

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held on May 3, 2023 in the Lower Level Flexible Meeting Room of the Central Library, 515 Pine Street, Green Bay, Wisconsin.

Present: Chair Van Dyck, Vice Chair Antonneau, Supervisor Theno, Supervisor Adams, Supervisor De Wane
Also Present: Museum Director Beth Kowalski, Library Director Sarah Sugden, Library Finance Manager Linda Chosa, Parks Director Matt Kriese, Zoo Director Carmen Murach, Director of Administration Chad Weininger

I. **Call Meeting to Order.**

The meeting was called to order by Chair Van Dyck at 5:30 pm.

II. **Approve/Modify Agenda.**

Chair Van Dyck would like to amend the agenda to take Items 13 – 16 following Item 7.

Motion made by Supervisor Adams, seconded by Supervisor De Wane to approve agenda as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of April 5, 2023.**

Motion made by Supervisor Theno, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None

Consent Agenda

1. **Review minutes of Library Board of Trustees of February 16 & March 16, 2023.**
2. **Review minutes of Neville Public Museum Governing Board of April 3, 2023.**
3. **Golf Course Budget Status Financial Reports for December 2022 & March 2023 – Unaudited.**
4. **Museum Budget Status Financial Reports for December 2022 & March 2023 – Unaudited.**
5. **NEW Zoo Budget Status Financial Reports for December 2022 & March 2023 – Unaudited.**
6. **Parks Budget Status Financial Reports for December 2022 & March 2023 – Unaudited.**
7. **Audit of the bills.**

Motion made by Supervisor De Wane, seconded by Supervisor Theno to receive and place on file Consent Agenda Items 1 – 7. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, Items 13 – 16 were taken at this time.

NEW Zoo and Adventure Park

8. **Zoo Director's Report.**

Zoo Director Carmen Murach provided a handout, a copy of which is attached. She outlined the numbers and noted although March attendance was down, April numbers were up. She also talked about the zip code analysis which was contained in the agenda packet. Restaurant revenue for April was up over last year's numbers but gift shop revenue was down. Overall, revenue and attendance are up and expenses are down. Murach also talked about Eggstravanzoo and noted they did not have the numbers they had hoped for due to a snowstorm, but it was still a good event.

Murach also talked about the construction projects the Zoo Society is funding in the snow leopard exhibit and giraffe building and noted they are on track and going well. The Zoo continues to work with construction and electrical classes at NWTC on several projects which is good experience for them and saves the Zoo some money as well.

Zoo staff have recently participated in several conservation programs including sturgeon guarding. Murach spoke recently at the Green Bay Conservation Partners Spring Roundtable meeting which was focused on the northeast section of the Green Bay watershed. She also met recently with U.S. Fish and Wildlife to talk about the monitoring of the endangered piping plover birds.

In terms of staffing, Murach informed the summer looks good and they continue to hire people and should be ready to go. The Zoo's Account Clerk is retiring this week but not a lot of applications have been received for the position.

Murach concluded by talking briefly about the animals.

Supervisor Antonneau asked where the Zoo is in the accreditation process. Murach responded there is still work to be done before the accreditation committee comes, but there are no major concerns.

No action necessary.

Museum

9. Museum Director's Report.

Museum Director Beth Kowalski addressed the Committee. She provided a brief update on Museum ARPA projects. The building control project is out for bids and this is a joint project with Facilities. The parking lot project will hopefully begin shortly. The bid scope for the auditorium project is with Purchasing and should go out to bid soon. Kowalski continues to work on the restroom project with Facilities.

Kowalski also talked about the items in her Director's Report contained in the agenda packet, including the commitment to the Generations Gallery and she mentioned there was a case there that was not getting the love and interpretation it should so they have pulled the objects out and replaced them with early Green Bay fire equipment.

Regarding staffing, the Education Specialist started this week and the Technician will be starting on June 1. In terms of exhibits, the *NWTC Artisan Center* exhibition closes tomorrow. *Above and Beyond* closes on Sunday and forklifts will be brought in to get the exhibit safely out of the building. The *Blow Up II Exhibit: Inflatable Contemporary Art* will open on May 20 and explores the medium of inflatable art with imagery that is figurative, conceptual and abstract.

Kowalski continued by talking about a partnership with ADRC and the Veterans Department to host the bimonthly Veterans Lunch. They hope to have the ADRC's new food truck at the June 16 lunch. She concluded by talking about a program where staff will be assisting advisors from the John Dewey Learning Academy in a spring seminar focused on history and community learning targets through time periods, artifacts and day trips to the Museum.

No action necessary.

Golf Course

10. Golf Course Superintendent's Report.

No report; no action necessary.

Library

11. Library Director's Report.

Library Director Sarah Sugden noted the Friends of the Library book sale is currently underway. Book donations are collected throughout the year and she credits the tremendous efforts of the Friends as well as other groups that help set up and run the Book Sale.

Sugden also informed they are in the process of setting a date for the East Branch opening celebration but they are waiting until the Packers schedule comes out. The project is moving along very well and remains on time and on budget. The longest lead time is for the doors and they expect them to arrive sometime in August. Zeise Construction is doing a great job and has been very good to work with.

Sugden continued that they are in the final stages of the lower level multipurpose room project. Action has been taken at the County Board level for AV items and software to support county meetings and it is anticipated the project should be completely done within the next few months. A new room reservation calendar has been launched which merged the separate portals that had been being used. This allows for integration of the calendars which will provide better service and make better use of staff time.

Upcoming events include the kickoff of the Summer Reading Program the week of June 10. There will be special activities at all branches and the goal is to get to every school to talk to every child in the county about the program. The Library has also been working with the ADRC on weaving their efforts together on how tech assistance is provided to individuals in the community. Sugden also talked about an author who will be coming to the Central Library on May 16 to do a program on planning and planting successful gardens. Also, a Renaissance Fair will be held on June 3 at the Weyers-Hilliard Branch.

No action necessary.

Parks

12. Parks Director's Report.

a. 2022 Annual Report.

Parks Director Matt Kriese noted they are starting the process of the Five Year Comprehensive Outdoor Recreation Plan which is a requirement in the guiding document and he would like a member of the Ed and Rec Committee to be involved with this. The advisory committee consists of multiple community members and the goal is to bring the Plan back in the December timeframe for approval and then move it on to County Board. The Plan will include everything, both indoors and outdoors, that falls under the Parks jurisdiction.

Kriese continued that they recently hired a new Park Ranger on the 70/30 split with the Airport. Overall seasonal hiring is going fairly well. They are lacking a little bit for April and May, but they should have a full complement of staff going into June.

There will be a departmental policy change in Parks related to working hours for office staff. Currently they work 8:00 am – 4:30 pm but they will be changing this to 8:00 am – 4:00 pm. Summer hours will also be implemented from May 1 through September 31st and those hours would be Monday through Thursday from 8:00 am – 4:00 pm and 8:00 am – noon on Fridays. This would only apply to office staff and Kriese pointed out most of their customers handle their business online and if something comes up on a Friday afternoon it is likely something a park ranger would need to handle, such as a camper not fitting in their campsite.

Kriese also talked about upcoming summer programs and noted some are already fully booked and others are close to capacity. He also talked about campground revenue and noted there is already \$70,000 of revenue for reservations made for this year. He noted that typically if they are at 50% of their budget on opening day, they will hit the end of year target. He also talked about the opening weekend of fishing and anticipates boat landings will be full.

Bike and horse trails are open at Reforestation Camp and work is still being done at Neshota to repair a number of wash outs. A large Fox Wolf Watershed cleanup will be held this weekend at Fonferek's Glen, Fox River Trail and Pamperin Park as well as a number of other areas in northeast Wisconsin. The kayak rental station has been installed at Lily Lake.

Regarding the Resch Center, Kriese informed the boiler project is ongoing and they are waiting for supplies. The sound system walk through has been completed. They are working on the CIP for next year and Kriese also talked about the handicap drop off signs that will be installed soon on Veterans Way.

Chair Van Dyck asked about the Fairgrounds agreement with the City of De Pere. Kriese replied he has been emailing De Pere frequently and was advised several weeks ago that the agreement is being drafted, although he has not seen

it yet. Van Dyck noted a fairly major investment was made at the Fairgrounds and the Comprehensive Plan had some large objectives with a price tag of over \$20 million dollars. He feels it would behoove us to try to parse that out and prioritize what the next steps would be so the Fairgrounds are not sitting there in another five years with only a bathroom and nothing else. He would like Kriese to pull some people together for a working group to go over the Comprehensive Plan. Kriese will try to put something together on this in the next few weeks.

No action necessary.

Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments

13. Library – American Rescue Plan Act (ARPA) – New Project/Additional Funding Request for Kress Family Library Automatic Materials Handler System.

Library Finance Manager Linda Chosa explained this request is for an automated materials handler for the Kress Family Library. The library system currently has handlers at three other branches. This handler would take away a lot of the sorting functions that library staff have to do every day. Kress is one of the highest circulating libraries and there is a need for this handler. The handler would also take away a lot of the touch points for patrons and staff and requires less repetitive motion and allows materials to be sorted much faster. The handler also has the ability to print hold slips for books that are returned that someone has on hold.

Chair Van Dyck asked what initiated this request. Library Executive Director Sarah Sugden responded that departments received notification from administration that there were additional ARPA funds available as some of the projects were wrapping up and there were leftover funds from projects that came in under budget and departments were able to submit additional requests for consideration.

No one on the Committee was aware of any extra funds and noted that at the last Executive Committee meeting where the additional funds for the Zoo parking lot project were discussed, the conversation from administration was to the effect that they did not know if there would be any money left over. Supervisor Antonneau informed he was made to believe there were no extra ARPA funds available.

Supervisor Theno said the sorter seems quite expensive and asked if this had been bid out. Chosa responded that they have looked at multiple vendors for a sorter for the East Branch and what is before the Committee tonight is an estimate based on that. She noted about \$15,000 of the estimate is for some minor construction that would be needed for the sorter to fit in the area it would need to be. Sugden acknowledged that it does look like a lot of money, but this is essentially a robot and reiterated what Chosa said about looking at multiple vendors.

Theno asked if any calculations have been done as to how much staff time would be saved with this sorter. Chosa noted Weyers Hilliard currently has this machine and the shelving time there is significantly lower than shelving time at Kress. Currently at Kress all materials are emptied into one bin and are then sorted onto different carts and then shelved.

Van Dyck asked to hear from Director of Administration Chad Weininger about the directive given to staff to submit ARPA projects as there may be excess funds. Weininger responded at this time there really is no extra money because all of the projects are not done, but there is about \$700,000 at Executive Committee that has not been earmarked. He continued that a list of ARPA projects is provided to Administration Committee monthly showing the status of each project, how much has been spent, if the project is complete and the remaining portion of the projects.

Weininger explained the process for departments to submit new ARPA projects. Van Dyck explained there is a perception that there is some new fund of money and department heads were supposed to put project requests forward to get in line for the additional dollars. There is confusion as to why this book sorter project is coming forward. He feels the project may make sense, but it seems to be more of a luxury item in that it is a new project being introduced. He cannot say if this is the best use of the remaining \$700,000 not knowing if any of the other projects will run over. Sugden responded that her understanding was somewhat flawed and apologized for her explanation of this.

Antonneau was surprised when Chair Van Dyck did not know anything about this. He was told earlier when he was trying to get the additional \$150,000 for the Zoo parking lot that there may not be enough money available for it.

There was additional discussion regarding the ARPA process and Weininger answered general questions and informed there are several more of these requests coming forward.

Motion made by Supervisor Antonneau, seconded by Supervisor Theno to receive and place on file. Vote taken. Ayes: Antonneau, Theno, Adams, Van Dyck Nay: De Wane MOTION CARRIED 4 to 1

14. Parks – American Rescue Plan Act (ARPA) – New Project/Additional Funding Request for Eagles Nest Development.

Kriese provided a handout, a copy of which is attached, and informed this request is an extension of the existing Eagles Nest project. The County Board has approved a bid for construction, but docks and restrooms were not included as part of that bid. Kriese has an estimate for three courtesy docks and a longer dock with a kayak launch in the amount of \$270,000. His request is for \$100,000 which would then be leveraged into \$270,000 to fund the docks. Based on what was discussed earlier in this meeting, Kriese noted this portion of the project could wait until later summer, but then it may become more critical. He likes to have dollars in place before applying for grants to make sure things match up and that is what these funds would be used for.

Theno asked if waiting until summer could result in losing the grant Kriese intends to apply for. Kriese responded the grant is through the DNR and there are two cycles – one is in June and one in September. At this time the budget for the project is okay, but there is not much, if any, contingency and Kriese has been informed by the contractor that it is expected a portion of the parking lot will need to be excavated out.

Supervisor De Wane feels this is a project that needs to be done in its entirety sooner rather than later. He does not see any efficiency in waiting to apply for a grant. He feels the county would not be doing their due diligence if they don't move forward on this.

Kriese reminded the committee that no grant is guaranteed and Supervisor Adams asked what would happen if the grant is not received. Kriese responded if the grant is not received, there may be other opportunities for other grants and there is also \$600,000 from natural resource damage assessment coming in and a new cycle of that opens up again in the fall. There are grants constantly opening up and Kriese does his best to stay on top of them.

Final completion of the Eagles Nest project is anticipated for spring of 2024. If this money is not allocated and grants are not received, Kriese would have to come back to this committee for other options.

Van Dyck informed he will not vote for this. His understanding was if a project came in over budget, the project would be scoped back to stay within budget. He feels there could be questions from other committees that put aside funds for contingencies for situations like this and Ed and Rec chose not to do that and instead allocate all of the funds available.

Motion made by Supervisor Theno, seconded by Supervisor Antonneau to approve request and forward to Executive Committee under condition that Parks receives matching funds for the remainder of the costs. Vote taken. Ayes: Theno, Antonneau, De Wane Nay: Van Dyck Abstain: Adams MOTION CARRIED 3 to 1

15. Parks – Review and Request for Approval of Project No. 2582 – RFB Resch Center Bowl and Vomitory Floor Recoating.

Kriese reported there was a decent number of contractors at the walk through but only one bid was received and it was higher than the estimates from the last several years. The total project would be \$733,915. This is an extensive project as all seats will need to be removed, electrical has to be disconnected, everything would be pressure washed, ground and re-epoxied. The Budget Adjustment Request at Item 15a is related to this and further explains the funding.

The committee skipped ahead to Item 15a at this time to approve the Budget Adjustment.

Motion made by Supervisor Antonneau, seconded by Supervisor Theno to approve bid of Protective Coating Specialists in the amount of \$733,915 for Project No. 2582, Resch Center Bowl Floor Recoating. Vote taken. MOTION CARRIED UNANIMOUSLY

15a. Budget Adjustment Request (23-104): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment request is to adjust the budget to agree to the current estimated cost of the epoxy coating for the Resch bowl floor (\$733,915) and the Richard Resch donations available and held at the Greater Green Bay Community Foundation. The difference between the cost of the epoxy coating and the donations available will be funded by sales tax previously transferred to the Vets Memorial Capital Project fund for Resch Center maintenance and held within fund balance.

Motion made by Supervisor De Wane, seconded by Supervisor Antonneau to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Parks – Resolution Approving Tentative Budget for Parks - Expo Center for Fiscal Year June 1, 2023 to May 31, 2024.

Kriese referred to the resolution and proposed budget in the agenda packet, outlined some of the numbers and answered questions of the Committee. He noted PMI has a different fiscal year than the county and that is why this is on tonight's agenda.

Motion made by Supervisor Antonneau, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Theno was excused at 6:30 pm.

Communications – None.

Other

17. Such other matters as authorized by law.

Antonneau asked how the Bug Tussel situation would affect ARPA dollars. Weininger responded if the Bug Tussel project goes through, ARPA dollars would be freed up which could then be used for other projects and those dollars would probably be used to go to sales tax dollars which would then free up sales tax dollars.

Future meeting locations were discussed and Van Dyck noted that in the past this Committee has gone to various locations. He would like to try to have a bus tour some afternoon and hit all the locations and tour the parks and Zoo. Antonneau suggested when meetings are held at different locations, we reach out to local governments to invite them to the meetings.

18. Adjourn.

Motion made by Supervisor De Wane, seconded by Supervisor Adams to adjourn at 7:20 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Legislative Specialist

**NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2023 vs. 2022
REPORT**

**ZOO
ATTENDANCE**

MONTH	4/30/2023		2022	
	2023	Change	2022	Change
January	1,863		946	
February	3,481		1,252	
March	4,188		(618)	
April	14,560		2,309	
May				
June				
July				
August				
September				
October				
November				
December				
TOTAL	24,092		3,889	

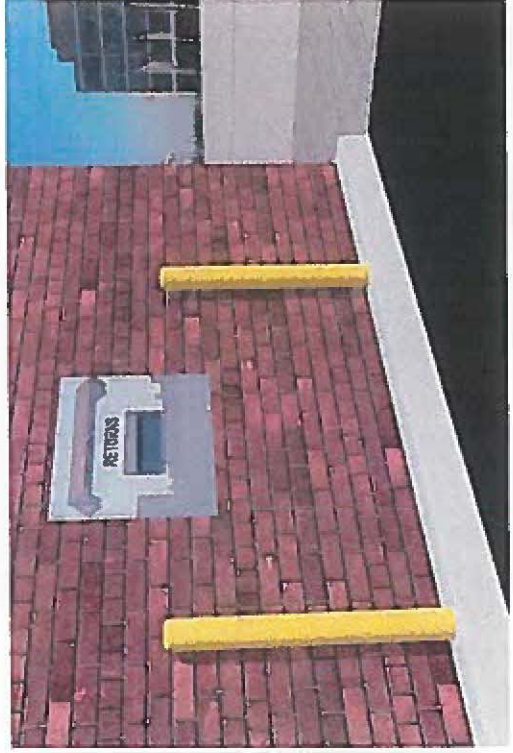
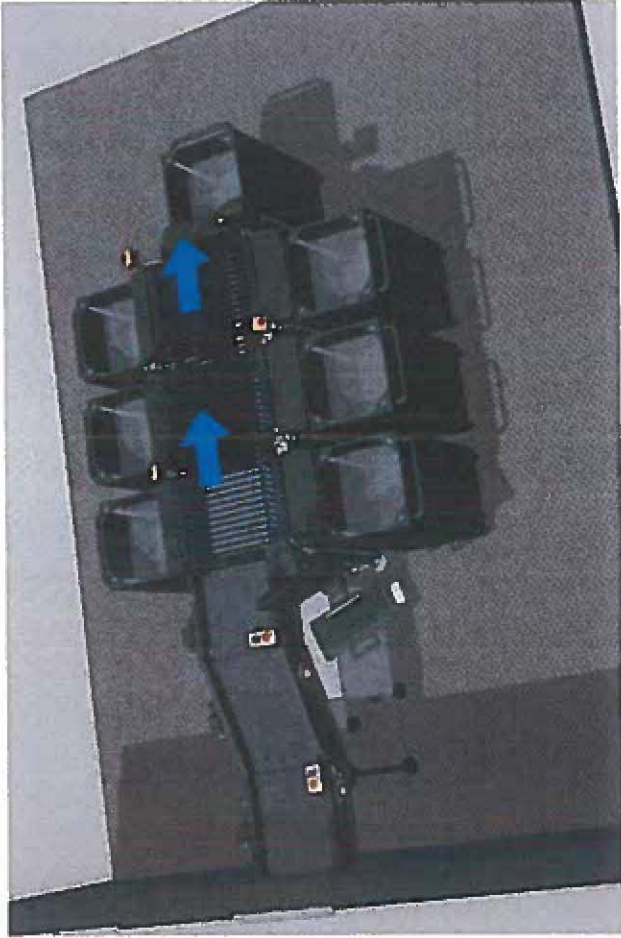
**ZOO
ADMISSION & DONATIONS**

MONTH	4/30/2023		2022		2023 PER CAP
	ADMISSIONS	Change	2022	Change	
January	4,127.15		1,694.38		2.22
February	6,972.64		3,310.54		2.00
March	19,038.81		1,125.01		4.55
April	64,112.06		8,991.61		4.40
May					
June					
July					
August					
September					
October					
November					
December					
TOTAL	\$ 94,250.66		\$15,121.54		3.91

2023 compared to 2022 as of 4/30/2023

Month	Education										Total	Attendance
	Department	Programs	Merchandise	Birthdays	Paws & Claws	Mayan	Zoo Pass	Vending / Feeding	Admissions			
January	16,940.43	15,855.43	645.00	340.00	1,105.89	558.69	2,724.14	575.75	1,694.38	23,599.38	946	
February	3,798.05	2,033.05	500.00	1,265.00	(1,147.25)	1,025.37	2,862.07	925.67	3,310.54	10,774.45	1,252	
March	(15,978.00)	(15,343.00)	(1,220.00)	585.00	(3,369.31)	(226.98)	(8,548.40)	1,014.81	1,125.01	(25,982.87)	(618)	
April	869.73	(1,560.27)	150.00	2,280.00	(1,141.63)	4,637.56	(4,874.46)	3,077.03	8,991.61	11,559.84	2,309	
May	0.00									0.00		
June	0.00									0.00		
July	0.00									0.00		
August	0.00									0.00		
September	0.00									0.00		
October	0.00									0.00		
November	0.00									0.00		
December	0.00									0.00		
	5,630.21	1,085.21	75.00	4,470.00	(4,562.20)	5,994.64	(7,636.65)	5,593.26	15,121.54	19,950.80	3,889	

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TL



BoardSafe Docks

604 Crisscross Road, Fleetwood, PA 19522 610.899.0286 (O) 484.575.9201 (F)

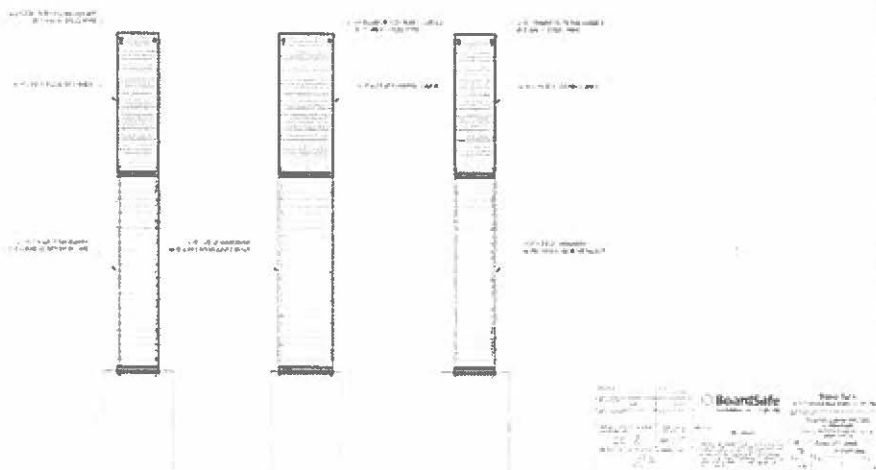
March 2, 2023

Brown County Wisconsin
Barkhausen Waterfowl Preserve
2024 Lakeview Drive
Suamico, WI 54173
Attention: Mr. Matt Kreise

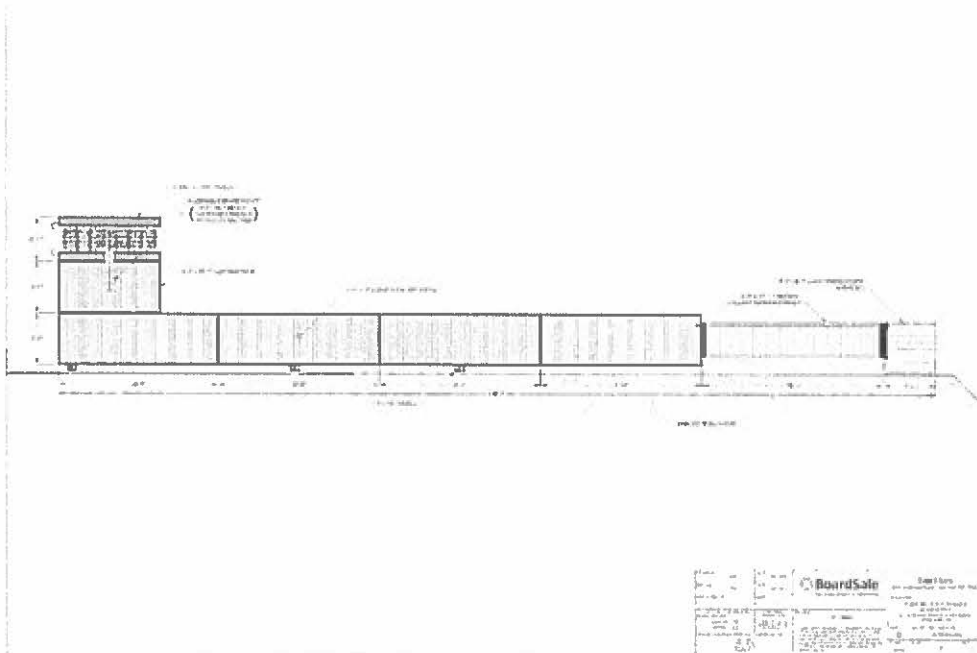
Subject: Courtesy Dock and Mooring Dock Proposal- Q23- 340

Mr. Kreise,

We are pleased to submit our proposal to manufacture and ship a Courtesy Dock System, Mooring Dock System and Adaptive Kayak Launch Dock to Eagles Nest Park and Boat Launch, Green Bay, WI. All work will be completed in accordance with the following work scope and specifications and drawings below. Installation is not included as part of this proposal.



Courtesy Dock System at New Boat Ramp



Mooring Dock System and Adaptive Kayak Launch

WORK SCOPE AND SPECIFICATIONS

Courtesy Dock at Boat Ramp

- Two (2) 6' x 28' Aluminum Gangways will be provided.
 - Bulkhead mounting kit for attachment to customer concrete bulkhead.
 - Handrail both sides of gangway
 - Supplemental plastic encapsulated flotation at bottom of gangway
 - Piano hinge at top and bottom of gangway
 - Aluminum anti-skid decking
 - ADA compliant up to a dimension of 48" from top of water to top of gangway connections point.
- One (1) 8' x 28' Aluminum Gangway will be provided.
 - Bulkhead mounting kit for attachment to customer concrete bulkhead.
 - Handrail both sides of gangway
 - Supplemental plastic encapsulated flotation at bottom of gangway
 - Piano hinge at top and bottom of gangway
 - Aluminum anti-skid decking
 - ADA compliant up to a dimension of 48" from top of water to top of gangway connections point.
- Floating Docks
 - Two (6) 6' x 20'
 - One (1) 8' x 20'
 - Freeboard of 20-inches
 - Aluminum Construction

- Gray composite decking
- Plastic encapsulated flotation
- Corner bumpers.
- Rub rail around perimeter of dock (3 sides
- Six (6) adjustable cleats
- Two (2) internal piling guides
-

Mooring Dock System and Adaptive Kayak Launch

- One (1) 8' x 8' Aluminum Landing with support structure.
 - Aluminum construction
 - Bulkhead mounting kit for attachment to customer concrete bulkhead.
 - Handrail around perimeter of landing, except bulkhead side and gangway connection point
 - Aluminum Decking
- One (1) 6' x 28' Aluminum Gangway will be provided.
 - Bulkhead mounting kit for attachment to customer concrete bulkhead.
 - Handrail both sides of gangway
 - Supplemental plastic encapsulated flotation at bottom of gangway
 - Piano hinge at top and bottom of gangway
 - Aluminum anti-skid decking
 - ADA compliant up to a dimension of 48" from top of water to top of gangway connections point.
- Floating Docks
 - Four (6) 8' x 25'
 - One (1) 8' x 16'
 - Freeboard of 16-inches
 - Aluminum Construction
 - Gray composite decking
 - Plastic encapsulated flotation
 - Corner bumpers.
 - Rub rail along front of dock
 - Twelve (12) adjustable cleats
 - Three (3) external elongated piling guides
- Adaptive Kayak Launch
 - Aluminum Construction
 - Aluminum decking
 - Pull bars on both sides of launch
 - Adaptive Boarding Kit
 - Stepped Bench with pull-out seat
 - Roll cage with overhead grab bar and hand straps
 - Instructional sign

PRICING

- Courtesy Dock at Boat Ramp.....\$134,850.00*
 - Mooring Dock System and Adaptive Kayak Launch.....\$134,900.00*
- *Includes shipping

PAYMENT TERMS

- 50% Deposit at time of order placement
- Balance one week prior to shipping

MISCELLANEOUS

- Price valid for 30 days

We appreciate the opportunity of providing the above quotation and hope to have the pleasure of completing the project. Please let me know if you have questions or require additional information.

Very truly yours,
Scott Tihansky
Sales Engineering and Product Development
BoardSafe Docks
www.boardsafedocks.com