of claim that the Town of Holland submitted against the Department.

The Town of Holland has taken issue with a plan mod request that was submitted to the WDNR which had four segments or "asks". The WDNR asked that the other three segments be separated from the beneficial use of contaminated soils segment. A virtual public hearing is scheduled for November 4<sup>th</sup>, which will allow the public to give their opinions and for the County to provide an overview of the request.

Mr. Haen explained the details of the plan mod request. .

The Contaminated Soils (C Soils) have physical properties (gravel, sand, clay) that could be used beneficially in the landfill. The Department can request approval from the Department of Natural Resources (DNR) to beneficially utilize these types of C Soil inside of the landfill cell, but often the approval process takes too long, and the C Soil is interred in the landfill before approval can be made. Through this plan modification, the Department is requesting DNR approval for beneficial use of acceptable C Soil.

Acceptable C Soil is not hazardous waste, but instead is solid waste that is tested to meet DNR acceptance standards. The Department seeks to beneficially use the materials inside of the landfill cell as temporary interior roads reducing the need to potentially purchase virgin materials. With regards to the plan mod request, the DNR will decide to accept, reject or modify the request to beneficially use acceptable C. Soil.

The September 15<sup>th</sup> Solid Waste Board meeting was discussed, where many attendees shared public comments. Mr. Haen believes that there is a large amount of misinformation circulating and staff hopes the DNR public hearing will be helpful. The County's legal

counsel notified the Town of Holland of its non-compliance with the Host Community Agreement's requirement of the Town to notify the County of any communications with the DNR.

11) South Landfill

Mr. Haen gave a brief update on several projects that are in progress at the South Landfill, including the aforementioned fence project, another layer of horizontal gas piping, and the gas destruction system. The South Landfill is preparing for winter, and the Highway Department is taking clay off site before winter comes. Mr. Doverspike continued and updated the Board members on the beneficial use of landfill gas project with Sagepoint.

12) Director's Report

Mr. Haen spoke on construction of 3-sided building at the Waste Transfer Station that is in progress. Unsuitable soils were identified, hauled away, and the hole backfilled and compacted with stone. Framework for concrete is ready for pouring. Building is scheduled for delivery on October 27<sup>th</sup> with installation planned to start November 3<sup>rd</sup>.

13) Such other Matters as Authorized by Law

None.

14) Adjourn

15)

**A motion to adjourn was made by Norb Dantine and seconded by Mike VanLanen.**  
Unanimously approved.

Meeting ended at 3:00 pm.

---

John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department