

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Wednesday, October 11, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair, Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima
Also Present: Fred Mohr, Debbie Klarkowski, Sara Perrizo, Ellen Sorenson, Brian Shoup, Lynn Stainbrook, Terry Watermolen, Darlene Marcelle, Sandy Juno, Doug Hartman, Rebecca Looney, Supervisors C. Andrews, V. Van Vonderen
Other Interested Parties.

Corrected

- I. Call meeting to order.
The meeting was called to order Chair Mary Scray at 6:30 p.m.
- II. Approve/modify agenda.
Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.
- III. Approve/modify minutes of September 8, 2010.
Motion made by Supervisor Brunette and seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Comments from Executive Committee Chair, Mary Scray

Executive Committee Chair Scray expressed the shock that she and other supervisors had felt upon review of the 2011 proposed budget. She stated that she, as well as many other board members have been reviewing the document to address any cuts that can be made so as to lessen the burden that this budget would put on constituents.

Chair Scray referenced a request that had been made to the departments of Brown County to submit possible cuts that could be made if needed. She articulated that this was meant to be of benefit to them at a time when changes to the budget must be made.

Communications

1. **Communication from Supervisor Erickson re: Establish a percent or flat fee for Industrial Development Revenue Bonds.** *Referred from September County Board.*

Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer to Internal Auditor Sara Perrizo to establish a fee schedule. Vote taken. MOTION CARRIED UNANIMOUSLY.

Capitol Improvement Plan

2. **2011 Capitol Improvement Plan** *(noted under Resolutions & Ordinances Item #18).*
Committee Chair Mary Scray stated that she had added this item to the agenda to receive comments on the 2011 Capitol Improvement Plan as it had been brought before the standing

committees. She went on to say that it was her understanding that in essence, this document presented the spending of monies that had not yet been fully discussed. One item in the plan that had been brought to her attention by Supervisor Lund was the addition of new pods planned for the Brown County Jail. She explained that it was her understanding that this project had been put off for a couple of years.

Director of Administration explained that the Improvement Plan is only a planning document. It does not lock the County into expenditure. Rather, it is meant to be a list of what department heads are identifying as future projects. Any of the items and timeframes can be modified by the committees. These projects would come before committees again at the time that it would be requested that they be built into the budget.

Supervisor Evans commented that he felt the planning document to be a useful tool and reiterated that it can be amended at any time. Supervisor Lund commented that while he also sees the benefit of this, he felt that there should be justifications for the projects included as these would be required when they were eventually presented for the budget. He felt that it was irresponsible to vote to keep in mind developments that were not clearly explained.

Supervisor Lund stated that he would like the projects that add up to more than \$35,000,000 to be removed from the plan due to the lack of reasoning presented. He referenced the fact that projects such as additional pods being added to the correctional facility were being planned in consideration of the fact that the jail population may rise. Recently, existing pods have been closed as the number of inmates has decreased. Supervisor Lund felt that with additional options for these services such as electric in-home monitoring, Huber and Drug Court, it would not be advisable to support the planning of this. He stated that the option of sending inmates to other facilities would also be much less expensive than adding the pods.

Committee Vice Chair Guy Zima reiterated the purpose that this document is to make the committees aware of future project spending that may be requested and the plan may be amended. He was in support of this forecasting tool and clarified that no bonding was being voted on at this time. Supervisor Evans suggested that it would be advisable to request a formal explanation regarding proposed development that committees wish to remove from the plan to avoid hasty deletions.

Committee Chair Scray inquired as to when the committees would have additional chances to remove projects from the plan in case of change. Also, she explained that she was concerned that if this was presented in future years so close to budget time discussion regarding projects being bonded for would be rushed. Sorenson answered that this would most likely come before the committees before budget time. She went on to say that this had not happened this year as it is a new procedure and the process would need to be modified to meet the timeframes for the 2011 budget.

Scray commented that her disagreements with the plan were due to the fact that the projects were not for keeping up existing infrastructure. Rather, they are new, non mandated developments.

Sorenson iterated that she would be speaking to the board regarding a potential enabling resolution. She explained that this is something that most counties due based on their Capital Improvement projects in the event that the state would limit spending. This would, in effect, grandfather the project in.

County Executive Tom Hinz commented that this plan gives future notice of possible projects and would aid in finding alternatives to these.

Library Director Lynn Stainbrook provided a document explaining Library projects included in the Capital Improvement plan.

Motion made by Supervisor Zima and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Legal Bills

3. **Review and Possible Action on Legal Bills to be paid.**

Legal bills for County Board Attorney are paid in increments. The amount of \$1,209 that is currently due is for the month of September.

Supervisor Lund directed a question regarding the Fox River Clean-Up to Executive Hinz. He inquired as to when this would be concluded as it is an expense to the county. Hinz reported that recently there has been discussion regarding concluding this project.

Motion made by Supervisor Zima and seconded by Supervisor Erickson to adopt. Vote taken. MOTION CARRIED UNANIMOUSLY.

Reports

4. **County Executive Report.**

County Executive Hinz shared that Friday, October 8, 2010 the first Drug Court graduation was held.

a) **Budget Status Financial Report for August, 2010.**

The Office of the County Executive is currently \$8500 under budget and Hinz reported that this amount should increase as the year goes on.

Motion made by Supervisor Zima and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. **Internal Auditor Report.**

a) **Budget Status Financial Report for August, 2010.**

Motion made by Supervisor Lund and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

b) **Brown County Highway Department Internal Controls Audit.**

Internal Auditor Sara Perrizo reported that there were not very many recommendations that needed to be made to the Highway Department in regard to the findings of the audit. Results of the Highway Department Internal Controls audit were included with the agenda information for this meeting.

Motion made by Supervisor Erickson and seconded by Supervisor Brunette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

c) **2011 Budget Review Analysis and Potential Budget Solutions.**

The week prior to this meeting of the Executive Committee, County Board Chair Zima had approached Perrizo and requested that they meet with some of the staff to discuss some ideas to get the budget back to a more manageable levy. Chair Zima had received many negative comments from supervisors in regard to the proposed levy. If adopted as

is, this would increase the tax rate by 6%. He explained that he felt that the Executive branch has the right to also bring their recommendations for how to alleviate this problem. Included in this discussion were Debbie Klarkowski, Human Resources Manager; Carolyn Maricque, Finance Director; Executive Hinz; Budget and Project Analyst, Andrea Konrath; Director of Administration, Ellen Sorensen; and Board Attorney Fred Mohr.

In the event that all the suggestions compiled by this group were to be adopted by the various standing committees, the proposed levy would be reduced by \$17,398 over the 2010 adopted levy. The list of these suggestions has been attached to this document.

Zima stressed how amenable the working relationship between the County Board Staff and the Administration Staff had been regarding these discussions. He went on to say the Executive Hinz had also compiled a list of suggestions to present. Zima iterated that these lists are for discussion purposes only and each standing committee has the right to recommend to the County Board what they feel is appropriate. This matter will be addressed in the November 8, 2010 County Board Budget meeting.

Zima explained that in spite of decreased spending in 2010 there was still an increase in the levy brought on by a decrease in equalized value. He went on to say that the budgeted figures are based on 2009 and he hopes that the figures for 2010 will aid in a better turnout in the future. It is the hope that a solution is found to lessen the burden on tax payers and that in coming years this situation will improve.

List of Budget Solutions Ideas (As discussed on 10/7/10)

1. Reduce overall health insurance premium increase from 20% to 15%.
A 20% increase in health insurance has been included in the 2011 proposed budget because this is self funded by the County and because of large claims. It had been projected that there would be a \$3.6 million deficit for the insurance fund. Since that number was calculated, the trends have changed and are going in an upwards direction as far as fund balance. With this in mind it is not felt that this deficit would occur and that it may be appropriate to increase premiums by 15% rather than the planned 20%. This would save the county about \$112,000.

This reduction would result in smaller charges for health insurance to each of the department budgets. Employee premiums would also have a smaller increase.
2. Public Safety Communications – eliminate 1.0 FTE telecommunications operator.
The agreement between Brown County and Ashwaubenon Public Safety states that the county would hire up to 6.5 telecommunication positions. It was the consensus that only 5.5 positions would be necessary. Eliminating this would save the county \$63,000.
3. Sheriff's Department – eliminate 1.0 FTE TRO Clerk.
Sheriff Kocken is in agreement that this work can be done by a Corrections Officer saving the county \$53,000.
4. Outsource housekeeping services.
There had been a study regarding the outsourcing of housekeeping services. The bid amount that had been found for this projected a savings of \$242,000. As these services are currently being rendered utilizing union employees, the effects of outsourcing would need to be bargained. Board Attorney Fred Mohr specified that the amount listed would be saved the first year and every year after. He also explained that this would be similar to what was done regarding outsourcing of transportation services for the Sheriff's Department and the outsourcing of food

services for the Correctional Institution.

The county has previously contracted out these services; however, the former County Executive Carol Kelso was concerned about security. Due to this concern, housekeeping services were brought back in-house.

Supervisor Evans expressed reservations regarding the outsourcing of services at the Community Treatment Center. Perrizo explained that these concerns had been addressed in their meeting. This contract would be bonded which would result in repercussions for the service should anything improper happen. Vice Chair Zima reiterated that these are merely suggestions and do not necessarily need to be accepted.

5. Replace Human Services vehicles with old Sheriff's Department vehicles.
\$66,000 had been budgeted for new vehicles. There are eight Sheriff's Department vehicles that are being retired and the county will only receive \$3,000 a piece for these on trade-in. It was suggested that it made be prudent to utilize these rather than purchasing new automobiles.

6. Spending Freeze- require departments to maintain 50% of savings achieved through 8/31/10.
As of August 31, 2010 there is about \$2.1 million in savings as the departments have managed to run under budget. If department heads are required to reserve 50% of that savings through December 31, 2010 it would equal \$1 million that would be carried over to 2011.

7. Subsidy from undesignated general fund
It was initially discussed that this amount be utilized to pay for the Capital Outlay Budget in the Highway Department; however, there is plenty of Outlay should that be cut.

8. Reduce anticipated borrowing by \$3,200,000 (\$600,000 library, \$2,000,000 radio interoperability and \$600,000 voting machines).
These would be expenses that could be put off until a later date. County Board Attorney Fred Mohr explained that utilizing Eminent Domain, land will be acquired on which to place the towers for the radio interoperability project. The process for this will take quite a while to complete. Rather than bonding the entire cost in 2011 the portion for the acquisition of land can be held off and this should not delay the project.

The Library Board has not yet completed their study regarding improvements and no decision has been made on the extent to which model they would like to choose for the remodel of the facility. The suggested designs that had been proposed previously had amounted to a \$10 million expense. Currently there is a stipulation in the bonding that calls for \$600,000 each year for two years to be budgeted. This amount had been based on what was spent on the Community Treatment Center Construction which had been over \$20 million dollars. It was felt that the amount budgeted for was much higher than what would be needed as generally for this type of project as generally it is about 6% of the cost.

Parts to repair voting machines must be taken from other registered machines. It was felt that these could be acquired and that purchasing new voting machines would not be necessary at this time.

9. Increase in budgeted turnover savings.

Monies could be saved by keeping positions that open up unfilled for a longer period of time. The suggested hold would be 6 months. Supervisor Lund inquired as to the current savings for the year 2010 for this. Perrizo confirmed that the budgeted goal for this had been reached. This includes mandatory furlough days.

Furlough days for 2011 have not been built into the proposed budget.

10. Decrease in overtime by 10% in all departments.

The enforcement feasibility of this suggestion had been called into question. Perrizo explained that with the new financial system, there is a notification when a department has gone over budget and a manual override is necessary which requires prior approval. Supervisor Lund commented that he believes the only department that should utilize overtime is the Sheriff's Department as they are maintaining public safety. At this time, no overtime hours have been budgeted for Administrative employees.

11. Replace Facilities vehicle with old Sheriff's Department vehicles.

See #5.

If all of the listed recommended changes were to be adopted, there would be a savings of \$3.26 million. This would show a decrease in levy of \$17,000 from the 2010 levy which would for a decrease in the mill rate of 18 cents. Because of the Equalized Value drop things can get confusing. There would still be zero levy dollar impact and the County would still be collecting the same amount of money.

In the event that this rate increases, or the growth rate of the municipalities goes up, they would have more of the Equalized value share and would pay a higher mill rate. This means that they would represent a higher portion of the levy. If there is no decrease or increase, they would represent a small portion. This is the reason no firm numbers can be given in regard to this.

At this time, County Executive Hinz came forward and reported that he had reviewed this list and held a meeting regarding it. In this meeting were Debbie Klarkowski, Human Resources Manager; Carolyn Maricque, Finance Director; Ellen Sorensen, Director of Administration and Andrea Konrath, Budget and Project Analyst. This group also put together a list of potential solutions that was presented by Executive Hinz.

The subject of the outsourcing of housekeeping services was again discussed. Board Attorney Mohr stated that he believed that the process for implementing this could be complete by April 2011. The current housekeep staff will have an opportunity to match the amount an outsourced staff would cost.

Executive Hinz informed that the County will be receiving increased revenue for Computer Aid of \$188,000 from the state and increased revenue for General Transportation Aid of \$178,000.

Zima suggested condensing the two lists to one that would yield the highest amount of savings. It was decided that forwarding both lists would be more appropriate. It was also requested that narratives be added to the lists regarding the purpose and reasoning behind these.

Motion made by Supervisor Evans and seconded by Supervisor Lund to forward to all standing committees, lists of budget solutions presented to the Executive Committee on October 11, 2010 by the County Board staff and the Administrative staff with requested narrative. Vote taken. MOTION CARRIED UNANIMOUSLY.

d) **Update on Budget Review Analysis and Potential Budget Solutions.**

Internal Auditor will be compiling a spreadsheet that will enable the Board to calculate instantly what savings would be during the budget meeting.

Motion made by Supervisor De Wane and seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

e) **Other.** - None

6. **Labor Negotiator Report.**

Board Attorney Mohr gave the committee on negotiations with the AFSME units and specified what is still to be accomplished.

Motion made by Supervisor Zima and seconded by Supervisor Lund to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. **Board Attorney Report.**

Attorney Mohr reported on resolutions to be voted on in this meeting regarding labor agreements. He stated that parameters for these have been set and that the settlements had been considerably less than projected.

Motion made by Supervisor Lund and seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Vacant Budgeted Positions (Request to Fill)

8. **Clerk Typist II – Clerk of Courts**

Motion made by Supervisor Evans and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. **Clerk Typist II – Facilities**

Motion made by Supervisor Lund and seconded by Supervisor Zima to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. **Long Term Care Supervisor – Human Services**

This was made combining two fulltime positions into one. It will be fully funded by waiver dollars and will eventually be absorbed by Family Care.

Motion made by Supervisor Evans and seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. **Senior Library Assistant – Library**
Motion made by Supervisor Brunette and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. **Acquisition Specialist – Library**
This position works with vendors and is responsible for the allocation of about \$900,000 in grants and gifts to purchasing resources for the various library facilities.

At this time it was requested of Human Resources Manager to include on future agendas, discussion of how long each open position could be held before filling in order to save funds.

Motion made by Supervisor Zima and seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. **Museum Director – Museum**

Motion made by Supervisor De Wane and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. **Office Manager – Museum**
It was suggested that this position be held until open until a Museum Director was hired and could be included in the hiring of the Office Manager. Supervisor Brunette voiced concerns about this position being vacant as there are many responsibilities to be carried out.

Motion made by Supervisor Lund and seconded by Supervisor Evans to hold for 60 days pending information from the Human Resources Department regarding the hiring of a Museum Director and a recommendation regarding the timeline in which the Office Manager I position at the Museum should be filled. Vote taken. Ayes: 6 (De Wane, Erickson, Evans, Lund, Scray, Zima). Nays: 1 (Brunette).

15. Assistant Zookeeper – NEW Zoo
Motion made by Supervisor Erickson and seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Resolution, Ordinances

16. **Resolution re: Amending Policy on Budgetary Transfers from the General Fund.**
County Board Chair Zima reported that based on the advice provided from the external auditor, the amount transferred from the general fund could be lowered. It was suggested that this amount be reduced from 20% to 15%. He asked that this be changed to a range making it possible for the Board to be able to keep this policy in place without amendment in coming years.

Motion made by Supervisor Zima and seconded by Supervisor Lund to to amend the Resolution in the second Whereas clause from 10 percent to 13-17 percent and amend Paragraph 2 of the Therefore clause from 10 percent to 13-17 percent. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. **Resolution re: The Sale of Pamperin Park Land to WisDOT for Planned Expansion of Hwy 29.**

Doug Hartman, Assistant Park Director, reported that the independent appraisal done by the County regarding this is due by October 15, 2010.

Motion made by Supervisor Zima and seconded by Supervisor Lund to approve. Vote taken. Ayes; 5 (Brunette, Erickson, Lund, Scray, Zima). Abstain; 2 (Evans, De Wane).

18. **Review and possible action re: Resolution re: Adopting Brown County's 2011 Five-Year Capital Improvement Plan.**

Concern regarding the planning of additional pods being added to the Jail was voiced by Supervisor Lund. It was suggested that the projected implementation dates for these could be adjusted.

Motion made by Supervisor Brunette and seconded by Supervisor Lund to eliminate the 2013 jail pod from the plan. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. **Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Austin Straubel International Airport Employees.**

20. **Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Highway Department Employees.**

21. **Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Human Services Para-Professional Employees.**

22. **Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Neville Public Museum Employees.**

Motion made by Supervisor De Wane and seconded by Supervisor Lund to suspend the rules to take items #19, #20, #21 and #22 together. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor De Wane and seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

23. **Such other matters as authorized by law.** – None.

Adjourn

Motion made by Supervisor De Wane and seconded by Supervisor Brunette to adjourn at 9:00 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Anna R. Meert
Recording Secretary

CAPITAL IMPROVEMENTS PLAN – LIBRARY

BACKGROUND

Brown County Library is a public, governmental entity that provides the nearly 250,000 residents of Brown County access to information and ideas from throughout the world in support of lifelong education, cultural enrichment, responsible citizenship, leisure activities, and economic development. The Library maintains a local history and genealogy collection with information unique to the area.

It has a central library, eight branches and a bookmobile. It is an award-winning institution, nationally recognized for its community partnerships and service. As the third largest public library in Wisconsin, it lends 2.4 million books, magazines, audiobooks, CDs, DVDs and other materials to community residents annually. Nearly 115,000 early childhood education experiences are provided to children every year, emphasizing literacy skills. Information and research is queried on computers over 200,000 times annually.

The Library serves as the resource library for the 41 libraries of the Nicolet Federated Library system. The Library collaborates with hundreds of volunteers and community organizations each year to sponsor educational programs and activities such as Give-A-Kid-A-Book. Community groups use the library for meetings, educational events and public hearings. Through these efforts, the Library offers opportunities for adults as well as children to learn and keep informed throughout their lives.

HISTORY OF CENTRAL LIBRARY BUILDING

The Central Library building is 40 years old. It was a state-of-the-art building when constructed. Its Brutalism style architecture was the latest trend in architectural styles, with the 1962 Boston City Hall as the most famous and award winning design of that mode. Amongst the innovative features for the time of its design were:

- **A 300 seat auditorium**
- **A drive-up window (never implemented)**
- **A drive-up return slot (still in use today)**
- **A magazine retrieval system, utilizing a dumb-waiter and slot system that reduced staff running between floors**
- **An atrium and large windows to provide an early version of 'day-lighting'**
- **A kitchen for use by groups in public meetings**
- **An open floor arrangement that has allowed for great flexibility in how the library collection is arrayed**
- **Entrance/exit to the auditorium and meeting rooms that could be used before and after library hours without access to the library collection**
- **Load-bearing floor sized to install compact shelving (never purchased)**
- **Garage for bookmobile, library truck and van**
- **Loading dock for ease of deliveries**

- A concrete construction and foundation built to add multiple stories onto the building
- An under sidewalk heating system (no longer operational) designed to remove snow and ice from sidewalks leading into the building
- Underground water sprinkler system for the garden area next to the library (no longer operational)
- A staff shower located for maintenance employees to use (seldom utilized)
- A sound-proof booth for recording books for the visually impaired
- Video cameras for security purposes (cameras broken and discarded in the 1980s)

CURRENT STATUS

However, Central Library was designed before the Internet, before computers, before music CDs, video games and DVDs, before coffee shops in book stores, before libraries were considered community centers, before early childhood education was known to be essential in child development.

There have been few upgrades to the Central Library since its original construction. Around 1988, part of the third floor was finished and has been rented to the regional library system since that time. Bonding costs were re-paid from that rental income.

The fire alarm system was replaced in 2005; the original chiller in 2006 and two original boilers were replaced in 2003; the freight elevator's hydraulics were replaced in 2005-6; a roof was replaced in 2007.

These major upgrades occurred because of emergency situations: the Library was cited for an inoperable fire alarm system and fined several hundred dollars per day (later waived); it took nine months to replace the inoperable freight elevator's hydraulic system and that was partially funded from a donation. The roof was leaking over books, over computers and causing substantial damage. To replace the chiller, the Library had to dig a large hole in the parking lot and tear down a foundation wall in order to bring in the new chiller. The two boilers were on their last legs and providing heat on a sporadic basis.

As a result of these problems, the Library Board has taken a pro-active approach on the Brown County Library buildings.

A donation in 2008 allowed the library to have an analysis created by a professional library architectural firm. This analysis reviewed whether the current building could be renovated and used as a library in the future. The answer was an emphatic "yes." In 2009, a state grant to the county funded an energy analysis of the building and county funding provided an engineering assessment. Copies of those reports are available at www.browncountylibrary.org/about (on the left side, select "Facility assessment".)

Issues include:

- **The library's HVAC system no longer allows for any humidification and only limited dehumidifying, which is disastrous to the rare old maps and local history materials that the library owns.**
- **Sky lights – which were described by the energy analysts as, "might as well be seven holes in the roof for the amount of R-value they provide" – need to be replaced.**
- **Asbestos needs to be removed.**
- **Two public elevators are original to the building (40 years old), are not ADA compliant, and have non-code compliant single walled hydraulic cylinders. If these 40 year old cylinders leak hydraulic oil, it will contaminate the ground water system.**
- **In addition, the elevators operate on a very old relay-switch system and are frequently out-of-order. Replacement parts for the relay-switch have been cannibalized from other non-operational systems in the building.**
- **Current bathrooms are not ADA compliant, nor were they constructed with the security measures that are needed. Windows in some toilets now intrude on privacy.**
- **Stairways, handrails, door hardware, door frame clearances all need to be replaced or upgraded to meet ADA compliance.**
- **The main circuit breaker does not reset. Because of the safety concerns, this has been investigated; however, due to building codes, it can not be upgraded without major construction. If it fails, the repairs will cost in excess of \$10,000 and the library will be without electrical power for days or possibly weeks.**
- **Branch breakers for lighting control need to be replaced; others have not been tested in years. At this time, we are afraid to test unless we have funding for replacement.**
- **A transfer switch for electrical loads needs to be installed.**
- **Plumbing does not meet ADA code; in addition, the sewage lines may be insufficient for the number of people who currently use the library.**
- **Ceiling tiles have asbestos content, the tiles limit and partially block the access to pipes, wiring, ducts, coils, etc. above the ceiling. Some ceilings are not constructed with tiles and areas above are completely inaccessible.**
- **Data lines and switches are centralized in an unprotected, very large, open area where staff and volunteers are located. There is no protection from dust or a mechanism for providing the appropriate temperature control.**
- **Lighting is very energy inefficient and costly.**
- **It is difficult to re-lamp in many locations and we are having problems finding replacement lamps because of the age and size of the lighting fixtures.**
- **The nine air handlers (some of which are two-stories in height and the width of the building) are energy inefficient. The insulation inside the handlers is literally flaking off and clogging the coils, fans and ductwork. There is corrosion on the main drain pans.**

The dampers, filter assemblies, coils and fans are all original and 40 years old. Some units have holes. There are no duct smoke-detectors which are needed to comply with current code.

- The HVAC system is a constant volume system designed to run both the boilers and chiller all year long which is extremely inefficient and very noisy, making it difficult to concentrate in many locations.
- While the original building duct systems were well constructed, some ductwork has been damaged and there is no duct insulation outside of the mechanical rooms.
- Exhaust fumes from the bookmobile garage migrate to many areas of the library building.
- Window panes are buckling; this is a safety issue.
- The glazing on the original windows is now providing low to no insulation value and adds to the annual energy costs for heating and cooling the building. Windows should be replaced.
- Overall building envelope is poorly insulated, resulting in high energy costs.
- Pipes throughout the building are corroding and leaking. Multiple fittings in the roof drain system have rusted through within the last 18 months and leaked on computers and books. There are dozens more of these fittings. We expect them to continue to fail.

In summary, there are Americans with Disability Act issues and asbestos problems. Much of the library's infrastructure – heating and ventilating system, lighting, electrical wiring, elevators, windows, etc. – does not meet current code, is inefficient, and has aged. All of these systems are past their life expectancies and many are causing safety and health problems.

At the same time, the layout of the library's operations, the aesthetics, the space allotted to books and other items in the library's collection, the service desks, the signage, the workflow, the furnishings, the welcoming atmosphere of the Central Library also needs to be renovated and updated for the future.

MOVING FORWARD

Early in 2010, County Board Supervisors Pat LaViolette and John VanderLeest (at that time chair of Education and Recreation Committee), library board members, library staff members, and Dave Pamperin from the Greater Green Bay Community Foundation met to discuss funding possibilities for the renovation. The conclusion was that a cost estimate had to be finalized before useful discussion could begin on allocation of funding sources, including donations.

A pre-design, funded by the County, is being finalized that will provide a detailed floor plan and cost estimate for correcting the library's safety and infrastructure issues and updating the use-ability of Central Library to 21st Century learning needs.

In compliance with Brown County policy, one goal of the renovation will be to retrofit needed HVAC, plumbing, electrical, lighting, and other infrastructure so as to improve energy efficiencies by 25%.

Storage areas would be finished and used for public or staff work space. In the existing building, only 56% of the space is open to the public. In the renovation, public spaces would increase by at least 20,000 square feet by re-using space that current, large, two-story air handlers consume or from unfinished storage space that can not easily be 're-purposed' with the current stairs and layout.

In addition, the staff work spaces, currently buried in out-of-the-way places or awkwardly dimensioned, would be reconfigured for staff efficiencies. Computer data lines, which now visibly stretch up walls and under ceiling tiles would be replaced. The RFID technologies would be installed to allow for automated check-in and sorting of library materials, freeing up staff members from this monotonous task so as to provide additional customer service.

NEXT STEP

In order to provide for the safety and well-being of county taxpayers who visit the Central Library nearly one million times annually, funds are being requested to develop the engineering and schematic drawings necessary as the next step in construction.

The cost estimate of \$1.2 million is based on the cost for these drawings at the Community Treatment Center. Funds are being requested over a two-year time period. It is anticipated that the cost estimate for renovation will be available in November and a presentation is scheduled for the December Education and Recreation Committee meeting.

We ask that Education and Recreation Committee recommend inclusion of the Central Library renovation project in Brown County's Capital Improvements Plan. Inclusion in the plan does not authorize funding for the project.

List of Budget Solution Ideas

As discussed on 10/7/10

1. Reduce overall health insurance premium increase from 20% to 15%	112,000
2. Public Safety Communications - eliminate 1.0 FTE telecommunications operator	63,000
3. Sheriff's Department - eliminate 1.0 FTE TRO Clerk	53,000
4. Outsource housekeeping services	242,000
5. Replace Human Services vehicles with old Sheriff's Department vehicles	42,000
6. Spending freeze - require departments to maintain 50% of savings achieved through 8/31/10	1,000,000
7. Subsidy from undesignated general fund	1,000,000
8. Reduce anticipated borrowing by \$3,200,000 (\$600,000 library, \$2,000,000 radio interoperability and \$600,000 voting machines)	58,000
9. Increase budgeted turnover savings	350,000
10. Decrease overtime by 10% in all departments	320,000
11. Replace Facilities vehicle with old Sheriff's Department vehicles	<u>20,000</u>
Total Savings (decrease in levy)	<u><u>3,260,000</u></u>
2011 Proposed levy after recommendations	<u><u>84,134,751</u></u>
Increase (decrease) from 2010 Adopted Levy	<u><u>(17,398)</u></u>
Decrease in Mill Rate	<u><u>0.18147</u></u>
New Proposed Mill Rate (amount <u>average</u> taxpayer will pay per \$1,000 in assessed value)	<u><u>4.68</u></u>
Mill Rate Increase over 2010 adopted budget	<u><u>0.1032</u></u>

List of Budget Solution Ideas

1. Reduce overall insurance premiums by 5%	112,000
2. Sheriff's Department - eliminate 1.0 FTE TRO Clerk	53,000
3. Outsource housekeeping services	120,000
4. Outsource CTC food services	175,000
5. Replace Human Services and Facilities vehicles with old Sheriff's Department vehicles	62,000
6. Spending freeze - require departments to maintain 50% of savings achieved through 8/31/10	1,000,000
7. Subsidy from undesignated general fund	1,000,000
8. Reduce anticipated borrowing by \$3,200,000 (\$600,000 library, \$2,000,000 radio interoperability)	46,000
9. Increase budgeted turnover savings	350,000
10. Decrease overtime	100,000
11. Eliminate .25 Facilities Electrician	24,000
12. Eliminate .5 Facilities Mechanic	34,000
13. Reduce .45 Veterans' Services Clerk/Typist	21,000
14. Reduce DTF buy money	20,000
15. Increase 2011 SCAAP funds	8,500
16. Increase Exempt Computer Aid	178,687
17. Increase General Transportation Aid	188,603
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Total Levy Reductions	3,492,790
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2011 Proposed Levy	87,394,751
Recommended Levy Reductions	(3,492,790)
2011 Adjusted Proposed Levy	<hr/> 83,901,961
Equalized Value	17,964,892,300
Adjusted Proposed Tax Rate	4.6703
2010 Tax Rate	<hr/> 4.5801
Increase	0.0902
Tax on \$100,000 (Equalized Value) Home	9.022919535
Percent Increase Compared to 2010 Tax Rate	1.97%