**BOARD OF SUPERVISORS**

Brown County

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**EDUCATION & RECREATION COMMITTEE**
John Van Dyck, Chair
Paul Ballard, Vice Chair
David Landwehr, Kathy Lefebvre, Ray Suennen

**EDUCATION & RECREATION COMMITTEE**
**THURSDAY, JANUARY 30, 2020**
**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 ITEMS LISTED ON THE AGENDA**

**** NOTE DATE, TIME & LOCATION****

I. Call Meeting to Order.
II. Approve/Modify Agenda.
III. Approve/Modify Minutes of December 16, 2019.

**Comments from the Public**

**Consent Agenda**

1. Library Board Minutes of October 17, November 21 & December 19, 2019.
2. Neville Public Museum Governing Board Minutes of December 9, 2019 & January 13, 2020.
3. Golf Course Budget Status Financial Report for November 2019 – Unaudited.
4. Museum Budget Status Financial Report for November 2019 - Unaudited.
5. Parks Budget Status Financial Report for November 2019 – Unaudited.
6. NEW Zoo Budget Status Financial Report for November 2019 – Unaudited.
7. Audit of Bills.

**Golf Course**

8. Golf Course Superintendent's Report.

**Library**

9. Library Report/Director's Report.

**Museum**

10. Museum Director's Report.

**NEW Zoo and Adventure Park**

11. Director's Report.

**Parks Department**

12. Discussion and Review: Fairgrounds Restroom/Shower Building plan and phase review.
13. Update re: Boat landing process (no action to be taken).
14. Director's Report.

**Action Items**

15. Park Mgmt. – Resolution to Rename Brown County's Suamico Boat Launch to Neil L. Lafave Suamico Boat Launch.
16. Park Mgmt. – Resolution to Approve Gas Line Easement Regarding the Devils River State Trail.
17. NEW Zoo. – Budget Adjustment Request (19-106): Any increase in expenses with an offsetting increase in revenue.
18. NEW Zoo – Budget Adjustment Request (19-107): Any allocation from a department's fund balance.
19. Communication from Supervisor Tran: For short-term sales, waive fees for homeless persons staying at the campground. *Referred from December 2019 County Board.*

**Other**

20. Such other matters as authorized by law.
21. Adjourn.

John Van Dyck, Chair

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

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

# PROCEEDINGS OF THE EDUCATION AND RECREATION COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County **Education and Recreation Committee** was held on Monday, December 16, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Van Dyck, Supervisor Ballard, Supervisor Lefebvre, Supervisor Suennen

**Excused:** Supervisor Landwehr

**Also Present:** Director of Administration Chad Weininger; Golf Course Superintendent Scott Anthes, Zoo and Park Director Neil Anderson, Assistant Park Director Matt Kriese, Museum Director Beth Lemke, Library Director Sarah Sugden, Library Finance Manager Linda Chosa, County Executive Troy Streckenbach, Deputy Executive Jeff Flynt, Brown County Fair Association President Steve Corrigan, other interested parties

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**I. Call to Order.**

The meeting was called to order by Chair Van Dyck at 4:00 pm.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Ballard, seconded by Supervisor Suennen to modify the agenda to take Item 16 after Item 1. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of October 15, 2019.**

**Motion made by Supervisor Ballard, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public** – None.

**Communications**

1. **Communication from Supervisor Lund re: To change the name of the Brown County boat landing in Suamico, WI to La Fave Landing after DNR Officer Neil La Fave who was killed in the line of duty by a violator on September 24, 1971 on his 32nd birthday at Sensiba Wildlife Area in Suamico. Neil was a 9 year veteran of the DNR and was survived by his wife Peggy and two young children, Nicole and Lonny. This would be an appropriate honor for this man who gave his life in the service of our community.** ***Referred from November County Board.***

   **Motion made by Supervisor Ballard, seconded by Supervisor Lefebvre to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

   See further action at Item 16 below.

   *Although shown in the proper format here, Item 16 was taken at this time.*

**Consent Agenda**

2. **Library Board of September 19, 2019.**
3. **Neville Public Museum Governing Board of October 14 and November 11, 2019.**
4. **Golf Course Budget Status Financial Report for October 2019 – Unaudited.**
5. **Museum Budget Status Financial Report for October 2019 - Unaudited.**
6. **Parks Budget Status Financial Report for October 2019 – Unaudited.**
7. **NEW Zoo Budget Status Financial Report for October 2019 – Unaudited.**

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8. **Audit of Bills.**
**Motion made by Supervisor Lefebvre, seconded by Supervisor Suennen to accept the consent agenda. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Presentation Items**

9. **Brown County Fair Association – 2019 Brown County Fair Recap.**

Brown County Fair Association President Steve Corrigan said he appreciated the Committee's time and provided an update on this year's Fair. He noted the Fairgrounds is also along the river, and, on a positive note, the high water of the river has not caused any substantial erosion at the Fairgrounds.

Corrigan talked about some of the upgrades to the Fairgrounds that the Fair Association paid for including some gravel on the driveway that connects the midway to the gravel loop on the east end and the addition of asphalt millings on the north road which eliminated the dust for the neighbors to the north. The millings were donated and the Fair Association did the majority of the work. Fans were also added to multiple barns and the commercial building to make those areas more comfortable for guests and spectators.

Highlights of the Fair included 80 individuals who live in assisted living facilities coming to the Fair as well as approximately 1450 people coming in on Library Day. They also had 14 people from the CP Center come to the Fair along with approximately 356 veterans for the Veterans Appreciation Day event. Corrigan also noted that the Fair Association donates to the Honor Flight program.

The fair was attended by 37,500 guests which is down about 4500 from the previous year. Expenses were $449,500 but the revenue was good and they ended up with a modest gain.

For the 2020 Fair they will be upgrading their website at a cost of about $10,000 but it will be a much better website and they will end up saving marketing dollars. Corrigan also talked about plans to build a permanent announcer stand by the horse arena and they are working with a private donor for part of that. He also talked about the grass area just west of the riding arena and up to the blacktop east of the barns that does not drain well. That area will be excavated and graveled which will be better for bleacher seating as well as a better area for handicap parking. They also bored an underground waterline from the north horse barn to the north end of the riding arena after the Fair and Corrigan noted that Holtger Brothers donated the boring.

Corrigan concluded by thanking the County for their support and help over the years and then answered several questions of the Committee. Van Dyck noted that although the Fair only lasts five days, there is a lot of effort that goes in before and after and the work of the Fair Association goes well above volunteering.

Van Dyck also mentioned the bathroom project and said something should be coming forward on that in January. He also recalled the masterplan that was done previously on the Fairgrounds and said the working group is chipping away at that and working on the most immediate needs first. Up to this point, there is a pretty good plan developed for the restroom facility. Corrigan agreed that the footprint is very nice and it is coming along nicely.

Suennen referenced the rodeo and asked if there is enough seating available. Corrigan responded that the rodeo is a tremendous draw but they can only put so many bleachers up due to the size of the arena. He estimated they are probably short a minimum of 1000 seats each night. Suennen noted that people come in early and save spots with blankets which leads to arguments and problems. Corrigan said this year they kept the bleachers closed until two hours before the rodeo to try to alleviate that. They run into the same situation on Wednesday night with the demo derby and Corrigan said the seat saving is hard to control and they are well aware of the issues and they continue to look for solutions to that.

***No action taken.***

**Golf Course**

**10. Golf Course Superintendent's Report.**

Golf Course Superintendent Scott Anthes referred to the financial figures contained in the agenda packet. He noted October rounds were down about 200 from 2018 and down about 1200 from 2017. Total rounds for the year were down considerably. Revenue was down about $90,000 from 2018 and down about $100,000 from 2017. Season passes were also down and cart numbers were done as well due to lack of rounds. Steakhouse numbers were pretty consistent with prior years. Anthes noted that 2019 was the wettest year on record and 2018 was the second wettest year on record.

Anthes continued by outlining his Superintendent's Report, a copy of which is attached. He said that if the golf course is closed one or two days a year because of the weather, that is typically considered a lot, but this year they were closed 12 days. With regard to maintenance, Anthes said everything has been done with the exception of leaves that did not get cleaned up because it was too wet to get into some areas to clean them up.

Anthes also informed the Safari Steakhouse has decided not to renew their lease as they want to get out of the restaurant business. They have been at the golf course for 15 years and their last day will be December 22. Bids are being taken for the space until December 31 and they sent out a spec flier to all restaurants, taverns and food trucks that are on file with the Health Department. There have been some inquiries and several showings. The bid specs are also posted on the Purchasing website. The Safari has done a good job while they were at the golf course and Anthes would like to get the space rented out as quickly as possible because it is difficult to provide food pricing for those interested in booking outings.

Anthes talked about the upcoming Trout Creek Stabilization project and informed the ground is still a little too soft to do this as there is no frost and any equipment would make a huge mess. They have been trying to get this project done for a while and Anthes noted the Oneida Nation is paying for it and they want to get it done as soon as possible.

Anthes concluded by saying the golf cart lease was up at the end of November and the bid will go out at the beginning of the year. There are typically several vendors that bid and Anthes will keep the Committee updated on this. There were not any changes to the specs or bid.

Supervisor Suennen asked if the revenue from Safari Steakhouse has been consistent and Anthes responded that it has been consistent at about $90,000 - $95,000 per year for the last 10 years. The lease is a consistent number, but the utilities fluctuate somewhat.

***No action taken.***

**NEW Zoo and Adventure Park**

**11. Director's Report.**

Zoo and Park Director Neil Anderson informed the recent Breakfast With Santa event went well and was attended by about 65 people. Anderson also informed they recently had two penguins hatch and he shared a photo, a copy of which is attached and he informed both penguins should be ready to be on exhibit soon and they will also be used in some programming in the Education Center. Anderson also informed they

recently added four penguins from the Greensboro Science Center. These penguins are currently in quarantine and will be on exhibit soon and will bring the total number of penguins on exhibit to 18.

Anderson continued that the Zoo Society has approved funding of about $61,000 to start construction on the moose exhibit and whooping crane exhibit. They have also approved funding to finish off the hoof stock quarantine in the animal hospital for about $15,000.

The new Zoo Mobile which was donated by Broadway Automotive will be unveiled on Thursday. The wrap has been put on the vehicle and he provided photos of it, copies of which are attached. Anderson also noted that the Zoo is working with the Howard Suamico Historical Society to do a small replica of the Suamico train station at the Zoo. This will be a fall project next year. Anderson also noted the cougar has been moved to Albuquerque and they intend to do some work on the exhibit to modernize it and one of the things they are looking at possibly doing is bringing in a wolverine from Sweden or Finland. Anderson concluded by talking about Nigel, the new giraffe and informed that he is doing well and seems to be relaxed and settled in.

***No action taken.***

**Parks Department**

**12. Expo Hall Update.**

Director of Administration Chad Weininger updated the Committee on the story wall of the Expo Center. He recalled the Committee wanted 3 digital touch screen TVs with a sound bar under each. John Maino and Jeff Flynt are working on the content for the TVs and Weininger noted that one TV will focus on conflicts and wars, one will be storytelling and one will be specific to Brown County. Weininger talked about the area where the marble was being proposed on the story board and said that there has been talk about using a ceramic type tile instead and he shared a sample with the Committee. Alternatively, Weininger said we could go with a large wall graphic wrap that could be changed out every couple years. This would allow the area around the TVs to be kept new and fresh and he provided a handout of some examples, a copy of which is attached. The graphics would be relatively inexpensive, around $2,000 - $2,500 to do an entire wall graphic. The graphic would allow different sayings and different pictures throughout the years rather than having a more static display. The TVs would be recessed so the wrap would cover the whole wall and Weininger noted it would be a little more cost effective. He also noted the TVs allow for flexibility in that the programming on those can be changed as well.

Supervisor Ballard asked if we went with the graphics, if we could look for sponsors for them. Weininger said that could be done and they could find a different sponsor every time the graphics are changed, but he also noted that there would be enough revenue generated by the venue to cover the cost as well. Supervisor Suennen asked about the five seals of the branches of service and asked if those would be included on the graphic instead of having them permanently on the wall. Weininger said the seals can be put anywhere on the graphic and can be included each time the graphic is changed out.

Ballard asked how long the tile Weininger had would last. Weininger said there would be a warranty on it and it appears to be pretty durable. Van Dyck understands the marble is expensive and therefore he does not have a problem with using the tiles instead. He indicated that if the tiles are used, banners could still be hung on either side of the TVs. He said the intention was to have a lot of interactive stuff and the TVs provide that. If we went with the changeable wall graphics, decisions would have to be made as to when to change them, what the design will be, etc. and sometimes those things become an issue and backfire.

Suennen likes the idea of the tile instead of the marble for cost reasons and he likes the idea of the interactive TVs, but he would really like to see the seals of the five branches of service be a permanent part of the display. Ballard feels the tile looks classy and classic, and as long as it lasts 10 – 15 years, he is in favor of it. Weininger noted that he will follow up on the longevity of the tile and let the Committee know what he finds out.

Weininger continued that there will be a discussion regarding naming rights on the Board floor at the next meeting. He noted that there is the main naming rights plus the hall, plaza, reflection space and the meeting space and they will go more into that at the Board meeting. He concluded by saying that the building is coming along nicely and Miron can do a walkthrough so if there is interest the Committee can let Weininger know. He noted that it is a pretty massive structure and should be really nice.

Van Dyck would like a report at a future meeting as to where the financing ended up and what rate we got and what the terms are. Weininger will have the information available at the next meeting and further explained that CDA Ashwaubenon actually owns the land and building and they bonded for it. The County is on the hook because we have a lease agreement with them and the lease payments are coming from the room tax and if we are short the County would be on the hook and then we can come back at a later date and collect from the room tax.

***No action taken.***

**13. Director's Report.**

Assistant Park Director Matt Kriese reported on recent damage at Bay Shore Park from a combination of severe wind and record high water levels. He provided photos of the damage, a copy of which are attached. He noted the boat landing faces directly north so it was hit a little harder than most areas. The damage is to the parking lot and Kriese is confident it can be cleaned up and repaired for as low as $32,000. He noted the cost could be higher depending on materials, etc. The boat landing should be able to open in spring without a problem. They may have to cordon off an area until repairs are made, but opening in the spring should not be a problem. It is the intention for the County's Public Works Department to make the repairs.

Suennen asked if the the surface under the parking lot is still solid or if that needs to be reinforced or if the composition needs to be changed. Kriese responded that it is still solid, but there has been some erosion and he noted that there there were four foot whitecaps in the parking lot during the storm. Staff has been cleaning up debris in the parking lot after almost every storm, but they are able to keep up with that and it is manageable. The base is in decent shape, but there are areas adjacent to the water that have eroded and they are filling in those areas. Supervisor Lefebvre noted that it has been estimated that Lake Michigan will be up anywhere from 6 – 14 inches next year.

Van Dyck asked where the money for the repairs will come from. Kriese responded that it depends upon what the financial estimate comes in at. There are a lot of unknowns right now, but when numbers are finalized he will be bringing a budget adjustment forward. There are a number of different avenues such as alternative funding sources, potential grants and potential donations and also the boat landing fund balance. It is the goal to not use any tax levy for this.

Kriese updated the Committee on several topics, including their new website which is greatly enhanced from the old website and the ski trails that are open at Barkhausen and Reforestation Camp but in poor condition. He also talked about the restroom design at the Fairgrounds and said he expects to bring the concept design back to this Committee in January for review.

Kriese concluded by talking about the gun deer season and said they were well within the guidelines of safe hunting numbers at the Reforestation Camp. They have had a decent number of bow hunters at Nashotah and there were some issues, but they are working to alleviate further issues by updating their signage and Kriese noted that much of the signage is bilingual and they have also created paths that lead directly to the signage. The issues are not new, they have been going on for a number of years but neighbors are pleased with the efforts being made by the Parks.

Lefebvre said she heard a complaint regarding barking dogs at Fonferek's Glen. Kriese said dogs are allowed at the park but he has not heard of any issues. The issues could be with neighbors who have dogs and he will mention this to staff.

Ballard mentioned the fall off in numbers from 2018 to 2019 at Pamperin Park. Kriese cautioned that when dealing with park attendance, they are dealing with educated estimates. They have infrared counters at Pamperin. Some of the difference in numbers could be weather related but he noted that staff seems comfortable with the number reported and they do not adjust numbers unless there is something significant that can substantiate the difference.

***No action taken.***

*Supervisor Lefebvre was excused at 5:00 pm.*

**Library**

**14. Library Report/Director's Report.**

Library Director Sarah Sugden and Financial Manager Linda Chosa addressed the Committee. Sugden provided a written report along with the Library Events brochure for December through February, copies of both are attached. Sugden was pleased to report that as of today the entrance at the East Branch is now fully accessible for people with disabilities or those with strollers or other needs. They are committed to making sure all facilities are accessible and really welcoming for all members of the community. She also reported that they are currently conducting interviews for the safety officer position which is a new position created this year to help ensure the facilities are safe and welcoming and comfortable for both visitors and staff. Sugden is grateful for help from the Sheriff's Department in the interview process and helping to ensure the Library makes the right choice.

Sugden continued that the time log project is complete and they will now begin the assessment and evaluation of data to see how staff is using their time throughout the days and weeks so they can be confident in how resources are being used. She understands with levy limits on the horizon they need to be very responsible and strategic with how they are spending their staff time and the allocation of the budget. She is confident they have the right team in place to examine the information and make data driven decisions moving forward.

Sugden concluded by talking about the Give A Kid A Book program and indicated that the distribution will begin tomorrow.

***No action taken.***

**Museum**

**15. Museum Director's Report.**

Library Director Beth Lemke informed the Museum parking lot was flooded during the same weather event Matt Kriese spoke about earlier. The majority of the parking lot was full of knee deep water. She noted that the Museum is in the flood plain and trying to re-engineer anything with regard to the parking lot would likely affect Museum Place. They do have cones and barricades and they do have a system in place for these events and they can move quickly to implement the system. Lemke expressed concern with the spring and noted that their parking lot is built on fill and they have already have had several sinkholes and there may

need to be repairs made this spring. She also mentioned the rock wall along the river and noted it has deteriorated significantly since she has been here and at some point she will approach the City on this as that is City property.

Lemke continued that the *Our Brown* County graphic panels are now at the airport. There are three groupings of four panels in Concourse A, Concourse B and in the baggage claim area. They still have to go back and hang the photography wall. It was not easy getting everything through security and they had to move through the concourse escorted by airport staff, but as soon as the groupings were in place, people were looking at them. Lemke is happy all the work and stories are carrying on.

The *Holiday Memories* exhibit is now open and the focus is on downtown Green Bay, and she noted that they have acquired from Port Plaza Mall a teddy bear and some elves so they are not stopping the stories in the 1950s and 1960s; they are including things from the next generation as well and they are happy to have the new acquisitions.

With regard to the core gallery construction, Lemke informed the project is on schedule and Blue Water had been on site for 12 days straight getting all of the custom fixtures in place, anchored and lit. They will be back at least one more time in 2020 to do things like paint touch ups and other little things that need to be tweaked and adjusted. Lemke talked about the lights and said they are waiting for the fixtures to arrive and then the challenge will be that the Museum team will have to put the fixtures together before the lighting designer can come and hang them. She does not want Blue Water back until the gallery lights are up because they need the light to sign off on all the pieces. They will take every precaution they can to avoid scrapes and things like that while staff is getting the artifacts into place, but before they do the final sign off, they want the proper lighting in place. There is still a lot to do, but the project is coming along.

Lemke continued by talking about the steam humidification system which is 36 years old and is not properly working. Facilities is working on it, but she noted the building has fiberglass pipes and there is a blocked line on the second floor. The concern is that there is no certainty how to patch or repair the fiberglass pipes if they cut into them. At this time they are able to get the proper humidity to the first floor, but not always the second floor and worst case scenario is that it would back up on the third floor. She is bringing this up at this time because of the re-accreditation that has to be done by 2022 and noted that the Museum will not be re-accredited if the system is not fixed. After the completion of the core gallery project, the steam humidification system will be the biggest priority.

Ballard gave kudos to Lemke on the work she has done on the core gallery project. He noted subcontractors and contractors in general are not always the easiest to work with, but Lemke has handled all parts of the project with charm.

***No action taken.***

*At this time the Committee returned to Item 9.*

**Action Items**

**16. Park Mgmt. – Discussion Re: Rename of Brown County's Suamico Boat Landing to honor Neil L. La Fave.**

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Assistant Park Director Matt Kriese introduced Neil La Fave's daughter, Nicky De Greef, 3982 Willow Way, Suamico, WI and family friend Kelly Malchow, 2342 Longtail Beach Road, Suamico, WI to the Committee. Kriese informed Neil La Fave was working at Sensiba Wildlife Area which is adjacent to the Suamico Boat Launch in 1971 and his life was unfortunately taken. This is part of the history of Suamico and unfortunately sometimes gets forgotten. There is an engraved rock monument at Sensiba in memory of Mr. La Fave and the idea of renaming the boat launch that Brown County operates on the Suamico River in honor of Mr. La Fave has been brought up. The family has done a lot of work on this and Nicky provided a number of signatures in support of this, copies of which are attached.

Kriese said the Parks Department has met with the family and fully supports this initiative and provided a handout, a copy of which is attached, which is the preferred look of the sign that would be placed if the Committee and County Board approves a resolution to make this change. Kriese added that there is a cost associated with renaming or changing a name and the anticipated cost for this would be the cost of the sign which is estimated to be about $2,100 and he is proud to say that the Brown County Sheriff's Benevolent and Green Bay Police Benevolent as well as the Wisconsin Warden's Association have stepped forward to donate funds to cover the cost of the sign. There would also administrative work that would happen next year that would be done by Park staff.

**Motion made by Supervisor Ballard, seconded by Supervisor Suennen to direct Corporation Counsel to draft a Resolution changing the name of the Suamico Boat Launch to honor Neil L. La Fave. Vote taken. MOTION CARRIED UNANIMOUSLY**

**17. Park Mgmt. – Discussion and Review Re: Barkhausen's restroom/classroom addition.**

Kriese provided a handout, a copy of which is attached, which outlines the proposed restroom addition. The budget for the project is roughly $330,000 and the addition is about 700 – 800 square feet. The current restrooms at Barkhausen are not ADA accessible and they are quite small. The number one complaint they hear from people who come out for environmental education is the restrooms. It is hard to get large groups of children through the restroom and hand washing process during the time allotted for their lunch. The addition will solve some of these problems with the proposed half-moon sink which will allow up to six children to be washing their hands at the same time. A family restroom will also be included in the project. In addition, a small kitchenette will be added for storage of lunches and will also provide some additional facilities for room rentals which will provide a minor revenue increase as well. Kriese said Purchasing is putting this out for bid in January. There is not a set timeline for construction, but the money for the project is available in 2020.

***No action taken.***

**18. Park Mgmt. – Resolution to Approve State Trail Connector Easement.**

**Motion made by Supervisor Ballard, seconded by Supervisor Suennen to to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**19. Park Mgmt. – Resolution to Approve Electrical Line Easement Regarding the Fox River State Trail.**

**Motion made by Supervisor Suennen, seconded by Supervisor Ballard to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**20. Budget Adjustment Request (19-098): Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment is in relation to revenues exceeding expectations within the camping account(s). These revenues will be utilized within the Outlay account to purchase a replacement truck ($25,000) and the Bay Shore Outlay account to purchase a firewood locker for wood sales ($9,500). The replacement vehicle will replace a 2007 Ford Ranger (with over 110,000 miles) that was in a single vehicle accident and is totaled. The firewood locker will replace a rental unit the department had on site throughout 2019 and offered firewood sales in the absence of staff.

**Motion made by Supervisor Ballard, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**21. Such other matters as authorized by law.** None.

**22. Adjourn.**

**Motion made by Supervisor Ballard, seconded by Supervisor Suennen to adjourn at 5:36 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

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# PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **October 17, 2019 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, MARISSA MELI, HECTOR RODRIGUEZ, DAVID RUNNING, and JOHN VANDER LEEST

**EXCUSED:** ANNETTE AUBINGER, KAYLA JACOBSON, and KATHY PLETCHER

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler (staff).

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

**APPROVE/MODIFY AGENDA AND MINUTES**. **Motion** by Vander Leest, seconded by Meli, to approve the agenda and minutes. **Motion carried.**

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

**LIBRARY BUSINESS**

**FINANCIAL MANAGER UPDATE** Year to date revenues are at a surplus due to Out of County payments and wage increase transfers at the beginning of the year. However, due to absence of Shawano County payment and an overall decreasing trend in fee revenue, a shortfall in revenue for 2019 is predicted. Expenses are at about 72% of budget. Personnel savings will compensate for shortfall. Operating expense should come in very close to budget. Chosa is in the process of comparing meeting room rates with the Museum per the request of Ed & Rec. Staff is in communication with DPI regarding the timing of Shawano becoming consolidated and refusing payment of bill for services rendered.

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

**Motion** by Vander Leest, seconded by Running, to receive and place on file the financial report and September 2019 Gifts, Grants and Donation report as follows:

**Brown County Library**
**Gifts, Grants & Donations Report**
**September 2019**

| | | | |
|---|---|---|---|
| **Gifts & Donations** | | | |
| 9/6/2019' | L. Knutson | 500 00 | CL Garden L Knutson |
| 9/12/2019' | Friends of the Brown County Library | 12 647 28 | Programs Requests |
| 9/19/2019 | The Hammock Fund | 200 00 | CL Garden L Knutson |
| 9/20/2019 | Multiple Donors | 160 00 | CL Garden L Knutson |
| 9/25/2019 | Huterra Foundation Inc | 30 56 | General |
| 9/1/2019' | Ashwaubenon | 62 90 | Donation Box |
| 9/1/2019' | Bookmobile | | Donation Box |
| 9/1/2019' | East | 32 40 | Donation Box |
| 9/1/2019' | Denmark | | Donation Box |
| 9/1/2019' | Weyers/Hilliard | 159 00 | Donation Box |
| 9/1/2019' | Customer Service | 21 33 | Donation Box |
| 9/1/2019' | Kress | 48 86 | Donation Box |
| 9/1/2019' | Pulaski | 10 25 | Donation Box |
| 9/1/2019' | Southwest | 8 26 | Donation Box |
| 9/1/2019' | Wrightstown | 23 10 | Donation Box |
| | **Total Donations** | **$ 13,903.94** | |
| **Federal & State Grants** | | | |
| | **Total Grants** | **$ -** | |

**Motion carried.**

**FACILITIES UPDATE** Beyler reported that the swale cut at Weyers-Hilliard is in place but will not be seeded until spring. It is working well in diverting water away from the building. The new van is in use and has nice amenities that the old van did not have. Lettering

has been removed from the old van and it is going to auction. To address the situation of people gathering at the branch after-hours, the outdoor seating has been made inaccessible at the Southwest Branch. Regarding the off-network cameras that were suggested, Beyler is waiting to hear from DoTS on the security of the cameras, and securing the data that will be stored, etc. A mirror and sign was added to alley area at Southwest.

**PERSONNEL UPDATE** Rogers reported that seven staff attended the Wisconsin Library Association (WLA) conference. A few staff presented and participated in the poster session. Recruitment and interviews are underway for Central Adult Services Research Librarian, Central Youth Services Librarian, Denmark Branch Associate and a Maintenance worker. Strategies are being developed for other open positions that tie into a staffing analysis. Performance plans are being wrapped up and pay for performance recommendations will be on next month's agenda.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported the results of the National Library card sign up month promotion. Of the 1032 cards issued, 535 were new library cards (not renewals or replacements). Many locations nearly doubled the number of cards they typically issue. The Friends launch their annual Give-A-Kid-A-Book campaign on November 7. Several Packers wives are participating and the honorary chairs are Molly Crosby and Natalie Montgomery. The Bookmobile will be an entry in the downtown Holiday Parade on November 23. Volunteers are needed to walk and distribute candy to parade-goers! Over 1100 enthusiastic community members attended the recent Comic-Con that featured author Martha Wells, illustrator Gene Ha, a costume contest and more.

A website redesign task force is in the process of being formed. Its goal is to create a new website that is useful, effectively meets the needs of our library users, is easy to navigate, accessible and aesthetically pleasing! A one-year timeline is planned to complete this.

**DISCUSSION AND POSSIBLE ACTION – STATE DEBT COLLECTION** Sugden reported that the storage of social security numbers is still an issue and is still being explored. The Admin Team reviewed the methods of debt collection – Tax Refund Intercept Program (TRIP), wage garnishment, and asset seizure. Admin feels the TRIP method is best for the library because of its concern for public image and public opinion. Vander Leest doesn't think that TRIP alone will recover many accounts. He understands the public relations part but believes in trying to collect library property. Rodriguez wondered if taking a public relations hit is worth it but we have to be fiscally responsible. The people have to be educated. Van Dyck thinks if this plan is implemented, many people will pay. There needs to be consequences for shunned responsibilities. Van Dyck suggested waiting until and answer is given to the storage and transmittal social security numbers. The Board wants to be responsible but non-abusive to public. They requested a breakdown of costs and the top 75 to examine how a high level of fines and fees was reached. **Motion** by Vander Leest, seconded by Running, to hold further discussion on this topic until the November meeting, and invite Chad Weininger (DOA) and August Neverman (DoTS) to discuss storage of social security numbers as well as SDC's methods and how they work. **Motion carried.**

Van Dyck suggested reviewing loan limits, exceptions to limits, and the fines structure as future agenda items.

**DISCUSSION AND POSSIBLE ACTION – OPTION TO TURN OFF EXTERNAL INTERNET ACCESS AFTER HOURS** Information from DoTS won't be available until after the New Year – possibly February. **Motion** by Running, seconded by Rodriguez to defer to a future meeting when information is available. **Motion carried.**

**UPDATE ON PROGRAM IDEAS FOR VOTER REGISTRATION** Sugden proposes to work internally – one month prior to elections, staff will publicize and provide information on registering to vote. Staff will assist on an as-needed basis. Van Dyck suggested reaching out to municipalities to volunteer to do registrations. Keep it non-partisan. Letters could be sent to election clerks inviting them to participate in a library registration event. Rodriguez strongly opposed the decision made at the October meeting (he was not in attendance) that prevents COVO (Coalition of Voting Organizations) and other organizations from partnering with the library on what could be construed as a partisan event. The library's meeting rooms can be used for voter registration but they would not be publicized by the library or take place in partnership with the library. Much discussion took place. Rodriguez insisted that the board take action to correct this inappropriate decision. This topic will be placed on the November agenda.

**OPEN SESSION:** Discussion and Possible Motion to Convene in Closed Session **Motion** by Running, second by Vander Leest, to move into closed session **Roll call vote:** Vander Leest, Running, Meli, Van Dyck. Nay: Rodriguez. **Motion carried.**

**CONVENE INTO CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1) (c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staffing/personnel.

**RECONVENE IN OPEN SESSION:** Motion by Vander Leest, seconded by Running to reconvene any action recommended in Closed Session. No action taken.

**PRESIDENT'S REPORT** None.

**LIBRARY DIRECTOR'S REPORT** In addition to the written report, Sugden shared a recent copy of the Wisconsin History magazine that used a number of photos supplied by the Brown County Library.

**OTHER BUSINESS**

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

**ADJOURNMENT** **Motion** by Vander Leest, seconded by Running, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:50 pm.

**NEXT REGULAR MEETING:**
**November 21, 2019**
**5:15 p.m.**
**Kress Family Branch Library**

Respectfully submitted,

Sue Lagerman
Recording Secretary

# PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **November 21, 2019** at **5:15 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, KATHY PLETCHER, HECTOR RODRIGUEZ (arrived at 6:15 pm), DAVID RUNNING, and JOHN VANDER LEEST

**EXCUSED:** MARISSA MELI

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Curt Beyler, and Molly Senechal (staff). Charlotte Goska, Sobieksi and H. James Smet, Green Bay (COVO); and Brian Anderson, Ashwaubenon.

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:20 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES**. **Motion** by Vander Leest, seconded by Pletcher, to approve the agenda and minutes. **Motion carried.**

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

**Presentation by Molly Senechal, Manager – Kress Family and Wrightstown Branches** Molly shared a story of a new customer, named the staff and their roles; described programs, library card initiatives, and why people come to the library. Van Dyck asked about the downward trend in Wrightstown usage. He asked how Senechal sees turning that around and what the future holds. She hasn't spent much time there and plans to work one day a week in the New Year and build relationships with businesses and residents. Kaukauna Library has had an impact on the people count. Senechal has worked at the library for 18 years most recently as a Youth Services Librarian at Central.

Also present: Brian Anderson an attorney with The Everson Law Firm. He is a candidate for appointment to the Library Board. Charlotte Goska and H. James Smet - co-leaders of COVO (Coalition of Voting Organizations of Brown County, a volunteer group that aims to educate voters and help people navigate the voter registration process. They were present to answer COVO-related questions from the Board. Also in attendance was Earl Jordan, a student at Menominee Tribal College, who is doing research on Boards and is attending a variety of public meetings.

**DISCUSSION AND POSSIBLE RECONSIDERATION – VOTER REGISTRATION EVENTS AND COVO** A Library Board vote in September recommended the discontinuance of partnership with COVO and other similar organizations in regards to voter registration. In October, a reconsideration was requested. As a government entity, the proper procedure for this possible action would be to vote to reconsider action that took place followed by a subsequent re-vote. Motions have to be made by someone present during the originating action. Rodriguez took exception and feels that COVO was singled out in September. **Motion** by Pletcher, seconded by Running, to open the floor. **Motion carried.**

Goska distributed a newsletter that describes the work COVO does at schools, businesses and includes voter registration, volunteer training, and simulation voting events for first-time voters. She stated that they are the only non-partisan voter registration group in the area and are complete, accurate and thorough – they are also non-funded. COVO volunteers assist people with many questions. They work with local clerks and keep up to date on the law. She continued that libraries are perfect partners since people come to the library for information. Smet indicated another service is getting people the right ID. They stressed they are just about sharing information. Running asked if there is an issue of bias with COVO. They do not engage in talking politics and are willing to train any volunteers. Rodriguez had asked for facts. Jacobson commented their partners include VoteRiders and the League of Women Voters and they are partisan. Goska replied that VoteRiders is a national nonpartisan, nonprofit 501(c)3 organization and the LWV is a 501(c)4 civic organization. Rodriguez commented, that one has to be careful about 'group-think' and encouraged to analyze information individually. One can easily be kidnapped by conspiracy theories. Jacobson replied that his stance was honorable but is only a single opinion – the opinion of Board in September was that the group was biased.

Goska further explained that COVO volunteers are trained not to give opinion - only to help people register to vote. The Democratic Party likes their Facebook page and that is where the perception turns to reality for many. Social media shares and likes are not in their control. They do not have a budget for a website.

Aubinger commented that voting is political and suggested to them to use the library's meeting rooms but don't use the library's name. Many other libraries in Wisconsin have voter registration events. Jacobson asked why the library is a venue. People are transient and new residents come to the library for assistance and information. Van Dyck questioned how the Board would address another

non-partisan organization that wants to do the same thing. Goska replied that there are no other organizations but the Board should provide equal opportunity. Van Dyck reiterated that a political decision was not made by the board. There was concern about COVO's affiliates and online endorsers. Vander Leest asked if COVO has made donation to a political party to which the response was, "No," but Jacobson disagreed per information found online.

The Board previously had COVO's brochure and information from their Facebook page. Van Dyck, speaking for Meli, said she spent a lot of time looking at the subjects and issues of affiliates and some were of concern. Van Dyck stated that if COVO could show that the listed organization's link led nowhere then reconsideration of the Board vote might be possible. COVO's social media platforms include Facebook, Instagram, and Twitter. It was suggested COVO try to address these concerns and come back to the Board in December to give an update. COVO is willing to willing to address concerns as they enjoy the partnership with the library. Having a presence in the lobby creates good visibility and they feel it is much better than being in a meeting room.

Vander Leest commented that every group has a political opinion and the Library Board wants to stay out of politics. It is his belief that COVO is affiliated with the Democratic Party and he is not aware of any Republicans who are part of the organization. Smet replied that a 2020 initiative is to reach out to all parties to offer training and reiterated that they will train anyone. Aubinger suggested that the Board may have erred by not having this discussion before voting. Events are scheduled on different days and different times throughout the community. Running commends efforts and believe in their cause. Van Dyck is concerned about the extreme sensitivity that exists in the community. It was suggested that COVO reach out to Republican Party and look for volunteers.

Pletcher suggested revisiting this topic in December. The Board agrees as this would give COVO a chance to address some ideas discussed. **Motion by** Jacobson, seconded by Rodriguez, to hold until December. **Motion carried.**

**LIBRARY BUSINESS**

**FINANCIAL MANAGER UPDATE**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

Financial reports were included in the Board packet. Chosa reported that donations are up over last year; personnel costs are under budget and the savings will carry over into the Fund Balance. Staff will present projects using the fund balance at a future meeting. The books, periodicals and magazines budget is slightly under but that will carry over also.

**Motion** by Vander Leest, seconded by Running, to receive and place on file the financial report and October 2019 Gifts, Grants and Donation report as follows:

**Brown County Library**
**Gifts, Grants & Donations Report**
**October 2019**

| | | | | |
|---|---|---|---|---|
| **Gifts & Donations** | | | | |
| 10/03/19 | Coco's Urban Cottage | | 8 24 | General |
| 10/07/19 | M Whipple | | 50 00 | Memorial M Kirchman |
| 10/16/19 | Artist Alley | | 160 00 | Comic Con |
| 10/17/19 | Norsetter Family Foundation | | 400 00 | Every Child Ready to Read |
| 10/18/19 | Brown County Community Women's Club Inc | | 17 59 | Memorial B Noble |
| 10/24/19 | Friends of the Brown County Library | | 374 47 | Constant Cont , Mailings |
| 10/24/19 | E Rogers | | 25 00 | Memorial M Truckey |
| 10/24/19 | J Mastricola | | 50 00 | Memorial J Fiddelke |
| 10/24/19 | L Kananen | | 500 00 | Value Line |
| 10/24/19 | L Schilke | | 15 00 | Memorial J Fiddelke |
| 10/24/19 | L Moreland | | 25 00 | Memorial J Fiddelke |
| 10/24/19 | D Smith | | 50 00 | General |
| 10/24/19 | J Copeland | | 50 00 | LGH |
| 10/24/19 | L Chosa | | 10 00 | CW General |
| 10/1/2019 | Ashwaubenon | | 59 00 | Donation Box |
| 10/1/2019 | Bookmobile | | 3 00 | Donation Box |
| 10/1/2019 | East | | 23 54 | Donation Box |
| 10/1/2019 | Denmark | | | Donation Box |
| 10/1/2019 | Weyers/Hilliard | | 48 00 | Donation Box |
| 10/1/2019 | Customer Service | | 45 80 | Donation Box |
| 10/1/2019 | Kress | | 16 27 | Donation Box |
| 10/1/2019 | Pulaski | | 20 30 | Donation Box |
| 10/1/2019 | Southwest | | 7 50 | Donation Box |
| 10/1/2019 | Wrightstown | | | Donation Box |
| | **Total Donations** | | **$ 1,958.71** | |
| **Federal & State Grants** | | | | |
| 10/1/2019 | Nicolet Federated Library System | $ | 6,562 50 | |
| | **Total Grants** | **$** | **6,562.50** | |

**Motion carried.**

The 2020 budget was passed with a $5000 levy increase for the library.

**FACILITIES UPDATE** Beyler reported that there were no major facilities updates. Staff is getting ready for winter. The new tractor is being used and is demonstrating efficiency and savings in staff time. They are tracking how it is being used and the time it is saving: ex. 1 hour vs 15 minutes. Cordless vacuums were purchased and staff is really enjoying the convenience and flexibility of them. The County signed a contract for bulk natural gas. **Motion** by Vander Leest, seconded by Pletcher, to receive and place on file. **Motion carried.**

**PERSONNEL UPDATE** Rogers reported that the library is partnering with NFLS to offer regional trainings. Rogers is doing a program with Giraldez on de-escalating problem situations. Staff update: Hired Central Manager – Sandy Kallunki; Denmark Associate; Adult Services Librarian; Ashwaubenon Clerk; Clerk in Technical Services; LTE Cataloging Associate and Youth Services Librarian. The Safety Officer, part-time Maintenance Worker, and three clerk searches are underway. Open positions include a Denmark Associate, Youth Services Manager, Southwest Associate, and Youth Services Librarian.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that the Local History Series closed October with programs on the Belgians and the Packers - both popular topics in Green Bay! Another program of interest was a premiere screening of Wisconsin Public Television's (now PBS Wisconsin), new documentary, "Where I Come From," featuring author, humorist and musician Michael Perry. It airs on December 2 at 7:00 pm on PBS WI. Michael led a Q&A with the audience and signed books sold by Lion's Mouth Bookstore.

The East Branch held its annual Dia de Los Muertos Celebration on Friday, November 1. This Day of the Dead is a Mexican holiday that honors and remembers loved ones that passed away. The evening event featured traditional crafts, sugar skulls, pan de muerto (a traditional sweet bread) and face painting.

The Friends Give-A-Kid-A-Book (GAKAB) campaign kicked off in early November and is doing very well. It is receiving good media attention and several events have taken or are taking place to promote it including a recent book fair at Barnes & Noble, Festival of Trees at the National Railroad Museum (the FBCL have a book tree on display), and the Holiday Parade this Saturday in downtown Green Bay. Two Packer coaches' wives and Lagerman, will speak at the Green Bay Area Retired Men's Club holiday gathering. A pass the hat collection is matched by the Club to support GAKAB. Additionally, a donation of 500 new books from Pi Beta Phi, a fraternity for women, whose philanthropic focus of, Read > Lead > Achieve, works to improve children's literacy rates. They are hoping to open a new chapter at the University of Wisconsin Green Bay and wanted to do some philanthropic work in the Green Bay community so they chose to support GAKAB.

The next calendar of events, December – February, is currently at the printer but events are available online at the library's website.

Other projects in the works include partnering with the Press-Times newspaper for regular library content; Literacy Link – a partnership with Extension Brown County and BC Jail to connect children and their incarcerated parents. This is a program of UW-Madison Extension, it is currently operating in eight counties. Four more counties will be brought on in the first quarter of 2020. The library was a partner in a RFP submitted to Bader Philanthropies. The scope is to reduce isolation among seniors in rural communities through the use of technology. Collaborating service providers are Curative Connections, Options for Independent Living, Goodwill NCW/Neighborhood Partners, and the library. Proposals will be considered and awarded in January 2020.

**Motion** by Vander Leest, seconded by Pletcher to receive and place on file. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION – STATE DEBT COLLECTION** Chosa spoke with Weininger and he agreed to a designated hard drive installed in Admin to transfer social security numbers. A ticket was submitted to DoTS to get this started. Informational handouts were distributed including a sample letter, comparison chart.

"The State Debt Collection (SDC) program is a state-administered program that partners with state and local agencies to collect debt. In considering a potential partnership between the Library and the Wisconsin State Debt, the Library Administration recommends the following action, provided all conditions of data storage are met:

- Engage the services of the State Debt Collection program to collect outstanding debt owed by BCL patrons
- Refer accounts that are currently in "collections returned" status for final collection attempt. If accounts are still unfindable after SDC attempt, those accounts will be considered uncollectable and be removed from the library's database
- To encourage the return of materials (the goal of this initiative) and provide a positive, proactive approach to this shift, the BCL will offer a period of amnesty prior to beginning SDC collection services. During this period of amnesty, any patron who returns overdue items would pay no overdue fees for those items.

- Once the BCL has engaged SDC services, Library Administration would oversee the implementation and execution of this service on behalf of the organization."

Jacobson suggested that the Library Board have oversight of implementation and execution of the service. Vander Leest noted that the materials/collections budget has always been contentious. The money collected from SDC could go back into the budget. Taxpayers pay for the books. The Board is trying to be responsible for the collection of debt and he is concerned about the number of lost items. Tax interception collects a large portion of fees owed.

Accounts that are currently in a "collections returned" status will also be referred to SDC for final attempt. If accounts are still unfindable, those accounts will considered uncollectable and be removed from the library's database. Based on information from SDC, it would cost about $8000 to send those accounts to SDC (based on $2 per account).

The library cannot move forward on this until a designated hard drive for this information (located at BC Admin), is in place. In the meantime, staff could work with Corp Counsel on a contract and get things started.

Van Dyck noted that the library already places people with accounts in arrears in collection and this is just about changing to a new agency that will be more effective. He would rather start the service and then offer a window of 30 days for amnesty. **Motion** by Vander Leest, seconded by Running, to contract with SDC for past due collections no later than January 1, 2020 and implement collection methods of voluntary payment, tax interception (TRIP), and wage attachment (voluntary or involuntary). **Motion carried unanimously.**

**Review Breakdown of Fines, Fees, and Charges of Existing Collection Accounts** A patron account analysis shows that 68% of bills are paid. Most of the outstanding balance are overdue fees (52%); and lost fees (42%). The balance is a combination of referral and damage fees. The top 10 outstanding accounts were presented. Four have gone to collection and returned as uncollectible.

**APPROVE PAY FOR PERFORMANCE STRUCTURE** The summary was distributed to the Board. The structure is the same as last year. County approved a 2.07% increase. The staff rankings were totaled as follows and each designation, with the exception of Needs Improvement will receive an increase: Need Improvement – 1; Developing – 2; Meets Expectations – 43; Occasionally Exceeds Expectations – 27; and Exceeds Expectation – 14. There were 23 ineligible employees. Sugden's performance review will take place in December. Van Dyck is concerned with the sustainability of increases if they rely on those ineligible and wondered if everyone should get a flat amount. Funds will max out at some point. Rogers suggested that a change will be made for 2020. Sugden noted that this current structure may not be the right solution. Marketability should also be a factor. Pletcher suggested discretionary compensation adjustments as an alternative to a base wage increase.
**Motion** by Running, seconded by Pletcher, to approve the 2020 Pay for Performance Structure. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION – MEETING ROOM RENTAL RATES** Per the request of an Ed & Rec request a comparison of library and museum rates was conducted. Sugden indicated the library is comfortable with our fees for meeting rooms and usage. Spaces are important to community organization as evidence in shared comments. A regular review (every two years) will be done to make sure the library is staying competitive. **Motion** by Vander Leest, seconded by Running, to receive and place on file. **Motion carried.**

**PRESIDENT'S REPORT** Van Dyck reported on a recent meeting with the B.C.L. Foundation Board. They agreed to fund architectural fees for drawings. Sugden to reach out to HGA (Milwaukee). The focus will be on the East Branch – the building and estimated costs depending on variables of departments included. There is ample land available on East side but a design is needed first. The Pulaski group is really anxious to get something going – may need to address sooner than later. Regarding Ashwaubenon, a couple buildings were presented as options. Van Dyck is invited to a meeting at the University regarding a MBA program in downtown. Pletcher offered to attend with him.

**LIBRARY DIRECTOR'S REPORT** In addition to the written report, Sugden shared that the staff four-week timeline project is ending. The projected outcome is good information to make data-driven decisions to best employ resources. Staff is sorting through files and records and making determinations of information to keep. Motion by Vander Leest, seconded by Pletcher, to receive and place on file. **Motion carried.**

**OTHER BUSINESS** None.

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

**ADJOURNMENT** **Motion** by Pletcher, seconded by Vander Leest, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 8:21 pm.

**NEXT REGULAR MEETING:**
**December 19, 2019**
**5:15 p.m.**
**Central Library**

Respectfully submitted,

Sue Lagerman
Recording Secretary

# PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **December 19, 2019** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay**

**PRESENT:** JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, KAYLA JACOBSON, KATHY PLETCHER, HECTOR RODRIGUEZ and JOHN VANDER LEEST

**EXCUSED:** MARISSA MELI and DAVID RUNNING

**ALSO PRESENT:** Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler, (staff). Charlotte Goska, Sobieski and H. James Smet, Green Bay (COVO); Scott Crevier, De Pere; James Morris, Green Bay; Pat Schock, Green Bay; and Peter Parker the 3rd (Brown County).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:16 p.m. Brian Anderson, newly appointed, was welcomed to the Board. Van Dyck thanked Kayla Jacobson for her service as her term is ending. Kayla thanked the board. Jayme Sellen was also appointed to the Board. The Board was reminded that emails to the entire group are not allowed as that creates a walking quorum. Issues or Board business must be brought up during a regular meeting of the Board.

**APPROVE/MODIFY AGENDA AND MINUTES**. It was suggested to move the closed session (items 9-11) to the end of agenda and follow agenda item 13. **Motion** by Pletcher, seconded by Anderson, to approve the modified agenda and minutes. **Motion carried.**

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

**DISCUSSION AND POSSIBLE RECONSIDERATION – VOTER REGISTRATION EVENTS AND COVO** After consultation with Corporation Counsel, action taken tonight would not be a reconsideration, it would be a new motion to reinstitute program. Aubinger contacted the Republican Party and they were unaware of being contacted by COVO. Goska shared a copy of an email of all parties contacted and it included the Republican Party. Aubinger suggested that perhaps it is better to make contact in person.

**Motion** by Pletcher, seconded by Vander Leest, to open the floor for public comment. **Motion carried.**
Scott Crevier wanted to share his perspective of the activities of the coalition. He serves on the De Pere City Council and is employed by St. Norbert College. He has known of COVO for a few years and has seen them on campus at SNC. He loves the fact that they get people to register to vote and suggested that voices are best heard at the voting box - no matter who you are or what your beliefs are – just register and vote! Additionally, rules often change and there are often several questions related to the registration process and COVO is able to answer them. They are helpful to many people. These are the kinds of organizations we need – more so than the partisan organizations.
Pat Schock is a member of ALA and asked for clarification of meeting room use. Sugden replied the meeting room policy permits use by non-profit organizations at no charge. For-profit organizations must pay a fee. The relationship with COVO has been to work to schedule events at various library locations. These registration events are included in library events calendar and the library has provided signage. Part of partnership is that they have been able to set up in lobby area and active solicitation is not allowed. The change that was voted on eliminated partnerships with all voting organizations. Ten people were registered at the Kress Family Branch last week. People comment on the convenience of the service.
James Morris advocated for COVO to continue their events. Green Bay is not a diverse city (in many ways). He visited the library to do research. It had not dawned on him that he needed to change address and re-register to vote. There is political divide and the key to closing it is education. Having onsite representation is valuable. He believes working with organizations like COVO is educational.
H. sent email to all five political parties. Two of the three parties replied. Facebook page has been updated and the "Related Pages," block has been removed. COVO wants to keep this relationship and they will do what they can to make this relationship work.
Jacobson did some research and commented that Goska, via Twitter, had multiple posts with one-side perspectives; and H. had made donations. Anderson asked if they have made partisan statements in an official capacity. They had not. They are not a registered non-profit. If they were, some restrictions apply to 501(c) 3 organizations. They can do what they are doing as long as they are neutral. If you invite one political party then all have to be invited – they are doing that. If a political party posts on their social media – that is out of their control and the IRS would not revoke their status. With respect to what they do individually is different than what they do as an organization. He would have concerns if those lines were crossed. Anderson used the benchmarks the IRS has as preparation for this meeting. The impression made at the last meeting was that there was a partisan activity. A grant COVO received was available to all organizations and the ACLU printed election date cards. Jacobson expressed concern with the optics. Van Dyck questioned where you draw the line on optics. He was concerned with the Related Pages section on Facebook and that concern has been addressed. Rodriguez has to go back to outcome of service. Several in the community lack the ability to get information. We are not serving them – we need to help our neighbors have their voice. Vander Leest commented that he feels this is a sanctioned Democratic

event at the library (only one party is working with this group). It is not bi-partisan. The library is funded by the taxpayer and resources should be used for educational activities. Vander Leest does not feel it is right to host a one-sided party. He asked for assurances that information gathered is not used for the Democratic Party's purposes. Goska replied that registration is done online or turned in to the municipal clerk. Vander Leest further commented that all other groups who register must be given the same opportunity – therefore treating all parties the same. Rodriguez commented that they have stated their case. If a party does not want to participate with them, it is out of their hands. Pletcher noted COVO did what the Board asked them to do:

1. Related Pages removed from Facebook page
2. Other parties were reached out to

**Motion** by Jacobson, seconded by Pletcher, to close the floor. **Motion carried.**

**Motion** by Rodriguez, seconded by Pletcher, to reinstate COVO as a partner and open the same opportunity to other organizations, noting that any organization involved in this particular activity cannot support a candidate, party, or political organization. **Motion carried.** (5-2).

**LIBRARY BUSINESS**

**FINANCIAL MANAGER UPDATE**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

Financial reports were included in the Board packet. Chosa reported that donations are up over last year in large part due to monies granted by the Friends of the Library for funding requests; personnel costs are under budget. About $100,000 under budget on personnel. Carryovers will be brought to the board. The books will not be closed until February. **Motion** by Jacobson, seconded by Anderson, to receive and place on file the financial report and November 2019 Gifts, Grants and Donation report as follows:

**Brown County Library**
**Gifts, Grants & Donations Report**
**November 2019**

**Gifts & Donations**

| | | | |
|---|---|---|---|
| 11/08/19 | M. Buresh | 50.00 | Memorial H. Zeamer |
| 11/06/19 | S. Curtsinger | 35.00 | Memorial J. Fiddelke |
| 11/06/19 | C. Mangin & Book Club | 130.00 | Memorial L. Anderson |
| 11/12/19 | P. Pouttu | 10.00 | CW General |
| 11/13/19 | B. Hendrickson | 2,500.00 | General Purposes |
| 11/20/19 | Friends of the Brown County Library | 20,488.58 | Events & Programs Supplies |
| 11/20/19 | Coco's Urban Cottage | 46.25 | General |
| 11/20/19 | J. Dolar | 98.00 | Kress Children Collection |
| 11/20/19 | M. O'Brien | 50.00 | Memorial J. Fiddelke |
| 11/20/19 | T. & P. Radle | 50.00 | Memorial J. Fiddelke |
| 11/20/19 | J. & J. Thorius | 100.00 | Memorial J. Fiddelke |
| 11/20/19 | J. Persohn | 50.00 | Memorial J. Fiddelke |
| 11/20/19 | A. & N Cerny | 20.00 | Memorial J. Fiddelke |
| 11/20/19 | J. & C. Hartmann | 25.00 | Memorial J. Fiddelke |
| 11/20/19 | Cherry Creek North Neighborhood Association | 300.00 | Memorial J. Fiddelke |
| 11/21/19 | M. Fraley | 25.00 | Memorial J. Fiddelke |
| 11/01/19 | Ashwaubenon | 19.20 | Donation Box |
| 11/01/19 | Bookmobile | | Donation Box |
| 11/01/19 | East | 15.72 | Donation Box |
| 11/01/19 | Denmark | | Donation Box |
| 11/01/19 | Weyers/Hilliard | 67.25 | Donation Box |
| 11/01/19 | Customer Service | 14.30 | Donation Box |
| 11/01/19 | Kress | 38.64 | Donation Box |
| 11/01/19 | Pulaski | 14.50 | Donation Box |
| 11/01/19 | Southwest | | Donation Box |
| 11/01/19 | Wrightstown | | Donation Box |
| | **Total Donations** | **$ 24,147.44** | |

**Motion carried.**

**FACILITIES UPDATE** DoTS is supplying extra cameras and pulling more wire for security cameras at Ashwaubenon Branch. Servers are being built and the Printer project is moving ahead. March 2020 is the expected implementation date. This new system will allow users to print from their own device.

**PERSONNEL UPDATE** Rogers reported that the library is busy interviewing and hiring. Ann Atkinson is retiring after 44 years from the Southwest Branch and an open house will be held on December 30 from 1-3pm. Also retiring is Connie Doucette, a Technical Services Clerk who has been with the library for 21 years. New hires include a 20-hour maintenance worker, Jim Matzke, and a LTE Clerk, Hailey Pritzl at Southwest. Searches include a full-time Library Associate at Southwest; interviews for Safety Officer; LTE Denmark Associate; LTE Clerk at Kress; coming soon - Circulation and Technical Services Clerks, and the Youth Services Manager search.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that distribution for Give-A-Kid-A-Book wrapped up today after three days. Final numbers are not yet available but early estimates indicate that over 11,000 books were collected and over 4400 children were served – with each receiving two books. At their holiday gathering, the Retired Men's Club passed the hat for Give-A-Kid-A-Book and then matched that amount for a grand total of $2014.00! Weyers-Hilliard hosted the third annual (live) Reindeer Cheer event, sponsored by the Friends. An added feature was a Lamers shuttle to and from the library to the event's parking at the Community Church. The event was full of things to do and included Santa Claus, Hot Cocoa/Cider, Crafts, Silly Selfie Station, Fancy Family Photo Booth, the Bay Port High School Choir, Cookie Decorating, and an I-Spy Reindeer Activity. The Literacy Link program mentioned last month continues to be worked on. We hope to bring in yet another county partner through Human Services who could provide counseling services.

This month DoTS is upgrading Library file and email services to Office 365. The mailbox migration has caused little disruption.

Lastly, the Wisconsin Library Association annual conference will be held in Green Bay October 27-30, 2020 at the Hyatt/KI. Lagerman is chairing the Local Arrangements Committee and is on the Sponsorship Committee. She joins nearly 20 other librarians from around the state who are also serving on the conference committee in variety of capacities. The Central Library will host a welcome reception for attendees on October 27. More details to come! It has been seven years since the conference was held here and this is an exciting opportunity for BCL to showcase the great and creative things we do as well as the numerous amenities the city offers. WLA's conference attendance goal is 800.

**DISCUSSION AND POSSIBLE ACTION REGARDING STATE DEBT COLLECTION AGENCY CONTRACT AUTHORIZED COLLECTION ACTIVITIES** A summary was included in the packet. The standard agreement cannot be changed (no exclusions or revisions). Chosa suggested that the library contract with TRIP only as the previous approved action cannot be executed. If we want to continue with SDC, it would have to include all activities. More flexibility with TRIP. Once an account is in the system, there is no control. We can control the accounts we send. Van Dyck would like to try it because of the effort put into making the decision. Sugden noted that the library currently send accounts $50 and over to collection. Rodriguez asked what would work best for the library. Sugden is concerned with the bad press that comes with bank levy. Currently, every account over $50 is sent to collection with relatively little work. What does the board want collected? Having clear direction from the board would be helpful. Vander Leest noted that the intention is to put more money back into the book budget. Additional revenue (or %) could support new purchases. Different types of accounts can be turned over in batches. Lost items are 42% of outstanding balance. This would be a good start. Anderson commented that eliminating fines brings people in and as stewards of the library; we would rather have patrons using the library. However, as financial stewards, the board needs to proceed with caution. The board is comfortable with giving Administration more flexibility in determining process. Rodriguez noted that something has to be done and likes the suggestion of sending a letter with a timeline as it gives patrons a chance without consequences.

**Motion** by Vander Leest, seconded by Jacobson, to proceed with aforementioned SDC agreement in full and allow library staff to determine first batch to send and to get started with a portion of the debts to SDC as soon as possible. Staff will report in January. **Motion carried.** (6-1)

**DISCUSSION AND POSSIBLE ACTION REGARDING RESOURCE LIBRARY AGREEMENT (RLA)** **Motion** by Jacobson, seconded by Vander Leest, to approve the 2020 Resource Library Agreement. **Motion carried.**

**APPROVE 2020 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT** **Motion** by Vander Leest, seconded by Anderson, to approve the 2020 closures for holidays and staff development as presented. **Motion carried.**

**PRESIDENT'S REPORT** The East Branch remains a high priority. The architect (HGA) is putting a proposal together and it will be available for the Board's review in January. Van Dyck and Pletcher met with UWGB and NWTC and agreed that the discussion was productive and there is a better understanding of what they want and what the library can offer. There are still a lot of moving pieces. Jeff Rafn would like to do a walkthrough and the provost might like to join. Looking at potential academic programs and could happen incrementally. There is a fear among some about crossing the river. Regarding the Ashwaubenon Branch, there is limited space to expand in that region. Staff is tasked with determining how to reach out to community. Criteria is needed to guide future sites. Ideas mentioned to help determine who the library wants to be and for whom, include surveying the community and focus groups. It is important to align the wants of the public with library services. Sugden, Aubinger, and Anderson will work together with the village.

*Jacobson left the meeting at 6:55 pm.*

**LIBRARY DIRECTOR'S REPORT** Aubinger asked for clarification about floating collections and the decision to discontinue the practice. In time, the collection will be balanced. In addition to the written report, Sugden reported on a framework for 2020. Goals for the next

year include operational excellence, facilities, funding, contributing to community progress, collaboration, and outreach. These goals will help the library achieve the status it wants. Need to be nimble and flexible to respond to changes. Initiatives: continuing to assess and revamp internal operating structure; developing building programs and proposed footprints for renovated/expanded East, Pulaski and Ashwaubenon branches; and creating a new safety program including procedures, trainings, policies, and protocols. Rodriguez complimented Sugden on documents and commented that the image of the library can serve as a vehicle to connect communities. It is a place of knowledge and wisdom and that is how community needs to see us.

**OPEN SESSION:** Discussion and Possible Motion to Convene in Closed Session **Motion** by Anderson, second by Rodriguez, to move into closed session at 7:30 pm. **Roll call vote:** Aye: Aubinger, Pletcher, Rodriguez, Anderson, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

**CONVENE INTO CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1) (c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director performance evaluation summary.

**RECONVENE IN OPEN SESSION:** Motion by Anderson, seconded by Aubinger, to reconvene and approve any action recommended in Closed Session at 7:50 pm. **Roll call vote:** Aubinger, Pletcher, Rodriguez, Anderson, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

**Motion** by Vander Leest, seconded by Anderson, to approve the second wage increase specified in the offer of employment letter as recommended in Closed Session. **Motion carried.**

**OTHER BUSINESS** None.

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

**ADJOURNMENT** **Motion** by Rodriguez, seconded by Pletcher, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:52 pm.

Happy Holidays!

**NEXT REGULAR MEETING:**
**January 16, 2020**
**5:15 p.m.**
**Central Library**

Respectfully submitted,

Sue Lagerman
Recording Secretary

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY

BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 9, 2019 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

| | |
|---|---|
| PRESENT: | Paul Ballard and Kramer Rock |
| ALSO PRESENT: | Kevin Cullen, Kasha Huntowski, and Beth Kowalski Lemke |
| EXCUSED: | Alex Renard, Kevin Kuehn, Erik Hoyer, Sandy Juno, Bernie Erickson |

CALL MEETING TO ORDER

1. Director Lemke called the meeting to order at 4:43PM.

2. APPROVE/MODIFY AGENDA
   Motion made by Paul Ballard and seconded by Kramer Rock to approve the agenda.

3. Museum Director Report. Museum Director Lemke reported the 2019 department budget expenses and revenues were close to the reforecast projections from June. She updated the board on the front parking lot, flood plain and emergency plans for snow and then spring thaw.

   She shared with the Board that WFRV recorded their on air staff holiday greetings in "Holiday Memories of Downtown Green Bay." She also reported that museum staff were working on a new agreement with the station for use of historic images in a "Then and Now" digital segment.

   Museum Director Lemke provided a status update on the Core Gallery Capital Project schedule. The meeting adjourned in the Board Room and a field trip into the gallery took place for Board Members to meet Bluewater Studios staff who were working on the instillation of the custom exhibit cases. Board Members were pleased with the overall look and design and understood the complexity of the custom artifact mounts and instillation that will take place in 2020 by museum staff.

   Discussion ensued; no action taken.

4. Such other matters as authorized by law:
   The next scheduled meeting of the Neville Public Museum Governing Board will be January 13, 2020.
   **2020 meeting dates are as follows:** February 10, 2020, March 9, 2020 (Vice Chair runs meeting), April 13, 2020 (Vice Chair runs meeting), May 11, 2020, July 13, 2020, August 10, 2020, September 14, 2020, October 12, 2020, November 9, 2020, and December 14, 2020.
   Discussion ensued, no action taken.

5. Adjournment. Director Lemke, called the meeting to an end at 4:57 PM. Motion made by Paul Ballard and seconded by Kramer Rock to approve.



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NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY

BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, January 13, 2020 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

| | |
|---|---|
| PRESENT: | Alex Renard, Kevin Kuehn, Erik Hoyer, Sandy Juno, Bernie Erickson, Paul Ballard and Kramer Rock |
| ALSO PRESENT: | Kevin Cullen, Kasha Huntowski, and Beth Kowalski Lemke |
| EXCUSED: | |

CALL MEETING TO ORDER

1. Chair Kuehn called the meeting to order at 4:32PM.

2. APPROVE/MODIFY AGENDA
   Motion made by Kramer Rock and seconded by Alex Renard to approve the agenda.

3. Museum Director Report. Museum Director Lemke informed the Board that the Core Gallery Exhibit Lighting would be installed on Saturday, January 18, 2020, and that she would be onsite with the vendor. She shared she has a punch list for Bluewater to complete during their next visit at the end of January. She shared that the team was working on a media announcement and related programming prior to the gallery grand opening. She requested from the Board support for one free admission public weekend after the member donor reception in late June. The Board unanimously supported the request and asked Director Lemke to seek approval from Education and Recreation Oversight Committee.

   Museum Director Lemke discussed the American Alliance of Museums Reaccreditation Core Document Review process. The Board will have from January to February's meeting to review the Disaster Preparedness/Emergency Response Plan. At February's meeting, discussion and possible approval action of the core document would ideally take place allowing the decision to advance to Education and Recreation Oversight Committee. From February to the March meeting, the Board will be asked to review the Collections Management Policy and the Institutional Code of Ethics. At March's meeting, discussion and possible approval action of the core document would ideally take place allowing the decision to advance to Education and Recreation Oversight Committee. The Institutional Strategic Plan review and approval will take place later in 2020.

   Regarding outreach and advocacy Museum Director Lemke shared the team focus of promoting "Amazing Dinosaurs" and the Grand Opening of the Core Gallery to the public at outreach events.

   Museum Director Lemke reported the 2019 department budget expenses and revenues through November were less than the reforecast projections from June. Discussion ensued; no action taken.

4. Such other matters as authorized by law:
   Museum Director Lemke updated the Board on the blockage on the steam condensate pipe. It ended up being in the vertical piping in the piping chase. It was packed full of fiberglass piping that had been broken down creating approximately twelve inches of blockage. The vendor recommended the department start thinking about replacing the fiberglass condensate piping with carbon steel pipe. A second vendor was able to patch the three cut areas. Director Lemke will work with Facilities to get the system back online as well as getting a quote



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as recommended for carbon steel pipe and on a quote for replacement with fiberglass pipe.

The next scheduled meeting of the Neville Public Museum Governing Board will be February 10, 2020. **2020 meeting dates are as follows:** March 9, 2020 (Vice Chair runs meeting), April 13, 2020 (Vice Chair runs meeting), May 11, 2020, July 13, 2020, August 10, 2020, September 14, 2020, October 12, 2020, November 9, 2020, and December 14, 2020.
Discussion ensued, no action taken.

5. Adjournment. Chair Kuehn, called the meeting to an end at 4:56 PM. Motion made by Bernie Erickson and seconded by Paul Ballard to approve.



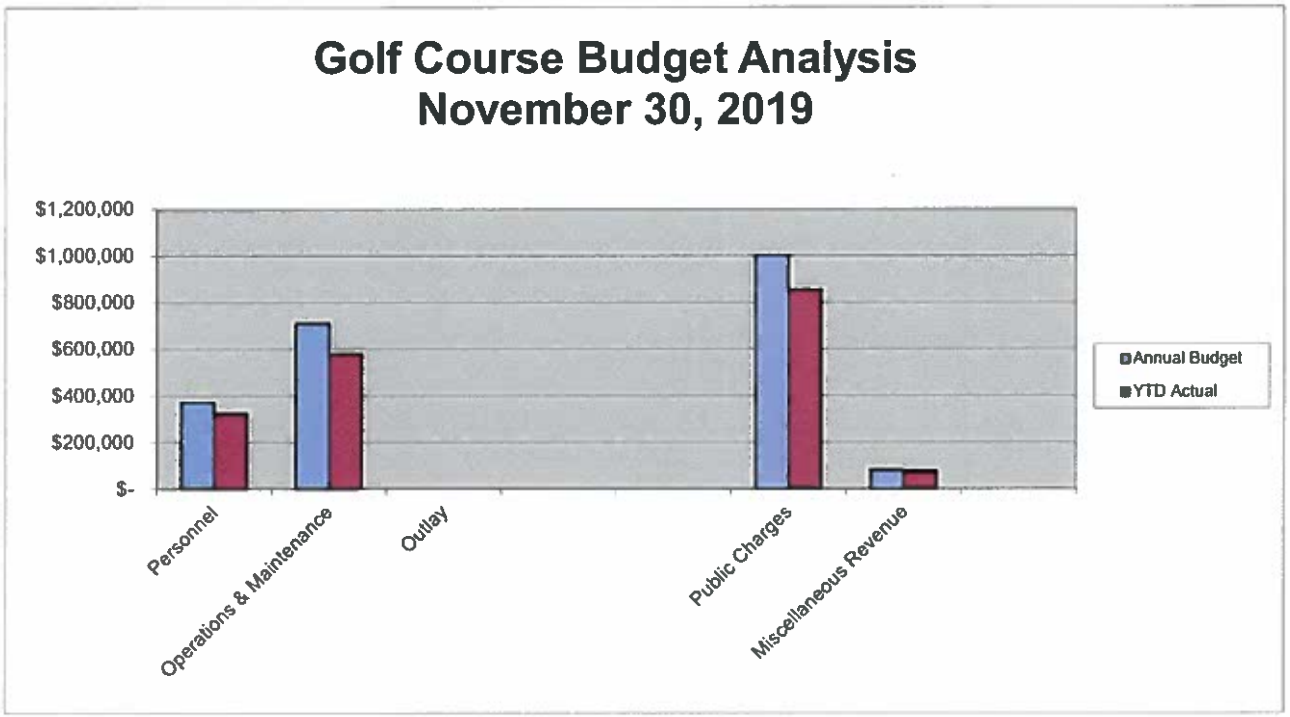
2

Brown County
Golf Course
Budget Status Report

| 11/30/2019 | | Annual Budget | | YTD Budget | YTD % |
|---|---|---|---|---|---|
| Personnel | $ | 369,403 | $ | 324,450 | 88% |
| Operations & Maintenance | $ | 709,499 | $ | 578,694 | 82% |
| Outlay | $ | - | $ | - | 0% |
| | | | | | |
| Public Charges | $ | 1,001,100 | $ | 853,025 | 85% |
| Miscellaneous Revenue | $ | 80,497 | $ | 75,488 | 94% |
| | | | | | |
| Public Charges consists of the following | | | | | |
| Green Fees | $ | 675,000.00 | $ | 576,746.00 | 85% |
| Cart Fees | $ | 230,000.00 | $ | 190,886.00 | 83% |
| Concessions | $ | 95,000.00 | $ | 85,393.00 | 90% |

**HIGHLIGHTS:**

The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.




JW

**Museum**

**Budget Status Report November 2019 "Unaudited"**

**Prepared for presentaion at the January 2020 Ed & Rec**

| | Adopted Budget | YTD Actual | YTD Percentage | Comments: |
|---|---|---|---|---|
| Property Taxes | $ 1,016,133 | $ 931,455 | 91.7% | |
| Intergov Revenue | $ - | $ - | #DIV/0! | |
| Public Charges | $ 129,050 | $ 91,668 | 71.0% | |
| Miscellaneous/ Donation Revenue | $ 83,250 | $ 41,915 | 50.3% | |
| Other Financing Sources *budget amendm | $ 22,752 | $ 22,752 | 100.0% | |
| | | | | |
| Personnel Costs | $ 639,531 | $ 605,380 | 94.7% | |
| Operating Expenses | $ 588,902 | $ 491,953 | 83.5% | |
| Outlay | $ - | $ - | #DIV/0! | |

**Comments:**

**Public Charges:** include gate, photo sales, vending and room rental.

**Other Financing:**

**Miscellaneous Revenue:** includes NPMF funds for exhibits and programs.

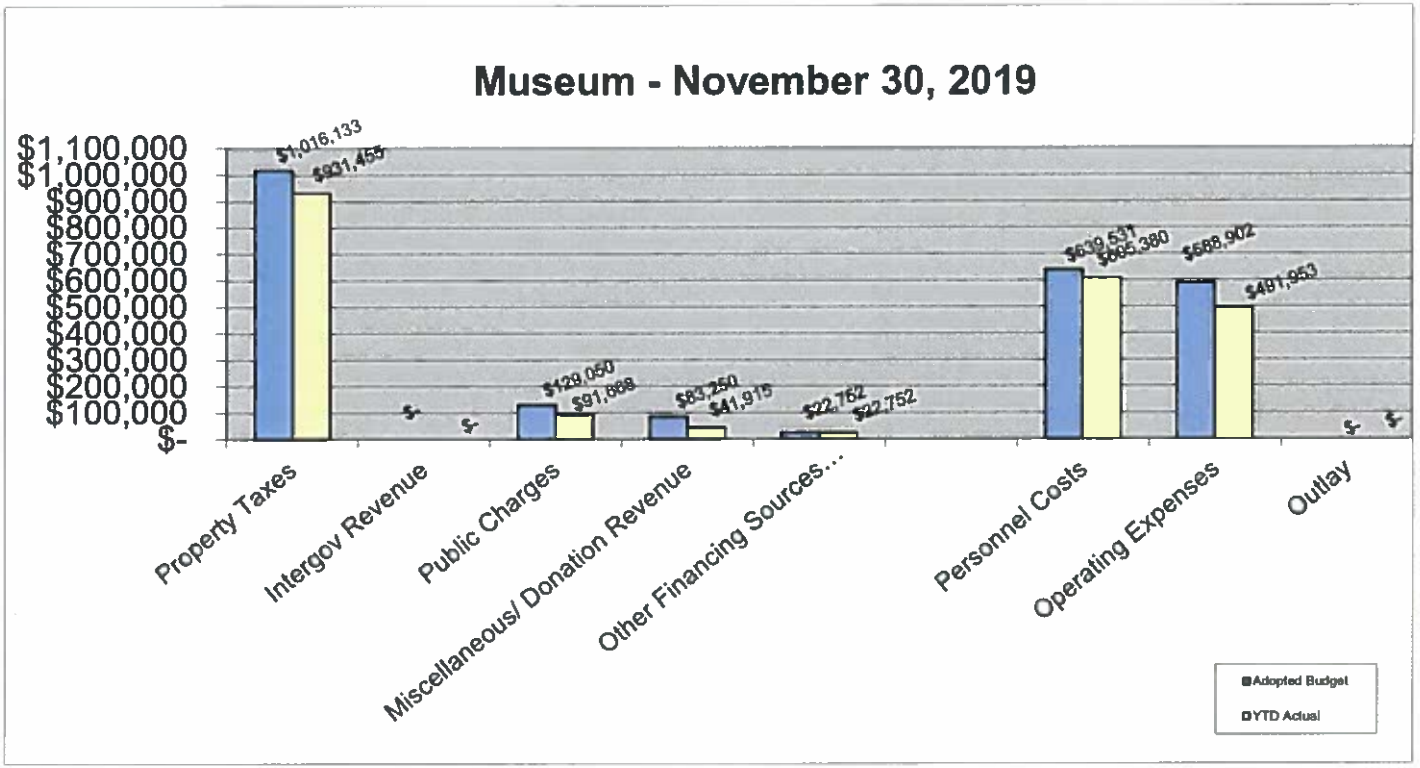
NPMF uses Intra-county expense Copy Center

charge back amounts are deposited in Miscellaneous Revenue line

Intergov Revenue: None in 2019

Operating Expenses: $14,025.97encumbered for security, $3640.00 encumbered for advertising

Personal Costs:

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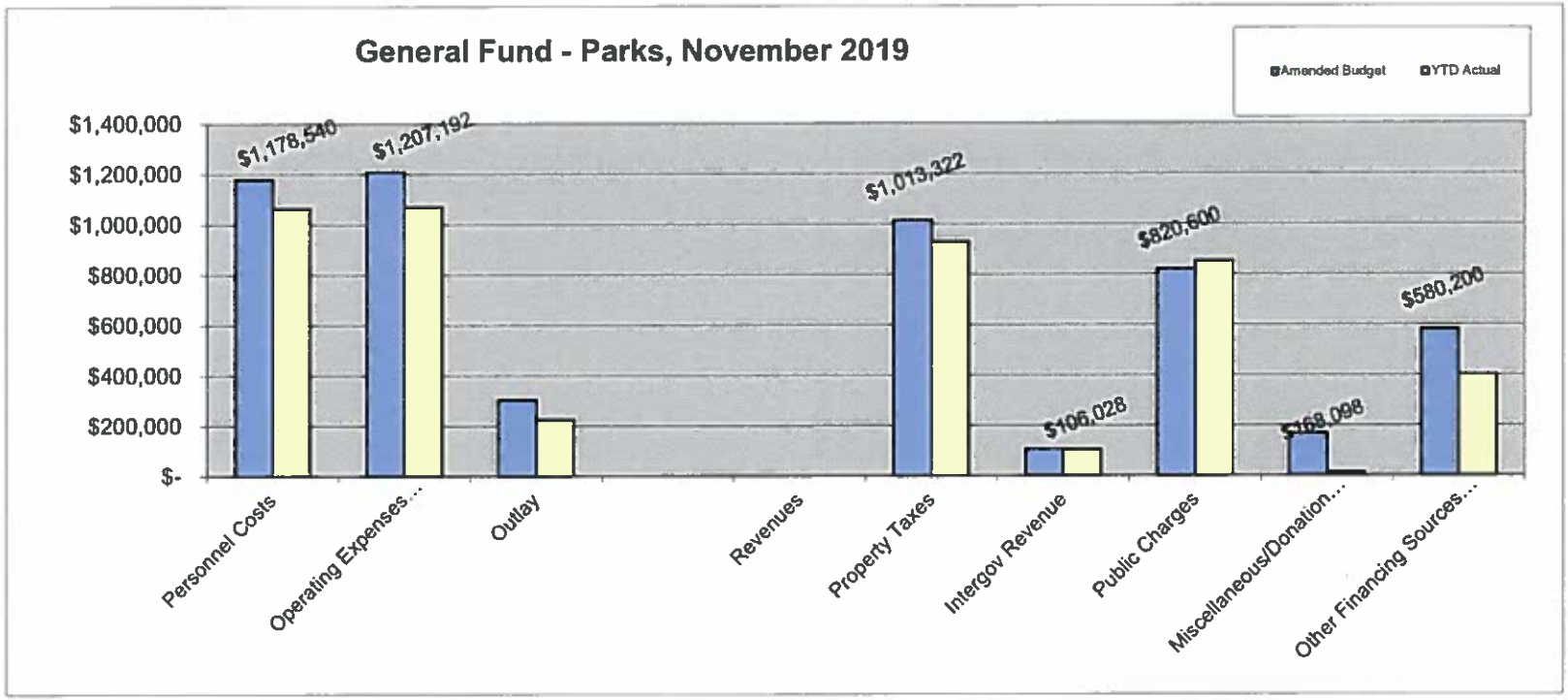
1/15/2020 4:32 PM

# ~Parks General Fund~
## Budget Status Report

11/30/2019 - "Unaudited"

| | | Amended Budget | YTD Actual | Percent of Budget |
|---|---|---|---|---|
| **Expenses** | | | | |
| Personnel Costs | $ | 1,178,540 | 1,063,290 | 90% |
| Operating Expenses *(includes Pamp flood exp.)* | $ | 1,207,192 | 1,068,531 | 89% |
| Outlay | $ | 302,516 | 225,646 | 75% |
| **Revenues** | | | | |
| Property Taxes | $ | 1,013,322 | 928,879 | 92% |
| Intergov Revenue | $ | 106,028 | 103,454 | 98% |
| Public Charges | $ | 820,600 | 853,629 | 104% |
| Miscellaneous/Donation Revenue | $ | 168,098 | 12,530 | 7% |
| Other Financing Sources *acct transfers/ carry over | $ | 580,200 | 401,642 | 69% |

Comments:
**Public Charges:** include rifle range, environmental education, camping, concessions, dog park passes, bike & horse passes, shelter & building rentals.
**Intergov Revenue:** include grants
**Miscellaneous Revenue:** include equipment disposal, donations, sponsorships, other revenue
**Other Financing Sources:** include carryover, transfer in from other park accounts
**2019 Overall Park Budget (general fund, park donations, boat landing, land and building acquisition, rails to trails, Park Improvement Projects):**
**Revenue YTD:**
**$2,685,467 Expenses**
**$2,617,005 Revenue**




4

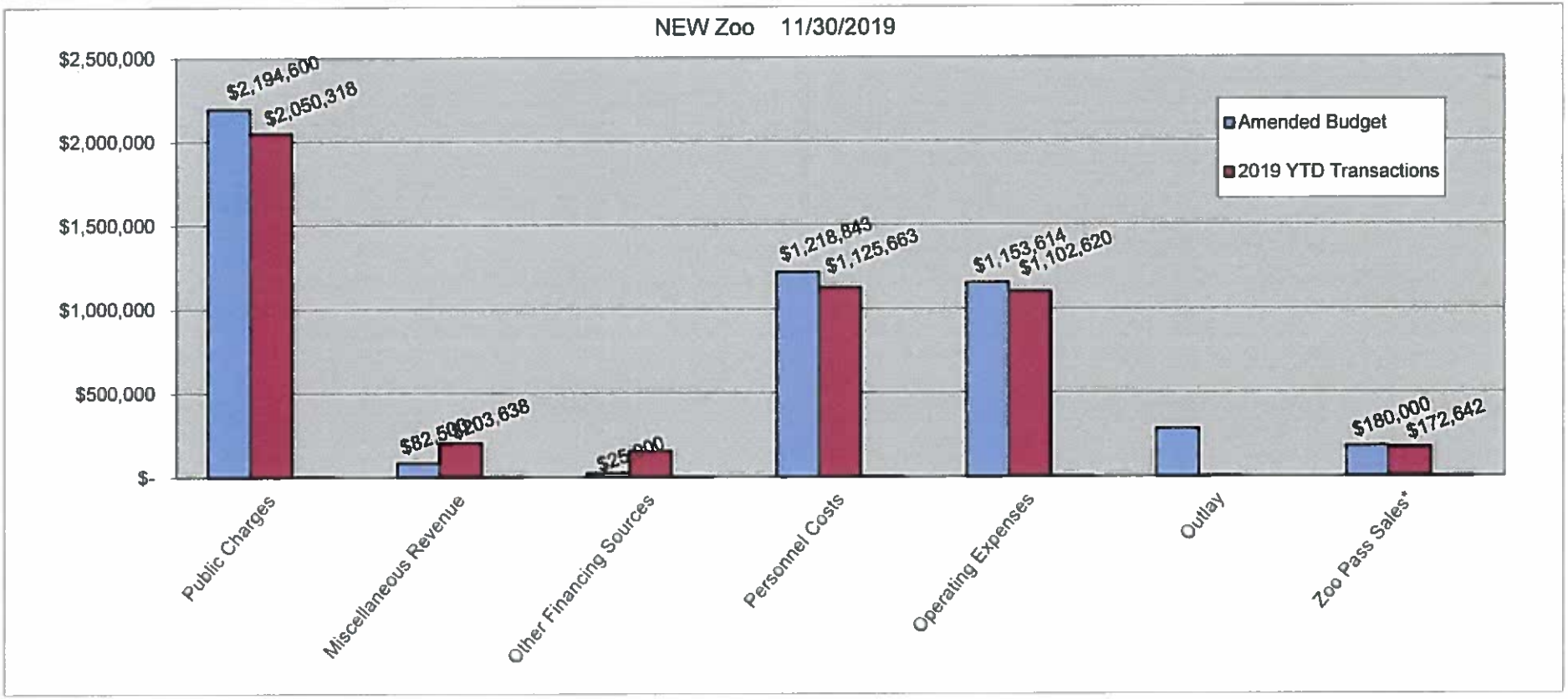
Brown County NEW Zoo
Budget Status Report (Unaudited)
11/30/2019

| | 2019 Amended Budget | 2019 YTD Transactions | Percent of Budget | 2018 YTD Transactions | 2017 YTD Transactions | 2016 YTD Transactions |
|---|---|---|---|---|---|---|
| Public Charges | $ 2,194,600 | $ 2,050,318 | 93% | $ 2,003,686 | $ 2,134,800 | $ 1,860,185 |
| Miscellaneous Revenue | $ 82,500 | $ 203,638 | 247% | $ 50,108 | $ 72,145 | $ 27,482 |
| Other Financing Sources | $ 25,000 | $ 152,485 | 610% | $ - | $ - | $ - |
| Personnel Costs | $ 1,218,843 | $ 1,125,663 | 92% | $ 1,043,630 | $ 938,306 | $ 889,718 |
| Operating Expenses | $ 1,153,614 | $ 1,102,620 | 96% | $ 999,061 | $ 990,573 | $ 1,009,812 |
| Outlay | $ 282,100 | $ 2,497 | | $ - | $ - | $ - |
| Zoo Pass Sales* | $ 180,000 | $ 172,642 | 96% | $ 179,586 | $ 171,186 | $ 146,500 |
| Zoo Attendance | | 204,704 | | 204,880 | 223,782 | 223,877 |

Revenues: Public charges up from 2018. Attendance numbers are down slightly from 2018, however, Oct and Nov monthly attendance in 2019 was higher than 2018.

Expenses: Personnel costs and operating costs slightly above 2018. Several projects completed and AZA accreditation related items completed as well.

*Zoo Pass Sales have been included in Public Charges ~ used for comparison only*




6

# Golf Course Superintendent's Report

January 30th, 2020

During the month of January, here are a few highlights of things that were done:

1. Golf Course Update
    a. Golf Course closed officially on OCT 30, 2019. Earliest ever
    b. Over 46 inches of rain/snow melt. Most on record
    c. Golf Course was closed for 12 days this year. The most ever
    d. Carts did not run for 30 days. Again a record

2. Golf Course Maintenance
    a. Equipment overhauls have begun
    b. All cutting units are being sharpened
    c. Golf Cart Lease RFQ has been issued

3. Upcoming Projects and Maintenance
    a. Trout Creek Stabilization
        i. Hoping in February
        ii. Warm temps making this really hard to complete
        iii. So soft
    b. Tree trimming and removal

4. Restaurant space update.
    a. Working on contract with new leasee
    b. Currently cleaning the entire clubhouse including kitchen
    c. All kitchen equipment will be gone through to make sure all is working properly
    d. Looking to have inside painted and trim touched up
        i. Has not been done since building opened
    e. Hoping to have bar opened by March 15th and serving food when the course opens

5. Upcoming Events

# Brown County Library Report
# December 2019

## Strategic Priorities

**Library Mission:**
***Brown County Library is a catalyst for community advancement.***

| | Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural & Diversity Awareness | Management Goal |
|---|---|---|---|---|---|
| | | | | | x |
| | x | | x | x | x |
| | | | | | |
| | | | | | |
| | | | | | x |
| | | | | | x |
| | | | | | x |
| | | | x | | |
| | | | | | x |

**County-Wide Successes**

Ashwaubenon/Southwest Manager and Deputy Director gave a presentation for NFLS to librarians in Marinette titled "Compassionate Accountability: Dealing with Problem Behaviors in the Library". This will be repeated in Door County in January.

Weyers-Hilliard Youth Services Librarian is working with the Communications and Library Program Manager, Extension Brown County, and the Brown County Jail on a new initiative called Literacy Link, which provides interactive video literacy activities between an incarcerated parent and their child. This is a great collaboration and provide a wonderful service to the community.

GIVE A-KID-A BOOK

The Friends Give-A-Kid-A Book annual campaign wrapped up. It collects new books for children and teens (ages 0-18) that are given to low-income families as gifts through the Salvation Army's Holiday Giving program. Over 11,000 books were collected and distribution took place December 17-19 and over 4,400 children will each receive two new books because of the campaign's efforts. This campaign is supported by the Brown County Community Women's' Club, Nicolet National Bank, and Green Bay Packers Give Back. Packer wives who served as honorary chairs – supporting the campaign through guest appearances – were Molly Crosby, Natalie Montgomery, Megan Pettine, Laurie Ruegamer, Tiffany Simmons, Tonya Drayton, and Ariel Grayson.

**Central Library Successes**

Fun reference questions/interactions:
The entire Adult Services team was able to flex their reference question muscles with a question from Sarah Sugden. She was looking for a list of local businesses in various categories and the team compiled a list using our AtoZ Databases resource, and then crosschecked the information to confirm accuracy. It was a great team project!

A new volunteer started in the department. He will be volunteering weekly and has been a huge help with holds and weeding lists.

A young girl came in with her mom and said that what she wanted for Christmas was a library card. Staff helped her set up her card and the mom and girl were both so happy! She was so excited to know she could check out book AND movies. She exclaimed that she would come to the library every day next year.

St John's and the Micah Center will continue their partnership with us in 2020 and have a monthly outreach table in the lobby offering information on community resources for individuals experiencing homelessness and/or poverty. Many comments were received about how beneficial this table has been.

Central issued 4306 library cards this year!

# Brown County Library Report
# December 2019

**Library Mission:**
***Brown County Library is a catalyst for community advancement.***

## Strategic Priorities

| | Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural & Diversity Awareness | Management Goal |
|---|---|---|---|---|---|
| In December, staff filled 5833 holds requests for materials. | | | | | x |
| **Ashwaubenon Branch Successes** | | | | | |
| Two, "Whatever Wednesdays," for teens, focused on holiday projects. One week, the teens formed teams to construct gingerbread houses, which were displayed in the children's area. Another day, the teens made homemade holiday cards that were then delivered to residents at Woodside Nursing Home. These events fostered camaraderie and teamwork, along with outreach to the community. | x | | x | | x |
| The "book tree" and decorations at the branch received many compliments. There were 24 attendees for the Barbershop Christmas program. | | | x | | |
| **Denmark Branch Successes** | | | | | |
| The Denmark Branch offered a program where patrons could learn how to scan and save their photos using the library's high-resolution scanner. | | | x | | |
| **East Branch Successes** | | | | | |
| After using a computer for Internet access a patron commented, "I'm so glad you offer free Internet here; I'm retired and can't afford to pay for a computer and Internet at home, but it's so convenient to come here when I need to use a computer or print something. And the staff here is always so nice and helpful!" | | x | x | | x |
| A woman said that she and her son, now six years old, have been coming to the branch two days a month for several years. She is thankful she is able to check out at the library and read with her son - he is now one of the best readers in his grade. She also said that reading together has been a good bonding time for them. | x | | | | |
| A woman came into the library this evening to drop off children's book for the Friends' Give-A-Kid-A Book Campaign. I thanked her and stated that some children never have a book of their own. She remarked that her own children wanted to keep the donations she bought and that stimulated a good conversation about the importance of reading, giving and having a book of your own to keep. | x | | | | |
| Hardware was installed to make the entrance doors to the East Branch handicap accessible. Many people have made positive comments about the new automatic doors. | | | | x | x |



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# Brown County Library Report
# December 2019

**Library Mission:**
***Brown County Library is a catalyst for community advancement.***

## Strategic Priorities

The second Noon Year's Eve event was attended by about 65 people. Families with kids of all ages enjoyed crafts, presentation about New Year's Eve traditions and a balloon drop.

| Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural & Diversity Awareness | Management Goal |
|---|---|---|---|---|
| | | x | | |

**Kress Family Branch Successes**

Homeschool Hangout had an all-time high attendance of 15 people. In addition to the regular participants, a family who had just moved up from Janesville attended. The group had a ball going through an escape room and playing "minute to win it" games

| | | | | |
|---|---|---|---|---|
| | | x | | |

**Pulaski Branch Successes**

Hardware was installed to make the entrance doors to the Branch handicap accessible.

| | | | | |
|---|---|---|---|---|
| | | | x | x |

**Southwest Branch Successes**

Library Associate Ann Atkinson retired after 44 years with the library. Her last day was January 2nd. Close to 100 people - both customers and staff - stopped in to celebrate with her and wish her well at a scheduled open house. She will be greatly missed!

| | | | | |
|---|---|---|---|---|
| | | | | x |

**Weyers-Hilliard Branch Successes**

The 3rd Reindeer Cheer was a success again this year. Over 500 attendees enjoyed the Bay Port Choir, visits with Santa, live Reindeer, cookie decorating, crafts, scavenger hunt, and photo ops. All of the branch staff was able to be at the event and help, which was great for team building. Lamers' shuttle service (new this year) was appreciated and reduced traffic congestion.

| | | | | |
|---|---|---|---|---|
| | | x | | |

Two young adults came in to study for the CMA exam. They tried to study for their exam at Starbucks, but were easily distracted with the cars driving past. They got set up in a Think Tank and came to the desk asking if we had any CMA exam prep books. They were told the library has something even better than a book – a website they can use free anywhere with a library card that has many practice exams and guides. They thought there would be some sort of fee to use that. It was explained that they only needed to have a library card account in good standing to use the website and all its resources. While they were filling out the applications, they noticed we have cake pans. Staff explained the library also offers guitar pedals and that we put on hundreds of free events every year. One of the women said in awe, "Wow! The library is so much more than books!"

| | | | | |
|---|---|---|---|---|
| | x | x | | |

# Brown County Library Report
# December 2019

## Strategic Priorities

**Library Mission:**
***Brown County Library is a catalyst for community advancement.***

| | Enhance Education for Children | Support Economic Development | Provide a Third Place to Engage Community | Foster Cultural & Diversity Awareness | Management Goal |
|---|---|---|---|---|---|
| **Wrightstown Branch Successes** | | | | | |
| Staff from Greenleaf Landscaping presented making a grapevine kissing ball. There were 14 participants. | | | x | | |
| Hardware was installed to make the entrance doors to the branch handicap accessible. | | | | x | x |
| The branch had a wildly successful Noon Year's Eve event. Approximately 22 attendees participated in stories and a dance party; experienced a confetti drop along with confetti poppers and noise makers to celebrate at Noon; crafts (party hats), snacks (pretzels and popcorn and water or soda in mini champagne flutes to toast the New Year); and a photo opportunity (transported to New York's Times Square via a full wall backdrop). Parents appreciated being able to keep the confetti fun part of the day, but mess away from their house. | | | x | | |

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY
ENGAGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

**Neville Public Museum Director's Report**
**Education & Recreation Committee Brown County Board of Supervisors**
**For Thursday, January 30, 2020**
**Submitted Monday, January 20, 2020**

**Operations:** Since our last meeting, we participated in Rocking NYE, closed "Holiday Memories of Downtown Green Bay," closed "Green Bay Area Public Schools: Fine Arts Pathway Schools Display," opened "Youth Art Month," opened "Green Bay Art Colony" annual exhibit, oversaw the exhibit light installation in the Core Gallery, and began the core document review for American Association of Museums reaccreditation.

**Focus On Collections:** Tweet Garot found the blockage in the steam condensate pipe. It ended up being in the vertical piping in the piping chase. It was packed full of fiberglass piping that had been broken down. The technician reported approximately twelve inches of blockage. It was recommened that we start thinking about replacing the fiberglass condensate piping with carbon steel pipe. Musueum Diretor Lemke will work with Facilities and cost estimates for this scope of work.

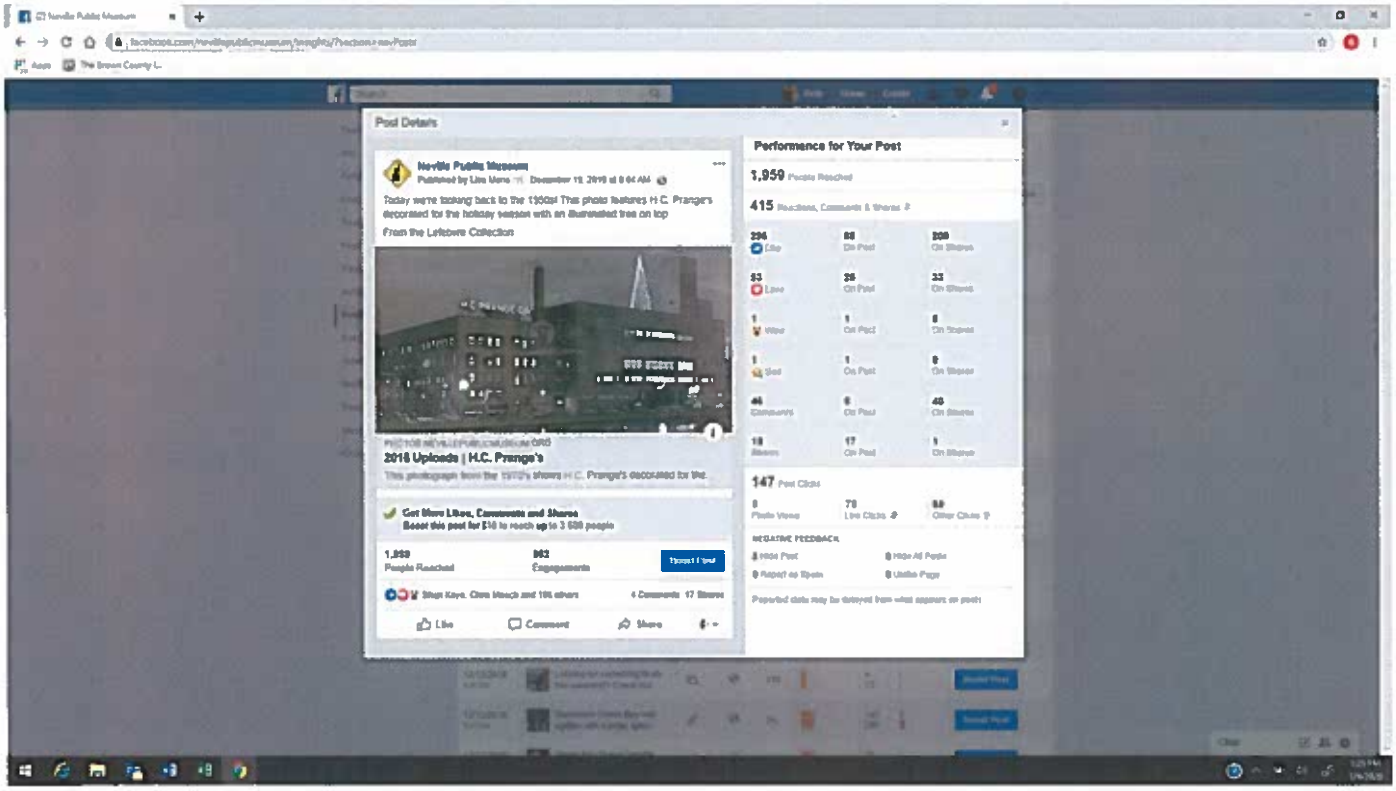
**Neville Public Museum Governing Board**: the Neville Public Museum Governing Board meet on January 13, 2020. Museum Director Lemke informed the Board that the Core Gallery Exhibit Lighting would be installed on Saturday, January 18, 2020, and that she would be onsite with the vendor. She shared she has a punch list for Bluewater to complete during their next visit at the end of January. She shared that the team was working on a media announcement and related programming prior to the gallery grand opening. She requested from the Board support for one free admission public weekend after the member donor reception in late June. The Board unanimously supported the request and asked Director Lemke to seek approval from Education and Recreation Oversight Committee.

Museum Director Lemke discussed the American Alliance of Museums Reaccreditation Core Document Review process. The Board will have from January to February's meeting to review the Disaster Preparedness/Emergency Response Plan. At February's meeting, discussion and possible approval action of the core document would ideally take place allowing the decision to advance to Education and Recreation Oversight Committee. From February to the March meeting, the Board will be asked to review the Collections Management Policy and the Institutional Code of Ethics. At March's meeting, discussion and possible approval action of the core document would ideally take place allowing the decision to advance to Education and Recreation Oversight Committee. The Institutional Strategic Plan review and approval will take place later in 2020.

Regarding outreach and advocacy Museum Director Lemke shared the team focus of promoting "Amazing Dinosaurs" and the Grand Opening of the Core Gallery to the public at outreach events.

Museum Director Lemke reported the 2019 department budget expenses and revenues through November were less than to the reforecast projections from June. Discussion ensued; no action taken.

**Social Media Success Story of the Month:** Today we're looking back to the 1950s! This photo features H.C. Prange's decorated for the holiday season with an illuminated tree on top. From the Lefebvre Collection




This post has resulted in 1959 views and 415 engagements including 46 comments, 18 shares reactions, and 147 post clicks to website).

**Neville Public Museum Online Photo Sales** http://photos.nevillepublicmuseum.org/

| | Sessions | Users | Page Views | Bounce Rate |
|---|---|---|---|---|
| **2019** | **10,204** | **8,317** | **227,381** | **39.83%** |
| **2018** | 10,989 | 7,570 | 254,136 | 40.74% |
| **2017** | 11,025 | 7,999 | 211,921 | 37.33% |
| **2016** | 12,332 | 8,539 | 190,446 | 37.79% |
| **July 2015-Dec. 2015** | 7,413 | 5,410 | 116,072 | 51.03% |

**Neville Public Museum Website www.nevillepublicmuseum.org**
**2019** total visits = 410,267 and total views = 546,432
**2018** total visits = 448,784 and total views = 598,152
**2017** total visits = 431,095
**2016** total visits = 207,917
**2015** total visits = 204,431
**2014** total visits = 131,438 (*62% increase over 2013)

**Neville Public Museum Facebook**
**2019**
Daily Page People Engaged 44,045
The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)
Daily Total reach (cumulative for the month) 729,775

| | 2014 | | 2015 | | 2016 | | 2017 | | 2018 | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach | Daily People Engaged | Total Reach |
| | | | | | | | | | | |
| TOTALS | 24712 | 1127429 | 36981 | 833877 | 34517 | 582321 | 36250 | 604503 | 44707 | 765751 |

**Temporary Exhibits**

***Guns and Gowns***: Explore 200 years of fashion and firearms in *Guns and Gowns*. The exhibit will feature gowns from different eras and firearms from the same time period. Experience hands-on how technology and conflict have influenced the two industries over time. **(October 26, 2019 – January 2021)**

***105th Green Bay Art Colony Exhibition***
Featuring a wide array of mediums, the 2020 exhibition of the Green Bay Art Colony will draw inspiration from the museum's artifacts and exhibition displays. **(January 25—March 29, 2020)**

***Youth Art Month***
Experience the many creative works of art by students in grades K through 12 from 19 counties in Northeast Wisconsin. This multi-media exhibit, sponsored by the Wisconsin Art Education Association, highlights Youth

Art Month, a national celebration sponsored by The Council for Art Education. The annual celebration emphasizes the value of art education for all children and encourages support for quality art programs in Wisconsin schools. Selected works from this exhibit will move onto the state exhibit in Madison. **(January 11-February 9, 2020)**

***Hindsight is 20/20***
In collaboration with the Museum and the Northeast Wisconsin Technical College Artisan and Business Center this exhibit will include works in all mediums and will be created by students and faculty. It will be displayed using cases and new gridwork on the second floor mezzanine. **(March 7-May 31, 2020)**

***An Artistic Discovery***
*An Artistic Discovery* is an annual exhibition of high school art sponsored by the United States Congress in each congressional district in the nation. Featured at the Neville are artworks from students in Wisconsin's Eighth Congressional District. This is a juried exhibition of artworks based on guidelines developed by the US Congress. The first-prize winning artist has his or her artwork displayed in the US Capitol for one year alongside winners from around the country. **(April 4-May 17, 2020)**

***Amazing Dinosaurs!***
*Amazing Dinosaurs!* recounts the rise and fall of the dinosaurs. Featuring exciting interactive displays, life-like recreations, and authentic dinosaur fossils that may be touched by visitors, the traveling exhibit will transport you to an era long before humans were earth's dominant species. **(May 23—November 8, 2020)**

**Upcoming Events**
**Neville Cellar Series Session 2: Czech Imperial Pilsner 04-Feb-2020**
**Explorer Wednesday: Paper Dolls 05-Feb-2020**
**SPARK! 18-Feb-2020**
**Neville Cellar Series Session 3: Irish Extra Red Ale 03-Mar-2020**
**Explorer Wednesday: Paper Dolls 04-Mar-2020**
**SPARK! 17-Mar-2020**
**Explorer Wednesday: Animal Masks 01-Apr-2020**
**SPARK! 21-Apr-2020**
**Explorer Wednesday: Animal Masks 06-May-2020**
**SPARK! 19-May-2020**
**Explorer Wednesday: Amazing Dinosaurs 03-Jun-2020**
**SPARK! 16-Jun-2020**
**Explorer Wednesday: Independence Day 01-Jul-2020**
**SPARK! 21-Jul-2020**
**Explorer Wednesday: Amazing Dinosaurs 05-Aug-2020**
**SPARK! 18-Aug-2020**
**Explorer Wednesday: Amazing Dinosaurs 02-Sep-2020**
**SPARK! 15-Sep-2020**
**Explorer Wednesday: Sugar Skull Jars 07-Oct-2020**
**SPARK! 20-Oct-2020**
**Explorer Wednesday: Thanksgiving 04-Nov-2020**
**SPARK! 17-Nov-2020**

## Neville Public Museum Attendance and Revenue Comparison

| | 2015 | | 2016 | | 2017 | | 2018 | | 2019 | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Attendance | Admission Revenue | Attendance | Admission Revenue | Attendance | Admission Revenue | Attendance | Admission Revenue | Attendance | Admission Revenue |
| January | 3,847 | $ 8,068.50 | 2,358 | $ 6,866.50 | 2,504 | $ 6,942.00 | 6,808 | $24,888.00 | 2,015 | $6,717.00 |
| February | 4,597 | $ 8,394.00 | 2,642 | $ 6,138.00 | 2,984 | $ 6,437.00 | 3,295 | $7,749.50 | 2,544 | $5,074.00 |
| March | 3,375 | $ 6,749.00 | 3,828 | $ 9,645.50 | 3,703 | $ 10,835.25 | 4,757 | $10,527.50 | 4,228 | $9,387.50 |
| April | 2,981 | $ 4,080.00 | 4,757 | $ 7,675.00 | 4,436 | $ 6,470.50 | 4,826 | $6,547.00 | 3,690 | $6,295.50 |
| May | 3,275 | $ 4,777.50 | 3,963 | $ 5,623.00 | 4,338 | $ 6,243.50 | 3,521 | $5,068.50 | 3,069 | $4,956.00 |
| June | 3,212 | $ 6,432.75 | 3,795 | $ 9,047.50 | 3,885 | $ 9,918.50 | 3,589 | $7,916.50 | 3,495 | $7,005.00 |
| July | 2,913 | $ 6,682.00 | 4,092 | $ 13,177.50 | 3,482 | $ 8,957.50 | 3,631 | $9,294.00 | 2,987 | $7,171.50 |
| August | 3,388 | $ 8,064.00 | 4,802 | $ 16,136.50 | 3,586 | $ 10,096.00 | 3,469 | $8,835.00 | 3,292 | $5,721.50 |
| Septembe | 2,251 | $ 3,778.00 | 2,986 | $ 5,410.00 | 3,303 | $ 7,269.50 | 2,848 | $5,695.00 | 2,171 | $4,859.00 |
| October | 3,668 | $ 5,426.00 | 3,848 | $ 6,561.50 | 4,295 | $ 12,327.50 | 4,215 | $9,461.00 | 2,408 | $6,519.44 |
| November | 4,031 | $ 7,390.00 | 3,928 | $ 5,970.50 | 5,746 | $ 12,035.50 | 4,457 | $8,360.00 | 3,148 | $7,866.38 |
| December | 4,980 | $ 9,126.50 | 6,146 | $ 14,184.50 | 7,128 | $ 17,055.00 | 5,330 | $12,644.00 | 5,093 | $10,619.00 |
| TOTALS | 42,518 | $78,968 | 47,145 | $106,436 | 49,390 | $ 114,587.75 | 50,746 | $116,986.00 | 38,140 | $82,191.82 |
| | | | | | | | | | | |

## Neville Public Museum Attendance and Revenue December 2019

| Date | Day | Admission | Guided Tours | Distance Learning | Self-Guided Tours | UWEX | Facility Rental/Meeting Attendees | Event/ Program Attendance | Total Attendance | Total Admission Revenue (Net) | Total Facility Rental Revenue | Waived fees for Brown County Department Meeting Revenue | OUTREACH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Sunday | 18 | | | | | | | 18 | $65.50 | | | |
| 2 | Monday | | | | | | | | 0 | | | | |
| 3 | Tuesday | 34 | 13 | | | | 177 | | 224 | $154.00 | $90.00 | | |
| 4 | Wednesday | 100 | 10 | | | | | 70 | 180 | $753.00 | | | |
| 5 | Thursday | 43 | | | | | | | 43 | $125.50 | | | |
| 6 | Friday | 107 | | | 39 | | 44 | | 190 | $598.50 | | $125.00 | |
| 7 | Saturday | 294 | | | | | 205 | | 499 | $1,069.00 | $714.00 | | |
| 8 | Sunday | 45 | | | | | 12 | | 57 | $175.50 | $75.00 | | |
| 9 | Monday | | | | | | | | 0 | | | | |
| 10 | Tuesday | 24 | | | | | | | 24 | $98.00 | | | |
| 11 | Wednesday | 29 | | | | | 17 | | 46 | $87.50 | | $125.00 | |
| 12 | Thursday | 18 | | | | | 66 | | 84 | $77.00 | | $200.00 | |
| 13 | Friday | 54 | | | | | | | 54 | $216.50 | | | |
| 14 | Saturday | 333 | | | | | 315 | | 648 | $1,398.50 | $395.00 | | |
| 15 | Sunday | 48 | | | | | | | 48 | $171.00 | | | |
| 16 | Monday | | | | | | 37 | | 37 | | | $125.00 | |
| 17 | Tuesday | 50 | | | | | | | 50 | $266.00 | | | |
| 18 | Wednesday | 172 | | | | | | 53 | 225 | $497.50 | | | |
| 19 | Thursday | 86 | | | 6 | | | | 92 | $274.50 | | | 100 |
| 20 | Friday | 78 | | | | | 41 | | 119 | $193.00 | $110.00 | | |
| 21 | Saturday | 254 | | | | | 101 | | 355 | $1,034.50 | $280.00 | | |
| 22 | Sunday | 133 | | | | | | | 133 | $478.00 | | | |
| 23 | Monday | | | | | | | | 0 | | | | |
| 24 | Tuesday | | | | | | | | 0 | | | | |
| 25 | Wednesday | | | | | | | | 0 | | | | |
| 26 | Thursday | 204 | | | | | | | 204 | $790.50 | | | |
| 27 | Friday | 244 | | | | | | | 244 | $925.50 | | | |
| 28 | Saturday | 311 | | | | | 58 | | 369 | $1,107.50 | $174.00 | | |
| 29 | Sunday | 92 | | | | | | | 92 | $220.00 | | | |
| 30 | Monday | | | | | | | | 0 | | | | |
| 31 | Tuesday | 100 | | | | | | 300 | 400 | $242.50 | | | |
| | TOTAL | 3,230 | 32 | 0 | 45 | 0 | 1,073 | 713 | 5,093 | $10,619.00 | $1,838.00 | $575.00 | 100 |

| | | | |
|---|---|---|---|
| November Total Attendance | 3,148 | cember Total Attendance | 5,093 |
| November Outreach | 6,620 | December Outreach | 100 |
| November Grand Total Served | 9,768 | mber Grand Total Served | 5,193 |

# Animal Collection Report
## January 2020

A wattled crane was euthanized on 1/3/20 following a severe leg injury. It appears that the bird slipped or fell on ice during the day in the middle of the exhibit and landed in such a way that both bones of her leg snapped. After consultation with vets at the International Crane Foundation and the Wattled Crane SSP, our Veterinarian determined that the injury could not be repaired and the bird was humanely euthanized.

The 4 African penguins that arrived in November have completed their quarantine period and are now living with the flock at the penguin exhibit. The 2 chicks hatched in November are growing fast. Keepers have recruited a few lucky gift shop employees and volunteers to spend time sitting with the giant fluffy babies to help them bond with humans.

A young African bullfrog recently added to the collection is also growing up. When it arrived in late October, the little frog could sit comfortable on a quarter and weighed only 0.3 ounces. Named "The Hulk", the frog is growing at an astonishing rate (currently about 13 ounces) and is now about the size of a softball. An adult African bullfrog can weigh as much as 3 lbs.

Species Survival Programs (SSP) are designed to manage captive populations of endangered animals. The main focus of an SSP is to work with all the AZA zoos to determine which animals should go to which zoos to be paired with the ideal mate or companion. Because these populations are so well managed, there is also great opportunity to coordinate investigations that can improve life for both the captive animals and their wild counterparts. During January, red pandas at the NEW Zoo participated in a study to investigate a serious health problem that has affected the species. The NEW Zoo Animal Welfare Committee reviewed the project and determined that it would be acceptable for the resident pandas to undergo medical testing that involved taking blood samples. This is, of course, an invasive procedure. The study clearly benefits the species as a whole, but the AW Committee needed to evaluate individual animal welfare as well. Is it acceptable to put an individual in a stressful situation to benefit others of its kind? In this case, the blood samples could be easily collected while the animals were already under sedation for their regular annual health exams. Although they remain unaware of their participation, the red pandas at the NEW Zoo have made an important contribution to the species.

In early January, Zookeeper Jessica Hutjens traveled to San Antonio, TX to attend an AZA Animal Training Workshop. Although Jessica is an experienced trainer and has successfully trained behaviors with many animals including red pandas and lions, she is always seeking to learn more! In addition to learning the latest techniques, she was able to collaborate with peers and trade ideas concerning particularly challenging training projects.

Hay supplies in the Midwest are extremely limited as a result of the poor growing and harvesting conditions over the past 2 years. Although the zoo has secured suppliers, prices have increased exponentially. The impact on the zoo's feed budget has been significant and is likely to continue.

# NEW ZOO
# ADMISSIONS REVENUE ATTENDANCE
# 2019
# REPORT
# 2017, 2018, 2019

## ATTENDANCE

| MONTH | 2017 | 2018 | 2019 | Change (-) / + |
|---|---|---|---|---|
| January | 1,412 | 2,526 | 1,576 | (950) |
| February | 7,282 | 2,042 | 699 | (1,343) |
| March | 3,943 | 10,448 | 7,933 | (2,515) |
| April | 23,529 | 10,890 | 15,348 | 4,458 |
| May | 31,401 | 31,792 | 30,473 | (1,319) |
| June | 35,271 | 37,423 | 35,124 | (2,299) |
| July | 40,467 | 37,871 | 34,770 | (3,101) |
| August | 35,535 | 35,093 | 41,989 | 6,896 |
| September | 19,646 | 17,574 | 15,916 | (1,658) |
| October | 22,122 | 17,234 | 18,599 | 1,365 |
| November | 2,009 | 1,987 | 2,277 | 290 |
| December | 1,165 | 1,639 | 2,246 | 607 |
| TOTAL | 223,782 | 206,519 | 206,950 | 431 |

## ADMISSION & DONATIONS

| MONTH | 2017 ADMISSIONS | 2017 DONATION BIN | 2018 ADMISSIONS | 2018 DONATION BIN | 2019 ADMISSIONS | 2019 Donation Bin | Change (-) / + | 2017 PER CAP | 2018 PER CAP | 2019 PER CAP |
|---|---|---|---|---|---|---|---|---|---|---|
| January | 3,901.50 | - | 4,593.00 | 0.07 | 3,324.00 | - | (1,269.07) | $2.76 | $ 1.82 | $ 2.11 |
| February | 15,627.50 | - | 3,730.50 | - | 1,417.50 | - | (2,313.00) | $2.15 | $ 1.83 | $ 2.03 |
| March | 17,386.50 | - | 37,200.50 | - | 30,125.50 | - | (7,075.00) | $4.41 | $ 3.56 | $ 3.80 |
| April | 104,286.00 | - | 44,592.00 | - | 48,067.50 | - | 3,475.50 | $4.43 | $ 4.09 | $ 3.13 |
| May | 164,889.50 | 3.27 | 156,442.50 | | 154,249.50 | - | (2,193.00) | $5.25 | $ 4.92 | $ 5.06 |
| June | 196,164.50 | - | 194,136.00 | 4.13 | 186,410.50 | - | (7,729.63) | $5.56 | $ 5.19 | $ 5.31 |
| July | 231,924.50 | - | 205,262.00 | - | 187,002.00 | - | (18,260.00) | $5.73 | $ 5.42 | $ 5.38 |
| August | 188,581.50 | 845.53 | 180,406.00 | - | 223,355.50 | - | 42,949.50 | $5.33 | $ 5.14 | $ 5.32 |
| September | 99,180.50 | 9.75 | 85,926.00 | - | 79,540.50 | - | (6,385.50) | $5.05 | $ 4.89 | $ 5.00 |
| October | 136,815.96 | 215.00 | 111,354.00 | - | 123,811.75 | - | 12,457.75 | $6.19 | $ 6.46 | $ 6.66 |
| November | 26,490.00 | 75.00 | 8,868.00 | | 7,593.00 | - | (1,275.00) | $13.22 | $ 4.46 | $ 3.33 |
| December | 24,499.75 | 179.00 | 11,013.00 | - | 22,509.50 | - | 11,496.50 | $21.18 | $ 6.72 | $ 10.02 |
| TOTAL | $ 1,209,747.71 | $ 1,327.55 | $ 1,043,523.50 | $ 4.20 | $ 1,067,406.75 | $ - | $ 23,879.05 | $5.41 | $ 5.05 | $ 5.16 |

# NEW ZOO
## GIFT SHOP, MAYAN
## ZOO PASS REVENUE
## 2019 REPORT
## 2017, 2018, 2019

| Paws & Claws Gift Shop | 2017 | 2018 | 2019 | (-) / + | 2017 PER CAP | 2018 PER CAP | 2019 PER CAP |
|---|---|---|---|---|---|---|---|
| January | $ 1,105.06 | $ 1,932.05 | $ 948.42 | $ (983.63) | 0.78 | 0.76 | 0.60 |
| February | $ 8,108.16 | $ 2,539.48 | $ 1,374.83 | $ (1,164.65) | 1.11 | 1.24 | 1.97 |
| March | $ 7,415.33 | $ 15,398.22 | $ 15,138.84 | $ (259.38) | 1.88 | 1.47 | 1.91 |
| April | $ 32,514.62 | $ 15,216.25 | $ 21,609.16 | $ 6,392.91 | 1.38 | 1.40 | 1.41 |
| May | $ 48,797.36 | $ 52,610.55 | $ 51,154.75 | $ (1,455.80) | 1.56 | 1.65 | 1.68 |
| June | $ 55,368.34 | $ 59,934.64 | $ 62,712.46 | $ 2,777.82 | 1.57 | 1.60 | 1.79 |
| July | $ 67,849.56 | $ 65,425.96 | $ 63,298.29 | $ (2,127.67) | 1.68 | 1.73 | 1.82 |
| August | $ 47,789.78 | $ 58,327.57 | $ 73,219.12 | $ 14,891.55 | 1.34 | 1.66 | 1.74 |
| September | $ 20,622.79 | $ 22,231.84 | $ 15,229.69 | $ (7,002.15) | 1.05 | 1.27 | 0.96 |
| October | $ 11,577.67 | $ 7,526.17 | $ 6,926.94 | $ (599.23) | 0.52 | 0.44 | 0.37 |
| November | $ 2,439.81 | $ 2,307.09 | $ 1,481.99 | $ (825.10) | 1.21 | 1.16 | 0.65 |
| December | $ 2,156.64 | $ 1,426.11 | $ 2,533.65 | $ 1,107.54 | 1.85 | 0.87 | 1.13 |
| TOTAL | $ 305,745.12 | $ 304,875.93 | $ 315,628.14 | $ 10,752.21 | $1.37 | 1.48 | 1.53 |

| Mayan Taste of Tropic | 2017 | 2018 | 2019 | (-) / + | 2017 PER CAP | 2018 PER CAP | 2019 PER CAP |
|---|---|---|---|---|---|---|---|
| January | $ 803.84 | $ 2,349.89 | $ 1,424.21 | $ (925.68) | $0.57 | 0.93 | 0.90 |
| February | $ 4,898.08 | $ 1,910.88 | $ 949.60 | $ (961.28) | $0.67 | 0.94 | 1.36 |
| March | $ 4,758.52 | $ 10,341.30 | $ 8,230.83 | $ (2,110.47) | $1.21 | 0.99 | 1.04 |
| April | $ 24,776.09 | $ 11,498.37 | $ 13,330.69 | $ 1,832.32 | $1.05 | 1.06 | 0.87 |
| May | $ 31,093.45 | $ 34,977.34 | $ 33,273.87 | $ (1,703.47) | $0.99 | 1.10 | 1.09 |
| June | $ 45,594.55 | $ 47,927.37 | $ 41,388.23 | $ (6,539.14) | $1.29 | 1.28 | 1.18 |
| July | $ 58,591.33 | $ 57,440.77 | $ 47,547.24 | $ (9,893.53) | $1.45 | 1.52 | 1.37 |
| August | $ 46,624.84 | $ 48,735.38 | $ 58,185.07 | $ 9,449.69 | $1.31 | 1.39 | 1.39 |
| September | $ 23,336.28 | $ 20,849.24 | $ 17,410.43 | $ (3,438.81) | $1.19 | 1.19 | 1.09 |
| October | $ 14,345.89 | $ 13,045.86 | $ 11,911.69 | $ (1,134.17) | $0.65 | 0.76 | 0.64 |
| November | $ 2,208.40 | $ 1,485.47 | $ 1,926.32 | $ 440.85 | $1.10 | 0.75 | 0.85 |
| December | $ 1,641.49 | $ 1,852.19 | $ 2,173.59 | $ 321.40 | $1.41 | 1.13 | 0.97 |
| TOTAL | $ 258,672.76 | $ 252,414.06 | $ 237,751.77 | $ (14,662.29) | $1.16 | 1.22 | 1.15 |

| ZOO PASS MONTH | 2017 | 2018 | 2019 | (-) / + |
|---|---|---|---|---|
| January | $ 3,825.00 | $ 4,810.00 | $ 6,150.00 | $ 1,340.00 |
| February | $ 9,579.50 | $ 4,880.00 | $ 4,990.00 | $ 110.00 |
| March | $ 10,251.00 | $ 21,312.00 | $ 19,986.00 | $ (1,326.00) |
| April | $ 35,444.00 | $ 25,519.00 | $ 25,115.00 | $ (404.00) |
| May | $ 28,128.59 | $ 34,522.00 | $ 31,357.00 | $ (3,165.00) |
| June | $ 28,043.00 | $ 30,686.00 | $ 29,300.00 | $ (1,386.00) |
| July | $ 19,746.00 | $ 19,410.00 | $ 20,819.00 | $ 1,409.00 |
| August | $ 14,467.00 | $ 14,291.00 | $ 14,996.00 | $ 705.00 |
| September | $ 9,160.00 | $ 8,151.00 | $ 7,043.00 | $ (1,108.00) |
| October | $ 6,302.00 | $ 6,035.00 | $ 6,072.00 | $ 37.00 |
| November | $ 5,676.00 | $ 10,730.00 | $ 8,262.00 | $ (2,468.00) |
| December | $ 24,265.00 | $ 22,986.00 | $ 34,569.00 | $ 11,583.00 |
| TOTAL | $ 194,907.09 | $ 203,332.00 | $ 208,659.00 | $ 5,327.00 |

# Gift Shop, Mayan and Admissions Revenue
## Monthly Revenue December 2019

| Day | Date | Gift Shop | Concessions | Zoo Admissions | Vending | Zoo Pass | Education | Birthday | Don atio | Cons. Fund | Special Event | Attend. | Temp | Weathe r |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sun | 1 | - | - | 54.00 | 3.75 | 700.00 | - | - | - | - | - | 11 | 31 | 5 |
| Mon | 2 | 51.12 | 29.91 | 112.50 | 2.00 | 1,638.00 | 230.00 | - | - | 0.25 | 13,780.00 | 19 | 27 | 1 |
| Tue | 3 | 12.86 | 30.38 | 60.00 | 11.99 | 1,210.00 | 375.00 | - | - | 0.01 | - | 9 | 30 | 2 |
| Wed | 4 | 6.32 | 17.67 | 9.00 | 6.00 | 1,500.00 | 50.00 | - | - | - | - | 9 | 31 | 2 |
| Thu | 5 | 202.09 | 35.85 | 75.00 | 16.00 | 980.00 | 235.00 | - | - | 0.07 | - | 18 | 30 | 2 |
| Fri | 6 | 44.95 | 51.12 | 99.00 | 36.00 | 790.00 | 295.00 | 200.00 | - | - | - | 25 | 31 | 1 |
| Sat | 7 | 513.28 | 688.00 | 619.00 | 75.73 | 1,490.00 | 10.00 | - | - | 0.18 | - | 210 | 30 | 1 |
| Sun | 8 | 123.67 | 31.71 | 87.00 | 44.98 | 650.00 | 106.00 | - | - | - | - | 51 | 37 | 2 |
| Mon | 9 | 17.90 | 22.33 | 219.00 | 38.99 | 2,120.00 | 951.00 | 275.00 | - | - | - | 35 | 33 | 5 |
| Tue | 10 | 87.40 | 84.16 | 90.00 | 6.00 | 1,280.00 | 284.00 | 50.00 | - | 158.33 | - | 15 | 10 | 2 |
| Wed | 11 | 12.11 | 30.02 | 639.00 | 6.50 | 1,070.00 | 391.00 | - | - | - | - | 85 | 2 | 1 |
| Thu | 12 | - | 12.36 | 126.00 | - | 1,330.00 | 376.00 | - | - | 100.00 | - | 20 | 22 | 5 |
| Fri | 13 | 27.94 | 7.82 | 90.00 | 0.75 | 1,050.00 | - | - | - | 120.00 | - | 12 | 24 | 2 |
| Sat | 14 | 42.25 | 172.37 | 267.00 | 17.25 | 1,330.00 | 96.00 | - | - | - | - | 74 | 27 | 2 |
| Sun | 15 | 21.09 | 17.73 | 288.00 | 17.74 | 1,640.00 | 50.00 | - | - | - | - | 57 | 9 | 1 |
| Mon | 16 | 69.10 | 17.55 | 222.00 | 23.99 | 1,420.00 | 345.00 | - | - | 128.01 | - | 36 | 21 | 2 |
| Tue | 17 | - | 16.75 | 48.00 | - | 1,750.00 | 491.00 | - | - | 117.00 | - | 6 | 23 | 2 |
| Wed | 18 | 89.85 | 7.10 | 72.00 | - | 2,060.00 | 737.00 | 50.00 | - | 100.00 | - | 11 | 3 | 1 |
| Thu | 19 | 71.59 | 27.04 | 141.00 | 26.01 | 1,120.00 | 250.00 | 375.00 | - | - | - | 20 | 19 | 1 |
| Fri | 20 | 5.79 | 47.78 | 9.00 | 18.25 | 1,050.00 | 225.00 | - | - | - | - | 15 | 33 | 2 |
| Sat | 21 | 128.50 | 65.05 | 438.00 | 78.71 | 1,460.00 | 90.00 | - | - | 0.04 | - | 120 | 32 | 1 |
| Sun | 22 | 227.85 | 171.32 | 786.00 | 201.00 | 950.00 | 10.00 | - | - | 1.00 | - | 324 | 36 | 1 |
| Mon | 23 | 150.95 | 109.99 | 567.00 | 176.21 | 1,290.00 | 415.00 | - | - | 2.02 | - | 161 | 37 | 1 |
| Tue | 24 | 59.52 | - | 438.00 | 68.23 | 1,410.00 | 100.00 | - | - | 0.25 | - | 120 | 36 | 2 |
| Wed | 25 | 110.06 | - | 237.00 | 26.98 | 370.00 | 20.00 | - | - | 117.02 | - | 39 | 35 | 2 |
| Thu | 26 | 144.08 | 256.37 | 672.00 | 189.46 | 350.00 | 50.00 | - | - | 3.19 | - | 203 | 35 | 2 |
| Fri | 27 | 90.58 | 91.80 | 699.00 | 95.99 | 390.00 | 50.00 | - | - | 2.01 | - | 168 | 32 | 2 |
| Sat | 28 | 31.69 | 80.06 | 606.00 | 100.71 | 700.00 | 50.00 | - | - | 0.25 | - | 149 | 31 | 3 |
| Sun | 29 | 103.66 | 13.82 | 192.00 | 48.73 | 551.00 | 70.00 | - | - | 0.71 | - | 85 | 45 | 2 |
| Mon | 30 | 32.67 | 37.53 | 669.00 | 16.00 | 710.00 | - | - | - | - | - | 104 | 35 | 5 |
| Tue | 31 | 54.78 | - | 129.00 | 19.00 | 210.00 | 10.00 | - | - | - | - | 35 | 27 | 5 |
| Total | | $ 2,533.65 | $ 2,173.59 | $ 8,759.50 | $ 1,372.95 | $ 34,569.00 | $ 6,362.00 | $ 950.00 | $ - | $ 850.34 | $ 13,780.00 | 2,246 | 27.5 | 2.19 |

Avg. Temp and Avg. Weather

Weather Key 1 = Sunny 2 = Overcast 3 = Rain 4 = Sleet 5= Snow

Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Telescope

# NEW Zoo Operations Report: December 2019

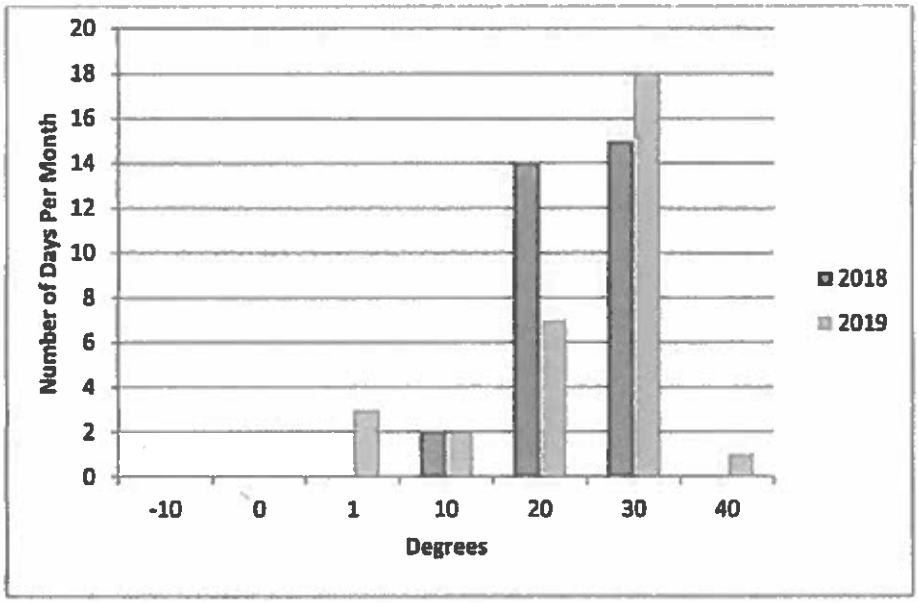
***Noteworthy:***

**Average Temperature** recorded at the zoo in {December 2019} = 27.5°F

3 in the single digits, 2 in the 10's, 7 in the 20's, 18 in the 30's, 1 in the 40's

**Average Temperature** recorded at the zoo in {December 2018} = 29.5°F

0 in the single digits, 2 in the 10's, 14 in the 20's, 15 in the 30's




Lowest temperature for period in Dec. 2019: 2°F Highest Temp: 45 °F

Lowest temperature for period in Dec. 2018: 16°F Highest Temp: 39 °F

## December

- We had 2,246 guests visited the Zoo in December 2019, +607 more than last December.
- Total annual attendance was 206,950. Last year it was 206,519. So, we ended up with +431 more in attendance this year than last.
- Admissions fees collected in December was $8,759.50, but we had a grand total of $22,509.50, with $13,780 of that coming from final payments on Zoo Boo tickets from a ticket vendor.
- End of year Admissions charges and fees daily came in at $1,067,406.75 compared to $1,043,532 for 2018. (+$23,879.05)
- Zoo pass sales for December 2019 were $34,569 compared to $22,986 in 2018. It ended up at +$11,583 more than last December. Overall we had a +$5,327 increase in Zoo Pass sales over 2018.

- Gift Shop sales were $2,533.65 this December and were $1,426.11 last December, an increase of +$1,107.54. Overall the Gift Shop sold +$10,752.21 more than last year. We had $315,628.14 in Gift Shop sales this year compared to $304,876 in 2018.
- Breakfast with Santa was a moderate success this year. We had a temperature of 30 degrees compared to 21 degrees last year. 143 people came to Breakfast with Santa this year; 113 came last year. In total we had 210 people come to the Zoo that day compared to 167 in 2018 (an increase of 47 people).
- The Mayan exceeded last December's food sales by +$321.40, but it sold -$14,662.29 less than 2018 year's gross revenue.
- Vending Comparisons: 2019 was $42,606 and was $49,109 in 2018. A drop of -$6,503.

**December Monthly Per Cap Comparisons 2019 to 2018**

- Admissions - 2019: $10.02 vs $6.72 in 2018
- Gift Shop – 2019: $1.13 vs $.87 in 2018
- Mayan – 2019: $.97 vs $1.13 in 2018

**End of Year Comparisons 2019 to 2018**

- Admissions - 2019: $5.16 vs $5.05 in 2018
- Gift Shop - 2019: $1.53 vs $1.48 in 2018
- Mayan - 2019: 1.15 vs $1.22 in 2018

(Please note that sales figures are not final until processed through the County & LOGOS.)

**NEW ZOO & ADVENTURE PARK**
Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2405
E-MAIL angela.kawski@browncountywi.gov

ANGELA KAWSKI
EDUCATION & VOLUNTEER PROGARMS COORDINATOR

# NEW Zoo & Adventure Park
# EDUCATION AND VOLUNTEER PROGRAMS REPORT
## December 2019

## Volunteer Hours

| Dec 2019 | | Dec 2018 |
|---|---|---|
| 15.25 | Giraffe Food Prep | -- |
| 120.25 | Giraffe Stand | 133 |
| 12 | Husbandry | 14 |
| 11.25 | Office Help | 22.75 |
| 41 | Special Events | -- |
| 34.5 | Special Projects | 34.5 |
| -- | Zoo Watch | 3 |
| 234.25 | **Total Hours** | 207.25 |
| 163 | **Intern Hours (7ppl)** | 188 |

**Off-Site Zoomobile Programs**

5 Programs → $930 *with 653 people served* versus $0 in 2018

**On-Site Programs**

4 Scout Groups 5 Wild Encounters

Total: $ 743 *with 30 people served* versus $1,053 in 2018

**Birthday Parties**

2 Birthday Parties→ $

Total: $475 *with 25 people served* versus $550 in 2018

**Purchased but unscheduled programs (holiday gifts!)**

25 Wild Encounters!! (vs 8 last year) 1 custom painting (vs 1 last year)

**Things to Note**

- ★ Interviewed candidates for Spring 2019 Internships
- ★ Successful volunteer turn-out and support for Holiday Fest event

- ★ Total estimated revenue earned by Education for 2019 from LOGOS:
  - On-site Programs = $56,436 (161% of budget)
  - Off-site Programs = $15,080.63 (168% of budget)
  - Merchandise (adoptions/paintings) = $4,930 (123% of budget)
  - Birthday Parties = $21,475 (107% of budget)

Total: $97,921.63 made by Education Department in 2019

*Versus $78,568 in 2018, $58,373 in 2017, $42,858.56 in 2017, $40,191.63 earned in 2015, $30,568 in 2014*

- ★ Total Approximate Volunteer Hours for 2018:
  - **~7,500 volunteer/event hours**
  - **~6,100 for intern hours**

Total of approximately 13,600 hours of Volunteer Service for 2019

*Versus 17,300 volunteer hours for 2018, 13,100 volunteer hours for 2017, and 15,900 for 2016*

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# Adventure Park Report: December 2019

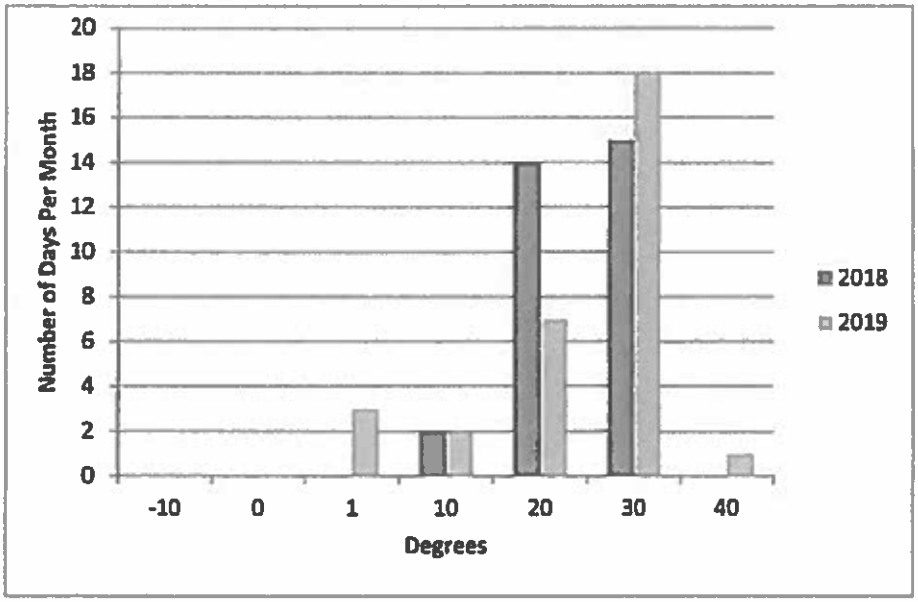
***Noteworthy:***

**Average Temperature** recorded at the zoo in {December 2019} = 27.5°F

3 in the single digits, 2 in the 10's, 7 in the 20's, 18 in the 30's, 1 in the 40's

**Average Temperature** recorded at the zoo in {December 2018} = 29.5°F

0 in the single digits, 2 in the 10's, 14 in the 20's, 15 in the 30's

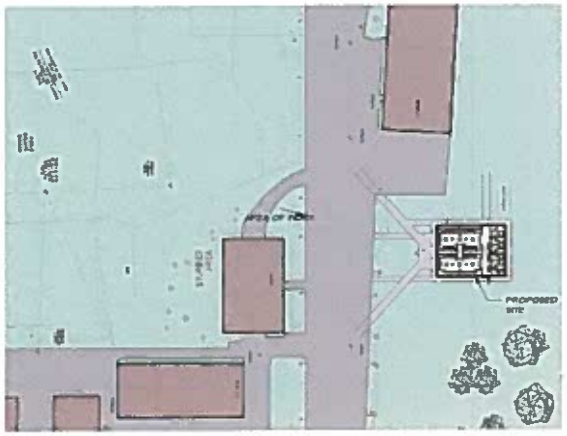



Lowest temperature for period in Dec. 2019: 2°F Highest Temp: 45 °F

Lowest temperature for period in Dec. 2018: 16°F Highest Temp: 39 °F

## December

- There were 4 Adventure Park Memberships sold this month, December 2018 3 memberships were sold
- A new tracking system was created for prepaid tickets. December 2019 we had 14 prepaid ticket sold, December 2018 there were 26 sold.
- With the early snow fall Fat Bike Rentals began in December this season. Broken Spoke provided us with 3 bikes so far and we experienced 5 rentals during our short first part of the season.
- Began networking with other adventure industry professionals and organizations in Wisconsin.



BROWN COUNTY PARKS

1500 FT HOWARD AVE. DE PERE, WI 54115
DEVELOPMENT PACKAGE

# RESTROOM FACILITY

SCALE 1" = 80'-0"

CONCORD GROUP

Performa
ARCHITECTURE · ENGINEERING · ELEVATED

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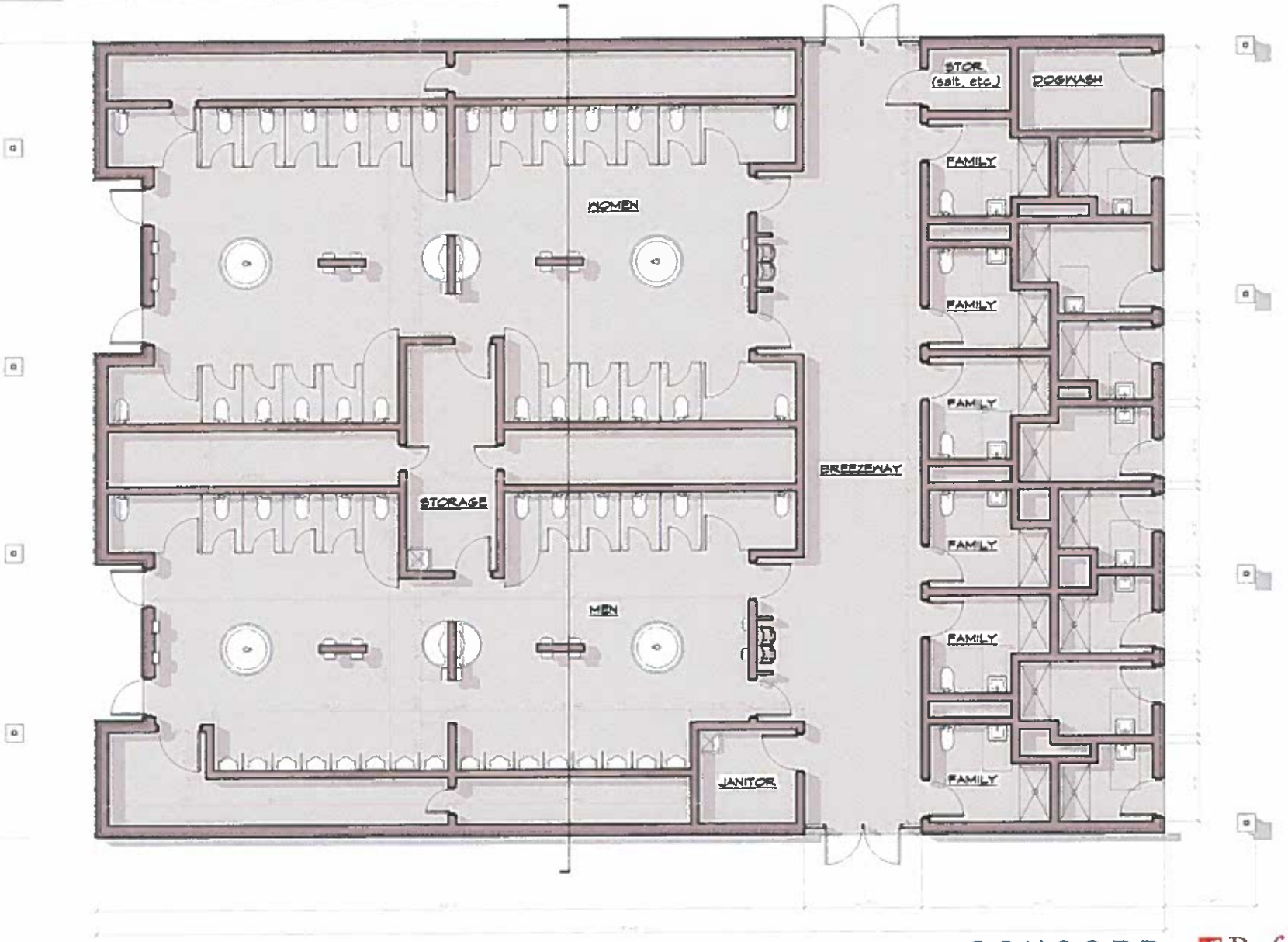



BROWN COUNTY PARKS

1500 FT HOWARD AVE. DE PERE, WI 54115
DEVELOPMENT PACKAGE

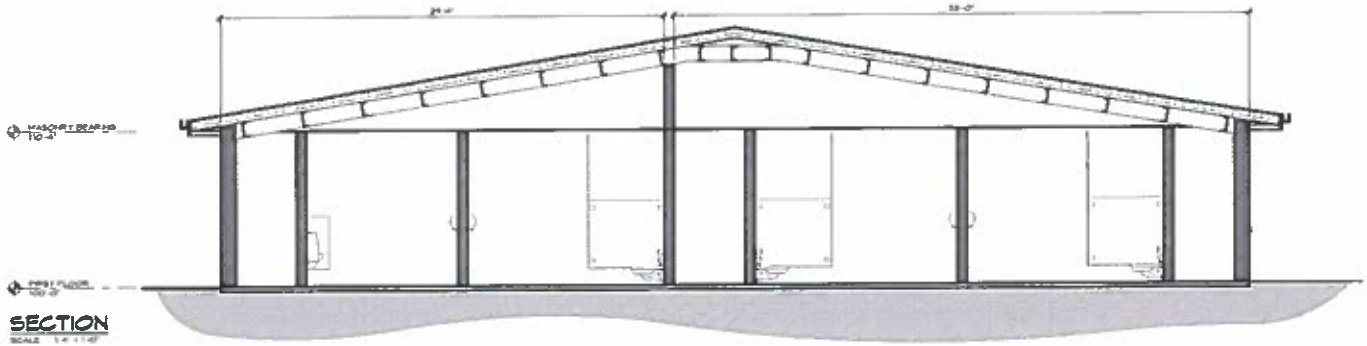
# RESTROOM FACILITY

SCALE 1/4" = 1'-0"

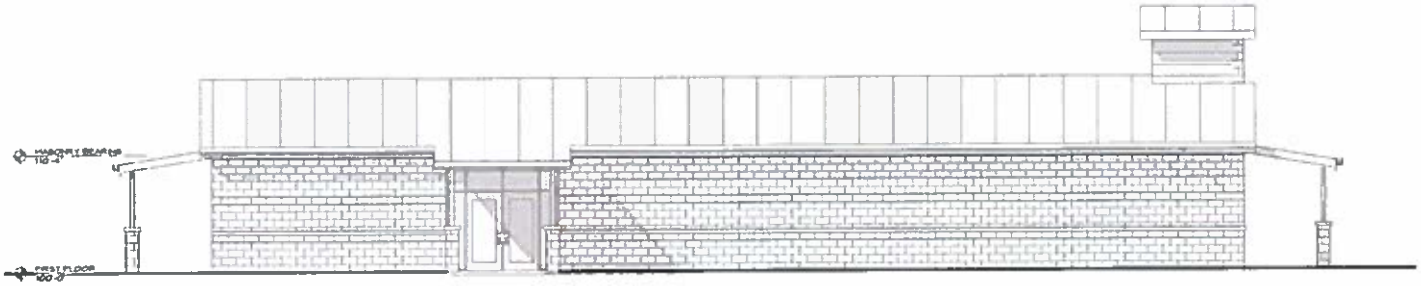
CONCORD GROUP

Performa ARCHITECTURE · ENGINEERING · ELEVATED

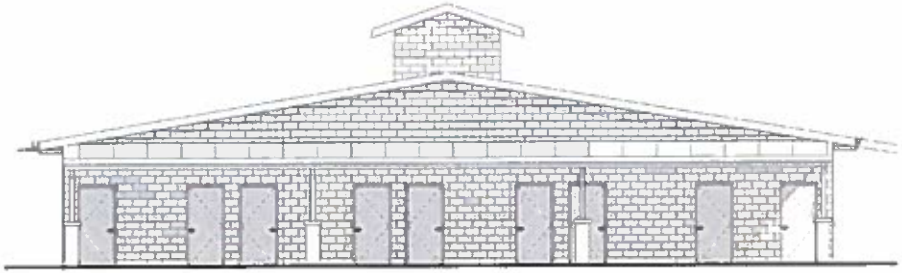
21



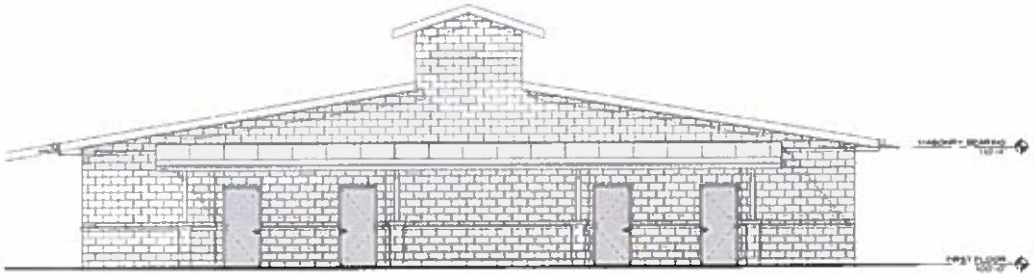
SECTION



NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION

BROWN COUNTY PARKS

1500 FT HOWARD AVE. DE PERE, WI 54115
DEVELOPMENT PACKAGE

# RESTROOM FACILITY

SCALE: As indicated

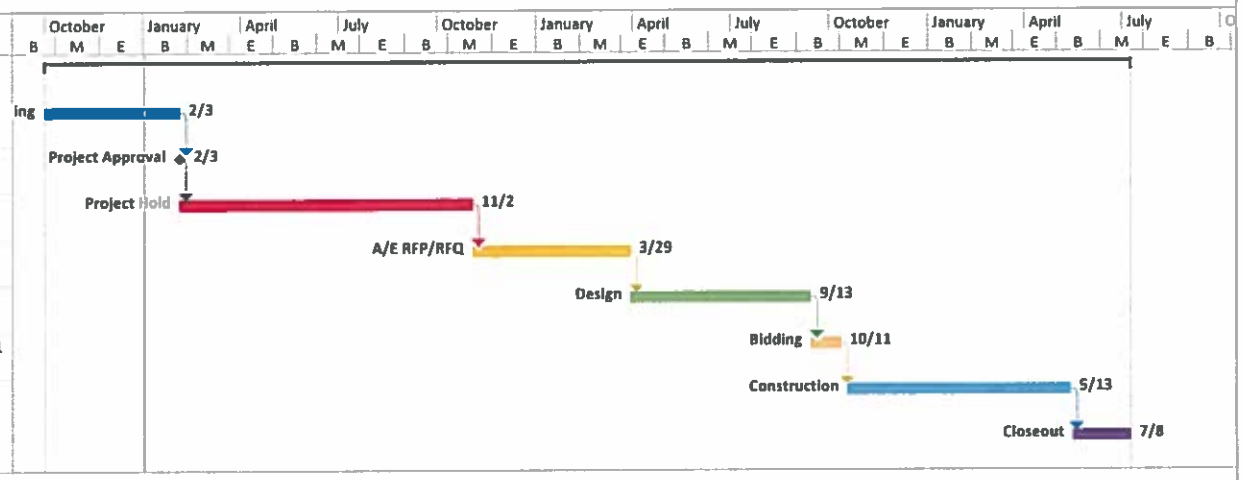
CONCORD GROUP

Performa ARCHITECTURE · ENGINEERING · ELEVATED

# Brown County Fairgrounds - MPS DRAFT
## Construction 2021-2022

CONCORD GROUP

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **Brown County Fairgrounds Project** | **724 days** | **Tue 10/1/19** | **Fri 7/8/22** |
| 2 | Planning | 90 days | Tue 10/1/19 | Mon 2/3/20 |
| 3 | Project Approval | 0 days | Mon 2/3/20 | Mon 2/3/20 |
| 4 | Project Hold | 195 days | Tue 2/4/20 | Mon 11/2/20 |
| 5 | A/E RFP/RFQ | 105 days | Tue 11/3/20 | Mon 3/29/21 |
| 6 | Design | 120 days | Tue 3/30/21 | Mon 9/13/21 |
| 7 | Bidding | 20 days | Tue 9/14/21 | Mon 10/11/21 |
| 8 | Construction | 150 days | Mon 10/18/21 | Fri 5/13/22 |
| 9 | Closeout | 40 days | Mon 5/16/22 | Fri 7/8/22 |

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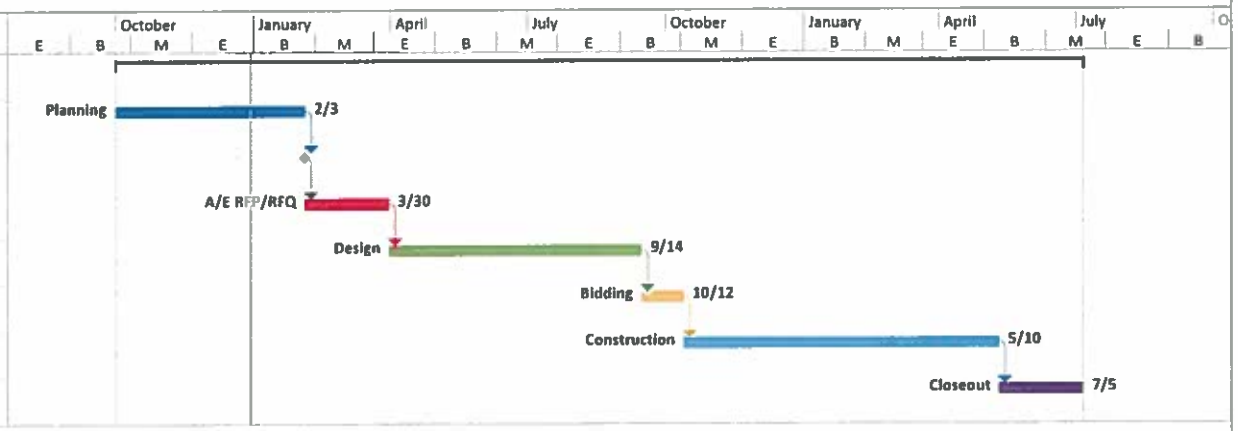
# Brown County Fairgrounds - MPS DRAFT
## Construction 2020-2021

CONCORD GROUP

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **Brown County Fairgrounds Project** | **460 days** | **Tue 10/1/19** | **Mon 7/5/21** |
| 2 | Planning | 90 days | Tue 10/1/19 | Mon 2/3/20 |
| 3 | Project Approval | 0 days | Mon 2/3/20 | Mon 2/3/20 |
| 4 | A/E RFP/RFQ | 40 days | Tue 2/4/20 | Mon 3/30/20 |
| 5 | Design | 120 days | Tue 3/31/20 | Mon 9/14/20 |
| 6 | Bidding | 20 days | Tue 9/15/20 | Mon 10/12/20 |
| 7 | Construction | 150 days | Tue 10/13/20 | Mon 5/10/21 |
| 8 | Closeout | 40 days | Tue 5/11/21 | Mon 7/5/21 |

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**January 2020**

Matt Kriese

920-448-4464
920-613-6197
Matt.kriese@browncountywi.gov

## Director's Report: Education and Recreation Committee, County Board of Supervisors

### Month at a Glance (December)

- Barkhausen finalized and released its 2020 Events and Programs guide.
- Several new mounts were added to the Barkhausen Nature Center collection for display. The new mounts include a greater white-fronted goose, harlequin duck, king eider, and snow goose.
- If you haven't already had the chance to check it out, the Junior Duck Stamp Contest entries from across the state are once again displayed in the Nature Center at Barkhausen, and will be up through January.
- The Barkhausen Sensory Woods project is getting closer to wrapping up this spring with the help of the Leadership Group. The type and amount of elements have been selected and will be purchased in 2020. We will look to have these installed by April with an official ribbon cutting soon after.
- Brown County Parks continues to be a supportive partner of Eagle Scouts projects and truly embraces the ideas, projects, time and effort the Scouts put into their work. With that, several more Eagle Scout projects are in the works for Barkhausen and the entire park system. We are proud to say that we consistently see anywhere from 3 to 5 projects come to completion each year.
- December brought us a couple small snow events that never amounted to enough snow to rent snowshoes or get the ski trails at Barkhausen or Neshota in good shape. The Reforestation Camp received slightly more snow and was able to get things rolling. Plenty of time left in the season, and we are optimistic!
- Reforestation Camp dug test holes for campground planning.
- Reforestation Camp created a new beginners loop for the fat bike trails.

### Grounds, Buildings & Trails

- The Fairgrounds hosted a new commercial event that was relatively hands-free from our staff's standpoint, but did require initial assistance with traffic patterns and educating casual park users as to what was occurring on the grounds.
- Security checks are continually conducted at all park locations, including areas that are closed off or shelters that are closed for the season.
- Winter has allowed for the usual required maintenance of equipment and has been the month the Maintenance Care was put into full swing. As a recap, Maintenance Care allows us to schedule and track maintenance tasks, word orders, and complete preventive maintenance.
- A 48' culvert was replaced on the Fox River Trail near 172.

- Trail work continues at Neshota Park to improve drainage and repair areas that continually flood out.
- Trees at the Bay Shore campground are surveyed throughout the year to monitor any larger, potentially hazardous trees that need to be removed and to document any that need to be watched, ensuring the safety of our campers.
- The west dock on Lily Lake was blown out of position leaving staff to close it, tie it off and schedule maintenance and repairs this spring.
- It has taken a while for the ground to freeze up which led to more trail erosion clean-ups, as well as removal of downed trees along all trails and general park areas.
- The Fox River Trail had overhead trees removed in preparation for winter snow removal.

**Spotlight on Programming**

- With no school programs, and not much snow in December, staff used the time to catch-up on housekeeping in the buildings and preparing for 2020 school programs and public events.
- The bird feeder workshop and holiday craft workshop both went very well and continue to be popular events every year. The Bird Feeder Workshop saw 38 people in attendance and the Holiday Craft Workshop had a total of 106 people in attendance.
- With the release of the Barkhausen Events and Programs guide a few new and innovative programs have been added.
    - In the interest of continuing to include dogs in parks, Barkhausen will be allowing leashed dogs for the Candlelight Hikes for the first time. Many inquiries were made in the past and though these hikes will occur in the "No Dogs" portion of the park, an exception has been made. These events will be used as an education piece to help inform people where they can and cannot take their dogs in the future.
    - Sunset kayaking trips at Lily Lake.
    - Partnership with Mark Hawkins, from "Hands on Deck" to do some wood carving classes at Barkhausen.

**Spotlight on Commercial Events**

- Santa's Rock 'n Lights
    - As a first-time event this has been a welcome holiday attraction to the county, bringing in attendees from a wide range of zip codes.
- 2020-2021 events are currently scheduled and continue to come in.

**Upcoming Events**

January

| | |
|---|---|
| 10 | Frenzy on the Fox |
| 23 | Booth at the WBAY Camping & RV Show |
| 24 | Booth at the WBAY Camping & RV Show |
| 25 | Booth at the WBAY Camping & RV Show |
| | Snowshoe Discovery Hike |
| 26 | Booth at the WBAY Camping & RV Show |

February

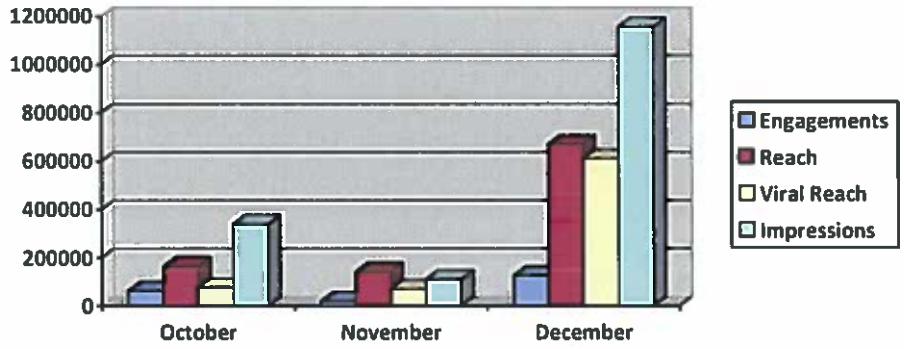
| | |
|---|---|
| 1 | Snowshoe Discovery Hike |

| | |
|---|---|
| 8 | Evening Snowshoe Discovery Hike |
| 14 | Candlelight Hike – Leashed Dog Friendly |
| 22 | Scandinavian Sloyd Carving |

March

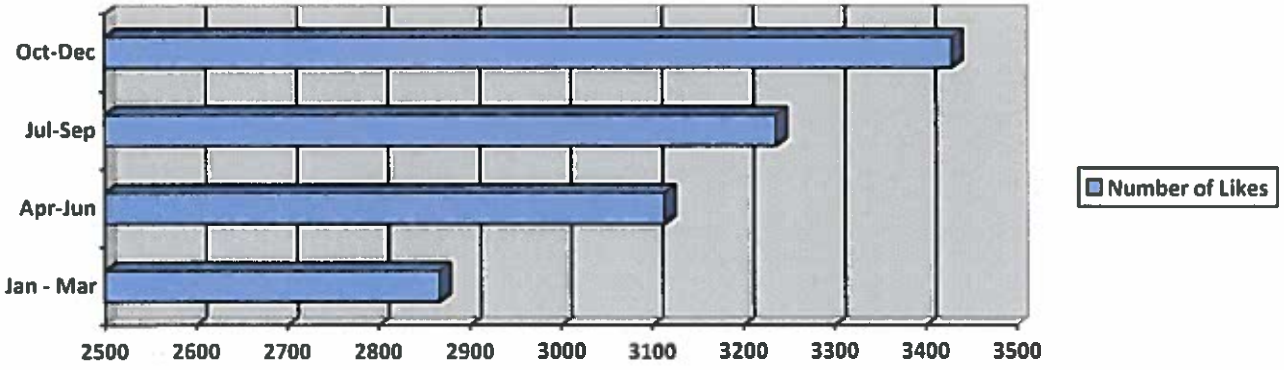
| | |
|---|---|
| 14 | Bluebird House Workshop |
| 18 | Sweet Spring Break Maple Syrupin' Day |
| 21 | Bluebird House Workshop |
| 25 | Sweet Spring Break Maple Syrupin' Day |
| 28 | Maple Syrupin' Public Day |

## Facebook Engagements, Reach, Viral Reach, & Impressions



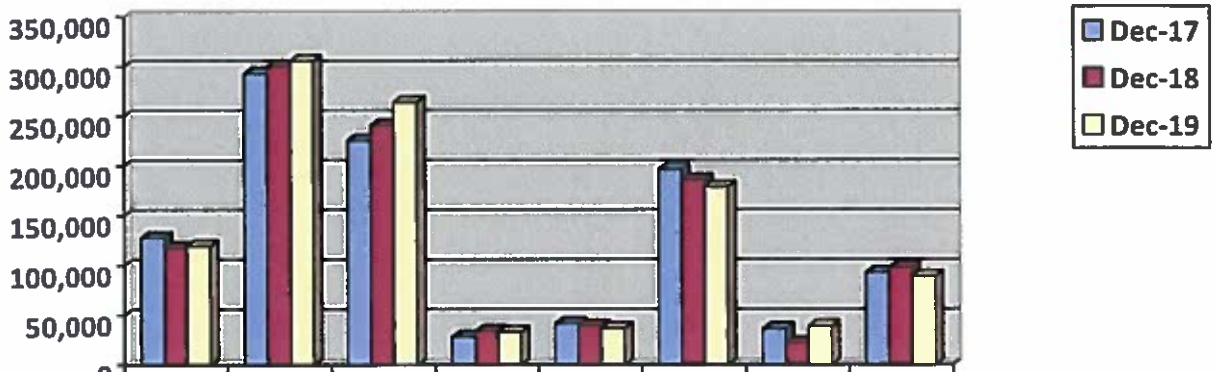

## Facebook Likes

*Note: Data through December 31, 2019.



## Brown County Parks Revenue Comparison

*Numbers are not final or audited

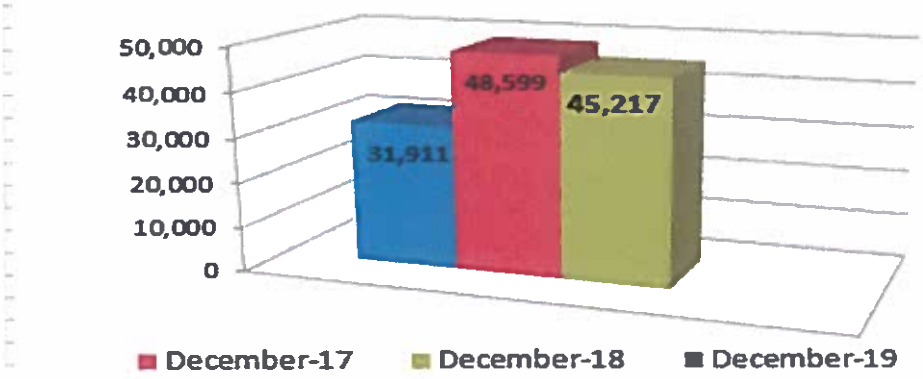



| | Boat Landing | Bldg Rental | Camping | Env. Ed. | Trails | Pavilion Rental | Ski Trails | State Trails |
|---|---|---|---|---|---|---|---|---|
| Dec-17 | 127,666 | 292,857 | 225,500 | 27,871 | 41,571 | 196,383 | 36,048 | 92,747 |
| Dec-18 | 117,299 | 300,286 | 240,707 | 33,833 | 39,296 | 185,979 | 21,840 | 97,575 |
| Dec-19 | 119,457 | 305,517 | 263,968 | 32,889 | 36,930 | 178,973 | 38,871 | 88,970 |

## Park Attendance by Location

### BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

| Park Location | December 2017 | December 2018 | December 2019 |
|---|---|---|---|
| Barkhausen | 3,383 | 7,595 | 2,544 |
| Bay Shore Park | 776 | 225 | 319 |
| Brown County Park / Dog Park | 1,677 | 5,068 | 4,594 |
| Fairgrounds | 1,185 | 546 | 546 |
| Fonferek's Glen | 1,481 | 2,403 | 1,671 |
| Fox River Trail | 3,455 | 14,666 | 15,116 |
| Lily Lake | 1,330 | 860 | 805 |
| Mountain-Bay Trail | 1,290 | 3,355 | 3,741 |
| Neshota Park | 2,009 | 2,410 | 2,934 |
| Pamperin Park | 9,719 | 8,480 | 9,878 |
| Reforestation Camp | 4,411 | 1,753 | 2,379 |
| Suamico Boat Launch | 686 | 448 | 0 |
| Way-Morr Park | 0 | 0 | 0 |
| Wequiock Falls | 509 | 790 | 690 |
| Monthly Grand Totals | 31,911 | 48,599 | 45,217 |



February 19, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO RENAME BROWN COUNTY'S SUAMICO BOAT LAUNCH TO NEIL L. LAFAVE SUAMICO BOAT LAUNCH**

**WHEREAS,** Neil L. LaFave of Suamico was a Wisconsin DNR game technician with special conservation warden credentials when he was shot and killed by a violator in the Sensiba Wildlife Area across the street from the Suamico Boat Launch in Brown County on September 24, 1971. The nine-year DNR veteran had gone to the wildlife area to post signs that afternoon, but failed to return home in the evening, his 32nd birthday; and

**WHEREAS,** Brown County owns and operates the Suamico Boat Launch, parcel number SU 530-2, located adjacent to where Neil L. LaFave was shot and killed; and

**WHEREAS,** it is appropriate that all members of Brown County remember the life of this courageous officer, devoted family man, and exceptional human being, who gave his life in the furtherance of public safety and environmental protection.

**NOW, THEREFORE, BE IT RESOLVED** that the Brown County Board of Supervisors hereby directs that the Suamico Boat Launch be renamed to the Neil L. LaFave Suamico Boat Launch, and directs that the Brown County Parks Department replace the entrance sign with the a new sign stating the new park name, and update all administrative documents and websites as necessary.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The new entrance sign is estimated to cost $2,100 and will be covered by donations from WI Wardens Association, Brown County Sheriff's Benevolent Association and Green Bay Fraternal Order of Police.*

Respectfully submitted,

EDUCATION AND RECREATION
COMMITTEE

Approved By:

_____
TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

*20-013R*

Authored by Parks Department

Approved by Corporation Counsel

**BOARD OF SUPERVISORS ROLL CALL #_____**

_____

**Motion made by Supervisor** _____

**Seconded by Supervisor** _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---|---|---|---|---|---|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| BORCHARDT | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---|---|---|---|---|---|
| BRUSKY | 14 | | | | |
| BALLARD | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| DESLAURIERS | 20 | | | | |
| TRAN | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| SUENNEN | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| DENEYS | 26 | | | | |

PARKS

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054

DIRECTOR

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 01/9/2020

**REQUEST TO:** Education and Recreation Committee

**MEETING DATE:** 01/30/2020 Ed & Rec; 02/19/2020 Co Board

**REQUEST FROM:** Matt Kriese

**REQUEST TYPE:** x New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

**TITLE:** **RESOLUTION TO RENAME BROWN COUNTY'S SUAMICO BOAT LAUNCH TO NEIL L. LAFAVE SUAMICO BOAT LAUNCH**

**ISSUE/BACKGROUND INFORMATION:**

Neil L. LaFave was shot and killed while performing duties as a WI DNR game technician across the street from the Suamico Boat Launch in Brown County on September 24, 1971. The citizens of Suamico and Village Board of Suamico requested this change.

**ACTION REQUESTED:**

Request to Approve this Resolution

**FISCAL IMPACT:**

***NOTE:*** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? $2,100
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A *(if $0 fiscal impact)*
   a. If yes, in which account? _____
   b. If no, how will the impact be funded? *Donations from WI Wardens Association, Brown County Sheriff's Benevolent Association and Green Bay Fraternal Order of Police.*
   c. If funding is from an external source, is it one-time ☒ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

***x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED***

February 19, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE GAS LINE EASEMENT REGARDING THE DEVILS RIVER STATE TRAIL**

**WHEREAS**, Brown County ("County") is the holder of a Trail Management Easement interest regarding the Devils River State Recreational Trail ("Trail"). Said easement interest affords the Brown County Parks Department ("Trail Manager") the ability to construct, develop, maintain and operate the Trail; and

**WHEREAS**, in accordance with said Trail Management Easement, as well as other documents relating thereto, the County is required to consent to any additional easements/access permits/agreements granted by the Owner of the Trail, i.e., the Wisconsin Department of Natural Resources ("DNR"), provided that the Trail Manager, who has final authority over issues relating to the management of the Trail corridor, is notified and consulted with in advance; and

**WHEREAS**, upon due notification to and consultation with the Trail Manager, the DNR desires to enter into a Underground Natural Gas Line Easement ("Easement"), attached hereto and incorporated herein by reference, with Wisconsin Public Service Corporation ("Permittee") as the Permittee desires a permanent easement upon, within and beneath Trail on parcel VD-143-1; and

**WHEREAS**, pursuant to the Easement, Wisconsin Public Service Corporation, as Permittee, is required to submit a construction plan to the Trail Manager, and may not begin work regarding said construction plan unless and until written approval from the Trail Manager is granted and received. The Permittee is also required to obtain all necessary permits, approvals, and licenses prior to starting work, and to comply with all applicable federal, state, and local laws, rules and regulations.

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**NOW, THERFORE, BE IT RESOLVED** that the Brown County Board of Supervisors hereby consents to the attached Easement between the Wisconsin Department of Natural Resources and Wisconsin Public Service (WPS) being entered into, and hereby authorizes and directs the Brown County Executive to execute the Easement, indicating the County's acceptance of and consent to the terms and conditions of the Easement.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. Costs associated with the recording of easement will be covered by either Wisconsin Public Service Corporation or the Wisconsin Department of Natural Resources.*

Respectfully submitted,

EDUCATION & RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

_____
TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

*20-007R*
Authored by Parks Department
Approved by Corporation Counsel



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BOARD OF SUPERVISORS ROLL CALL #_____

_____

Motion made by Supervisor _____

Seconded by Supervisor _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---|---|---|---|---|---|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| BORCHARDT | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---|---|---|---|---|---|
| BRUSKY | 14 | | | | |
| BALLARD | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| DESLAURIERS | 20 | | | | |
| TRAN | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| SUENNEN | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| DENEYS | 26 | | | | |

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



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| Document Number | Document Title |
|---|---|

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, WI 53707

**UNDERGROUND NATURAL GAS PIPELINE EASEMENT**

Wis. Stat. s. 23.09(10) and 27.01(2)(g)
Form 2200-15

Recording Area
Return: Department of Natural Resources
Bureau of Facilities & Lands – LF/6
P.O. Box 7921
Madison, WI 53707-7921
Attn: Closing Officer (CE- )

Parcel Identification Number (PIN):

VD-143-1

**THIS UNDERGROUND NATURAL GAS PIPELINE EASEMENT** ("Easement") made by and between the State of Wisconsin Department of Natural Resources ("Grantor") and Wisconsin Public Service Corporation, a Wisconsin corporation ("Grantee").

## RECITALS

**WHEREAS,** the Grantor is the owner of the former Wisconsin Central, Ltd., railroad corridor known today as the "Devil's River State Trail" (hereinafter referred to interchangeably as either the "Trail" or the "Premises");

**WHEREAS**, the Grantee desires to install, operate, maintain, repair, remove, and replace an underground natural gas pipeline within a 6-inch polyethylene (PE) main on a portion of the Premises ("Easement Area"), described as follows:

**Township 22 North, Range 22 East, Village of Denmark, Brown County, Wisconsin**

Section 33: Part of the Northeast (NE ¼) Quarter of the Northeast (NE¼) Quarter of said Section 33, more particularly described as follows:

**A 12-foot-wide utility corridor, the centerline of which is described as follows:**

Commencing at the Northeast corner (NE) of Section 33, Township 22 North, Range 22 East; thence S89°32'27"W along the North line of said Section 33, a distance of 202.44 feet to a point on the East property line of the parcel described in the Brown County Register of Deeds as Document Number 2095159; thence S06°27'46"E along the East property line of said parcel, a distance of 29.16 feet to the POINT OF BEGINNING (P.O.B.); Thence S89°32'27"W, a distance of 100.55 feet to a point on the West property line of said parcel, and the POINT OF TERMINATION (P.O.T.).

The Easement Area is 100.55 feet in total length, 0.03 acres in size, and is shown on attached Exhibit "A".

**NOW, THEREFORE**, the undersigned Grantor does hereby grant and convey to the Grantee, and its corporate successors in interest, for and in valuable consideration of the sum of Five Hundred Dollars ($500.00), receipt and sufficiency of which is hereby acknowledged by the Grantor, this permanent non-exclusive Easement allowing Grantee to install, maintain, inspect, operate, repair, remove, replace, and/or abandon in place an underground natural gas main ("underground natural gas pipeline"), including all necessary appurtenant equipment as deemed necessary by the Grantee for the transmission and distribution of natural gas energy (all of the foregoing collectively, the "Facilities") under, across, and through the above-described Easement Area.



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It is understood by the Grantor and the Grantee that this grant of non-exclusive Easement is subject to the following conditions:

1. The Grantee and the Grantor confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.

2. Brown County is the owner and holder of a Trail Management Easement on the Premises for the construction, development, maintenance and operation of the Trail by the Brown County Parks Department (hereinafter referred to as the "Trail Manager"). When notification is required herein regarding the installation, use and maintenance of the underground natural gas pipeline, the Trail Manager instead of the Grantor shall be the point of contact, as the Trail Manager has control and authority over issues relating to the management of the Trail.

3. The Grantor grants and conveys to Grantee a permanent non-exclusive Easement for the installation, construction, operation, inspection, maintenance, repair, removal, replacement and/or abandonment in place of the Facilities within the Easement Area. Any additional lines, conduits, structures, or replacements other than those described herein, will require the prior written approval of the Grantor, which may require a new easement or an expansion of the Easement Area. The underground natural gas pipeline shall be installed by directional boring under the Easement Area at a minimum depth of 10 feet or such sufficient depth that is in accordance with the standards of the National Fuel Gas Code.

4. This Easement is limited to the Grantee and is not transferrable to a third-party, except after written notification and consent of Grantor provided, however, that Grantee may assign this Easement to its affiliate with notice to Grantor. For purposes of this section, "affiliate" means any entity that directly or indirectly owns or controls, is owned or controlled by, or is under common ownership or control with Grantee. The Grantee will not have the right to allow additional physical co-location of facilities by unaffiliated third parties without the prior written consent from the Grantor, which may require an amendment to the Easement or a new easement.

5. The Easement shall be non-exclusive, and the Grantor may use the Easement Area and may lease or convey other easements to one or more other person(s), company(ies) or other entity(ies); provided that any such subsequent use, lease or conveyance shall not interfere with the Grantee's rights.

6. Grantee shall submit a written notification of project commencement to Grantor's Trail Manager at least 5 business days prior to initiation of any tree and brush clearing, installation, construction, maintenance, repair, removal or replacement work on the Easement Area. The Grantee shall receive approval from the Grantor's Trail Manager prior to commencing any project. If an emergency arises within the Easement Area(s) requiring immediate action by the Grantee, the Grantee shall immediately notify the Grantor's Trail Manager that an emergency exists and that the Grantee is proceeding to correct the emergency situation.

7. Grantor grants to the Grantee the right to enter upon the Grantor's Premises outside of the Easement Area for the purpose of gaining access to the Easement Area for the purpose of installing, operating, maintaining, repairing, removing, replacing or abandoning the underground natural gas pipeline and for the performance of any and all other such acts necessary for the proper installation, operation maintenance, repair, removal and replacement of said underground natural gas pipeline.

8. Grantee may cut, trim and remove any of Grantor's brush, trees, logs, stumps or branches which by reason of their proximity may endanger or interfere with the said underground natural gas pipeline or the operation thereof. Any such undertakings shall be done with the prior written approval and under the

supervision of the Trail Manager. Accepted arborist pruning/removal and equipment practices must be adhered to and all waste debris, stumps and slash must be removed and disposed of by the Grantee in a manner acceptable to the Trail Manager off site before project completion. When the removal of a tree is permitted, the stump shall be cut flush with the ground or be removed. All trees having a commercial value, including firewood, shall be cut in standard lengths and piled conveniently by the Grantee, for disposal, by sale or otherwise, by the Trail Manager.

9. All signage placed by the Grantee for purposes of project activities shall have prior written approval from the Grantor.

10. The Grantee shall maintain the Easement Area in a decent, sanitary, and safe condition during construction, installation, operation, maintenance, repair, removal and replacement, and at no time shall the Grantee allow its work to cause a hazard or unsafe conditions on the Easement Area.

11. The Grantee is responsible for determining if there are any existing utility lines located within the Easement Area. Grantee is responsible for any and all damages, costs or liabilities that result from damages caused by the Grantee to existing utility lines located within the Easement Area.

12. This Easement does not relieve Grantee from the responsibility to comply with all applicable federal and state laws and local ordinances affecting the design, materials or performance of the permitted activity and does not supersede any other governmental requirements for plan approval or for authority to undertake the permitted activity or exercising any other rights granted herein.

13. The Grantee shall restore the Easement Area in a timely workmanlike manner consistent with the condition of the Easement Area prior to such entry by the Grantee or its employees or agents. This restoration requirement, however, does not apply to the initial installation or construction of the Facilities on the Easement Area as it relates to any trees, bushes, branches or roots removed for initial installation or construction, or which subsequently may interfere with the Grantee's use of the Easement Area or create an unsafe condition.

14. Grantee shall take extreme care to avoid disturbing other facilities on the Easement Area, including drainage and wetlands, if any. All water regulations must be permitted and followed accordingly. No work may be done that encourages water to drain onto the Grantor's adjoining land.

15. The Grantee agrees not to violate any term or condition stated herein. In the event of a violation, the Grantor will give written notice to the Grantee of the violation(s) and the Grantee will have 30 days to cure the violation(s); provided, however, that in the event that the cure of such violation cannot be accomplished within such 30-day period despite diligent and continuing efforts by the Grantee, the time to cure the violation may be extended for a reasonable amount of time to permit the Grantee to complete the cure. In the event the violation(s) has not been cured to the reasonable satisfaction of the Grantor within the time frame allowed, the Grantor, at the Grantor's discretion, shall have the right to declare this Easement terminated, and shall have the right to take full control of the Easement Area, without hindrance or delay, and may use its legal remedies for recovery from the Grantee of all damages caused by the violation of this Easement by the Grantee.

16. The Easement shall automatically terminate, without right of reentry, upon:
    a. Grantee's express abandonment of the Easement Area; or
    b. An implied abandonment as evidenced by the non-use by Grantee of the Easement Area for utility purposes for a consecutive period of 2 years.

17. The Grantor shall not plant any trees within the Easement Area that may interfere with the Grantee's easement. The Grantor agrees that no structures or above ground improvements (not including trails, driveways, roadways or parking lots which are not prohibited), obstructions or impediments of whatever kind or nature will be constructed, placed, granted or allowed within the Easement Area. Except as otherwise allowed herein, the Grantor further agrees that the elevation of the existing ground surface of land within the Easement Area will not be altered by more than 6 inches without the prior written consent of the Grantee.

18. The Grantee assumes and agrees to protect, indemnify and save harmless the Grantor, agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly from:
    a. The construction, installation, operation, maintenance, existence, use, repair, removal and replacement of the underground natural gas pipeline;
    b. Any defect in the underground natural gas pipeline or failure thereof;
    c. Any act or omission of the Grantee, its agents or employees while on or about the Easement Area or any of Grantor's adjoining land;
    d. Grantee's exercise of any and all rights, duties and responsibilities granted by this Easement; and/or
    e. Any defect of insufficiency of title or authority of the Grantor to convey this Easement;

19. The Grantee may, at its sole discretion, self-insure up to $5,000,000. A certificate to that effect shall be provided upon request.

20. All notices or other writings this Easement requires to be given, or which may be given, to either party by the other shall be deemed to have been fully given when made in writing and deposited in the United States mail, prepaid and addressed as follows:
    a. To the Grantor: Wisconsin Department of Natural Resources, Bureau of Facilities and Lands, WDNR, 101 South Webster Street, Madison, WI 53707. Phone Number (608) 266-2136.
    b. To the Trail Manager: Brown County Parks Department, PO Box 23600, Green Bay, WI 54305 Phone Number: 920-448-4464.
    c. To the Grantee: Manager of Real Estate Services, Wisconsin Public Service Corp., P.O. Box 19001, Green Bay, WI 54307. Phone Number: (800) 450-7260.
    d. The address to which any notice, demand, or other writing may be given, made or sent to any party as above provided may be changed by written notice given by such party as above provided.

21. The Grantor retains management, supervision and control over the Easement Area for the purpose of enforcing Chapter NR 45, Wis. Adm. Code, which governs the conduct of visitors to state lands and provides for the protection of the natural resources, as well as other pertinent state laws, when needed to protect the Easement Area or the general public.

22. The Grantor does not represent or warrant that title to the Easement Area is free and clear of all encumbrances or that it will defend the Grantee in its peaceful use and occupancy of the Easement Area.

23. In event of a necessary relocation of the underground natural gas pipeline, whether initiated by the Grantor, a Railroad with an interest in the Trail, the Grantee, or any other entity, the costs associated with relocating the utility shall be borne by the Grantee.

24. This Easement shall be binding on the parties hereto and their successors and assigns, as limited by condition 6, above.

25. This Easement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

26. This Easement sets forth the entire understanding of the Grantor and the Grantee and may not be changed except by a written document executed and acknowledged by the Grantor and the Grantee.

27. If any term or condition of this Easement shall be deemed invalid or unenforceable, the remainder of this Easement shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

28. Enforcement of this Easement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Easement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Easement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party to the extent authorized by law.

29. Additional Terms and Conditions specifically pertinent to this Easement will be valid if enumerated below:
    a. Relating to installation, construction, operation, maintenance, and replacement work within the Easement Area, work shall be completed as follows:
        i. Other than as otherwise permitted herein, the Trail should remain open for public use at all times. Trail closures will not be allowed during snowmobile season and may not be allowed at certain times during bicycling season depending on planned events, activities, or volume of use. All closures must be coordinated with the Trail Manager. Any trail closure of more than 1 day may be done only with prior written permission of the Trail Manager.
        ii. If the Trail must be blocked at any time due to safety, a flag person must be present or appropriate signage must be installed such that trail users are informed of the blockage and an acceptable detour (if needed) must be provided by the Grantee so users can pass through safely. Grantee shall not use the trail right-of-way for backing of any equipment unless a flag person is present and directing trail traffic.
        iii. Warning signs, lights, or such other safety markers as necessary shall be placed informing trail users of any construction work or as otherwise directed by the Trail Manager.
        iv. If needed, as determined by the Trail Manager, Grantee shall place passable barricades at entry points for trail users that require trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
        v. All excavated open holes must be adequately marked at all times by the Grantee and warning signs must be placed and maintained by Grantee a safe distance ahead in both directions.
        vi. All excavated holes shall be filled in and made level with the original grade by the Grantee prior to project activity completion.
        vii. Insofar as is practicable and when the Grantor requests other than during the initial construction or due to an emergency situation, the Grantee shall schedule any construction work in an area used for recreational purposes at times when the ground is frozen in order to prevent or reduce soil compaction. All work will be conducted to minimize soil disturbance. All rutting will be repaired, and the Premises restored as promptly as possible by Grantee following its work. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent must be utilized to access installation, construction, maintenance, or replacement locations.
        viii. Any and all ground settling, or trail surface damage caused by the exercise of the Grantee's rights within a 2-year period from the date of installation or any maintenance is the sole responsibility of the Grantee and must be restored or repaired to pre-construction or better conditions using the same type and quality materials as approved by the Trail Manager. Upon failure to perform by the Grantee within 20 days of notification by the Trail Manager of needed repairs or restoration,



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repairs or restoration may be contracted by the Trail Manager and the Grantee shall be liable for all costs associated with such repairs and restoration.

ix. Grantee shall not park or store any vehicles or equipment on the Trail at any time unless authorized in writing by the Trail Manager.

b. Conveyance of this Easement may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. s. 85.09, including possible termination of this Easement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Grantor prior to the execution of this Easement. The Grantor shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this Easement upon the discretion of the railroad. The Grantee shall: (1) not materially change the grade or topography of the Easement Area; (2) not construct and install or remove any permanent improvement which violates American Railway Engineering and Maintenance-of-Way Association ("AREMA"), or its successors' published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroads.

c. If any portion of the Trail is damaged or destroyed by the Grantee, the Grantee shall be solely responsible to repair and restore the damaged area in a timely, workmanlike manner consistent with the original condition of said crossing at the beginning of this Easement. The Grantee agrees to reimburse the Grantor for any property damage to the Grantor's subject property that may arise from the construction, maintenance, or use of the crossing on the Grantor's described lands.

d. Use of pesticides and herbicides shall only be allowed with the prior written permission of the Grantor which shall not be unreasonably withheld, delayed or denied. Any pesticides or herbicides used as part of a management plan must conform to the Forest Stewardship Council list found at https://ic.fsc.org/en/our-impact/program-areas/forest-program/pesticides. Grantee shall report to the Grantor (i.e. Property Manager and the DNR Pesticide Use Team), at least annually, the chemicals that will and have been applied on the Premises and the Easement Area(s), including the date, product trade name, active ingredient(s) and corresponding CAS number(s), purpose, rate, location with a map, total area treated and total amount of chemicals.

END OF CONDITIONS

DRAFT

**IN WITNESS WHEREOF**, the Grantor has caused this instrument to be executed on its behalf this _____day of_____, 2019.

State of Wisconsin
Department of Natural Resources
For the Secretary

By _____ (SEAL)
Terry H. Bay
Bureau Director - Facilities and Lands

State of Wisconsin )
) ss.
Dane County )

Personally came before me this _____ day of _____, 2019, the above named Terry H. Bay, Bureau Director for Facilities and Lands, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

_____
* Aubrey F. Johnson
Notary Public, State of Wisconsin
My Commission (expires)(is) _____

DRAFT



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## CONSENT TO EASEMENT

**IN WITNESS WHEREOF**, Brown County, c/o Troy Streckenbach, County Executive, Northern Building, 305 E. Walnut St., Room 120, Green Bay, WI 54301, being the holder of an easement interest which is for the construction, operation and management of the Devil's River State Trail by virtue of said Easement between the State of Wisconsin Department of Natural Resources and Brown County as recorded on January 6, 2010 as Document No. 2318274 all in Brown County Records against said Premises, does hereby acknowledge, join in and consent to this underground electric line and natural gas line easement on this _____ day of _____ _____, 2019.

Brown County

By: _____ (SEAL)
Troy Streckenbach
Brown County Executive

State of Wisconsin )
) ss.
Brown County )

Personally appeared before me this _____ day of _____ 2019, the above named Troy Streckenbach, County Executive, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

_____
*
Notary Public, State of Wisconsin
My commission (expires) (is) _____

*Please print names

DRAFT

**IN WITNESS WHEREOF** the Grantee has agreed to and caused this easement to be executed on its behalf this _____ day of _____, 2019.

Wisconsin Public Service Corporation

By_____(SEAL)
Kim M. Michiels – Real Estate Agent

State of Wisconsin )
) ss.
Brown County )

Personally appeared before me this_____day of_____2019, the above named Kim M. Michiels – Real Estate Agent, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

*_____
Notary Public, State of Wisconsin
My commission (expires) (is) _____

* Please print name.

This instrument drafted by:
State of Wisconsin
Department of Natural Resources

DRAFT



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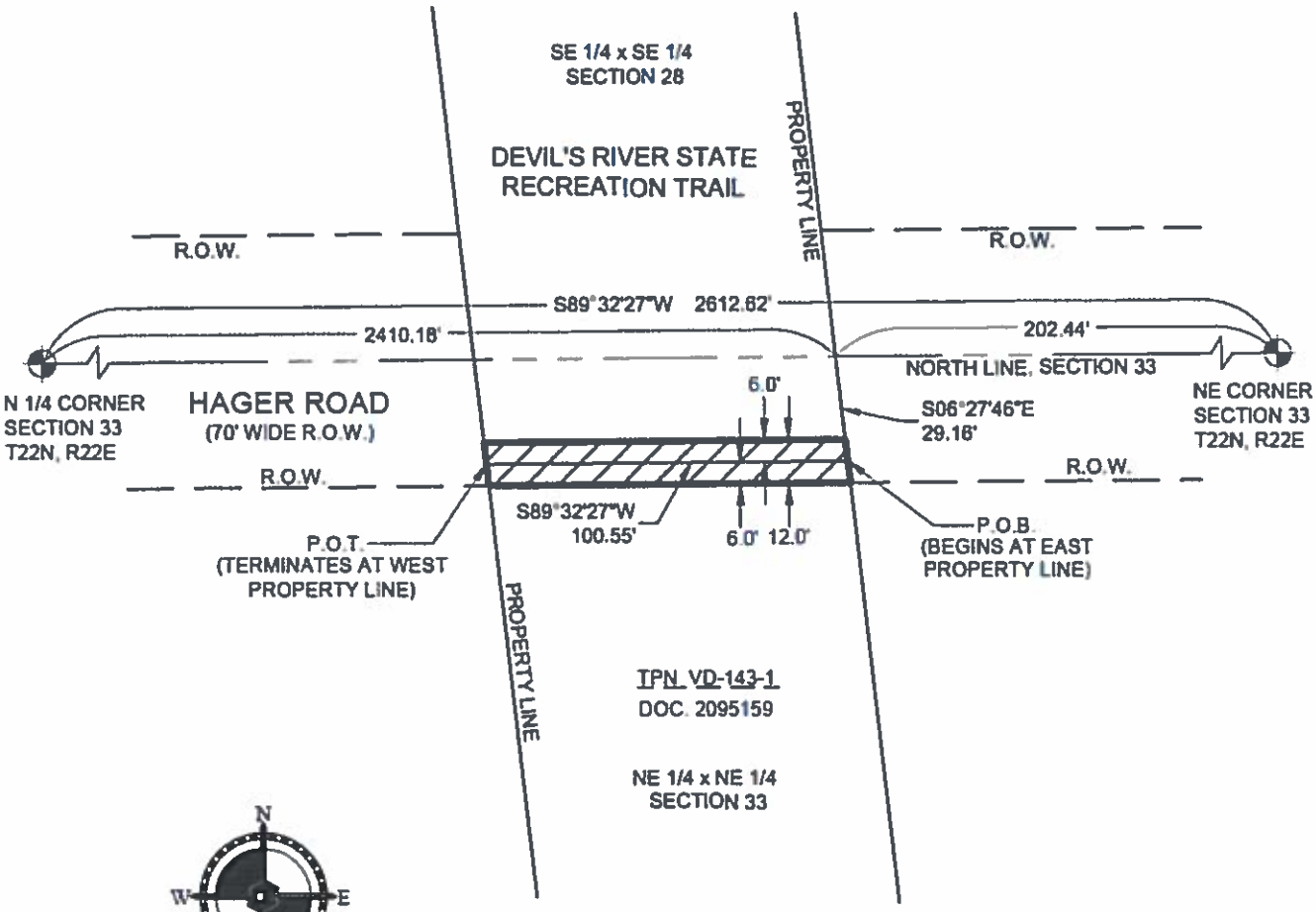
# EXHIBIT "A"

PART OF THE PARCEL DESCRIBED IN THE BROWN COUNTY REGISTER OF DEEDS, RECORDED AS DOCUMENT NUMBER 2095159; BEING PART OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER (NE1/4-NE1/4) OF SECTION 33, TOWNSHIP 22 NORTH, RANGE 22 EAST, VILLAGE OF DENMARK, COUNTY OF BROWN, STATE OF WISCONSIN




LEGEND

| | |
|---|---|
| P.O.B. | POINT OF BEGINNING |
| P.O.T. | POINT OF TERMINATION |
| TPN | TAX PARCEL NUMBER |
| | UTILITY EASEMENT |

BEARINGS ARE BASED ON BROWN COUNTY COORDINATE SYSTEM

## LEGAL DESCRIPTION FOR CENTERLINE OF A 12 FOOT WIDE UTILITY EASEMENT

Commencing at the Northeast corner (NE) of Section 33, Township 22 North, Range 22 East; thence S89°32'27"W along the North line of said Section 33, a distance of 202.44 feet to a point on the East property line of the parcel described in the Brown County Register of Deeds, recorded as Document Number 2095159; thence S06°27'46"E along the East property line of said parcel, a distance of 29.16 feet to the POINT OF BEGINNING (P.O.B.).

Thence S89°32'27"W, a distance of 100.55 feet to a point on the West property line of said parcel, and the POINT OF TERMINATION (P.O.T.).



COLEMAN ENGINEERING COMPANY
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com

PREPARED FOR:
Wisconsin Public Service Corporation

| | |
|---|---|
| DATE: | 8/28/19 |
| WPS PROJ: | 2906995 |
| CEC JOB #: | 190703 |
| SKETCH SCALE: | 1" = 50' |

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PARKS

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054

ASSISTANT PARKS DIRECTOR

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 12/10/2019

**REQUEST TO:** Education and Recreation Committee
Executive Committee

**MEETING DATE:** 01/30/2020, 2/10/2020, respectively

**REQUEST FROM:** Matt Kriese

**REQUEST TYPE:** x New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

**TITLE:** **RESOLUTION TO APPROVE UNDERGROUND GAS PIPELINE EASEMENT AGREEMENT**

**ISSUE/BACKGROUND INFORMATION:**

The WI DNR is the owner of the Devils River State Trail, and the County holds a Trail Management Easement. This resolution authorizes the County to approve a 100.55 feet length easement for Wisconsin Public Service Corporation to install, operate, maintain, repair, remove and replace a 6-inch gas pipeline under the trail in the Village of Denmark.

**ACTION REQUESTED:**

Request to Approve this Resolution

**FISCAL IMPACT:**

***NOTE:*** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? $0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A *(if $0 fiscal impact)*
   a. If yes, in which account? _____
   b. If no, how will the impact be funded? _____
   c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

***x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED***

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19-106

# BUDGET ADJUSTMENT REQUEST

| Category | Approval Level |
|---|---|
| ☐ 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| ☐ 2 Reallocation due to a technical correction that could include:<br>• Reallocation to another account strictly for tracking or accounting purposes<br>• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). | Admin Comm |
| ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. | Oversight Comm<br>2/3 County Board |
| ☐ 6 Reallocation between two or more departments, regardless of amount | Oversight Comm<br>2/3 County Board |
| ☒ 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm<br>2/3 County Board |
| ☐ 8 Any allocation from a department's fund balance | Oversight Comm<br>2/3 County Board |
| 9 Any allocation from the County's General Fund *(requires separate Resolution)*<br>*After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.* | Oversight Comm<br>Admin Committee<br>2/3 County Board |

**Justification for Budget Change:**

This 2019 budget adjustment request is for the Zoo Society's contribution for the purchase of 15 IPads, a charging cart, and 15 cases to be used by the Zoo's education department.

This budget adjustment is also for the inkind donation to the Zoo Maintenance department made by Unlimited Enterprizes LLC for the hydrovac related to the broken water line.

**Fiscal Impact*: $6,497**

**Enter $0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

| Increase | Decrease | Account # | Account Title | Amount |
|---|---|---|---|---|
| ☒ | ☐ | 640.057.257.4901.800 | Donations Zoo Society Support | $5,997 |
| ☒ | ☐ | 640.057.257.5300.003 | Supplies Technology | $5,997 |
| ☒ | ☐ | 640.057.256.4901.900 | Donations-In Kind | $500 |
| ☒ | ☐ | 640.057.256.5307.400 | Repairs & Maintenance Grounds | $500 |
| ☐ | ☐ | | | |
| ☐ | ☐ | | | |

EB 1/13/20

**AUTHORIZATIONS**

Signature of Department Head

Department: NEW Zoo

Date: 1/13/2020

Signature of DOA or Executive

Date: 1/14/2020

Revised 12/3/18

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19-107

# BUDGET ADJUSTMENT REQUEST

| Category | Approval Level |
|---|---|
| ☐ 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| ☐ 2 Reallocation due to a technical correction that could include:<br>• Reallocation to another account strictly for tracking or accounting purposes<br>• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). | Admin Comm |
| ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. | Oversight Comm<br>2/3 County Board |
| ☐ 6 Reallocation between two or more departments, regardless of amount | Oversight Comm<br>2/3 County Board |
| ☐ 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm<br>2/3 County Board |
| ☒ 8 Any allocation from a department's fund balance | Oversight Comm<br>2/3 County Board |
| 9 Any allocation from the County's General Fund *(requires separate Resolution)*<br>*After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.* | Oversight Comm<br>Admin Committee<br>2/3 County Board |

**Justification for Budget Change:**

This 2019 Zoo budget adjustment is for the use of fund balance to fund the loss recorded after giraffe Hodari passed away.

**Fiscal Impact*: $9,000**

**Enter $0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

| Increase | Decrease | Account # | Account Title | Amount |
|---|---|---|---|---|
| ☒ | ☐ | 640.057.001.6190.040 | Capital Asset Disposal Loss Animals | $9,000 |
| ☐ | ☒ | 640.3500 | Equity Invested in Capital Assets | $9,000 |
| ☐ | ☐ | | | |
| ☐ | ☐ | | | |
| ☐ | ☐ | | | |
| ☐ | ☐ | | | |

EO 1/13/20

**AUTHORIZATIONS**

Signature of Department Head

Signature of DOA or Executive

Department: NEW Zoo 1/13/2020

Date: 1/14/2020

Revised 12/3/18

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**BOARD OF SUPERVISORS**

Brown County

**BROWN COUNTY**
**BOARD OF SUPERVISORS**
**GREEN BAY, WISCONSIN**

Meeting Date: 18 Dec 19

~~Agenda No.:~~ Ed + Rec

**Motion from the Floor**

**I make the following motion:**

Brown County Fairgrounds → for short-term soln, waive fees for homeless persons staying @ the campground

Signed: [signature]

District No. 21

(Please deliver to County Clerk after motion is made for recording into minutes.)

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