



"PUBLIC NOTICE OF MEETING"

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

**THE WEEK OF
OCTOBER 28 – NOVEMBER 1, 2024**

MONDAY, OCTOBER 28, 2024

(No Meetings)

TUESDAY, OCTOBER 29, 2024

(No Meetings)

WEDNESDAY, OCTOBER 30, 2024

(No Meetings)

THURSDAY, OCTOBER 31, 2024

*8:30 am

ADRC Board of Directors

ADRC
300 S. Adams Street

FRIDAY, NOVEMBER 1, 2024

(No Meetings)



**ADRC BOARD OF DIRECTORS
PUBLIC NOTICE OF IN-PERSON MEETING
Thursday, October 31 8:30AM
300 S ADAMS ST GREEN BAY WI 54301**

Microsoft Teams Meeting - Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 216 366 153 093 Passcode: 7Cnp5f

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Or call in (audio only)

[+1 872-256-4158, 180094851#](#) United States, Chicago

Phone Conference ID: 180 094 851#

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

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance and Land Acknowledgement		
8:31	2. Introductions		
8:33	3. Review of the Agenda	Yes	
8:35	4. Approval of the minutes of the meeting of September 26, 2024	Yes	Yes
8:40	5. Comments from the public a. Must be limited to items not on the agenda. b. State name and address for the record c. Comments will be limited to five minutes. d. The Board's role is to listen and not discuss comments or act on those comments at this meeting		
8:40	6. Finance Report, Update and Review		
	a. Review of the September Finance Report	Yes	Yes
	b. Final County Budget	Yes	Yes
	c. Review of Donor Directed Donation	Yes	Yes
8:55	7. 85.21 Specialized Transportation 2025 Draft Plan, Ker Vang	Yes	
9:15	8. ADRC Directors Report		
	a. ADRC 2025-2027 Final Plan	Yes	Yes
	b. County Board Public Hearing- Human Service Committee		
	c. Policy Review and Approval: Grant and Fund Development Policy, NCSP/AFCSF Caregiver Wait List Policy	Yes	Yes
	d. Next Steps for Library and Kitchen		
9:45	9. Prevention Partners Reaching Populations Michelle Erdmann and Guests	Yes	
10:20	10. Advocacy Opportunities & Announcements		
10:25	11. Adjourn and Next Meeting: HR & Nominations Committee- November 14, 2024 at 8:30AM Full ADRC Board- December 12, 2024 at 8:30AM		Yes

Robert Johnson, Chairperson
Aging & Disability Resource Center of Brown County

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: All people are valued, celebrated, and connected to a life of possibilities



OCTOBER 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 6:10 pm (Budget Only)	3	4	5
6	7	8 Land Con 6:00 pm PD&T 6:15 pm (Budget & Reg)	9 Ed & Rec 5:00 pm (Budget & Reg)	10 Admin 6:00 pm (Budget & Reg)	11	12
13	14 Human Services 5:30 pm (Budget & Reg)	15 CJCB 12:00 pm	16 Executive Cmte 6:00 pm (Budget & Reg)	17	18	19
20	21	22	23 COUNTY BUDGET MEETING 9:00 am	24	25	26
27	28	29	30	31		

BROWN COUNTY COMMITTEE MINUTES

- ADRC Board of Directors (August 22, 2024)
- Library Board (September 25, 2024)
- Solid Waste Board (September 16, 2024)

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 AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

August 22, 2024

PRESENT IN-PERSON: Robert Johnson, Terri Gulyas, Greg Tilkens, Jim Pecard, Dennis Rader, Eileen Littig, Sandra Skenadore, Jose Garcia Chevrest,

PRESENT VIRTUALLY: Eric Seubert, Amy Barhite

EXCUSED: Michael Conley-Kuhagen, Marvin Rucker, Amy Bushman

ALSO PRESENT: Devon Christianson, Heather Bawyn, Christel Giesen, Tristin Zeman, Kimberly Bergemann, Michelle Erdmann, Wendy Mallo, Madeline Reschke, Jeanne Stangel (virtual), Denise Misovec (virtual), Ker Vang (virtual), Benita Mathew (virtual)

The meeting was called to order by Chair Johnson at 8:30AM

PLEDGE OF ALLEGIANCE & LAND ACKNOWLEDGEMENT

INTRODUCTIONS: Introductions were made around the room and virtually including guests, board members and staff.

Ms. Barhite joined the meeting virtually at 8:39am.

REVIEW OF AGENDA: Chair Johnson reviewed the agenda noting that item #8 *Futuring/Foresight Review: Eric Seubert* has been rescheduled for January 2025.

APPROVAL OF MINUTES OF REGULAR MEETING OF July 25, 2024: Ms. Littig/Ms. Gulyas moved to approve the minutes for the July 25, 2024 meeting as presented. **MOTION CARRIED with no negative vote. Ms. Skenadore abstained.**

COMMENTS FROM THE PUBLIC: None.

REVIEW OF 2023 AUDIT: WENDY MALLO

2023 Annual Audit

Ms. Mallo reviewed the Governance Communication Letter addressed to the ADRC Board noting that there were no accounting issues and that new accounting standards were adopted by the ADRC as required. Ms. Mallo stated that ADRC had a very clean audit with no audit adjustments, deficiencies or material weaknesses and zero corrected misstatements which she noted is very unusual. Ms. Mallo applauded Ms. Bawyn and the finance team for their work.

Ms. Mallo highlighted the following:

- One uncorrected misstatement related to the new lease standard, the amount was immaterial
- The supplementary information required is due to being subject to a single audit.
- Positive financially performing year with positive cash flow activities and change to net assets.
- Grants and donated services were up due to the increased valuation of in-kind volunteer hours and increased donations.
- A new footnote related to the new FASB Codification Topic 326, *Financial Instruments – Credit Losses* has been adopted and is found on page 13.

Ms. Mallo complimented the organization and team stating there could not be a cleaner audit.

Michelle Erdmann joined the meeting in-person at 9:05am.

Form 990 for Year Ended December 31, 2023

Ms. Mallo reviewed Form 990 a required informational return which is a public document often viewed by supporters and potential donors on Guidestar.com. She noted that the Program Services Accomplishments section provides an opportunity to market the programs and highlight successes.

Mr. Gulyas/Ms. Littig moved to approve the 2023 Annual Audit and Form 990 as presented. **MOTION CARRIED with no negative vote.**

Ms. Mallo and Ms. Reschke left the meeting at 9:10am

FINANCE REPORT UPDATE AND REVIEW

Review of the July 2024 Finance Report

Ms. Bawyn, Finance Coordinator, reviewed the July 2024 Finance Report noting the unusually high cost of goods sold for Grounded in July was due to the Brown County employee picnic.

Ms. Littig/Ms. Skenadore moved to receive the July 2024 Finance Report and place it on file. **MOTION CARRIED with no negative vote.**

Review of Donor Directed Donations

Ms. Bawyn reviewed the Donor Directed Donations Report through July 2024 noting expenses related to marketing and hydroponics supplies. There were no additions in July.

Ms. Barhite/Mr. Rader moved to receive the Donor Directed Donation Report and place it on file. **MOTION CARRIED with no negative vote.**

ADRC DIRECTOR'S REPORT

Central Kitchen and Library Update

Director Christianson provided a brief overview of the exploratory work related to the development of a central kitchen and collaboration with the Brown County Library and Job Center to combine services in one location. ADRC is committed to maintaining agency awareness, accessibility, parking, culture and services in this endeavor.

Director Christianson walked through the preliminary draft plan created by Berners Schober demonstrating how the collaboration may work within the physical space. A concept draft is to come. Discussion ensued with the suggestions to add street names and compass symbol in future renditions, and to consider using this opportunity to welcome Spanish speaking community members through signage and information.

Ms. Stangle and Ms. Misovec left the meeting at 9:50am

Ms. Skenadore/Mr. Rader moved to receive and place on file the ADRC Central Kitchen and Library Update Report. **MOTION CARRIED with no negative vote.**

Legislator Feedback

This item was moved to Advocacy Opportunities & Announcements section.

UNIT REVIEW: CAREGIVING & PREVENTION DEPARTMENT, MICHELLE ERDMANN

Ms. Erdmann shared a presentation highlighting unit caregiver, dementia and prevention program data, successes, opportunities, collaborations and future initiatives.

Mr. Garcia left the meeting at 10:29am

ADVOCACY OPPORTUNITIES & ANNOUNCEMENTS

Director Christianson shared that the ADRC 2025-2027 Draft Plan will be available in the near future for board and public review and comment. Director Christianson referenced the *ADRC Planning for the Future* flyer included in the board packet and ADRC Magazine and encouraged all board members to participate in the ADRC 2025-2027 Plan Public Hearing on September 26, 2024 from 10:30-11:30AM.

Legislator Feedback

Item moved from the ADRC Director's Report above.

Board and team members met with Representative Steffens who reviewed WAAN issue briefs and provided feedback efforts to educate legislators regarding topics related to older adults, adults with disabilities and family caregivers. One recommendation provided was to reframe and reformat materials used for educating legislative leaders to include terminology that resonates, clear data, concise information about the impact on constituents, local details and a single page e-newsletter to support education related to aging and disabilities.

ADJOURN AND NEXT MEETINGS

The ADRC Board will meet on **September 26th at 8:30AM** at the ADRC of Brown County, 300 South Adams Street, Green Bay WI.

The Public Hearing on the 2025-2027 ADRC Draft Plan on September 26th at 10:30AM at the ADRC of Brown County, 300 South Adams Street, Green Bay WI.

Ms. Gulyas/Mr. Rader moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:35AM.

Respectfully Submitted,
Christel Giesen
Assistant Director

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **September 25, 2024**, at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

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

EXCUSED: BRIAN ANDERSON, ANNETTE AUBINGER, and KIM SCHANOCK

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, and Curt Beyler (staff). Danielle Zeamer and Leah Liebergen (staff). Jill Proulx, Kathy Blaney, Marne Meyer, Maureen, Flietner (Green Bay).

1. **CALL TO ORDER** President Sellen called the meeting to order at 5:15 pm.
2. **APPROVE/MODIFY AGENDA AND MINUTES** In consideration of attending guests' time, Sellen proposed moving agenda item # 9 to follow agenda item #3. **Motion** by Running, seconded by Pletcher, to approve the modified agenda, and minutes. **Motion carried.**
3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Kathy Blaney spoke to the board last month and is attending again to follow up about concerns of the number of book club meetings being reduced. She wants a reasonable answer to let it continue. Maureen Flietner commented that social gatherings are important and are great for seniors. She said that she was shocked to learn that the library wasn't going to support this book club. She stated that books are the core of the library - change shouldn't happen for change's sake. She stated that both the Appleton and Manitowoc public libraries offer book clubs for adults. She commented that the little amount of staff time that is needed is a small concession - keep book clubs alive and encourage participation. Marne Meyer told the Board that she joined the club six years ago when she retired and asked if not at the library, then where would book club take place? She said it was sad to think it might go away.
4. **DISCUSSION AND POSSIBLE ACTION REGARDING BOOK CLUB PROGRAMMING AT EAST BRANCH** Sugden explained that a broader dive into library programming began in 2019 to gain a clear understanding of all the facets of programming. There has been a shift and change in programming in libraries in the last 20 years. The work the library has been involved in is for the purpose of understanding the library's ability to provide programming and how it fits into broader library operations. Rogers wants to marry programming to staffing. Staff surveys and time logs gave insight on how staff time was being spent and the related cost of that time.

There was a lot of programming across the library system and that caused competition among the branches. It was found that a reduction in programming still attracted the same number of attendees. Rogers explained that the library is interested in partnering with experts to provide programming and move away from self-run programs. The library created programming buckets that organized the types of programs being offered and how staff was being utilized to facilitate these programs. This resulted in mindful selection and pulling back on programs. This includes book clubs. Staff was being paid on work time to read the book. Presently, a new calendar for 2025 will rely heavily on partnerships. Staff can reserve space and reserve books but cannot facilitate programs. The change to the book club is a reduction of one club meeting. The group can have access to a meeting room and materials, but staff can no longer facilitate. The library is interested in working with East Book Club. Increasing the size of the East Branch has increased demand for room use but there has not been an increase in staff. Funding constraints are impacting our ability to offer programs. The book club could continue as it is without staff. Woodward, a big supporter of book clubs, commented that library staff being involved is a concern. She supports access to books and spaces.

Motion by Van Dyck, seconded by Pletcher, to open the floor. **Motion carried.**

Kathy Blaney stated that the librarians do not read books – they never have. She knows there are club kits. She said she was told that if she runs the show, it won't be the East Branch Book Club, it will be Kathy's Book Club. Meyer commented that staff is really only facilitating six and that's not that many. There are a lot of children's programs so one time a month for an adult program is reasonable. Blaney commented that she doesn't want to run it. Running asked what Blaney's expectations are of the staff. The book club has between 15-20 members. Van Dyck confirmed that the club wants a facilitator, assistance in acquiring the books, and booking the room. Sugden restated that the library has book club kits, and it can be more time consuming and challenging if individual copies are requested. She would like to further discuss this next month. Sugden thanked the club members for their advocacy. Sugden and Rogers will set up a meeting with the book club members.

Motion by Van Dyck, seconded by Pletcher, to return to the regular order business. **Motion carried.**

Motion by Van Dyck, seconded by Woodward, to refer to staff to report back at the October Board meeting. **Motion carried.**

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

Pletcher reported that OneDenmark is waiting to hear about the Flexible Facilities Program (FFP) grant. The award announcement was originally scheduled for October 1 but has been changed to “early October.” OneDenmark is currently writing two grants – one related to health and wellness including equipment and training programs and the other for healthcare screenings and mental health services. The group is focused on private fundraising. The final decision about the School District transferring the property to OneDenmark will take place at the school board meeting on October 14. A health and wellness advisory group and a business advisory group will be formed with members of the community. OneDenmark plans to apply for Give Big Green Bay again.

The new Bookmobile is on the road.

The offer to purchase the former Family Dollar in Pulaski was unanimously approved at the County Board meeting. Last week, a Pulaski meeting with Jim Pyle/County Board Supervisor District 26, Keith Deneys/former County Board Supervisor, Keith Chambers/Pulaski Village President, Gordie Black/former Pulaski Village Board member, Allison Space/Pulaski School District Superintendent, Mary Chrisman and Polly Peplinski/community advocates, Stacey Von Busch/Pulaski/Chamber of Commerce Executive Director, Mark Heck/Director Pulaski Area Community Education, Kim Schanock, Sarah Sugden, Sue Lagerman, and Becky Phillips took place. 2025 will focus on design development and community visioning. Some online comments referred to a lack of sidewalks. There is ease of access from the neighborhoods that surround the site. Many come to the library by vehicle as evidenced in a transportation survey the library conducted. In recent travels around Wisconsin, Van Dyck commented that he noticed that many small communities with populations of 2000-4000 all have libraries. He commented that while there has been some squawking about money being spent on libraries, there is no reason why there shouldn't be libraries in Wrightstown, Denmark, and Pulaski.

6. DISCUSSION AND POSSIBLE ACTION TO APPROVE BID FOR NEW ASHWUBENON BRANCH. The Library Facilities Committee made the recommendation to accept Miron Construction's bid less alternates 4, 6, and 7. **Motion** by Van Dyck, seconded by Pletcher, to approve the Library Facilities' Committee recommendation to award the contract to Miron Construction in the amount of \$3,670,507. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE AMENDMENT OFFER TO PURCHASE – NEW ASHWAUBENON BRANCH CORE AND SHELL The addendum to WB-15 acknowledges that the library will be responsible for the costs related to any changes to the project's scope for which they've consented to.

Motion by Van Dyck, seconded by Running, to approve the addendum to WB-15 offer to purchase. **Motion carried.** Pletcher abstained.

Proposed changes to the new Ashwaubenon Branch core and shell offer to purchase were presented. Concord verified that costs are reasonable for mechanical room, underground plumbing, electrical services, telecom conduit installations, and fencing including all footings and concrete.

Motion by Van Dyck, seconded by Running, to accept the changes to the Ashwaubenon Branch core and shell in the amount of \$135,376.98. **Motion carried.** Pletcher abstained.

8. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE The Library, collaborating with Nicolet Federated Library System (NFLS) and the Bay Area Workforce Development Board (BAWDB) launched the first ever JobPod in March of 2024. Based on this work, the Department of Workforce Development has awarded BAWDB and NFLS a grant to allow for the expansion and further development of this valuable work, supporting employers, job seekers, and those who assist them. This grant allows BCL to dedicate a .75 FTE to provide documentation, training, and promotion of the JobPod concept with other libraries across the state of Wisconsin, in collaboration with NFLS and BAWDB. **Motion** by Pletcher, seconded by Running, to approve the Job Pod Project Librarian (LTE) position. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING COMMUNICATION FROM COUNTY BOARD OF SUPERVISORS REGARDING RENAMING OF CENTRAL LIBRARY PINE ROOM This suggestion was to honor a current staff member and the contributions they have made – a lovely gesture. Sugden spoke with this individual and while appreciated, the staff member isn't comfortable with this. Sugden recommended that the staff member's

preference is honored and respectfully declines the offer. **Motion** by Van Dyck, seconded by Pletcher, to receive and place this communication on file. **Motion carried.**

10. CENTRAL LIBRARY HVAC ARPA/SALES TAX PROJECT UPDATE Hurckman Mechanical, who was awarded the project, will begin cutting roof penetrations next month. The construction schedule is phased - moving around different parts of the building. It accommodates regularly scheduled meetings in the lower level (Ed & Rec and County Board). Sugden stated that the library is committed to maintaining library services during this time and limiting disruption to the public. The library is looking forward to a healthy, efficient HVAC system!

11. DISCUSSION AND POSSIBLE ACTION REGARDING COMMUNICATION SUBMITTED AT THE COUNTY BOARD MEETING TO: "REQUEST THAT THE LIBRARY CONSIDER THE POSSIBILITY OF OFFERING PASSPORT ISSUING AND TAX COLLECTION SERVICES AT THE CENTRAL LIBRARY AND THE 4 REGIONAL BRANCHES IN ORDER TO GIVE CITIZENS IMPROVED ACCESS TO THESE SERVICES. Van Dyck commented that this topic came up at the County Board meeting because of the change in the hours of operations of county offices. Offering these services at the library, which the library can lawfully provide, is an opportunity for the public. The intent is for the library to make money to offset any expenses that might be incurred. Sugden would like to take some time to explore this as well as notary public and other services that have minimal impact on staff. She noted that the library does not have the staff or resources to make this happen at this time. Perhaps it can be revisited in the future. Running is in favor of offering these and similar services since they can add value to the library. Van Dyck asked if Sugden can collect more in-depth information from other libraries that currently provide them. Running supported this request. Van Dyck isn't assuming this would be additional work for existing staff. The county could move resources around to put a person in place at the library. Woodward recommends hitting pause for a year and give staff space due to heavy workload. **Motion** by Van Dyck, seconded by Running, to refer to staff and report back in 90 days. **Motion carried.** Woodward opposed.

12. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Update Sugden thanked the Finance Committee for the recent meeting. Several journal entries need to be made so the profit/loss reports make sense. YTD figures don't show anything out of the ordinary. Running asked what the plan is going forward. The library has access to a junior accountant from the county. Contracting with a senior accountant is being explored. The Finance Manager position is not a full-time position. Van Dyck asked about timeline. Sugden will set up a meeting in the next month with Chad Weininger/County Administration. Van Dyck asked if, in the interim, has the library looked for temporary help. There could be firms with senior accountants that could assist.

B. Facilities Update Beyler reported that Sandy Rymer, part-time maintenance staff, is working her last shift before retirement. She has been an extraordinary employee. Sugden commended Beyler on his outstanding work on all these ongoing facility projects.

C. Personnel and Public Services Update Rogers reported the following:

Hired: Bryce Sickles, Library IT Technician; Grace Grocholski, Kress Associate; and Nekita Krisko, Ashwaubenon Clerk (former Weyers-Hilliard Shelver).

Recruiting: Three clerks - two at Kress and one at Wrightstown; Central Circulation Associate; and Kress/Wrightstown Manager - interviews will take place the week of October 7 interviews.

Resignations: Eva Domencich, Wrightstown Clerk; Nafatina Vang, Kress Shelver; and Sandy Rymer, Maintenance.

NicCon (NFLS joint staff development day) is happening tomorrow at Central Library. Dr. Alonzo Kelly is the keynote and Jamie Matczak will present on customer service.

Performance Planning is underway.

The new Bookmobile resumed regular community stops and attended its first big event – Big Event for Kids. Its collection size is different, so an overflow collection has been established for easy replenishment. Looking at ways to enhance the interior with signage and how to create attractive spaces. Also looking at the locations where the Bookmobile goes.

Preparations for Summer Reading Program 2025 have begun! This year we had planning teams. To further this work, we are hoping to have two committee chairs. The impact on kids' reading is documented through

the public surveys conducted.

D. Community Engagement Update Lagerman reported the following:

The County Executive made a special proclamation at Central Library's 50th anniversary block party. A photocopy was included in the board packet.

Fundraising efforts for the new Ashwaubenon are proving successful.

Application to participate in the downtown Holiday Parade on November 23 was made. Working on a plan to decorate the new Bookmobile as a book worm.

A joint media event with Achieve Brown County and the County Executive is scheduled for October 1 at 11:15 am at the East Branch. The topic is the state of literacy in Brown County.

Featured upcoming programs include the 36th annual Local History Series and PopCon™ on October 5.

Pages & Stages: Grow with Books is a new initiative of the Friends of the Brown County Library and the WIC program at N.E.W. Clinic. New books will be given to children, up to age 5, at their wellness visits. This was inspired by the Reading Success Summit and is one of the many positive things happening in the community and is an excellent example of the collaborative action of Reading for the Future.

- 13. LIBRARY DIRECTOR'S REPORT** Sugden indicated immense gratitude for John Hickey who is stepping down from Library Foundation. He served on both the library board and the Nicolet Federated Library System Board. He is a wonderful support and advocate – a true library champion.

Sugden expressed real pride in the library for initiating the JobPod project and bringing in the Department of Workforce Development (DWD) and Nicolet Federated Library System (NFLS). Staffer Danielle Zeamer has been a main lead. The team and Bay Area Workforce Development (BAWD) applied for a grant to expand JobPods throughout the state. Ultimately, every Brown County Library will have a JobPod. Zeamer shared that the governor wants to have a JobPod in every WI county. People are responding to the simplicity of the project. An upcoming news event will announce a new partner – Microsoft.

- 14. PRESIDENT'S REPORT** Referring to the FFP grant the City of Green Bay applied for, Sellen called Mayor Genrich who explained that the grant's inclusion of a library was only an example. It wasn't intended that the space would include a library.

- 15. OTHER BUSINESS** Pletcher announced that she, Sellen, and Woodward will be conducting Sugden's annual performance review on Wednesday, October 2. The results will be shared in closed session at the October Library Board meeting.

Pletcher also announced that the Wisconsin Library Association (WLA) has selected John Van Dyck as Trustee of the Year 2024. Danielle Zeamer was selected as Paralibrarian of the Year. Both will be formally recognized at the WLA Conference Awards dinner on November 7 in Green Bay,

- 16. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

- 17. ADJOURNMENT Motion** by Van Dyck, seconded by Running, to adjourn the meeting at 7:33 p.m. **Motion carried.**

NEXT REGULAR MEETING:

October 17, 2024 | 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, September 16th, 2024**
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
 John Myers
 Mike VanLanen
 Kevin Gannon
 Bill Seleen
 Michael Lefebvre
 Sean Gehin
 Norb Dantine

Also Present: Dean Haen, Brown County P&RR
 Chad Doverspike, Brown County P&RR
 Katie Platten, Brown County P&RR
 Steve Deslauriers, Town of Holland
 Theresa Slavek, Brown County Administration

3) Approval/Modification – Meeting Agenda

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

4) Approval/Modification – Minutes of August 19th, 2024 Meeting

A motion to approve the minutes of the August 19th, 2024 meeting was made by John Myers and seconded by Michael Lefebvre. Unanimously approved.

5) Announcements/Communications

Director Dean Haen thanked all those who attended the Customer Appreciation Day event held the previous week.

6) 2025 Budget – Request for Approval

An overview of the proposed 2025 Budget was given by Mr. Haen. Mr. Haen highlighted a table of organization changing one tier 1 heavy equipment operators to a tier 3, Brown County's cost of living raise 3.3-3.5% with a November 1.7-2% bonus for employees with satisfactory performance reviews.

Mr. Haen continued his overview, focusing on specific budget areas like the South Landfill, Waste Transfer Station, and Recycling Transfer Station.

The South Landfill is required to have installed a gas collection and control system by January 2027. Designs are in process at the time of this meeting, with plans to go to bid in 2025 with a budget estimate of \$3M. Bulk excavation of Phase Two at \$6.22 million is budgeted with possible deferral to 2026. This is due to a plan mod which is in the works to continue filling Phase One to a higher elevation. Deferral to 2026 will allow in-house staff to move clay. Additionally, a 4,000-foot perimeter fence is to be purchased and installed to prevent wind-blown materials escaping.

Planned construction of a three-sided maintenance and storage building at the Waste Transfer Station is budgeted at \$325,000.

Replacement of equipment at the East Landfill and the purchase of a space stormwater pump was also mentioned.

Mr. Haen spoke on rate changes for customers of the solid waste facilities. It is recommended that the previously established Rate Stabilization Fund not be utilized until Outagamie County's Northwest Landfill is built, planned for 2026. The Outagamie County Northeast Landfill is planned to close in 2026. A volume of Brown County waste is planned to be directed to both Northeast Landfill to assist in filling to close, and to create a fluff layer at the Northwest Landfill in 2025. A price increase of the Gate Rate tipping fees will occur to reflect the 2024 increase in CPI of 3.6% and to encourage residential customers to haul directly to the South Landfill. Road weight limit fees similar to 2024 will be enacted. Preferred and Contracted customers will also see an increase in rates as agreed upon contractually.

Bill Seleen asked for clarification on preferred rates on eligible materials for daily cover, which Mr. Haen explained. Industrial users who create byproducts that can be used beneficially (such as paper mill sludge, shredder fluff, and foundry sands) are desired waste and contractually offered lower tipping fees. Additionally, these waste are exempt from state fees, which are up to \$13/ton. Further discussion on the state fees for waste occurred.

Norb Dantine asked for clarification on the installation of a gas flare if the department intended to use the gas beneficially, which Mr. Haen explained. A destruction system is required by the WDNR and will need to be in place before a before any beneficial use system.

Kevin Gannon asked for more information on the perimeter fence, which Mr. Haen provided. Temporary mobile fences in current use have worked well, but as the cell gains elevation and with wind events, the bottom of the mobile fences fill, and the material travels up and over.

There was a brief conversation about clay excavation and the Southern Bridge project. The contractor who won the Department of Transportation bid did not include use for the South Landfill clay.

Mr. Haen continued by speaking on budgeted items for recycling, including the market rates for recycling. New equipment for the Recycling Transfer Station (front-end loader) and a polymer floor coating are planned for 2025. The polymer floor coating will prolong the life of the concrete tip floor by an estimated 15 years, delaying the need to replace completely. Mike VanLanen asked if the coating would be impacted by a theoretical battery fire, which Chad Doverspike answered that the floor is intended to reduce impact and wearing. New robotics for the BOW system are planned and will be expensed through retained earnings.

Total tons received vs. tons handled at the South Landfill is different because total tons received includes tires, appliances, shingles and other wastes that are not disposed of at the South Landfill. A footnote was requested to explain this difference.

The Statement of Funds was discussed and observed. Mr. Haen attributed the timely response to complete the Statement of Funds to Theresa Slavek. Budget estimates for 2024 and 2025 were presented. Communication to the finance director to move funds from operating cash to repopulate capital depreciation fund and site acquisition fund was discussed.

Mr. Gannon asked for clarification on how the rates increase for dredge materials from the Port activities, which Mr. Haen answered. Dredge material management and base cost is determined by an agreement with the U.S. Army Corps of Engineers.

Mr. Gannon also asked for clarification on land rent's location on the budget spreadsheet, which was located in the General cost center and not specifically in South Landfill. A brief conversation about current land lease with Wiese Farms occurred.

Mr. Seleen asked for clarification on overtime hours at the South Landfill and if that indicated if proper staffing is not happening. Mr. Haen explained that there is enough staff, and that additional hours were part of those specific positions.

A motion to approve the 2025 Budget was made by John Katers and seconded by Kevin Gannon. Unanimously approved.

7) South Landfill

Mr. Doverspike provided updates on completed and planned projects for the current year, and what to expect in 2025. Projects discussed for 2024 included horizontal gas and leachate collection systems and intermediate cover of Phase One. John Myers inquired if the projects mentioned were all completed with in-house staff, which Mr. Doverspike confirmed. By using internal staff, the department saved an estimated \$30,000.

Mr. Doverspike utilized a digital rendering to explain to the Board Members the plan modification that is being pursued to increase the termination point of Phase One, which will allow the delay of excavation of Phase Two. The plan mod would allow continued fill of Phase One by three lifts and decrease the open top from the standard 9 acres to 3 acres. It allows for wells to go in, which allows for better gas to be extracted quicker for beneficial use. Mr. Doverspike reminded the Board Members of the process to achieve the plan mod.

Mr. Haen asked for volunteers for a review team of the RFPs for gas beneficial use and Engineering Services.

Mr. Doverspike continued his overview of projects with a brief discussion on the gas collection and control systems that were discussed in the 2025 Budget agenda item.

8) Waste Transfer Station

Mr. Doverspike provided updates on current and planned projects at the Waste Transfer Station, including a gravel pad installation and concrete floor replacement. There was a discussion regarding oversized construction and demolition waste to be directed to haul to the South Landfill to reduce damage to machinery.

9) Director's Report

Mr. Haen spoke briefly on the status of the bike park MOU with the Town of Ledgeview.

A discussion regarding the upcoming NFL Draft in 2025 occurred. Mr. Haen noted that with an influx of an extra estimated 250,000 people to Green Bay and the surrounding areas, considerations need to be made now to handle the extra volume of material and congestion of the city. Overnight and third shifts are being considered. More discussions will be had with municipal public works directors.

10) Such other Matters as Authorized by Law

Mr. Gannon suggested a new agenda line item be added to allow a public comment period.

11) Adjourn

A motion to adjourn was made by Norb Dantine and seconded by John Myers.
Unanimously approved.

Meeting ended at 3:39 pm.

John Katers, Chairman
Solid Waste Board

Dean R. Haen, Director
Port & Resource Recovery Department