

2022



ANALYSIS OF PROGRAMS & FACILITIES

BROWN COUNTY PARK SYSTEM

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CONTENTS

Administration

Facilities & Grounds

Information & Education

Resource Management

Visitor Services & Public Safety

Park Administration

ADMINISTRATION

The Parks Department administers a variety of programs and recreational services. These include both departmental and interdepartmental programs, as well as State and local cooperative programs. Due to limited resources, the department also utilizes the services of other County departments for additional program support and administration.

REVENUE PROGRAMS

Objective: To provide an accurate accounting and deposit of all collected program revenues and to ensure the proper administration of assigned programs.

- **ANNUAL COUNTY BOAT LAUNCH PERMIT PROGRAM**

The department coordinates the County-Wide Annual Boat Launch Permit program. This program is a cooperative effort between the City of Green Bay, City of De Pere, Village of Wrightstown, and Brown County. The department oversees the design and purchase of permits, receipts, and program materials, coordinates and tracks sales and distribution to vendors, and disperses revenues accordingly. Scope of program (unaudited): 2021 sales of \$143,843 and distribution of 2,830 permits to seven vendors and additional auto stations at select park sites.

- **DAILY BOAT LAUNCH PERMIT PROGRAM**

This is a departmental program in which a \$6.00 daily fee is charged for launching at any of the county park system's three boat landings. Administration includes tracking deposits, verifying payment, distribution of informational materials and envelopes, and coordinating spot checks on site. Revenues are processed through the Brown County Parks Office. Scope of program (unaudited): 2021 sales of \$56,390.

- **COUNTY SNOWMOBILE PROGRAM**

This is a State program coordinated through the Wisconsin Department of Natural Resources and approved per County Board resolution. The Parks Department coordinates the operation and maintenance of 198.5 miles of state-funded groomed snowmobile trails. Administration includes coordinating the efforts of 11 snowmobile clubs, ensuring compliance with state regulations, reimbursement of

development, grooming and administrative costs, distribution of funding and informational materials, and tracking program expenses and requirements. Scope of program: 2021/22 program expenses/revenues \$59,550

- **CROSS-COUNTRY SKI PROGRAM**

The cross-country (Nordic) ski program is a segregated fund administered by the Parks Department. The department prints, distributes, and sells both daily and seasonal permits, which are required on all cross-country ski trails within the system. Permits are available on site, in the Park Office, and through participating vendors. The department also designs and develops all informational materials and trail maps and holds several special events each season. Scope of program (unaudited): 2021/22 cross country season daily and annual permit sales of \$38,601.

- **SHELTER RESERVATIONS**

The Park Office processes all facility reservations for shelters and grounds at eight park areas. Reservations are taken over the counter and by phone on a first-come, first-serve basis, beginning one year in advance. Information, fees, lease and use agreements, scheduling, and insurance certificates are processed as necessary. Scope of program (unaudited): 2021 brought in revenues of \$171,879.

- **STORAGE**

The exhibition and livestock buildings at the fairgrounds are utilized during the winter months for seasonal storage of vehicles and recreational equipment. Items are placed in storage for the public in late October with removal in April. Scope of program: \$36,720 during the 2021/22 season.

- **CAMPGROUNDS**

The Parks Department utilizes a self-registration system and online platform for its two campgrounds at Bay Shore Park and the Brown County Fairgrounds. Field staff verify information, receipts, and payment on site, while office staff develop and work within the software program for online reservations. A new campground will open summer 2022 at the Reforestation Camp. Scope of program for Bay Shore campground alone (unaudited): 2021 included 11,237 occupancies with \$323,065 in camping revenues and 57% occupancy.

- **STATE TRAILS PROGRAM**

The department coordinates the distribution and sales of the Annual State Trail Permit for Brown County. The permit is required for bicycling, rollerblading, skateboarding, and horseback riding on the Mountain Bay and Fox River State Recreational Trails, with revenues segregated for trail operations. Brown County retains all of the daily permit revenues collected along the trail and retains 70 percent of the revenues collected for annual permits. The remaining 30 percent from annual permit

sales is paid to the Wisconsin Department of Natural Resources. The department manages the distribution and oversight of 16 permit vendors across the county. Scope of program (unaudited): 2021 season generated \$78,107 revenue in Annual Permits, \$16,065 in Daily Permits.

- **MOUNTAIN BIKE/SNOW BIKE TRAILS PROGRAM**

The department maintains approximately 25 miles of bike trails at the Reforestation Camp. Bikers may purchase a daily permit for \$5.00 to use the trails, or an annual permit at \$30.00. Scope of program (unaudited): In 2021, \$30,742 in revenues for daily and annual permits.

- **EQUESTRIAN TRAILS PROGRAM**

The department maintains several trails at the Reforestation Camp and Neshota Park for horseback riding, as well as the Fox River State Trail (requiring a state trail permit). Riders may purchase a daily \$5.00 permit, or an annual permit for \$30.00. Scope of program (unaudited): Revenues of \$3,852 for combined daily and annual permits in 2021.

- **VEHICLE PARKING**

Vehicle parking fees are collected and receipted during commercial events and the annual Holiday Light Show at the Brown County Fairgrounds. Scope of program (unaudited): \$19,744 during 2021.

- **RIFLE RANGE PUBLIC SIGHT-IN PROGRAM**

During the weekends in September and October and daily in November until the Thursday before the deer gun season begins, the department charges a fee of \$7.00 per person or gun/bow for sight in at the rifle range. This fee includes targets and spotting assistance. Throughout the rest of the year, the Rifle Range is utilized by various other groups and law enforcement agencies to provide hunter safety and firearms instruction classes. Scope of program (unaudited): \$11,192 in revenues in 2021.

- **VENDING/MISCELLANEOUS CONCESSIONS**

Vending machines for beverages are provided throughout the system. Department personnel stock machines and collect revenues on a routine basis. The department also sells firewood and ice at the Bay Shore Park campground and provides a small laundromat. Other concessions consist of catering, RV sanitary dump stations, and special event concessions. Scope of program (unaudited): \$19,083 in 2021.

- **PET EXERCISE AREA (DOG PARK) PROGRAM**

The department allows leashed dogs at many of the public parks, however the Dog Park located off Hwy 54 is specifically designated for off leash dogs. There are two

fenced sections for dogs and their handlers. Annual permits are required in order to use the Park, with acknowledgement of necessary dog license and vaccines in order to purchase the annual \$20 permit. Permits may be purchased over the counter, online and at the auto station on site. Scope of program (unaudited): Revenue totaling \$15,836 in 2021.

- **TIMBER SALES**

Timber sales for pulp, bolts, and lumber at the Brown County Reforestation Camp are conducted with the assistance of the Department of Natural Resources Forester and contracted foresters. Cutting is primarily based upon thinning of pine plantations according to forestry management plans and selective copious cuts. Logging practices are scheduled to minimize impact upon other recreational use and are not performed annually.

LEASE/CONTRACT PROGRAMS

Objective: To monitor and maintain the various assigned lease and contract agreements for use of park facilities and lands.

- **BROWN COUNTY FAIR LEASE**

The County Fair Association enter an annual lease for use of the fairgrounds for approximately 3 weeks each August. In 2021 the County paid \$20,000 subsidy to support the Annual Fair. Park staff provide minimal assistance during the Fair. The Fair Association supports the property through various improvements, based on plans with the department.

The Fair Association, a Wisconsin non-stock corporation, donated a 3,200 sq ft storage building to Brown County in 2018 and entered into a 20-year lease agreement for \$1.00 per year to utilize the building, located on the northwest corner of the fairground's property.

- **EXPO CENTER AND PLAZA MANAGEMENT AGREEMENT**

This is a management agreement between Brown County and PMI Venue Management, LLC. Brown County leases the Expo Center from the Community Development Authority of the Village of Ashwaubenon (CDA) and Brown County leases the management and daily operation to PMI.

- **RESCH CENTER LEASE AGREEMENT**

Brown County (the "Tenant") oversee the Lease Agreement between the county and PMI Entertainment Group, Inc., (the "Subtenant") for the use and operation of

the Resch Center.

- **NITSCHKE FIELD EXCHANGE LEASE AGREEMENT**

The original lease was executed in 1957, later amended in 1997 and a second amendment in 2003 for the exchange of land known as the "Blue" Resch Center parking lot and the Don Hutson/ Nitschke Field Packers practice facility. The site of the practice facility historically was the location of a Brown County Parks indoor ice facility. The current lease expires in 2038. The rental payment in 2021 was \$279,000.

- **MOUNTAIN BAY RECREATION TRAIL & FOX RIVER TRAIL M.O.A.**

The Parks Department has a management and operating agreement with the WDNR to operate the Mountain Bay and Fox River State Recreational Trails. These agreements allow the department to collect user fees, enforce use restrictions, and consent to easements and use agreements on the property.

- **SENSIBA WILDLIFE AREA PARKING LOT**

This is an agreement between the WDNR and Brown County in which the County maintains the parking area at Sensiba to provide overflow parking to boaters using the Suamico Boat Landing. Since this agreement trails and more recreational uses have been added to Sensiba.

- **SITE SPECIFIC AGREEMENT- DUCKS UNLIMITED, INC.**

This is a Site-Specific Agreement at the Barkhausen Waterfowl Preserve for a 70-acre waterfowl habitat enhancement project, and a 1½-acre educational study by area school children. This agreement expires in 2028.

- **RAILROAD MUSEUM PROPERTY**

The County maintains a lease agreement with the National Railroad Museum Corporation for County-owned property in the Village of Ashwaubenon which the corporation uses in their operations. This is a perpetual lease for one dollar per year.

- **WEQUIOCK FALLS WisDOT LAND USE AGREEMENT**

The Park Department has a Land Use Agreement with the Wisconsin Department of Transportation for operation of the Wequiock Falls Park area.

- **UTILITY EASEMENTS**

The department oversees a number of water and utility easements on park lands throughout the system. These include fiber optic cable, sewer and water lines,

lift stations, electrical power and distribution, natural gas lines, and roadway easements. Access and maintenance agreements are maintained and monitored by Park staff. Agencies with utility easements include Wisconsin Public Service, American Transmission Lines, NEW Water, and several local municipalities. These utility easements are abundant and common on the County managed State Recreational Trails.

- **HYDRANT AGREEMENTS**

The department has agreements with the Town of Eaton and Village of Suamico Fire Departments for the maintenance and operation of dry hydrants located within Lily Lake Park and the Reforestation Camp.

- **PRIVATE ACCESS**

Private accesses on to County Park lands are authorized under an annual permit system issued to adjoining property owners. Fees are based upon a resident/nonresident basis and must be renewed annually. Private accesses are presently located at the Brown County Reforestation Camp and Neshota Park. Primary purpose is to restrict motorized vehicles, unauthorized access such as dogs and horses.

- **RESIDENT LEASES**

The department maintains two residential apartments for lease by staff. These lease agreements are maintained by the park office.

PLANNING

Objective: To coordinate and plan for future park, recreation, and land preservation in the County.

- **COMPREHENSIVE OUTDOOR RECREATION PLANNING**

Every five years the department is required to update or create a new Comprehensive Outdoor Recreation Plan (CORP). The process involves citizen, stakeholder, and local municipal engagement, with final approval via Resolution by the County Board. The CORP guides future park and recreation improvements within the county. Furthermore, once the CORP is approved by the state, it allows project eligibility for state and federal grant funding as required under Wisconsin Administrative Code (CH NR 50).

- **PARK MASTER PLANNING**

The department manages several master planning processes for a variety of purposes. Planning may involve a new playground to an entire park master plan. These processes vary and can span a few months to a few years. Department staff lead the effort and engage the community to develop a future vision.

- **CAPITAL IMPROVEMENT PLANNING**

The department manages and updates a five-year Capital Improvement Plan (CIP) for budgeting and planning purposes. This involves project identification, prioritization, and cost estimating.

PERMITTING AND LICENSING

Objective: To maintain all necessary permits for development and operation of park facilities.

- **CAMPGROUND LICENSES**

The department maintains a license for the operation of three public campground facility. Facilities are inspected on an annual basis by Health Inspectors.

- **HIGH CAPACITY WELL**

The high capacity well located at the Barkhausen Waterfowl Preserve is licensed by the WDNR to pump a maximum of 300gpm with a total daily output of 288,000 gallons. Water use reports are submitted annually for the Reforestation Camp and Barkhausen Waterfowl Preserve, as both are considered high-capacity water draw properties.

- **PUBLIC WATER SYSTEMS**

The WDNR lists 9 park sites having public water supply systems. These areas are served by wells and are not on a municipal water supply system. PWS systems are tested and inspected annually by staff and licensed professionals.

- **SALVAGE PERMITS**

The Park Department maintains both State and Federal scientific collectors and salvage permits for specimens used in the Park System's educational programs. These permits allow the department to maintain animal and bird parts, display small animals including endangered and threatened species, and exchange materials with other educational institutions. Records are maintained on site by assigned staff.

- **NUISANCE ANIMAL PERMIT**

The Park Department occasionally applies for, and receives, nuisance animal permits. These permits allow staff to trap and/or remove nuisance animals that may cause damage to dike systems or other park infrastructure.

- **LAKEBED LEASE**

Brown County has a 50-year lakebed lease until the year 2025 with the State of Wisconsin for the breakwater pier and harbor of refuge located at Bay Shore Park. This lease allows the department to maintain the present facilities in the waters of Green Bay.

- **WASTE TREATMENT FACILITY**

Brown County is permitted by the Wisconsin Department of Natural Resources to operate a 15,000 gallon per day recirculating gravel waste treatment facility at the Reforestation Camp. As a condition of the permit, results from monitoring well samples are completed annually by a consultant.

- **LAND USE PERMITS**

County Park properties and projects are often located within shoreland zoning areas, wetlands, or navigable waters. Construction, maintenance, and development in these areas require County, State and Federal water regulatory and land use permits. All permits are maintained by the Park Office.

FRIENDS & COMMUNITY ORGANIZATIONS

Objective: To engage and utilize partners for the betterment of the park system and community well-being.

- **BAY AREA NORDIC SKI CLUB, INC.**

This organization's purpose is to provide Nordic ski training and funding for development and improvements to the cross-country skiing program within the Park System. Projects include funding for lighted trails, construction of a warming shelter, and additional trail mileage. The group utilizes the Reforestation Camp as a "home base" and educates hundreds of youth and adults on all things cross-country skiing. In 2019 a Biathlon program was added through agreement, and the group utilizes the Rifle Range and trails situated on the north end of the Reforestation Camp.

- **GREEN BAY DUCK HUNTER'S ASSOCIATION**

While broad in scope of projects, this association is dedicated to improving waterfowl habitat in the Green Bay area. This organization has adopted the

Barkhausen Waterfowl Preserve as a club project and provides volunteer labor and funding for habitat improvement projects on site.

- **BROWN COUNTY CONSERVATION ALLIANCE**

The Alliance is comprised of various outdoor and environmental organizations from throughout the Brown County Area. The Alliance appropriates funds for various conservation and outdoor education programs.

- **BROWN COUNTY SNOWMOBILE ALLIANCE**

The Snowmobile Alliance is comprised of the various snowmobile clubs from throughout Brown County. Each of the 11 clubs is responsible for maintenance of a segment of the County Snowmobile Trail System. Clubs are reimbursed for expenses according to State guidelines. The Park Department works through the Alliance to coordinate and manage all snowmobile trails as required by s. NR 50.09(4)(d), Wis. Admin. Code.

- **FRIENDS OF FOX RIVER TRAIL**

The Parks Department has an agreement in place with the Friends of the Fox River Trail, a volunteer group dedicated to the betterment of the trail. The group is currently raising funds to repave sections of the trail that require repair and add additional parking near Midway Road.

- **FRIENDS OF NESHOTA COUNTY PARK**

The Parks Department has an agreement in place with the Friends of Neshota County Park, a volunteer group dedicated to the betterment of the park. The group recently added a state-of-art playground for the community and hosts several special events for fundraising causes agreed upon by the group and department.

- **FRIENDS OF REFORESTATION CAMP TRAILS**

The Parks Department has an agreement in place with the Friends of The Reforestation Camp Trails, a volunteer group dedicated to the betterment of the park. The group assists with a variety of trail work, including seasonal grooming efforts. They host special events for fundraising causes agreed upon by the group and department.

- **ADOPT-A-TRAIL**

The Adopt-a-Trail program, sponsored by the Wisconsin Department of Natural Resources, is for interested groups and organizations to assist Park staff in keeping the State Recreational Trails clean and maintained. Various groups adopt portions of a trail and periodically through the year have their members participate in clean-up events. The Park Department coordinates an Adopt-a-Trail program with several local organizations for the Mountain Bay State Recreational Trail and will also

coordinate a similar program for the Fox River Trail.

- **GREEN BAY CONSERVATION PARTNERS**

Department staff are appointed to the organization committee of the Green Bay Conservation Partners group. This group is a regional conservation partnership coordinating conservation activities in northeast Wisconsin region of the Green Bay watershed.

- **WELLO**

Wello is a community-based organization that promotes well-being in Brown County. The organization is active in promoting and supporting parks and recreation, and often the driving force for change. Recently the group was the leading cause for plowing the Fox River Trail to promote year around use.

- **COMMUNITY WIDE**

Department staff assist with a variety of county and municipal committees and organizations. Staff are often requested to speak based on expertise of recreational or natural resource projects.

- **BROWN COUNTY GOLF CLASSIC (CHILDREN'S CHARITY)**

Staff are appointed by the County Executive to sit on the oversight committee and assist in the organizations mission to raise funds to assist in improving the quality of life for youth who live in our community. This event has taken on a role to assist NWTC's foundation in assisting with scholarships for students. The goal is to raise \$1 million dollars through a partnership with Brown County, Green Bay Packers and NWTC.

MEMBERSHIPS

Objective: To network and share information pertaining to park operations and legislation with other agencies, organizations, and professional affiliations.

- **WISCONSIN PARK AND RECREATION ASSOCIATION**

The Wisconsin Park and Recreation Association (WPRA) is a State organization providing resource information, training and networking opportunities for park and recreation departments. WPRA has several subsections and regional work groups.

- **WISCONSIN ASSOCIATION FOR ENVIRONMENTAL EDUCATION**

WAAE provides information and training on environmental and outdoor education. This organization also provides a network for environmental and interpretive centers and educators.

- **NATIONAL RECREATION AND PARK ASSOCIATION**

The National Recreation and Park Association (NRPA) provides training and resources for park and recreational professionals. Staff occasionally attend national seminars and training that are not available at a local level.

- **MISCELLANEOUS**

The department also maintains subscriptions/memberships in the following organizations to obtain technical and legislative information: Association of Wisconsin Snowmobile Clubs, National Association of County Park and Recreation Organizations, and Wisconsin Counties Association.

OFFICE ADMINISTRATION

Objective: To maintain administrative functions necessary for program and facility operations within the Park System.

- **TRAINING**

The department schedules staff training sessions and maintains certification and attendance records. Staff training includes CPR, blood borne pathogens, drivers training, equipment servicing and repair, risk assessment, playground inspection, work site safety, firearms/range safety, rule enforcement and citation writing, chainsaw safety, and grounds maintenance to mention a few.

- **PERSONNEL RECORDS/SCHEDULES/UNIFORM ALLOWANCE**

Personnel records are maintained for all departmental employees. Records maintained include performance reviews, personal information, and job assignments. Park schedules are maintained for 14 full-time employees, approximately 19 seasonal limited term employees and summer workers, along with one live-in caretaker. The department also coordinates storage, security, special event, and rifle range schedules for regular park staff. Uniform allowances, billings and other items are tracked and coordinated through the Park Office for all departmental personnel.

- **HIRING OF SEASONAL STAFF PERSONNEL**

The Park Office handles the hiring of seasonal and summer park employees in conjunction with the Human Resources Department. The Park Department reviews applications, schedules, and conducts interviews.

- **INFORMATION/DISPATCH**

Due to the number of park locations and various programs, Park staff can be dispatched by phone from the main office. Information, questions, and messages are processed through the Park Office, including such items as information on facilities, events, trail conditions, user fees, directions to facilities, and hours of operation. Daily, the Park Office averages more than 75 phone calls from personnel and the public. This is accomplished with one Administrative Secretary.

- **INCIDENT REPORTS**

Incident reports are maintained on file for all park accidents, violations, vandalism, thefts, and other related incidents. The Park Office also processes citations issued by Park Rangers. Reports are used to improve public safety, track problem areas and trends, assist in investigations and for risk management.

- **SPECIAL REVENUE ACCOUNTS**

Special revenue accounts are maintained for various programs and projects within the Park System. At present, the department oversees 6 accounts for the following programs: Cross-Country Ski, Boat Landings, Park Trust, Land Acquisition, Rails to Trails and Veteran's Memorial Complex.

- **MEDIA RELEASES**

All departmental news releases are processed through the Park Office. Releases pertaining to ordinances, events, seasons, rates, and hours of operation are sent to various media sources. The Park Office also provides information regarding special events and programs to various tourist organizations in the area, such as the Green Bay Area Visitors & Convention Bureau.

- **WEB SITES/ INTERNET**

The department's website is available through the Brown County Internet site and is one of the top ranking viewed sites County IT manages. Maintenance of these web sites is handled in the Park Office by our staff.

- **SOCIAL MEDIA**

The department manages a Facebook and Instagram account, with frequent postings.

- **TRAVEL WISCONSIN**

The department works with Travel Wisconsin periodically throughout the year, providing updated information regarding various County Park programs, including snowmobile and cross-country ski trail conditions.

- **ACCOUNTS PAYABLE/RECEIVABLE**

Invoices are received directly in the Park Office and payments are processed at the department level. Staff also utilize county credit cards to make purchases for their respective parks and facilities. Credit card purchase logs are reconciled and monitored by the Park Office staff and forwarded to the Finance Department for payment. Billings are prepared for such items as damages, logging, facility and program use, grant and program reimbursement and cooperative projects. This work is performed through the County's financial system, known as Tyler Technologies, LOGOS.

- **CONTRACTED WORK SCHEDULING**

All contracted services such as waste removal, septic pumping, service contracts, portable restroom rentals and phone service are scheduled through the Park Office. Due to the seasonal nature of park operations and facilities, service schedules need to be adjusted throughout the year to be cost effective.

- **PURCHASING**

Purchasing of park materials and supplies, is monitored, and coordinated through the Park Office. Purchase orders are processed through the Park Office in conjunction with the Purchasing Department. County departmental credit cards are also utilized by staff to purchase materials for their respective parks and facilities. Project and equipment Scope of Services are written by park staff and forwarded to Purchasing for posting. Bids received for projects are reviewed and approved by the Parks Director.

GRANTS & SPONSORSHIPS

Objective: To financially assist various programs and projects within the County Park System.

- **COUNTY CONSERVATION AIDS FUND**

This is an annual matching appropriation state-funded program which supports various conservation and environmental education programs within the Park System.

- **MOTORIZED STEWARDSHIP AID**

This is an annual appropriation for state funded snowmobile trail miles. Park staff oversee the GPS mapping of all trails and verification that landowner

easements are on file matching the trail location annually, prior to receiving these funds of \$300 per mile.

- **RECREATIONAL GRANTS**

The Park Department applies for various State and Federal Grants, such as Acquisition and Development of Local Parks, Land and Water Conservation Fund, Sport Fish Restoration, Urban Green Space, Recreational Trails Program, and others.

- **PRIVATE GRANTS**

The Park Department applies for various private grants, including Cellcom Green Gifts, family foundations, and others that become available.

- **SPONSORSHIPS**

The Park Department has developed an application for private sponsors for fixed park amenities as well as for special events. Sponsors can contribute to the parks through the purchase of benches, picnic tables, trees, engraved bricks, and other park amenities. Other sponsorship opportunities are for special events and products that are distributed at these events.

Facilities & Grounds

FACILITIES & GROUNDS

The Brown County Park System is comprised of 18 recreational areas encompassing over 3,100 acres. Facilities include maintenance of buildings, exhibits, electrical services, waste treatment stations, boat ramps, barns, park shelters, residences, trails, and restroom/shower facilities. Typical park grounds include trails, picnic areas, campgrounds, gardens, playground, pet exercise areas, open space areas and roadways. Some park facilities and properties are under lease or contract for operation by private organizations or other municipalities. Facilities and grounds are maintained by departmental staff according to established standards and accessibility guidelines. Park personnel also service all maintenance equipment and vehicles. Major repairs are accomplished through service contracts with local vendors.

FACILITIES

Objective: To maintain all assigned park facilities in a safe, usable condition and in accordance with accepted standards.

- **BUILDINGS**

Within the Park System, approximately 70 buildings encompassing over 163,000 square feet. These include 20 restroom buildings, 5 heated shelter buildings, 4 seasonal enclosed park shelters, 11 open shelters, 5 restroom/shower buildings, 1 interpretive center, 12 storage buildings, 5 shop/storage facilities, 2 log cabins used for educational programs, 7 livestock/barn buildings, 2 exhibition buildings, 2 residences, 1 milk house, 1 ski lodge, 1 main office building and 3 gazebos. The department utilizes a variety of heating and cooling systems, electronic locks, security systems for entry, fire and temperature monitoring, and auxiliary power and heating systems in operations of park buildings.

- **WELLS**

Those park areas not on municipal water are serviced by drilled wells. The department maintains permits and monitors the 13 wells supplying park areas with water including one high capacity well located at the Barkhausen Waterfowl Preserve. Water treatment includes utilization of various water filtration units for the water supply at Bay Shore Park, Reforestation Camp and Barkhausen. All water systems are equipped with

backflow preventers, meet WDNR standards for public water systems, and are inspected and tested annually.

- **MISCELLANEOUS STRUCTURES**

Miscellaneous structures in the Brown County Park System include a 108-foot long suspension bridge over the Duck Creek in Pamperin Park, 2 Photovoltaic Solar Systems, a 30-foot high wooden observation tower, a breakwater pier, 9 floating fishing docks, 5 accessible wildlife observation blinds/platforms, cantilevered viewing platform, silo, a 14-foot long covered wooden bridge, a 325 foot long wooden observation bridge, several registration stations, 12 remote auto pay stations, and 1,315 feet of wood/steel/concrete supported bridges.

- **BOAT LANDINGS**

The Park Department manages boat landings at 4 locations within Brown County: Bay Shore Park, Lily Lake, Eagles Nest, and the Suamico launch facility. The Eagle's Nest site will be developed in the future. Launch facilities typically include improved walls or docks for mooring, parking, concrete launch ramps, registration stations, and lighting. A total of 9 launch lanes are maintained by Park staff. With the exception of hazard lighting on the breakwater pier at Bay Shore Park, the department does not maintain navigation aids or channel depths for recreational boating.

- **WASTE TREATMENT FACILITIES**

The department maintains a number of holding tanks and soil absorption systems for treatment of sewage at park facilities not serviced by municipal sewer. There are 10 holding tanks or vault type systems, one gravel recirculating absorption system with the holding capacity of 80,000 gallons, and 11 self-contained portable units. The department also provides 4 sanitary dump stations for recreational vehicles. These stations are located at campground facilities. All facilities and systems are maintained and monitored in accordance with State and County codes.

GROUNDS

Objective: To maintain assigned grounds areas in a safe, usable, and aesthetic condition in accordance with accepted standards.

- **ROADWAYS AND PARKING AREAS**

The department maintains 7.36 miles of public asphalt paved surfaced roadway and 2.24 miles of gravel surfaced roadway, total roadways are 9.60 miles within the Park System. These roadways are ineligible for State road aids and are maintained by park personnel. The department also maintains approximately

23 acres of designated parking areas within the system, and an additional 10.5 acres of overflow parking, in addition the department leases an additional acre for parking from the WDNR under a cooperative agreement. There are also a substantial number of paved walkways, sidewalks, pads and drop off zones located in the the Park System.

- **PLAYGROUND AREAS**

There are 5 playground systems within the present system. Playground areas require specialty surfacing, subsurface drainage, and several individual play elements. Playgrounds are inspected routinely by park staff for hazards and to assure they meet accessibility and safety guidelines.

- **TURF AREAS**

The department maintains over 90 acres in turf for open space use. These areas are used typically for picnicking, relaxation, games or to preserve scenic vistas. This acreage is maintained utilizing low impact turf management practices.

- **BALL COURTS/DIAMONDS**

The county park system does not focus on active recreation courts; however, 2 baseball diamonds exist. Facilities are available on a first-come, first-serve basis and the department does not maintain these areas to league standards.

- **PARK TRAILS**

The department maintains over 330 miles of trails. These include 34 miles of cross-country ski trails, 9 miles of snowshoe trails, 198.5 miles of snowmobile trails, 1.75 miles of interpretive trails, 57 miles of hiking trails, 42 miles of bike trail, 20 miles of mountain bike trail and 17 miles of horse trails.

- **CAMPGROUNDS**

There are three licensed public campground and a youth group camp area located within the Park System. Bay Shore Park has a 107-unit campground, with 90 sites and 1 group camp site having electrical services and water, and 16 primitive sites without water or power. The youth group camp area at the Barkhausen Waterfowl Preserve is a rustic site available to supervised youth groups. The Fairgrounds has a 55-unit campground designated for recreational vehicles, all sites have electric and water available. Completed in 2022, the Reforestation Camp campground has 51 sites, most with a varying degree of electric, water, and sewer connections. Other campground amenities include registration stations, parking, tent pads, showers, fire rings, overflow parking, firewood vending machines, laundry, and picnic tables.

- **PONDS/DAMS/WATER CONTROL STRUCTURES**

The department maintains 21 man-made ponds for fire control, fishing, winter skating

and/or aesthetics. Within the system, there are also 1 low head dam and 6 water control structures utilized in flood control and managing water levels for wildlife purposes.

- **SLEDDING HILLS/SKATING PONDS**

During the winter months, a skating pond is maintained at Barkhausen Waterfowl Preserve for public ice skating. A sledding hill is available at Neshota Park.

- **FLOWERBEDS/GARDENS**

The department maintains assorted accent plantings throughout the Park System. Plantings are used to complement existing facilities for educational purposes, weddings, photography, and general viewing.

- **RIFLE RANGE**

A 2-bay, 100-yard rifle range is located at the Reforestation Camp. This range uses earthen bunkers with pipe stands located at 25, 50 and 100 yards respectively. There are 2 roofed shooting areas with 4 spotting booths and 19 shooting benches with stands.

Information & Education

INFORMATION & EDUCATION

The Park Department provides a variety of information and educational services pertaining to related programs and facilities. These are offered as a public service to inform County residents of opportunities and resources within the Brown County Park System, foster appreciation, and promote proper and safe use of facilities. Services offered include printed media, television interviews, displays, staff-led educational programs, interpretive and educational centers, interpretive signage, and volunteer programs. Individual program and facility needs are assessed by department staff on a regular basis. When possible, the department attempts to work jointly with other agencies, organizations, and businesses to produce informational items. Most materials are produced in-house with programs developed and presented by assigned park staff.

EDUCATIONAL PROGRAMS

Objective: To foster a greater appreciation and understanding of the natural and cultural resources within the Brown County Park System.

- **INTERPRETIVE & EDUCATIONAL CENTER**

The Parks Department operates the West Shores Interpretive Center located at the Barkhausen Waterfowl Preserve. This facility features interactive educational exhibits, games and displays on various natural history themes. Meeting rooms, educational materials and instructional aids are available for use in programs and classes on site.

- **OUTDOOR STUDY AREAS**

The department maintains four outdoor study areas at the Barkhausen Waterfowl Preserve to facilitate outdoor education classes. These special managed areas include seating, special habitats, and other aids necessary for conducting programs and classes in an outdoor environment.

- **ENVIRONMENTAL EDUCATION PROGRAM**

Since 1979, volunteers and park staff have conducted Naturalist-led outdoor

education programs for area school children. Programs have a half-day or full-day format and are conducted Monday through Thursday during the school year. The center offers 39 different programs, many matching state regulated school curriculum standards. Self-guided programs are also available through the Interpretive Center. These programs are partially supported through user fees.

- **MAPLE SYRUP PROGRAM**

In 1998, the log cabin from Lily Lake was taken down and reconstructed at the Barkhausen Waterfowl Preserve, to be used in the Maple Syrup Educational Program. School groups can participate in this program with/the Park Naturalist and learn first-hand how maple syrup is made. A Celebration of Spring public event is held annually at the park, and in 2021 staff began producing maple syrup to sell at this event.

- **AFTER SCHOOL & PUBLIC EDUCATIONAL PROGRAMS**

This Naturalist-led program is available on weekends and after school to youth groups and adults. Programs are designed to provide a hands-on experience and supplement the natural resources portion of the scouting and other similar programs. Adult and family programs focus on natural history themes and outdoor recreation. These programs are partially funded through user fees.

- **INTERPRETIVE TRAILS**

In a cooperative project with the Northeastern Wisconsin Chapter of Trout Unlimited, the department maintains a 3/4-mile interpretive trail focusing on trout stream ecology. This trail is unique in the State as there are models of the in-water habitat structures on land and water with corresponding interpretive signage. This educational trail is available to the public as well as youth groups.

- **OUTREACH PROGRAMS**

Park staff display and conduct numerous programs offsite for community organizations, schools, libraries, and events. The department also maintains informational displays at various community events and festivals.

- **COLLECTIONS**

The Department has several natural history collections which are utilized for educational and interpretive programs and scientific study. These collections are maintained by staff and volunteers and are housed at the West Shores Interpretive Center located at Barkhausen Waterfowl Preserve. Departmental staff maintain the necessary Federal and State permits required for wildlife and endangered specimens.

PUBLIC SERVICE PROGRAMS

Objective: To accommodate the needs of County residents, increase awareness of programs and facilities available through the Park System, and promote safe and responsible use.

- **SHOOTING RANGE**

The Department operates a 100-yard shooting range located in the northeast corner of the Reforestation Camp. This facility is available for use by organized groups and area law enforcement agencies. The department also operates a public sight-in program during weekends in September and October, and daily during November to give hunters an opportunity to sight-in their firearms. Technical assistance is provided by Park staff. This program is partially funded through user fees with development costs paid through the Wisconsin Hunter Safety Program.

- **NO TILL SEEDER RENTAL**

The Department owns a Great Plains no till seeder, which was funded through U.S. Fish and Wildlife Service and Ducks Unlimited. This seeder is used by department staff, other government agencies and the public. A rental fee is assessed based on acreage. In 2021 over 104 acres of land have been restored via buffer strip and prairie plantings through six rentals.

- **SPECIAL EVENTS**

As a public service, the department sponsors several special events annually in the Park System. The purpose of the events are to increase awareness of County Park facilities and programs. In general, these are family-oriented outings and include such events as dog Easter egg hunts, moonlight hikes, beer gardens, and candlelight ski and snowshoe. Sponsors and volunteers are solicited for special events when possible. Additional community events are co-sponsored or facilitated through the department with area organizations providing major support or sponsorship.

VOLUNTEER PROGRAMS

Objective: To provide County residents an opportunity to participate directly in park programs and development through volunteering.

- **VOLUNTEER PROGRAMS**

The Park Department has volunteer opportunities available at several park sites. At Barkhausen Waterfowl Preserve volunteers choose projects or program areas of interest. Other County Park areas utilizes volunteer labor for various community projects such as trail development, tree planting, and spring clean-up. Park staff also works with Boy and Girl Scout troops on service projects, as well as Eagle Scout projects. Service hours, initial screening, and assignments are coordinated through Park staff.

- **ADOPT-A-TRAIL PROGRAM**

The Adopt-A-Trail Program is sponsored by the Wisconsin Department of Natural Resources and permits groups and organizations to participate in the maintenance of State recreational trails. Participating groups pay a fee and agree to take part in at least two trail activities annually. Recognition is given through signage erected along the trail. Typical projects include litter pickup, tree planting, brush removal, and the installation of wildlife nesting boxes. This program is presently available for the Mountain-Bay and Fox River State Trails and is coordinated and administered by staff.

- **PARK INTERNSHIP/SHADOW PROGRAMS**

The Park Department utilizes student interns as requested or sought. Interns bring new perspectives to the department and the park experience provides a valuable hands-on learning opportunity for the participants. Program areas in which interns are used include the interpretive/ outdoor education program, wildlife management and park administration.

PUBLICATIONS

Objective: To inform County residents of facilities, programs, recreational opportunities and use restrictions pertaining to County Park facilities.

- **MAPS/TRAIL GUIDES**

The department regularly produces and publishes several different guides and maps referencing County Park lands and trails. These items are available at trailheads, shelters, and the Park Office.

- **GENERAL INFORMATION**

The Park Department produces and maintains many publications pertaining to facilities and programs within the Park System. Publications include program listings, activity guides, newsletters, use restrictions/instructions and promotional information.

- **WEB SITES/ INTERNET**

The department provides information to the public via its web page, which is accessible at: www.browncountyparks.org. Maintenance of this web page is handled in the Park Office by staff.

- **WAY FINDING AND ONSITE INFORMATION**

The department consistently is required to update outdoor park signs based on trends, use, damage, and rule changes. These signs are standardized so users begin to recognize our county parks apart from other parks.

Resource Management

RESOURCE MANAGEMENT

The Park Department provides oversight and resource management for over 3,100 acres of Park land. Included in this acreage are ponds, natural areas, rivers, streams, two natural lakes, waterfalls, geological formations, wetlands, forests, and a waterfowl refuge. This broad natural resource base provides the foundation for the Park System and its many programs. Natural resources within the Park System are managed primarily for preservation with sustained or multiple use permitted when resources are not at risk. Resource management within the Park System can be grouped into four categories, which include fisheries, forestry, natural areas, and wildlife.

FISHERIES & WATER MANAGEMENT

Objective: To provide public access and recreational fishing opportunities for County residents.

- **STOCKING PROGRAM**

The Department works in conjunction with the WDNR to stock game fish to enhance fishing opportunities for families, youth and the physically challenged. Fish are stocked by the WDNR and local high schools. Funding is provided by community organizations and the WDNR.

- **HABITAT RESTORATION**

Restoration of habitat is a primary objective of several State, Federal, and nonprofit management agencies. The department maintains multiple northern pike spawning impoundments located at the Barkhausen Waterfowl Preserve, and one at the Reforestation Camp. These impoundments accommodate spawning pike migrating from the Bay of Green Bay and serve as a hatching and rearing areas for fry. Food for the fry is naturally provided by the zooplankton rich water from adjacent impoundments

which drain into the spawning area. Fish stocks are released into Green Bay through a managed draw down of the impoundments.

- **LAKE MANAGEMENT**

The Department maintains a large lake aerator on Lily Lake during the winter months. This popular lake for fishing is prone to winter kill and would not be able to maintain a harvestable fish population without artificial aeration. Primary species in the lake include bluegills, bass, and crappie.

- **FISHING ACCESS**

Providing access to fishing and water opportunities for the public is a high priority for the Brown County Comprehensive Outdoor Recreation Plan and Park Department. Four accesses for boats can be found within the Park System providing access to the Suamico River, the Bay of Green Bay, and Lily Lake. The Park Department provides a break wall pier at Bay Shore Park and floating fishing piers at Lily Lake and Bay Shore Parks for shore fishermen. Retaining walls, platforms, and walks are maintained at the Suamico Boat Landing, Pamperin Park, and the Reforestation Camp for shore access to fishing. Additionally, the department maintains fishing ponds at Pamperin Park and the Reforestation Camp. Funding for development of these facilities is provided through recreational fishing and boating grant programs.

- **BUFFER STRIP**

The Department's policy is to maintain buffers strips along stream banks to protect the the waterways. These buffer strips are an area of land maintained in permanent vegetation that ultimately assist with air quality, soil quality and water quality. Buffer strips are in place at Way Morr, Reforestation Camp, Pamperin and Barkhausen Waterfowl Preserve.

FORESTRY MANAGEMENT

Objective: To maintain healthy and diverse forest stands to accommodate forest dependent recreational use.

- **SUSTAINABLE TIMBER HARVEST**

The Brown County Reforestation Camp provides approximately 1,300 wooded acres, the Reforestation Camp is the largest single tract of forested property in Brown County. The site is managed as a recreational forest and is comprised of 300 acres of pine/spruce plantations and 1,000 acres of native forest. Present management consists of thinning of aspen and red pine plantations, with copious harvest of old growth areas. Park staff members work with WDNR forestry personnel and private foresters on assessment of forest stands, harvesting methods, and contract sales of wood products. The Park Department also maintains equipment necessary for fire control and maintains over

30 miles of fire lanes and access roads.

NATURAL AREAS MANAGEMENT

Objective: Restoration and enhancement of native habitats and landscapes throughout the Park System appropriate for educational, scientific, or recreational use.

• RESTORATION PROJECTS

Grassland

There are approximately 136 acres located in five County Park areas presently in grassland restoration projects. These sites were selected due to their value for conservation and wildlife, educational purposes, and recreational enhancement. A combination of management techniques are used in maintaining these areas, including chemical and mechanical practices and prescribed burning. Program emphasis is placed upon species diversity.

Turf Conversion

The department currently mows approximately 90 acres of lawn for public use. Beginning in 2020 staff began assessing use on these areas and have identified 2 park sites where it would be beneficial to convert select acres to natural areas. This will assist in reducing our carbon footprint and enhance the habitat value of the sites.

• NUISANCE SPECIES

The department presently is attempting to control the spread of phragmites, cattails, wild parsnip, garlic mustard, and buckthorn within assigned County Park lands. These non-native species compete with native vegetation and destroy habitats. Both mechanical and chemical methods are used in eradication. The Department recognizes that with current eradication methods available, total eradication throughout the Park System is not an achievable goal. Efforts are focused upon sensitive habitats and checking the spread of spot populations in other areas.

WILDLIFE MANAGEMENT

Objective: To maintain native wildlife populations compatible with existing habitats and land uses.

- **WATERFOWL MANAGEMENT**

Brown County has operated the 473-acre L. H. Barkhausen Waterfowl Preserve since 1955. The primary purpose of the facility is to provide habitat and refuge to migratory waterfowl with an emphasis upon puddle ducks and Canada geese. Program goals are accomplished through nearly 100 acres of shallow impoundments, nesting ponds, nesting structures, and an active habitat management program. The site also maintains a resident population of giant Canada geese for public viewing, which is accomplished through an aerated pond and supplemental feeding during winter months. The waterfowl management program receives support and funding from a variety of sources including the Wisconsin Department of Natural Resources, United States Fish and Wildlife Service, Ducks Unlimited, Green Bay Duck Hunters Association, and the Brown County Conservation Alliance.

- **HUNTING/POPULATION MANAGEMENT**

Waterfowl hunting is permitted at Lily Lake Park and along the shoreline of the Fort Howard Paper Foundation Wildlife Area (FHPFWA). Accessible hunting blinds for the physically impaired are maintained at the FHPFWA and are available on a first-come, first-serve basis. While waterfowl hunting is permitted as a recreational pursuit, hunting in these two areas helps maintain population levels of local resident goose flocks. White-tailed deer hunting is permitted on designated County Park lands. The objective of this program is to maintain deer populations at levels consistent with the carrying capacities of park habitats. Sites open to hunting are assessed annually for need. Seasons and type of weapon permitted are based upon public safety and compatibility with other Park programs. Barkhausen Waterfowl Preserve is the only park area that manages a permit-based hunter system, where hunters are required to register and chosen through a random lottery.

- **NUISANCE ANIMAL PROGRAM**

The Department obtains a WDNR nuisance permit for the removal of certain species when causing property damage or if creating a hazard to public safety. Typical nuisance species removed by park staff include snapping turtles and muskrats.

Visitor Services & Public Safety

VISITOR SERVICES & PUBLIC SAFETY

The Park Department provides a number of services to ensure visitors a safe and enjoyable experience when recreating in the Park System. Department staff deal with a variety of public safety issues on a day-to-day basis, including lost children, medical emergencies, disorderly conduct, vandalism and theft, ordinance violations, and inclement weather alerts. Park staff members are trained in first aid, CPR, rule enforcement, risk management, and customer service, and are the primary responder on most incidents. The department also maintains emergency management plans for facilities and crowd control. During emergencies, back-up assistance to Park staff is provided by area law enforcement agencies and fire/rescue units.

VISITOR SERVICES

Objective: To provide a quality experience for County park visitors and ancillary services necessary for good customer relations.

PUBLIC SAFETY

Objective: To ensure a safe and enjoyable experience for County Park visitors while providing the necessary protection for Park facilities and resources.

- **PARK SECURITY & PUBLIC SAFETY**

Park security is provided by LTE Park Rangers, full-time Park Rangers and Managers. Park Rangers are trained in parking violation and citation writing. Park personnel are authorized to issue citations for violations under Chapter 8 of the Brown County Code.

Commercial events utilizing facilities at the Fairgrounds are required by contract to provide their own security services. Ordinance enforcement, user fees, incident investigation, crowd control, emergency services, and building/facility security are typical duties.

- **RISK MANAGEMENT**

The department maintains several inspection programs to minimize risk to both employees, and park staff are responsible for daily and weekly inspections of assigned facilities including buildings, trails, walks, roadways, and playgrounds. Park staff are also responsible for securing construction sites and known hazards from public access. Similar programs with tag-out procedures are used for maintenance of vehicles, equipment, and hazardous materials.

- **FIRE PROTECTION**

The Reforestation Camp is in a high-risk area for forest fires. The combination of sandy soils and extensive forest and pine plantations necessitates the department maintaining equipment necessary for fighting fires of this type. Equipment maintained onsite includes a tanker wagon with pumps and assorted hand tools and water packs. Firebreaks, water ponds, and emergency plans are maintained by staff. Emergency assistance is provided by the Suamico Fire Department.

- **RIFLE RANGE**

The Brown County Rifle Range located at the Reforestation Camp is available to area law enforcement agencies and public. The facility provides a safe, controlled environment conducive to a variety of shooting forms.

- **EMERGENCY ACTION PLANS**

The department maintains plans for various emergencies. These plans are trained on annually, and staff are required to act at a moments notice. Topics covered include: fire, medical emergencies, accidents, tornadoes, floods, blizzards, lost persons, chemical exposure, civil disturbance and active shooter.