

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

Pursuant to Section 19.84 Wis. Stats., a regular and budget meeting of the **Brown County Education & Recreation Committee** was held on Tuesday, October 28, 2014 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Vander Leest, Supervisor Gruszynski, Supervisor Katers, Supervisor Van Dyck, Supervisor Campbell

Also Present: Supervisors Lund, Erickson, Landwehr, Jamir, Kaster and Sieber, Todd VanDenHeuvel, Dan Process, Lisa Remeker-De Wall, Carolyn Maricque, Lori Denault, Kimberly Young, Lynn Stainbrook, Cora Haltaufderheid, Beth Lemke, Kasha Huntowski, Scott Anthes, Neil Anderson, Brent Miller, Matt Kriese, Kathy Pletcher, Troy Streckenbach, Chad Weininger, Jon Rickaby, Marv Hanson, Rick Ledvina, Curt Hall, Jason Petrella and John Van Boxel

I. Call to Order.

The meeting was called to order by Chair Vander Leest at 4:49 p.m.

II. Approve/Modify Agenda.

The agenda was modified to take Items 6 & 7 following Item 1.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to approve the agenda as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify minutes of October 1, 2014.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

BUDGET REVIEW

REVIEW OF 2015 DEPARTMENT BUDGETS

1. Library: Review of 2015 department budget.

Library Director Lynn Stainbrook presented her budget to the Committee by means of a power point presentation, a copy of which is attached.

Supervisor Campbell arrived at 5:03 pm

Following the power point presentation, Stainbrook entertained questions from the Committee. Chair Vander Leest questioned the decision not to re-stain the exterior at the Weyers-Hilliard branch which Stainbrook mentioned as one of the projects what would be put on hold to help balance the budget. Vander Leest recalled that this had been discussed several years ago and it was decided that there was not a need to re-stain the building. Supervisor Lund recalled those conversations but said that it looks like it has been re-stained as it is darker than it was. Stainbrook acknowledged that the branch had been re-stained at least once and she felt that it could go another year or so before there would be any damage to the building.

Vander Leest also asked about the hours of operation and if they were all being maintained. Stainbrook responded that all hours of operation have been maintained and, in addition, they

have been able to add an additional hour at the Wrightstown branch without any additional costs due to a staff member who was willing to flex hours. Stainbrook continued that the staff has worked very hard to keep the hours of operation consistent and keep all of the services and resources moving forward, but she noted that they are about at the end of what they can do with the budget they have been given.

Supervisor Katers noted that Stainbrook mentioned road construction had been affecting usage of some of the branches and asked if she felt that usage would pick up as road projects are completed. Stainbrook said she did expect usage to pick back up as projects are completed and noted that they have already seen an increase at the Central Library as the construction is done in that area. Katers also asked what the balance of the carryover fund was. Library Automation and Financial Services Manager Lori Denault responded that the projected carryover balance is \$193,000. Katers asked what those funds are typically used for and Stainbrook explained that the Library has only had carryover funds for the last 8 – 9 years and a lot of the building improvements have been paid for from this fund. Stainbrook noted that she typically reports to the Committee in April as to how the carryover funds were used.

Stainbrook continued that it is a concern when carryover funds have to be used for ongoing expenses. She felt it was one thing to use the carryover funds for one-time costs, but when they are used to pay staff and other operational costs, the structural deficits she mentioned earlier result.

Supervisor Jamir referred to Page 175 of the Budget Book and wished to have some items clarified. He noted that under expenditures, under supplies – technology there was a 2014 budget of \$4,500 but the estimated amount was \$32,967 but the amended 2014 budget was \$20,500 which is the same as the 2015 recommended budget, but under the maintenance agreement software there is an increase of 24.5% for a dollar value of \$21,343. He asked for clarification on this. Stainbrook responded that she did combine various categories in the interest of making her power point a little bit shorter. She continued that a few years ago they added an automated material handler and self-checks which have allowed for a decrease in staff and noted that at the Central Library nearly 900,000 items get checked in and sorted. All of this technology results in increased costs in terms of maintenance agreements. Stainbrook stated that typically there is no maintenance agreement during the first year but after that there are increased maintenance agreement costs. Jamir stated that the technology standard he is used to is an increase of 5 – 12% per software maintenance and asked if the 24.5% is proprietary in nature and Stainbrook responded that it is because it is a brand new piece of equipment that was added and now they have software maintenance that they did not have until they had the equipment.

Vander Leest asked about the rental space increase going up to \$106,952 and asked if that included the East branch. Denault answered that the figure includes rent for East, Pulaski, Denmark and Wrightstown branches. The increase is coming from the East branch and that is based on the lease that was signed. Vander Leest wanted to go on record that a different alternative should be looked at for the East branch. Denault responded that the lease for the East branch will be up in 2017. Stainbrook noted that she is aware that the Library Board has a committee that is looking at the facilities and the East branch is definitely one of the things they are studying. Denault stated that the cost of the lease for the East branch for 2015 is \$72,632 and this is based on a March to February year. Vander Leest reiterated that he felt that other alternatives should be looked at, especially if there is space in buildings that are already owned by the County.

Supervisor Campbell asked what measures have been taken to date with regard to finding a different location for the East branch. Vander Leest responded that there is a committee that is looking at this. The committee is being chaired by Supervisor Van Dyck and there are also several members of the Library Board on the committee looking at facilities. The committee was formed about a month ago and has been meeting regularly and Stainbrook felt they have a plan in mind as to how they will address the issues. Vander Leest noted that the UW Extension has been listed as a potential alternate location. Library Board President Kathy Pletcher stated that this is in preparation for planning for 2016 because they want to look at every opportunity to reduce expenditures and increase revenues so they do not have to move in the direction of laying off staff. Vander Leest asked if the East lease was a month to month lease and it was answered that it was not.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to approve the Library budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

2. **Museum – Review of 2015 department budget.**

Museum Director Beth Lemke introduced Director of Development and Marketing Kasha Huntowski to the Committee and together they presented the Museum budget. Lemke began by discussing some figures from 2014 and indicated that as of last week the Museum budget reflects a positive balance of \$17,400, but noted that approximately \$15,000 of this will be used before the year ends, leaving a positive balance of \$2,400. She continued that they have realized savings due to the vacancy in the Deputy Director position as well as the vacant Office Manager position. Lemke stated that they will be holding Deputy Director interviews later this week and the anticipated start date would be towards the end of December. The Office Manager position will not be filled this year and Lemke said she is currently working with Human Resources to look at that role and figure out what the positioning would be going forward.

With regard to the resolution for the deleted positions, Lemke indicated that the IMLS grant funding has ended and they approved moving \$10,000 over to extend the two grant staff through the end of the year. The resolution presented is to delete those positions from their table of organization as there is no other outside funding secured for these positions. She noted that the IMLS grant is complete and she will be reporting on this at the December Committee meeting.

Lemke continued that for 2015 the highlights are that the public charges have decreased which reflects historical trends. She also noted that other financing includes the transfer of the master planning money because the planning process will not be accomplished this year and will continue on in 2015. Lemke continued that miscellaneous revenue reflects the largest request ever of the Museum Foundation and the request for 2015 exhibits and programming is \$237,500. Part of this cost will be used for rental of several exhibits throughout the course of the year.

Lemke felt that the largest challenge facing the Museum in 2015 is to achieve stabilization as well as that their marketing and promotion dollars are still tied to the revenue line for admission. Again, there are fixed costs of about \$15,000 for signage and banners and things of that nature that they will need for the Centennial and this is a concern of hers.

Katers asked who would be taking over the duties of the Project Operations Manager if the position is deleted. Lemke responded that this was a grant funded position and had a different

title because of the grant. Lemke stated they will rely heavily on volunteers and interns to take over the duties. She also noted that they have a couple senior aids and they would like to increase the number of interns next year to four to six.

Lemke continued that the two technician positions in the Budget Book are for their media technician and the fabrication technician. She noted that the media technician will go to full-time and has a media background so the Museum will have in-house help with graphic design and the website.

Supervisor Gruszynski noted that the Committee is aware of attendance issues in the past and he is aware that Lemke is working through that. Since the Foundation is ponying up so much money for exhibits for 2015, he asked Lemke if she felt that the \$20,000 for marketing is enough to do their part as a County. Lemke responded that because it is tied to the numbers she did not want to be in a place that the Neville has been in the past three years. The fixed costs in the budget do not include any in-kind sponsorship. They have a number of in-kind sponsors for various exhibits and those requests have not been made yet because they have been focusing on this year. Lemke is hoping that with their lineup they will be able to do that and make in-kind asks.

Supervisor Lund felt that for the Centennial the County should be able to get a major sponsor since it is such a big event. Lemke stated that it is a yearlong celebration with a yearlong worth of programming and exhibits. Lund felt that it was a prestigious type of event and companies love to have their names tied to this type of thing. Gruszynski asked if Lemke has asked for sponsorship for the Centennial year and she noted that she has not yet as she was focusing on closing out this year without a deficit. Gruszynski asked what the process would be for getting the ask going as generally people work a year out if they are giving money or resources. Lemke stated that there were numerous requests out for the research fabrication construction rental costs that were done before Kasha came on board and subsequently many more were sent out. They are working on requests several times a week pending for this year because the Foundation budget follows the County budget and they are working on that process and then plotting ahead to things they are asking for for next calendar year.

Vander Leest encouraged Lemke to make a list of her top 10 – 15 potential sponsors and make contact with them to get things started because generally these potential sponsors are having to make their budgets by year end for next year as to where they are going to be allocating resources. Huntowski informed that the Foundation has made a lot of asks for next year but that is not necessarily tied to the marketing and in-kind asks; it is more for the exhibits and programming.

Vander Leest asked Supervisor Campbell if she wanted to be involved in the Museum's Centennial celebration. He recalled in the past that the Committee has been involved as well as the County Executive being involved to help give greater visibility and he would suggest that Lemke attempt to meet those goals. Lemke agreed and stated that she is always open to suggestions. Campbell stated that the Neville has a heavy cycle of exhibits next year involving the Centennial which is tied to the Century of Discovery. Lemke confirmed that the 2015 exhibits are all set and part of 2016 is set as well. Campbell felt that this would be the time to move forward in securing a sponsor and she felt that the Executive's office may be able to help with this as well. Campbell noted that the actual Centennial is December 15 and they have been discussing a major event to kick that off. Campbell felt that the main focus at this time has been to get the programming in for the Centennial. Event planning has been put on a backburner

while Lemke and her staff have been planning what the Centennial year will be for programming. Campbell felt that moving to more event-oriented programming will behoove the Museum in the long run. Campbell was hopeful that the Executive's office could help facilitate sponsorship for the Centennial Event or the Centennial Year.

Lemke stated that the biggest issues for 2014 are the gas and electric bills and their budget has been exceeded for these items. She noted that the security costs are finally in check and that they are in the process of securing a new contract for this. She also noted that the supply line has spiked due to the light bulbs but indicated that she is working on this a capital project and will also be working with Focus on Energy.

Campbell thanked Lemke for her work and stated that it was a welcome change from what has transpired in the past.

For 2015 Lemke said that one of the main priorities was getting the Deputy position filled as it is a detriment in not having that position there. The full-time media technician will save in having to outsource graphic design projects. With regard to the office manager position, Lemke stated that they need to determine what that needs to be.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to approve the Museum budget as presented. Vote taken. Ayes: Campbell, Gruszynski, Vander Leest, Katers Nay: Van Dyck MOTION CARRIED 4 to 1

a. Resolution Approving New or Deleted Positions during the 2014 Budget Process (Museum).

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Katers, seconded by Supervisor Campbell to suspend the rules and take Items 18 – 22 out of order. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Golf Course: Review of 2015 department budget.

Golf Course Superintendent Scott Anthes presented his budget to the Committee; see attached handout for a summary.

Vander Leest asked Anthes if he felt good about the decision not to raise the rates next year. Anthes stated that he has checked rates at area courses and he is confident that the rates at Brown County are in line and appropriate. He also indicated that he felt the specials were well received, especially the weekend twilight specials. Vander Leest also asked for confirmation that the clubhouse was paid for and Anthes responded that the last payment was made in 2013. Anthes stated that the only money they owe is to the County.

Katers referred to Page 166 of the Budget Book, and noted under statement of funds, it shows that funds available 1/1/14 was \$500,000 and the end of 2014 was \$400,000. Anthes stated that currently the golf course owes the County \$501,000. At the end of this year Anthes is projecting this amount to be \$400,000 so essentially he intends to pay off about \$100,000, the majority of which is for the loss last year. Van Dyck stated that it appears that Anthes is anticipating to be about \$100,000 to the good this year and this amount will be transferred to

the General Fund and Anthes stated that that was correct. Anthes stated that any positive monies they have will be given to the General Fund until it is paid back.

Vander Leest noted that the golf course has been in the red since 2005 but it appears to now be heading in the right direction however it will take a few more years to pay the General Fund what is owed.

Lund asked Anthes how the health of the golf industry is in this area. He understood that the course opened late last year due to the weather, but asked if the rounds were the same as they were 10 years ago. Anthes stated that there are not as many rounds; there are more golf courses with less golfers. Lund asked Anthes if he had any ideas how to get younger people involved and interested in golf. Anthes stated that one of the big initiatives of the PGA is to try to make golf more family oriented with quicker rounds. Lund was concerned about the future of golf, especially since the County has a big investment in the golf course.

Supervisor Van Dyck wished to clarify that in looking at 12/31/14, the estimate is to be a balance of \$400,000 to the negative which is due to the past, and then add in \$270,000 because \$30,000 was made in 2014 and that leaves the golf course having to pay back \$670,000 to the General Fund before there is any money left at the golf course to make any improvements. Anthes responded that Van Dyck is correct.

Vander Leest asked Anthes to talk about some of the initiatives he was looking at for 2015 to keep the golf course at a top level. Anthes stated that in addition to the four that he already mentioned, the Friends group is forming and the course is looking to do some projects with them in the future. He would also like to get a few more staff to maintain the course at a higher level. Tree trimming will also be a large initiative.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to approve the Golf Course budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to suspend the rules and take Items 23 – 28 out of order. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **NEW Zoo and Park Management: Review of 2015 department budget.**
a. **Resolution Approving New or Deleted Positions during the 2015 Budget Process (Zoo and Park Management).**

NEW Zoo Director Neil Anderson and Parks Director Matt Kriese presented their budgets, see attached handouts for summary.

Motion made by Supervisor Campbell, seconded by Supervisor Van Dyck to approve the NEW Zoo budget as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

Park Director Matt Kriese presented the Park Department budget; see attached summary. Kriese noted that there was a number of dedicated Park staff in attendance at the meeting to support the Department. He stated that they work hard and their work does not go unnoticed and he appreciates them very much.

Kriese explained that changes were necessary when it came to the Adventure Park transfer into Parks. He stated that there is a reason behind that and that in 2014 initially the dollar amount

that was projected for the transfer was roughly \$187,000. The newly proposed number is closer to \$100,000. He noted that the spring was very wet this year and the Adventure Park did not open until approximately a month later than projected. With that, the spring had less than decent weather which caused the first month attendance to be lower than projected. Kriese continued that beginning in June and all the way through the end of this month, the numbers have proved to be positive. The attendance rate is above projections, but the per cap has fallen short of projections and the per cap is where the dollar figure is falling short.

Kriese continued that they have hosted a number of special events this year, the most-recent being the glow zip in conjunction with Zoo Boo and Friday and Saturday during the past three weekends they have opened up the zip line. The zip line is extremely popular and gets the most use of the attractions at the Adventure Park. Kriese noted that they have had well over 20,000 zips this summer which is fantastic and noted that last Friday alone there were about 170 zips.

At this time Kriese addressed the Resolution (Item 4a) and provided the Committee with an updated Resolution Approving New or Deleted Positions During the 2015 Budget Process (Zoo and Park Management), a copy of which is attached. Kriese explained that what they are looking to do is amend the Adventure Park budget to decrease the personnel costs by \$26,844 and increasing the transfer out to Parks by \$26,844. With regard to the Park side, the intent is to increase personnel costs by \$64,666 and increase the transfer in from Adventure Parks by \$26,844 and increase the levy by \$37,822.

Kriese explained that when they put the budget together in July, they did not have Adventure Park trends to refer to. He looked at this again in early October and looked at the hours of use and the open hours. From 2014 to 2015 they have reduced the hours to meet the community needs and in spring and fall they are looking at closing Monday through Friday, but being open on weekends. They would open during the week, however, for groups. By doing this, they will be able to reduce the salary costs.

Van Dyck wished to clarify that what was initially discussed was taking out one park manager and putting a park ranger in. Vander Leest clarified that the increase to the levy was \$37,822 and Kriese confirmed this. Katers asked why this was not being taken out of future funds rather than from the levy. Kriese responded that this year they are not anticipating a firm balance.

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to approve resolution. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to amend Adventure Park to decrease personnel costs by \$26,844 and increase transfer out to Parks by \$26,844 and amend Parks to increase personnel costs by \$64,666 and increase transfer in from Adventure Parks by \$26,844 and increase levy by \$37,822. Vote taken. MOTION CARRIED UNANIMOUSLY

Kriese continued his budget presentation from the attached summary. Kriese noted again that his staff is more than willing to take their share of work within the Department and they do a great job. Vander Leest also wished to acknowledge the Parks staff in attendance and indicated that they do a great job.

Lund asked about the dredging at the Suamico Boat Landing for \$100,000 listed in the Budget Book. Kriese stated that they talked about this mid-summer and he stated that he has not had

recent discussions with Suamico but wanted to keep the funds in the budget knowing that it is a potential need. Lund also asked about the bridge installation for the parking lot. Kriese stated that this is a project they are doing in partnership with the DNR at Sensiba. He noted that there are parking issues at the Suamico boat landing and his staff has gone out there and leveled out the gravel and added some parking barriers in an attempt to enhance and increase the parking stalls within the lot. Kriese continued that there is a walking trail within Sensiba and they will be putting in a bridge connecting the walking trail to the boat landing which will keep visitors off the roadway. The final question that Lund had was with regard to the concrete matting and asked if this was also at Suamico. Kriese responded that that is at Bayshore and they are unable to finish the project this year but intend to finish it next year.

Kriese also noted that there are some grooming machines within the outlay under the cross country ski trail fund. They are looking to replace some of their snowmobiles with some utility vehicles that have tracks on them which will be a lot more user-friendly.

Van Dyck asked, in terms of boots on the ground, in 2014 versus 2015, how many people have been picked up, including elimination of the winter transfer. Kriese indicated that they will increase in 2015. He noted that in 2014 due to realization that they were not going to meet the revenue goals of the Adventure Park, they adjusted the budget accordingly which resulted in some vacant positions to be sure that they would be on budget at the end of the year. Going into 2015, with the addition of the park ranger, they will be slightly up in boots on the ground. Van Dyck asked what the status is of all of the other parks, excluding the Adventure Park. Kriese responded that seasonal will be .7 up and rangers will be 1 up in 2015 compared to 2014. Kriese also noted that through the Adventure Park staffing, they did adjust the salary slightly in an attempt to retain valuable employees. Kriese feels that his Department is in a good spot to maintain the service levels at the parks.

With regard to Page 198 of the Budget Book, under cross country skiing, charges and daily fees, Landwehr noted that in 2013 they were at \$26,800 and the 2014 estimate was \$16,000. Considering how long and snowy the winter was, Landwehr was surprised to see the number down. Kriese noted that the number for 2014 is a solid number and in looking at 2013 the cross country skiing numbers were extremely high. From all indications it appears that 2013 was an extremely good winter.

Landwehr indicated he would like the Committee to consider adding a line item under revenues for forfeitures and fees for the cross country ski trails and the rails to trails. This is based on the realization that these things cost money to maintain and that by writing a few tickets a year and getting the word out that people are expected to pay to use the facilities, that the fees will hopefully increase. Kriese stated that he agreed with Landwehr but noted that one thing is the check rate ordinances fall under the Sheriff's Department so any time a citation is written, the fine goes directly to the Sheriff's Department and the Parks does not see any of the revenue. Kriese felt that there may be different ways to approach this and he did talk to Corporation Counsel in the past and Corp Counsel seemed to think that there may be a way to work through this. Landwehr would like to see a motion made to add a line item to put it out there to see that the rules are being tracked to get better compliance. Vander Leest asked Kriese for his thoughts on this. Kriese responded that they do not give out any fines other than at the boat landing and that is a parking ticket that goes to the Sheriff's Department. He agreed that issuing fines might ultimately help increase compliance, but he noted it takes a lot of staff time to be out enforcing. Vander Leest suggested that this be put on a future agenda for further discussion.

Motion made by Supervisor Gruszynski, seconded by Supervisor Katers to approve Parks budget as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

NON- BUDGET ITEMS

5. **Review Minutes of:**
 - a. **Library Board (September 18, 2014 and September 30, 2014).**
 - b. **Neville Public Museum Governing Board (October 13, 2014).**

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

6. **Budget Status Financial Report for September, 2014.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Library Report.**
 - a. **Update on adjacent county reimbursement for BCL use.**

Library Director Lynn Stainbrook wished to inform the Committee that Outagamie County has still refused to pay, despite the Library Board offering them a price break. This matter is now in the hands of attorneys and is likely headed to litigation. Vander Leest requested that this item be kept on the agenda to keep the Committee updated.

Stainbrook concluded by stating that she has enjoyed her time in Brown County and she appreciates the support she received from County staff and County Board members. She enjoyed her time in Green Bay and will miss many things about it. Vander Leest thanked Stainbrook for her work and wished her well at her new position in Rockford, Illinois which was followed by a round of applause.

Motion made by Supervisor Katers, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

8. **Communication from Supervisor Zima re: Expansion of the Southwest Library Branch by approximately 1100 square feet to accommodate the library's growing needs in the children and computer areas. *October Motion: To hold for 30 days for the parties to investigate any type of pro-bono work or lower cost by an architect.***

Supervisor Tom Lund addressed this issue. He provided a handout, a copy of which is attached. Lund indicated that he had spoken with Ben Schenkelberg who was gracious enough to provide the design plan. Schenkelberg also spoke with Ziese Construction and advised Lund that this project could be done for less than half of what the earlier estimates from Boldt were. Lund continued that there would have to be a separate heating and cooling unit installed for the addition which would probably cost in the area of \$4,000 - \$5,000. Lund stated that the design he passed out was for 2 X 6 construction with a metal roof, siding and simulated stone on the bottom. Lund continued that there is a wall through the middle and they could use an expansion wall in that area rather than a permanent wall. He indicated that the addition could

be put up and then punch through to the existing building when it is done and be ready for business.

Lund continued that if the Committee wishes to go forward with this plan, then estimates would be needed as to what construction costs will be. An architect will also be necessary as obviously this is a preliminary plan. Lund felt that this plan would be a lot less expensive than having two construction plans for putting two additions on the corner. Lund has been advised by Library Board President Kathy Pletcher that this appears to be a better plan and provides better sight lines for staff. The existing desk could be relocated to be able to see the new space. Vander Leest asked Lund what his recommendation would be. Lund responded that he felt this should be turned over to staff for review and cost estimates should be gathered for the heating and cooling as well as running the electrical. Katers responded that the electrical system is basic and would either require a new service for the building or the service they currently have could be used. Lund would also like to have the Library Board and administration involved as well as facilities management. The advantage of this construction is that it could possibly be done by homebuilders or other companies that are not doing huge buildings since it is a 2 X 6 construction.

Katers said that what Lund provided was an interesting option and when he put his own information together to do an estimate it was based on the two additions and matching existing materials. Lund felt the space was really needed and he felt that what he provided to the Committee was fair but he would leave it up to the Committee.

Van Dyck asked Pletcher if she had looked at this design from a functionality standpoint and asked if it was her feeling that this would need to come back before the Library Board for any purpose or if the Committee could move forward with hiring an architect and then going out for bids. The question becomes whether or not it is appropriate to give money at this point and Lund stated that since the costs are unknown it would not be appropriate to give money at this time. Lund felt that what he presented is a professional drawing that contains all of the necessary specs so there is something to go with.

Vander Leest asked if Schenkelberg would be able to provide his services to the County for a flat fee. Katers indicated that an architect would probably cost in excess of \$5,000 for the architectural work. Lund indicated that Schenkelberg is not an estimator but he knows enough as to what costs are but will not give an exact figure. Lund stated that it was clear that this plan presented tonight would be significantly less than previous plans. Katers indicated that he would like more input from staff that they were comfortable with this new design in that it is quite a bit different than what was presented in the past.

Pletcher thanked Lund for taking the trouble to get this professional help. She felt that it was a good idea to go forward as long as library staff, including the branch manager from the Southwest Branch had input. One of the concerns with the earlier sketch with putting two additions on was that it would have been difficult to figure out how to supervise and manage the space without adding staff. Pletcher felt that the design presented by Lund addresses that issue and she also felt that the branch manager as well as the maintenance manager may have some input.

Katers stated that he also put some considerable time into this and provided the Committee with a handout, a copy of which is attached, which is his estimate of the proposed project. With assistance from architectural staff at his office he put together an estimate which is meant for

budgetary purposes only. He noted that this estimate is for matching existing materials and matching the sketch that was previously provided. He broke this down a little more thoroughly than Boldt provided and he feels that this is a good solid estimate to move forward as seen in sketch form. Katers continued that as Lund pointed out, this design would be a creative addition to lessen the costs considerably and he felt that this was a good route to go. Katers continued that his estimate is what he sees reasonable for the project.

Pletcher noted that Katers' estimate included some of the necessary interior finishes and also noted that they will also need tables, chairs and other furnishings. She felt that Katers' estimate was very helpful and provides a lot of detail. She felt in moving forward and as more specific design is done and accurate costs are compiled, there would be opportunities to look at ways that costs could be reduced.

Katers asked if no money was being appropriated at this time, if this should be sent back to staff. Lund stated that he felt the heating and cooling costs should be determined so that when an architect is hired that information is available. Katers stated that he used the mechanical and electrical estimates from Boldt because he wanted to be similar to what they came up with since Boldt had done studies on this. Lund stated that Boldt said the heating and cooling would need to be updated, but Lund felt that putting a separate unit in for this part of the building would be more cost-effective.

Vander Leest thanked Katers for the input and noted that he would be included in the ongoing discussion on this. Lund stated that he would like to thank Schenkelberg for taking the time to do this and indicated that he has done a lot of work for the County at no cost. Vander Leest agreed and stated that he has also done a lot of work for the Zoo. Vander Leest wondered if Schenkelberg may be interested in doing the architectural work for this library addition if the County could pay him under \$5,000, even if it was \$4,999. Director of Administration Chad Weininger clarified that for a project under \$5,000 one bid is needed, for a project over \$5,000 three bids are needed and projects over \$25,000 require an RFP. He suggested that this be referred back to Facilities and Library staff and have them work it out and then go out for bid and see what the best deal is and then come back to the Committee to advise of the cost of the architectural work so there is more transparency. Lund agreed with this as he wanted to be sure that everything was done appropriately.

Van Dyck asked if this proposed plan would affect the parking in any way at the branch. Lund stated that no parking spaces would be lost if this plan moves forward. Vander Leest stated that the addition will come close to the parking lot, but will not chew up any parking.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to refer to staff to work in conjunction with library staff including Library Board to look at what the most appropriate process would be in regard to hiring an architect. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Communication from Supervisor Katers re: Consider allowing dogs on the trails at Bayshore Park. *Referred from October County Board.***

Supervisor Katers stated that, as a camper, he would like to see dogs allowed on the paved trail that runs from the campground north to the cul-de-sac. He felt this should be tried for a season, much like what was done at Neshota, to see what kind of feedback there would be. Kriese responded that currently dogs are allowed in the campground on a leash as well as on the paved

trail as it is a connectivity pass through, similar to the Fox River Trail. Kriese would not advise that dogs be allowed in other areas of the park due to the heavy usage of the park. He noted that if all dog owners respected the rules and kept their dogs on a leash and cleaned up after them, there would not be issues, however this is not the case. Katers indicated that he must have misinterpreted the signage and Kriese responded that he will take a look at the signage to see that it is placed appropriately and accurate.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Park Management & NEW Zoo

10. Parks Budget Status Financial Report for September, 2014.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Budget Adjustment Request (14-83): Any increase in expenses with an offsetting increase in revenue.

This adjustment is related to an unexpected donation by Saputo Cheese Legacy Program in 2014 to Barkhausen Waterfowl Preserve. Saputo donated \$9,000 for improvements to a garden area adjacent to the West Shores Interpretive Center. The improvements include: an outdoor fireplace, benches, walkways, decorative pond and water pump and plantings. The improvements will be 100% funded through the donation.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Budget Adjustment Request (14-84): Any increase in expenses with offsetting increase in revenue.

This adjustment is related to the 2013 – 2014 State Funded Snowmobile Trail program. The maintenance grant is budgeted during the annual budget process, however depending upon the winter and snowmobile season the clubs are eligible for additional reimbursements through the WDNR supplemental funding. The supplemental funding amounts are not known until September/October of each year. This budget adjustment is listed at \$55,322, the total amount submitted to the DNR for supplemental reimbursement. It is not likely the entire amount will be funded, as the DNR sets a pro-rate. The rate this year is likely to be around 50 – 65% funding, however, 100% is possible and this budget adjustment accounts for that possibility.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Parks Field Staff Report/Attendance Report.

Kriese introduced Curt Hall to the Committee and stated that he is the Adventure Park supervisor and has been a real asset in getting the programs up and running. Jon Rickaby was happy that Cardinal Lane was opening back up. Marv Hanson has also just finished taking items for winter storage at the Fairgrounds and it was indicated that that brought in about \$35,000.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Assistant Director's Report.

Kriese indicated that they have recently held some night hikes at Barkhausen and there is one more scheduled for this weekend with room still available. He also noted habitat projects are going on at Barkhausen as a result of a grant received.

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. NEW Zoo Budget Status Financial Report for September, 2014.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. NEW Zoo Monthly Activity Report:

- a. **Operations Report.**
- b. **Education/Volunteer Report** – This was distributed at the meeting; a copy of which is attached.
- c. **Curator Report.**
- d. **Maintenance Report.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file Items 16 a – d. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Zoo Director's Report.

Neil Anderson stated that Zoo Boo went very well and they had a record breaking year with 17,107 participants compared to 14,307 in 2013 and 15,974 in 2012. He stated that this year they enjoyed good weather for most of the nights of the event.

Anderson also reported that a water jug had recently become stuck in the antlers of one of their whitetail bucks. The deer needed to be tranquilized to have the jug removed.

Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Museum

18. Budget Status Report for September, 2014.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Museum Budget by Classification.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **September 2014 Attendance.**

**Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

21. **Attendance 5-Year Span.**

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

22. **Director's Report.**

Museum Director Beth Lemke stated that the September admissions were above a five year average. She also noted that so far in October they have exceeded the October, 2013 admission. She provided the Committee with a handout of October figures, a copy of which is attached.

Lemke continued that the JEM grant is finally coming to fruition. She also noted that Packers home game weekends bring in great attendance to the Museum. She continued that the JEM money will be ending on October 31 and they still have some fourth quarter marketing. Lemke provided a rundown of upcoming exhibits. She noted that they are partnering with Let Me Be Frank Productions in the opening of the Prange's exhibit and the Museum will be the recipient of his opening night which is great news as it will provide a very strong fourth quarter finish for the Museum and the Foundation. Campbell wished to thank Franks for doing this for the Museum. Lemke passed around several pictures to the Committee showing the logo for the Centennial as well as several other things. She also indicated that the Art Annual is coming back and she showed the Committee where they were taking it stylistically.

Lemke continued that banners will be changed out on the building and will be replaced with banners reflecting Holiday Memories and the 100 Years of Art, History and Science. She hopes to have a strong fourth quarter of 2014 and a strong first quarter of 2015.

Gruszynski asked Lemke if she felt that the Tavern display lived up to expectations. Lemke felt that it did and stated that it appeared to be very viral on Facebook. She hoped to bring in a diversified audience for the Soda in the Cellar series. She noted that the Tavern exhibit was a little adult oriented but she would like to see it lead into more of a family exhibit.

Lemke concluded that the Museum is headed in the right direction, although there are still bumps in the road. This is not any different than what she has said in the past and she felt that they have a strong exhibit lineup and programming and hopefully sponsorship would follow.

Lemke stated that she sent out an e-mail to the Committee members for the next Governing Board meeting which will be held on November 10 at 4:30 p.m. This will be a focus group and she would like to see Committee members attend and give their opinions. She stated that they are also still waiting for the survey and all of that information will be going out in the next several weeks which will hopefully give them statistical and analytical information and answers the Museum is looking for.

Kasha Huntowski introduced herself to the Committee and indicated that she is the new Executive Director of the Neville Public Museum Foundation. She is excited to be working with Lemke and thanked the Committee for their support.

Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

23. **Budget Status Financial Report for September, 2014.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. **Discussion and Approval of Contract Addendum for Golf Pro Contract. *Referred back from October County Board.***

- a. **Resolution re: To Approve Addendum No. 1 to the Jimmy O's Golf Shop Inc. Lease at the Brown County Golf Course**

Vander Leest stated that this is now in resolution form so there should be no issues. He did not know if there would be any opposition to this by any Board members, but he urged Anthes to provide a summary of some sort prior to the budget meeting in case there were any questions.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

25. **Discussion and Approval of Contract Addendum for Safari Steakhouse Clubhouse Restaurant Contract. *Referred back from October County Board.***

- a. **Resolution re: To Approve Addendum No. 1 to the Safari Steakhouse Lease at the Brown County Golf Course.**

Motion made by Supervisor Katers, seconded by Supervisor Van Dyck to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

26. **Discussion and possible action regarding Oneida Tribe Golf Course Easement.**

Vander Leest stated that it was his understanding that this matter was to be held for 60 days.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to hold for 60 days. Vote taken. MOTION CARRIED UNANIMOUSLY

27. **Discussion and possible action regarding Oneida Tribe 70 acres Easement.**

Vander Leest stated that it was his understanding that this matter was to be held for 60 days.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to hold for 60 days. Vote taken. MOTION CARRIED UNANIMOUSLY

28. **Superintendent's Report.**

Anthes referred to his report contained in the agenda packet. Greens are currently being mowed at .135 and they are currently inching them up to get to .150 for the winter which gives a little more blade and longer leaf for the winter and helps the grass through the winter months. They continue to fertilize weekly and they have also blown out the irrigation system. Currently they are beginning to wrap up operations for the year which includes hauling in the benches and

accessories and mowing the grass on a very limited basis as well as doing leaf blowing. The projected closing date is around November 16 but this is based upon the weather.

Anthes stated that he has received a verbal request to approve the donation of a fountain for the 17th pond. He questioned whether he needed approval from this Committee to accept the fountain and have it installed. Vander Leest stated that a request of this nature should be brought to the Committee and Anthes stated he will do this.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

29. **Resch Centre/Arena/Shopko Hall – Complex Attendance for the Brown County Veterans Memorial Complex – August and September, 2014.**

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Closed Sessions

30. **Open Session: Discussion with legal counsel and possible action regarding the negotiations, status and implementation of future planning in obtaining an easement at the Golf Course property.**

No closed session was held.

Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session on the above item Numbers 24 & 25 pursuant to Wis. Stat. §19.85(1)(e) which authorizes a closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session, and pursuant to Wis. Stat. §19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

No closed session was held.

31. **Reconvene in Open session: Discussion with legal counsel and possible action regarding the negotiations, status and implementation of future planning in obtaining an easement at the Golf Course property.**

No closed session was held.

Other

32. **Audit of bills.**

No bills were presented.

33. **Such other matters as authorized by law.**

Vander Leest indicated that the next Education and Recreation Committee meeting will be held on December 4, 2014 at 5:15 pm at the Southwest Branch Library.

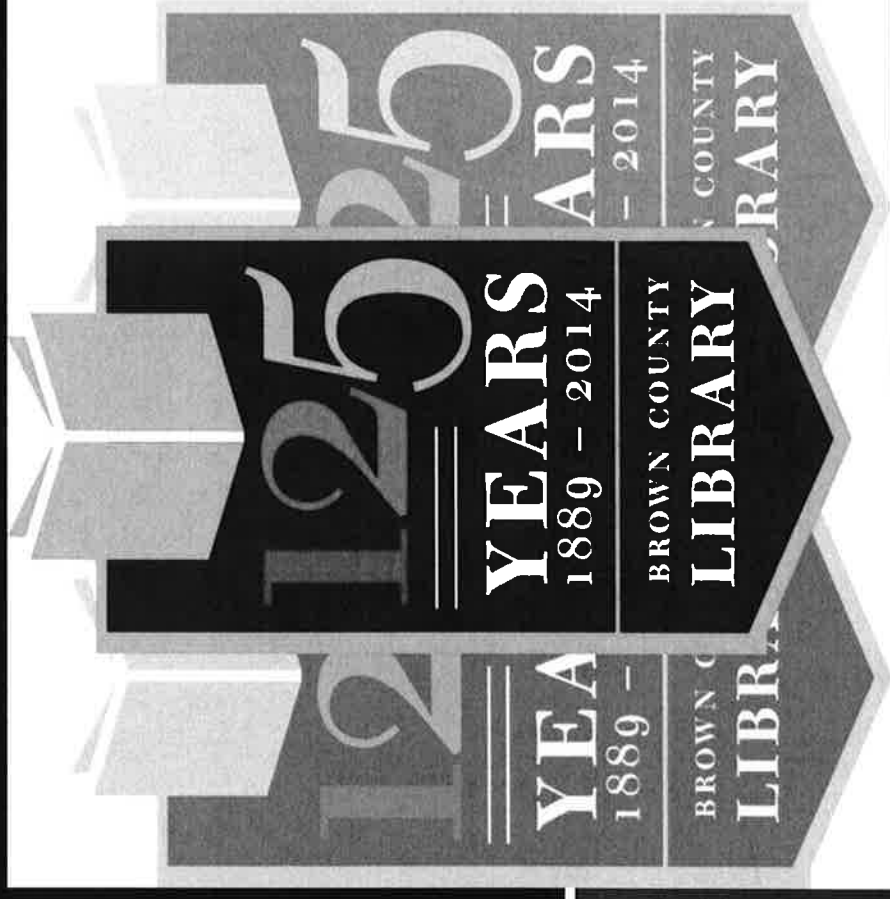
Motion made by Supervisor Campbell, seconded by Supervisor Katers to adjourn at 7:10 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

Brown County Library 2015 Budget Proposal

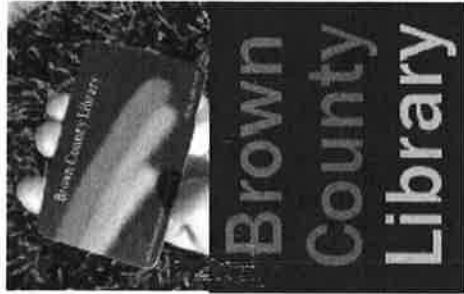
Serving the
Community for
125 years



Strong community support!
Including a knowledgeable & hard-
working Library Board

Resourceful and Energetic Staff

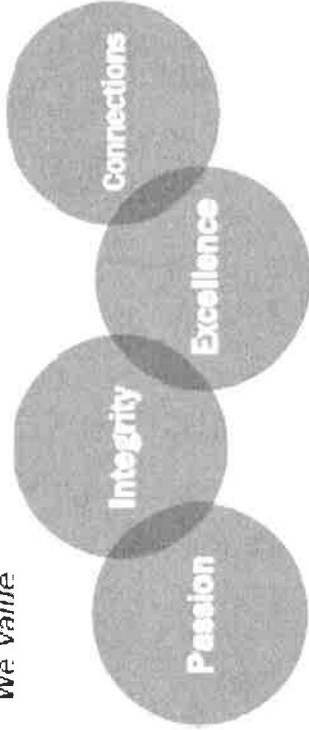
Excellent skills in Grant and Fund-
raising from local, state and national



Our Mission

Providing trusted information and resources to connect people, ideas and community.

We Value



Our Priorities

- Enhance Education**
- Support Economic Development**
- Provide a Third Place to Engage the Community**

Foster Cultural and Diversity Awareness

Our Goals

- Improve school and reading readiness for young children.**
- Spark interest in reading and learning for children of all ages.**
- Help at-risk readers maintain or improve the reading ability they build in school.**
- Give parents and caregivers tools and techniques for helping children succeed.**
- Help adults for whom English is a second language improve their communication skills.**
- Provide resources for adults to improve computer skills needed in the workplace.**
- Serve people who visit our community as tourists.**
- Make meeting rooms and information resources available to businesses and professionals.**
- Ensure that all residents know the Library provides a good return on tax and donation investment.**
- Provide a free, welcoming space where individuals can relax and reflect.**
- Provide a space where individuals can learn and share ideas in a neutral, pressure-free learning environment.**
- Ensure that all members of our community feel welcomed, valued and respected at the Library.**
- Model inclusiveness by learning and providing information about our diverse population.**
- Provide space for social groups and the community at-large to engage and interact.**

County Residents Annual Use

1.3 Million visits to Library buildings

WOW!

1.2 Million web visits

**200,000 uses of 115 computers in-house plus
20,000 checkouts of the 56 laptops**

**75,000 County residents checked out at least once in past year
plus those who used databases, wireless, library website,
microfilm, or attended an event or meeting but did not have a card**

125,000 County residents - Library cards issued in past two years

100,000 attendance at Library classes and events

630 volunteers donated 9,625 hours to the library

Check-outs: More use in 2013!

Trending down in 2014

2,544,295 items checked out
in 2013 (print, media & digital)

2,528,317 items in 2012

Road construction at
Central, Pulaski, Wrightstown,
Denmark



Before & After

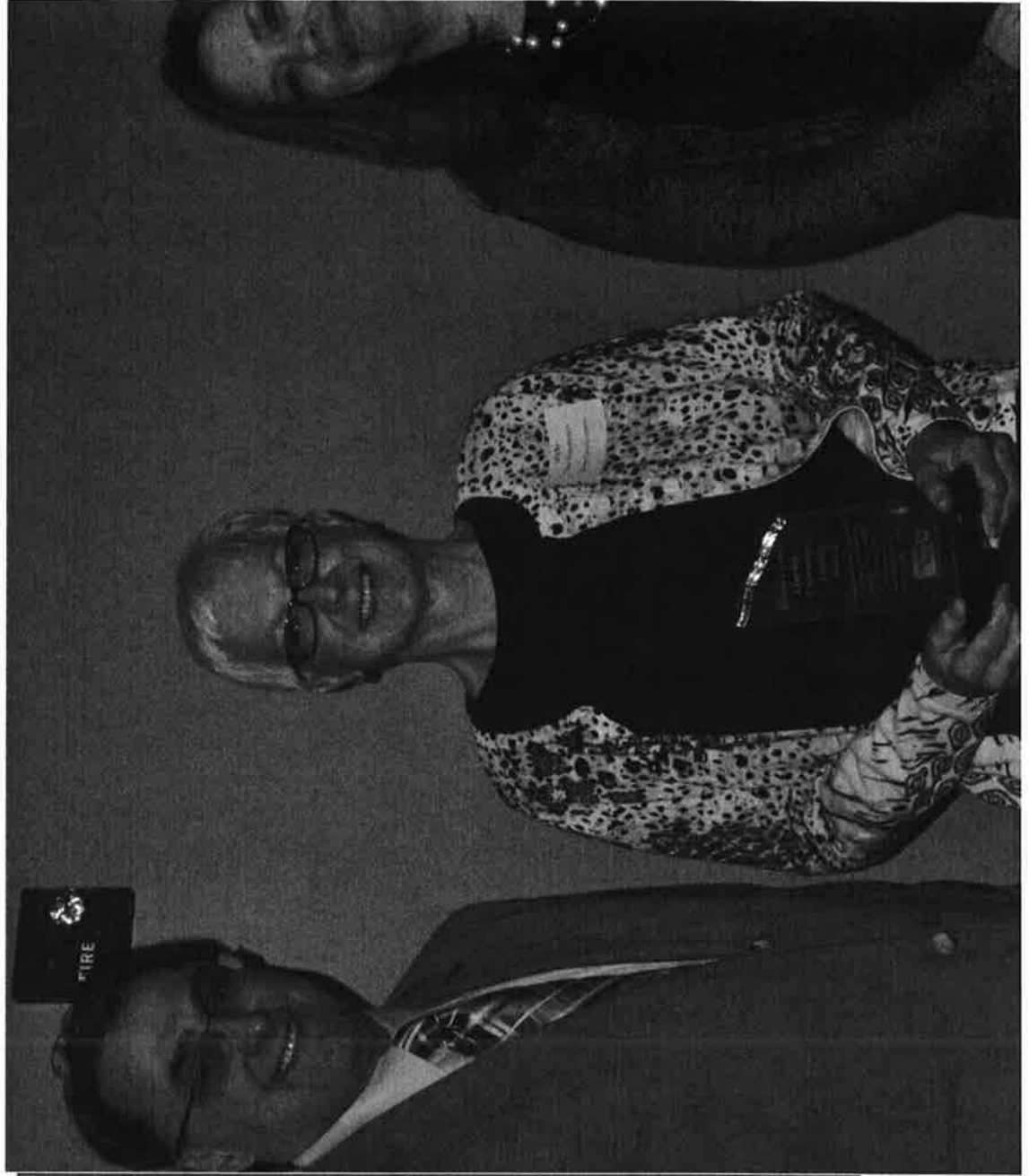
Accomplishments in past year

**Grant funded
Wrightstown Branch**



One of Three Awards
in past year

Community Impact Award



New Class & Comp Plan developed

Grade	Education, Training or Experience	Supervisory Responsibility	Supervision Received	Customer Relations	Complexity and Problem Solving	Physical Working Conditions	Decision Making	TOTAL	Approved Pay Range
Grade 1									
Shelver	150	0	110	240	170	400	170	1240	7.25
Grade 3									
Technical Services Clerk	225	240	110	240	425	400	425	2065	
Library Service Assistant	150	240	110	560	425	400	425	2310	10-11.00
Administrative Clerk - Mailroom	225	400	330	240	425	400	425	2445	
Grade 5									
Administration Associate	600	400	330	560	765	400	850	3905	
Acquisitions Associate	600	400	330	560	765	400	850	3905	15-20.00
Maintenance Worker	375	240	330	560	765	800	850	3920	
Grade 7									
Cataloging Associate	600	400	330	560	765	400	1190	4245	
Technical Services Specialist	825	720	330	560	765	400	850	4450	
Library Service Associate - Central	600	720	550	960	765	400	850	4845	17-20.00
Library Service Associate - Circulation	600	720	550	960	765	400	850	4845	
Library Service Associate - Branch	600	720	550	960	765	400	850	4845	
Cataloging & Archives Librarian	1050	240	550	560	1020	400	1190	5010	
Library Service Associate - Small Branch	600	720	880	960	765	400	850	5175	
Bookmobile Operator	600	400	880	960	765	800	850	5255	
Grade 9									
Maintenance Mechanic	600	720	550	560	1020	800	1190	5440	
Reference Librarian	1050	720	550	960	1030	400	850	5350	
Children's Librarian	1050	720	550	960	1000	400	850	5350	
Teen Librarian	1050	720	550	960	1000	400	850	5350	21-26.00
Local History Librarian	1050	720	550	960	1000	400	1190	5890	
FT Librarian	1050	400	550	960	1360	400	1190	5910	
Grade 11									
Branch Coordinator	1050	1200	880	1280	1020	400	1190	7000	
Collection Development Manager	1275	720	1100	1280	1360	120	1445	7300	22-28.00
Library Supervisor	1275	1360	880	1280	1360	400	1190	7745	
Communications & Library Program Manager	1050	1360	1100	1280	1700	400	1445	8335	
Grade 13									
Library Automation & Finance Manager	1275	1360	1100	1280	1700	400	1445	8500	
Facilities Manager	1275	1360	880	1280	1700	800	1445	8740	26-34.00
Deputy Director	1275	1600	1300	1600	1700	120	1445	8840	
Grade 15									
Library Director	1500	1600	1100	1600	1700	120	1700	9320	45-60.00



Performance Rewards

Based on Performance Appraisal

1% increase for those who performed an 'Excellent' job

Of the 61%, 9% received 1.75% increase

61% of Library Staff received pay increases

Classes for Adults – Money Smart Week April 2014

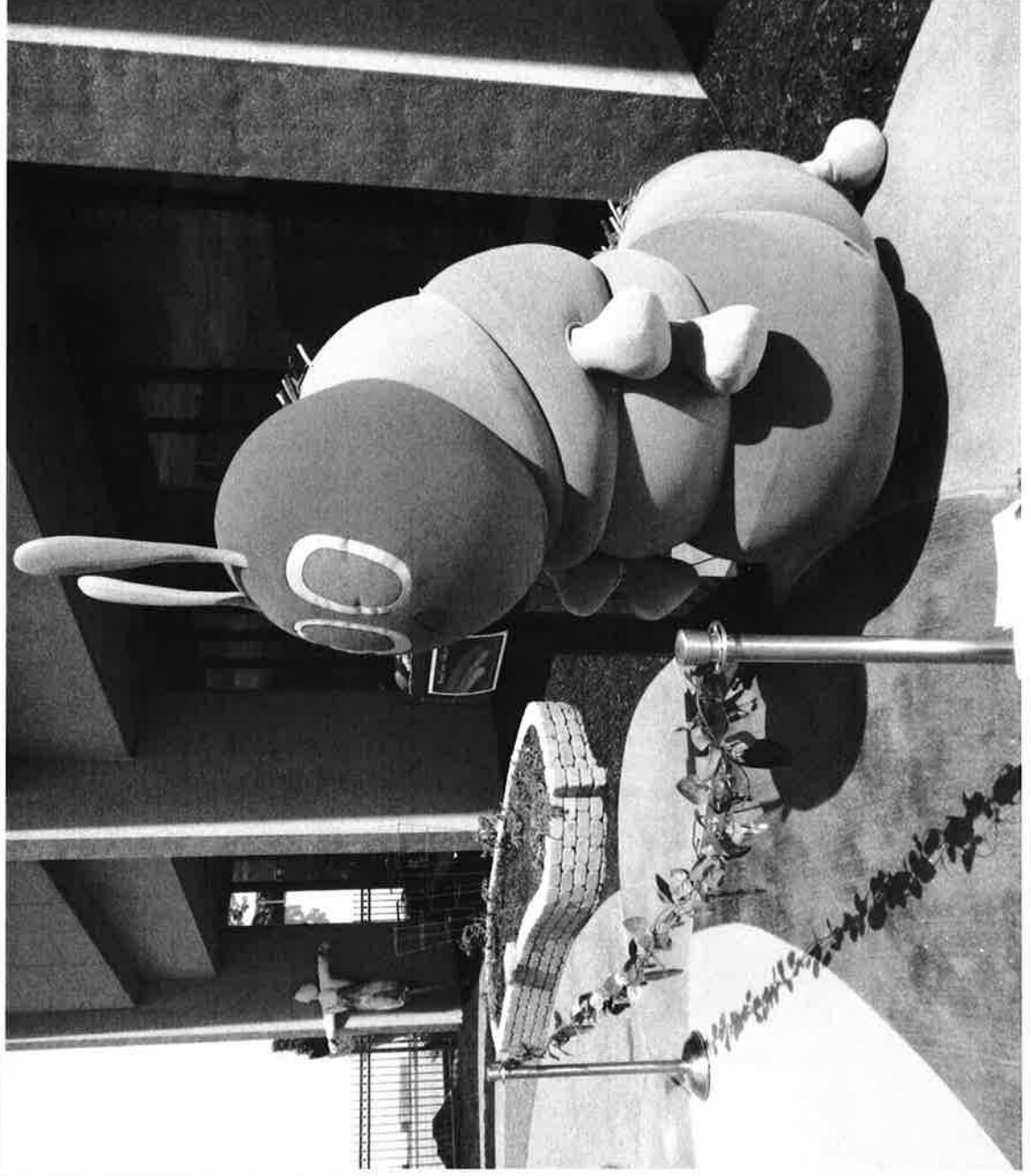
“whole series was phenomenal. I’m 25 ...potentially spared me from future financial crisis”



Classes for Children - helicopter seeds



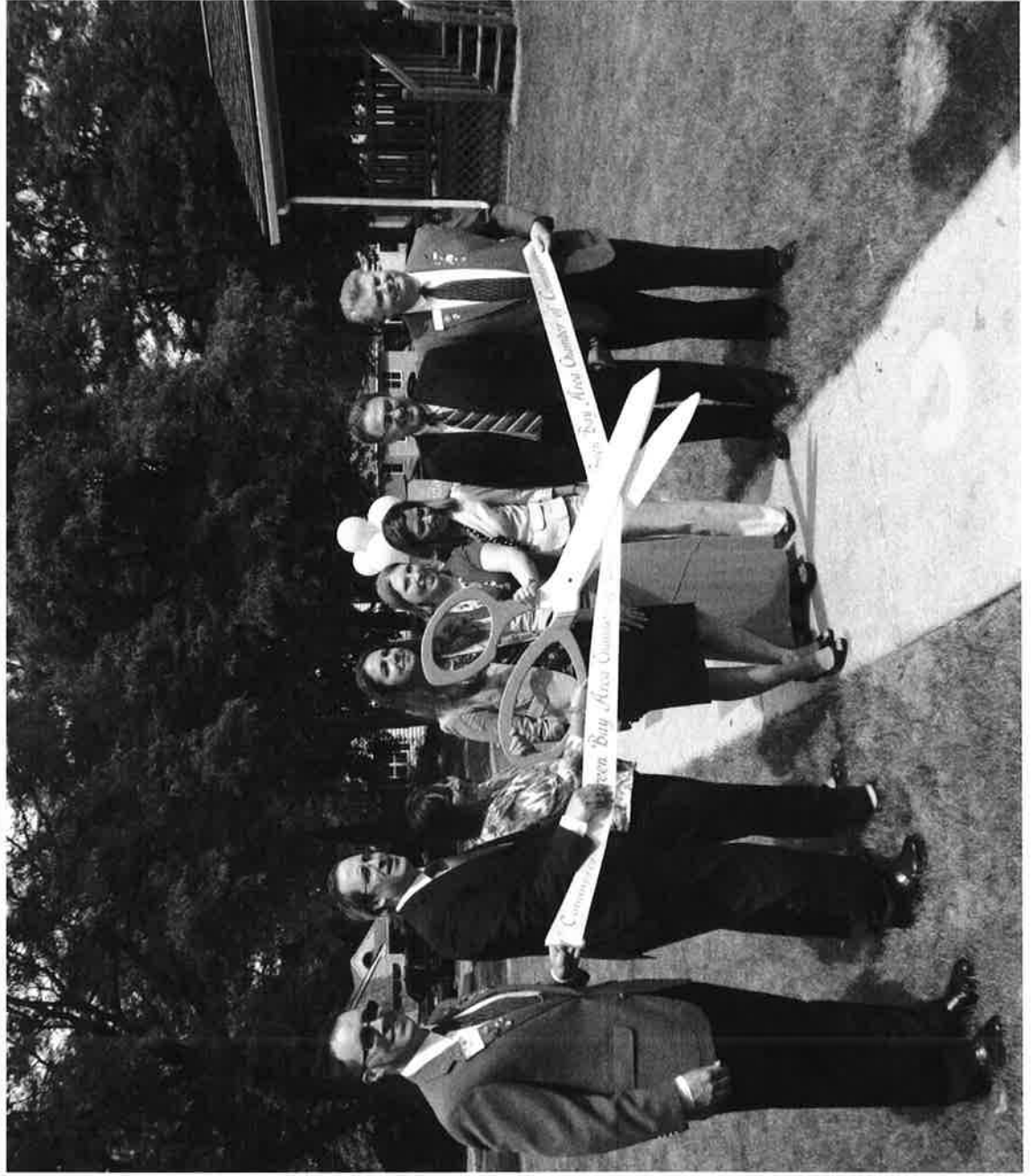
Cellcom Children's Edible Garden
becomes reality



June 2014
Vine-Cutting!



County Executive and Wisconsin First
Lady Tonette Walker cut ribbon on Trail



Born Learning Trail
opens at Southwest



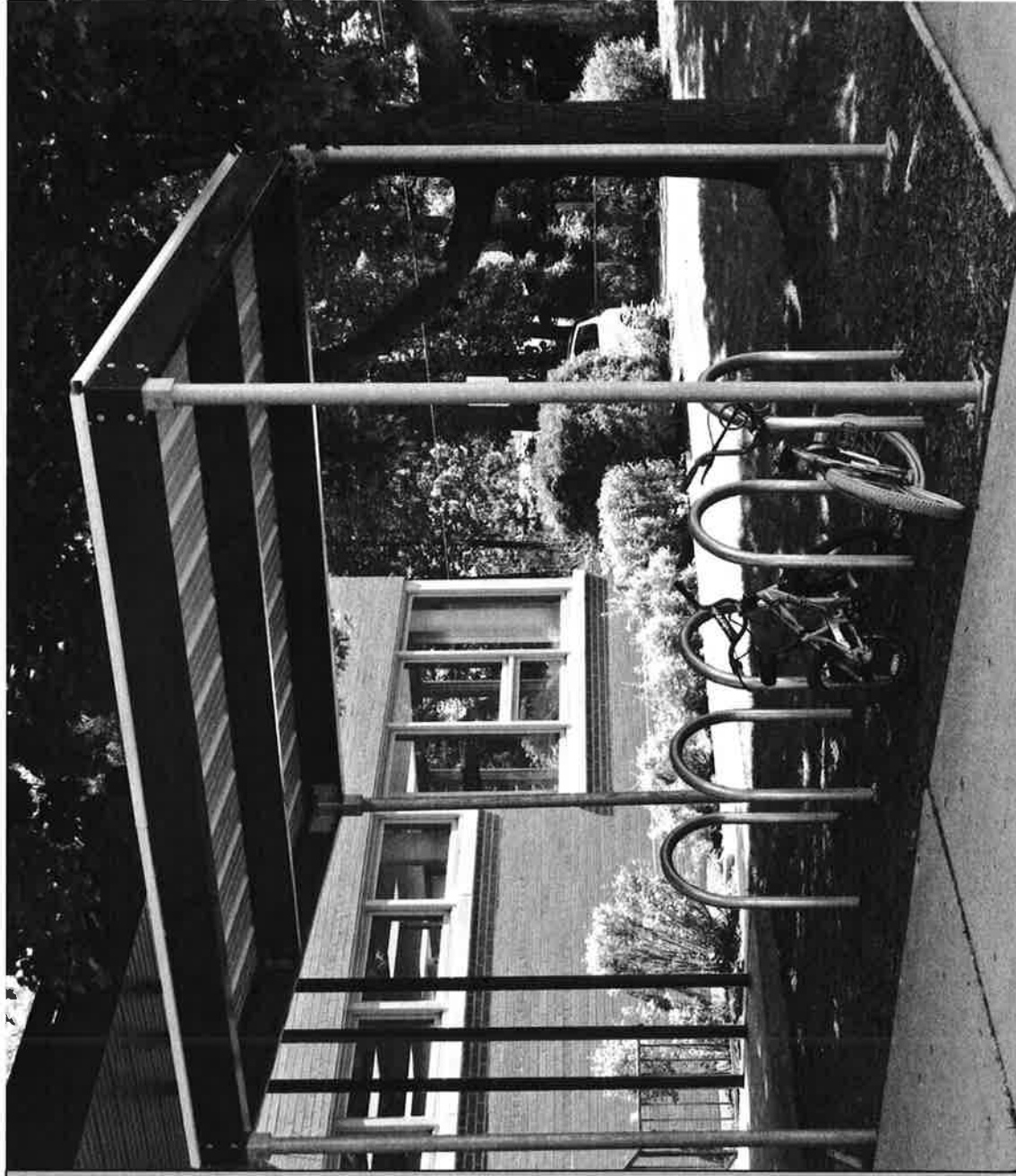
Frozen in July

Events for children – crafts, music,
igloo building & photos!



Southwest Branch

New Bike
shelter
constructed
with donated
funds



Friends of the Library sponsored 40 BCL employees to attend the WLA Conference in Green Bay

"it was VERY valuable and gave not only good ideas but wonderful energy to trying new things and improving on what you're already doing!"



**Friends of the Library provided
funding for ...**

E-readers, iPads for use by children

**Meeting Room reservation &
Summer Reading online software**

125 year banners

BCL Staff Appreciation – Mini Golf

Search firm for Deputy Director position

CommunityConnect™

powered by Librarian's Choice Software

Marketing and user data

& more

Local History Series celebrated 25 years



WELCOME
SILVER CELEBRATION
Brown County Library
Local History Series



Wisconsin Public Television

**The celebration with author Jerry Aps was recognized:
Wisconsin Historical Society Special Program Award**

How does your Library Compare?

Wisconsin Public Library Standards

FTE Staff per 1,000 Population

Regardless of population served, minimum total staff is 1.0 FTE.

	Municipal Population					
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999 and over
Basic	1.1	0.9	0.8	0.7	0.5	0.6
Moderate	1.4	1.1	1.0	0.8	0.6	0.6
Enhanced	1.7	1.3	1.2	0.9	0.7	0.7
Excellent	2.4	1.5	1.4	1.1	0.9	0.9

254,586 x .4
254,586 x .5
254,586 x .6

The Standard is **152.7** FTE Excellent to

101.8 FTE Basic as the lowest. In 2015,

Library = 86 FTE

Wisconsin Public Library Standards: Book Budget

Materials Expenditures per Capita

Regardless of population served, minimum materials expenditures is \$10,000.

	Municipal Population					
	Less than 2,500	2,500 to 4,999	5,000 to 9,999	10,000 to 24,999	25,000 to 49,999	50,000 to 99,999 and over
Basic	\$8.80	\$6.98	\$6.39	\$5.40	\$5.40	\$5.40
Moderate	\$11.54	\$8.96	\$8.51	\$6.51	\$6.26	\$6.26
Enhanced	\$14.69	\$11.85	\$10.22	\$7.94	\$7.12	\$7.12
Excellent	\$23.70	\$15.04	\$12.84	\$10.21	\$8.53	\$8.53

254,586 x \$3.35
254,586 x \$3.59
254,586 x \$3.91
254,586 x \$4.86

The Standard is Excellent \$1,237,288 to Basic

\$852,863 as the lowest

Library = \$799,906

Revenues projected for 2015

- **Fines & Fees** \$210,000
- **State Grant** **\$78,896**
- **Rent** \$90,100
- **Book Rental** **\$32,000**
- **Reimbursement Adjacent Counties** \$207,875
- **County Appropriation** **\$6,111,950**



Chargebacks -2015

- Copier Chargebacks \$7,441
- Copy Center \$15,340
- Insurance Chargebacks..... \$51,050
- Technology Service Chargebacks...\$684,165
- Indirect Chargebacks \$101,916

TOTAL >\$800K in County chargebacks

Expenditures

2014 BUDGET

2015 RECOMMENDED

Supplies & Expense	\$63,600	\$63,600
Supplies - Office	\$14,500	\$14,500
Supplies - Cleaning	\$12,000	\$12,000
Supplies - Technology	\$4,500	\$ 20,500 up! \$16,000 to purchase PCs
Postage	\$16,000	\$16,000
Printing	\$ 500	\$ 500
Special Forms	\$ 750	\$ 750
Dues/Memberships	\$ 1,025	\$ 1,025
Travel/training	\$ 6,700	\$ 6,700
Other Misc.	\$ 750	\$ 750

Contracts – 2014 & 2015

- Rent payments \$104,836 up \$106,952
- Equipment Maint. \$ 32,472 up \$35,435
- Security \$17,040
- Maint/cleaning \$2,480
- Collection Agency \$ 8,500 down \$8,000
- OCLC (cataloguing) \$ 35,000
- Plants & Greenery \$ 850 up \$870
- Waste & Recycling \$ 5,360 up \$5,580
- Delivery Service \$ 27,710

Utility Use

Electric - KWH

- 2010 --2,076,408
- 2011 --1,888,086
- 2012 --1,793,956
- 2013 -- 1,570,167



Gas – Therms

- 2010 --57,362
- 2011 -- 39,936
- 2012 -- 26,270
- 2013 – 37,429



Utilities Cost Increase

■ 2014 budgeted

- Gas \$24,084 (already over-expended)
- Electric \$170,630

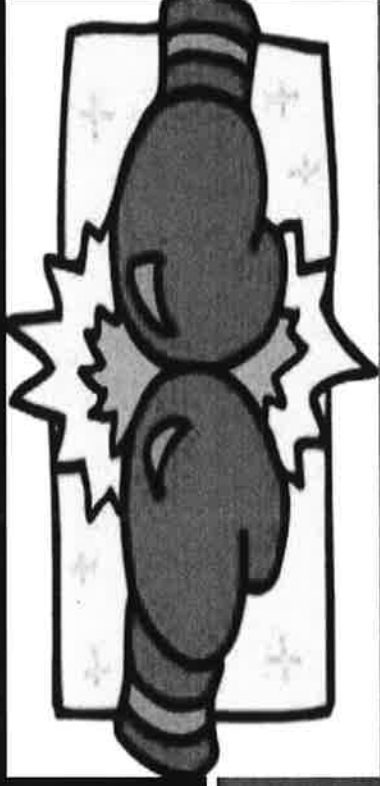
■ 2015 proposed

- Gas \$29,790
- Electric \$179,810

Budget is based on average 3 year kWh & Therm use multiplied by projected cost per unit



Income vs. Expenditure



\$6,758,941 vs. \$6,897,494

Gap \$138,553

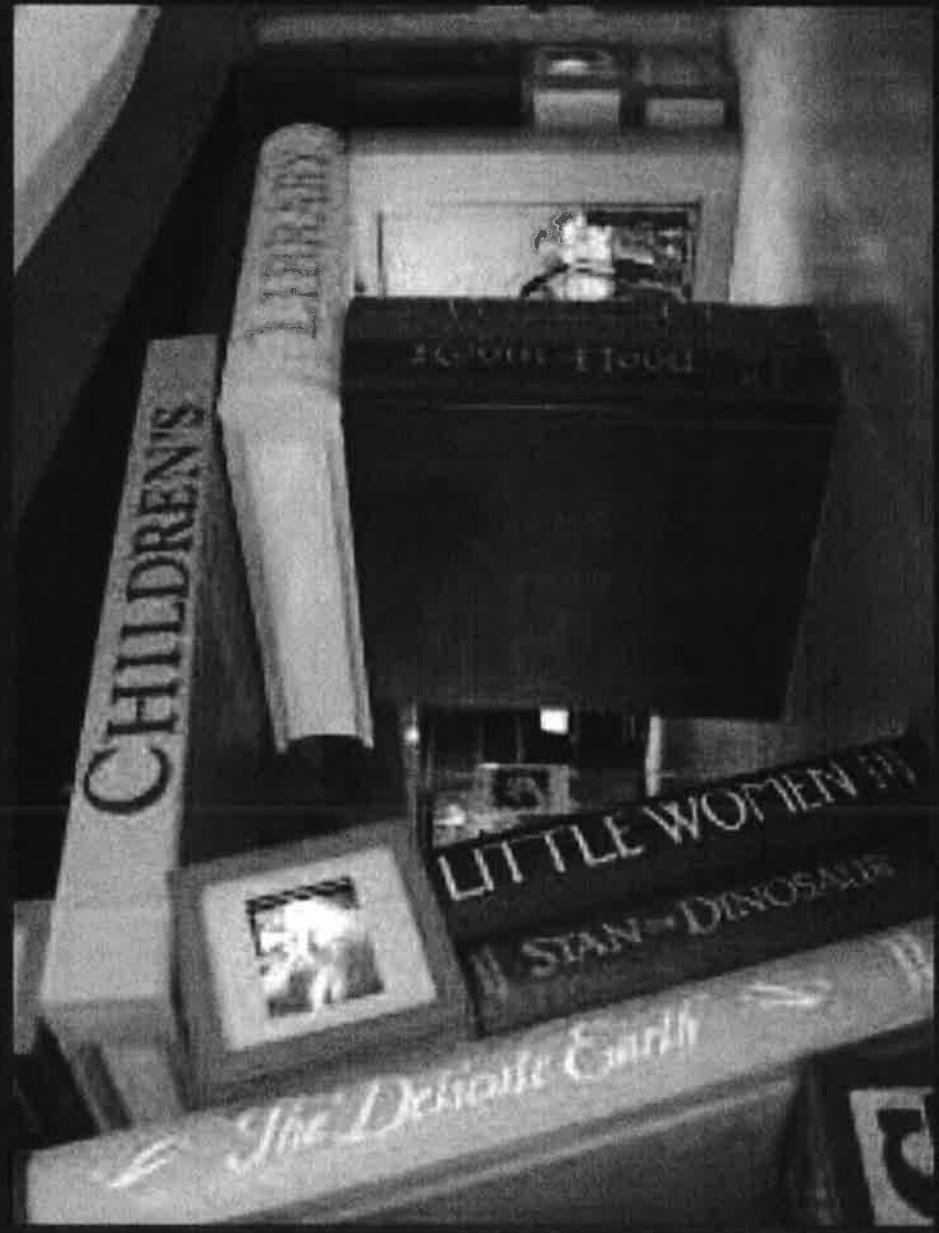
To Balance the Budget

- Cut projects from the Carryover Fund List:
 - Re-staining exterior at Weyers-Hilliard
 - Sound proofing at Weyers-Hilliard
 - Replace panels & lighting in elevators at Central
 - Furniture replacement
 - Technology projects
 - Lighting at Weyers-Hilliard
 - Exercise Circuit Breakers at WH, Ash, Kress

What is the future?

- Costs outside the Library's control go up
- Cuts within Library's control have been made
- Structural Deficit in 2015 will lead to considering Branch closing with staff lay-offs in 2016

Thank you for your consideration
and support



2015 Golf Course Budget Summary

In 2014 the Golf Course opened the newly renovated greens to very positive reviews. In 2015 the Golf Course looks to ride this momentum by trying to accomplish some of the following things:

1. Build a New Scoreboard
2. Rebuild Sand Traps on Holes #14 and #15
3. Master Gardner Project Around the Clubhouse and First Tee
4. Continue to Utilize more Part-time Employees

To help accomplish these things and continue to operate at the current maintenance level I have prepared the following Budget for 2015.

Revenues:

Overall Revenues are expected to be lower than the budgeted amount in 2014. This is due to the fact that cart fees were not taken out of the public charges in 2014. This amount is usually \$60,000 that we received from the golf pro for our 30% of the cart fees. This money was grouped in with the green fees. We will be holding the prices on all green fees for 2015. We will continue to monitor surrounding golf course fees in 2015 and act accordingly in 2016.

Cart Fees will remain the same. No increase in cart rates for 2015.

Donations are for the Children's Charity Golf Classic and these revenues are offset by the special events expenses.

The clubhouse restaurant will be entering its second year for their lease and according to the lease we are holding the lease rate the same until after the third year. The overall revenue will be contingent upon how utilities are in 2015.

Expenses

Overall expenses will be down slightly from 2014. The biggest decrease comes in or fridge benefits at about \$10,000. Total depreciation will be about \$3,000 lower and our chargebacks will be slightly lower. All other expenses will be close to their 5 year trends.

In 2015 we are looking at purchasing a hydraulic dump trailer to replace our 1963 dump truck. This will be used to haul materials around the golf course. We will also purchase a track loader to help load material and move material around. This piece of equipment will also help in small landscape projects that we may have.

Lastly we will be entering year two of our ten year loan that was given in 2013 to renovate the greens. This payment is \$30,000.

Overall revenues are expected to be greater than expenses by \$20,000.

Summary Presentation: NEW Zoo 2015 Budget

The NEW Zoo is one of only seven AZA (Association of Zoos & Aquariums) accredited zoos (Indianapolis Zoo, Phoenix Zoo, Living Desert of Palm Desert, CA; Cheyenne Mountain Zoo, Arizona-Sonoran Desert Museum, Fort Wayne Zoo) in the country that does not receive local or regional tax support for their annual operating budget. The NEW Zoo is the only one of the seven that does not receive any operational support from an endowment fund as commented by the AZA accreditation inspectors. The AZA has a total of 224 accredited zoos and aquariums in 7 countries, 213 of which are in 47 states in the United States. Of the 213, 54% are non-profit, 35% public and 11% for-profit. The Zoo's 2015 annual budget maintains AZA accreditation standards of operations as well as complying with the United States Department of Agriculture regulations covered under the Animal Welfare Act.

Personnel costs have decreased due to reductions in Fringe benefit contributions. Staffing levels and budgeted hours have remained the same for 2015 at 26.77 FTE level equal to 2014 at 26.77 FTE's. Zoo 2014 Salary 757,439 & Fringe 310,060 vs. Zoo 2015 Salary 763,386 & Fringe 263,331.

Indirect charges have increased from a 2014 level of 63,237 to a 2015 level of 70,068.

AZA annual membership dues, and staff training and conferences will be supported by the Zoo Society as in the past. Contributed capital is expected to be \$200,000 based on successful fundraising by the Zoo Society for the new Veterinary Care Facility equipment needs, which will be an upgrade to current veterinary equipment.

The Zoo must keep the "New" in the NEW Zoo to remain self-supportive. Major capital improvements will be donated by funds from the N.E.W. Zoological Society, Inc. A new master plan will be developed with funds from the fund balance following a successful 2014 fiscal year.

Public charges are expected to remain the same for daily admission. A dollar increase in all Zoo membership categories is proposed for 2015. The 2014 attendance projection of 225,000 is consistent with recent trends in attendance over the past few years. The Zoo is also expanding special event sponsorships and new special events for additional revenue. The Education programming goal is also to be self-supportive and grow within its means. In 2014, the education programming has increased significantly with the new Education Building classroom.

Operating expenses are consistent with 2014 which increased due to animal medical expenses for increased examination procedures required per AZA Accreditation, animal feed related increases and utility increases. Additional Fleet management program added for 2015 budget.

Performance measures are expected to be 100% compliant with USDA-APHIS Inspection and revenue per Zoo Visitor is expected to increase from an estimated 2014 \$8.33 to \$8.47 for 2015. (See attached per caps)

There are no new major initiatives planned for 2015. Outlay expenses are 16,500 for (2) utility carts.

Grants are actively pursued by the Zoo Society, staff and volunteers for both operational and capital improvement support.

The overall Zoo 2015 budget is a conservative budget which will provide the Zoo with the necessary funds to operate in 2015 and build future successes as well as financial well-being. The 2015 budget proposed maintains the Zoo's enterprise status. The Zoo's Statement of Funds reflects projected funds available after 12/31/15 of 425,005 in General Funds and 123,491 in Donations.

Brown County Park Department Budget Summary



The Park Department continues to operate 18 park areas totaling roughly 3,600 acres. Estimated annual visitation is typically around 900,000 however in 2014 it is estimated to be 800,000. The Adventure Park opening in May of this year was by far the largest initiative within the Park Department in recent history. The 2014 Adventure Park attendance is projected at 20,000 participants.

In 2014 the departments tax levy commitment was \$859,924, with the total amended revenue set at \$2,168,340. Resulting in 40% of the overall revenue funded from tax levy and 60% from other revenue sources. The benchmark from National Recreation and Park Association (NRPA) for a department similar to ours, one focusing on open spaces and passive recreation, states that average levy support across the nation is 70%.

The 2015 total proposed park budget (not including special revenue accounts) of \$1,833,368 with a tax levy commitment of \$854,471, resulting in 47% of the revenue funded from tax levy and 53% from other revenue sources. Tax levy support results in \$237 expenditure per acre of land maintained by our department and overall budget revenues result in 176 acres maintained per full-time-equivalent employee. Tax payers in Brown County contribute 1% of the overall county budget to parks at an average of \$8.47 per tax bill.

STAFFING: The 2015 total personnel compensation will be reduced by \$103,342. This is partially due to a reduction in fringe benefits for seasonal employees and to reorganizing the department to better allocate resources to meet budget targets. Management of the County Parks will be split to an east and west side operation, with the Fox River splitting the County in two. The Park Supervisor position will be stationed at the Reforestation Camp and Adventure Park. This will allow staff to become more efficient and share ideas throughout the county while being cross trained in all park areas. I am requesting an amendment to the current resolution/ordinance submission form that has been submitted to the Committee and Board. Our department is asking to add 1.00 FTE Park Ranger into the 2015 budget. This will allow for 6 rangers working within our parks throughout the year. One Park Manager position will be eliminated in the 2015 budget, while .70 FTE seasonal staff positions added and the addition of a full-time Assistant Naturalist position.

Staff has reviewed the Adventure Park trends through early October and is seeking the following amendment to the current resolution/ordinance submission form: Delete (6.89) FTE Adventure Park Concessionaire positions and add 2.5 FTE Adventure Park Guide positions at \$9.50/hr and 1.3 FTE Lead Guide positions at \$10.25/hr. This will provide adequate compensation to maintain staffing levels at the park, while covering hours of operation.

The staffing levels above will allow our department to maintain all parks at a quality service level. Our department will strive to increase revenues in the future to support an Operations Manager.

CHARGEBACKS: Overall intra-county chargebacks have increased by roughly \$13,000 for 2015.

OUTLAY: The 2015 budget allowed for \$8,000 in outlay, which will be utilized to purchase a replacement mower. This is a reduction of \$28,154 from 2014. Our department has several equipment and project needs, but we have been unable to fund these items for several years.

ADVENTURE PARK: We have adjusted the Adventure Park charges/fees (revenue) in 2015 to \$325,000. In 2015 the transfer from the Adventure Park to the general park fund will be \$73,580.

November 6, 2014

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

Ladies and Gentlemen:

RESOLUTION APPROVING NEW OR DELETED POSITIONS
DURING THE 2015 BUDGET PROCESS
(ZOO AND PARK MANAGEMENT)

WHEREAS, a New Position or Position Deletion Request was submitted by the Zoo and Park Management Department during the 2015 budget process; and

WHEREAS, the Human Resources Department has reviewed the request with the department; and

WHEREAS, the department has evaluated the workload to support the new changes and has identified positions to be added and eliminated from the table of organization; and

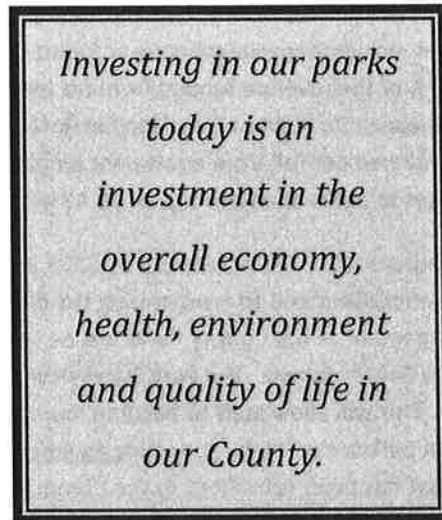
WHEREAS, with the opening of the Adventure Park, the department has a need to create 1.30 FTE Park Lead Guide positions and 2.50 FTE Adventure Park Guides, delete (6.89) FTE Adventure Park Concessionaire positions; and

WHEREAS, the department has a requirement to track expenses at the parks and Reforestation Camp and identifying seasonal positions for each area will ease the task of tracking expenses. The Parks positions would be reorganized by deleting (0.78) FTE LTE Seasonal Trail Ranger, deleting (6.49) FTE LTE Seasonal Employee and deleting (2.23) FTE LTE Summer Employee positions and adding 7.16 FTE Seasonal Park Worker, adding 1.22 FTE Seasonal Reforestation Camp Worker, adding 0.82 FTE Seasonal Trail Ranger; adding 1.00 FTE Assistant Naturalist and adding 1.00 FTE Park Educator positions; and

NEW INITIATIVES: A 2,000 square foot base camp building will be constructed near the Adventure Park. This building will include a classroom which will be a valuable resource for teambuilding workshops as well as providing a multifaceted recreational hub. Two vending windows overlooking a large patio will serve as the admissions counter for the park and the admission window for “friends” groups. This will provide an opportunity for groups to rent bikes, skis and other recreational supplies.

HOW DO WE IMPROVE?: The dedicated staff are eager to grow and lift the department to a standard that can set our parks apart from others. There is evident pride of workmanship and teamwork in the department, as leaders we wish to see this continue for our community and future generations.

In 2015 staff will review and develop a comprehensive list of CIP and smaller scale projects that will be necessary to maintain our buildings and grounds into the future.



*Investing in our parks
today is an
investment in the
overall economy,
health, environment
and quality of life in
our County.*

WHEREAS, there are currently 3.00 FTE Park Manager positions in the Parks table of organization. It was determined that having an East Side and West Side Park Manger would better fit the needs of the department and (1.00) FTE Park Manager position will be deleted; and

WHEREAS, the duties of the Clerk/Typist II are more in line with an Administrative Secretary and the position should be reclassified by deleting (1.00) FTE Clerk/Typist II position and adding 1.00 FTE Administrative Secretary position to the Parks table of organization; and

WHEREAS, the Zoo and Park Management Department recommends these changes to the table of organization:

Zoo/Adventure Park:

Park Lead Guide	1.30	Addition
Adventure Park Concessionaire	(6.89)	Deletion
Adventure Park Guides	2.50	Addition

Parks:

Clerk/Typist II	(1.00)	Deletion
LTE Seasonal Trail Ranger	(0.78)	Deletion
LTE Seasonal Employee	(6.49)	Deletion
LTE Summer Employee	(2.23)	Deletion
Park Manager	(1.00)	Deletion
Administrative Secretary	1.00	Addition
Assistant Naturalist	1.00	Addition
Park Educator	1.00	Addition
Seasonal Park Worker	7.16	Addition
Seasonal Reforestation Camp Worker	1.22	Addition
Seasonal Trail Ranger	0.82	Addition

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Zoo and Park Management (Zoo) table of organization be changed by deleting (6.89) FTE Adventure Park Concessionaire positions and adding 2.50 FTE Adventure Park Guides adding 1.30 FTE Park Lead Guide positions; and the Zoo and Park Management (Parks) table of organization be changed by deleting (1.00) FTE Clerk/Typist II, deleting (0.78) FTE LTE

Ranger, deleting (6.49) LTE Seasonal Employee, deleting (2.23) FTE LTE Summer Employee and deleting (1.00) FTE Park Ranger positions and adding 1.00 FTE Administrative Secretary, adding 1.00 FTE Assistant Naturalist, adding 1.00 FTE Park Educator, adding 7.16 FTE Seasonal Park Worker, adding 1.22 FTE Seasonal Reforestation Camp Worker and adding 0.82 Seasonal Trail Ranger positions; requested through the 2015 budget process to be effective January 1, 2015.

Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Zoo/Adventure Park:					
Park Lead Guide	1.30	Addition	\$ 28,426	\$ 2,595	\$ 31,021
Adventure Park Concessionaire	(6.89)	Deletion	\$(113,254)	\$(10,481)	\$(123,735)
Adventure Park Guides	2.50	Addition	\$ 49,400	\$ 7,437	\$ 56,837
2015 Budget Impact (Zoo/Adventure Park)			\$ (35,428)	\$ (449)	\$(35,877)

Parks:					
Clerk/Typist II	(1.00)	Deletion	\$(34,320)	\$(20,152)	\$(54,472)
LTE Seasonal Trail Ranger	(0.78)	Deletion	\$(16,624)	\$(13,882)	\$(30,506)
LTE Seasonal Employee	(6.49)	Deletion	\$(138,418)	\$(72,727)	\$(211,145)
LTE Summer Employee	(2.23)	Deletion	\$(47,525)	\$(13,267)	\$(60,792)
Park Manager	(1.00)	Deletion	\$(58,206)	\$(24,608)	\$(82,814)
Administrative Secretary	1.00	Addition	\$ 34,842	\$ 20,229	\$ 55,071
Assistant Naturalist	1.00	Addition	\$ 28,188	\$ 11,295	\$ 39,483
Park Educator	1.00	Addition	\$ 18,270	\$ 9,574	\$ 27,844
Seasonal Park Worker	7.16	Addition	\$ 152,651	\$ 13,937	\$ 166,588
Seasonal Reforestation Camp Worker	1.22	Addition	\$ 26,010	\$ 2,375	\$ 28,385
Seasonal Trail Ranger	0.82	Addition	\$ 17,425	\$ 1,591	\$ 19,016
2015 Budget Impact (Parks)			\$(17,707)	\$(85,635)	\$(103,342)
Total 2015 Budget Impact (Zoo & Park Management)			\$(53,135)	\$(86,084)	\$(139,219)

Respectfully submitted,
 EDUCATION & RECREATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

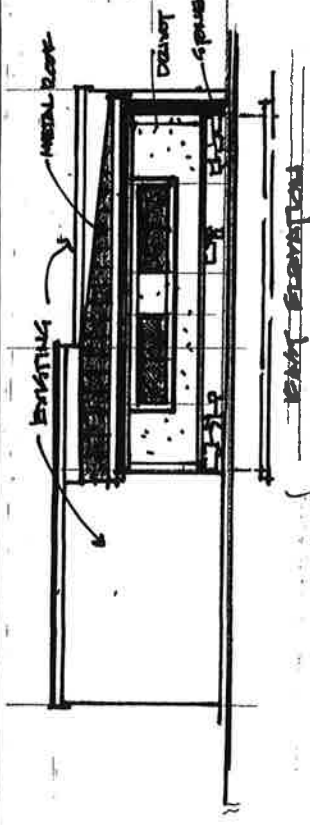
Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

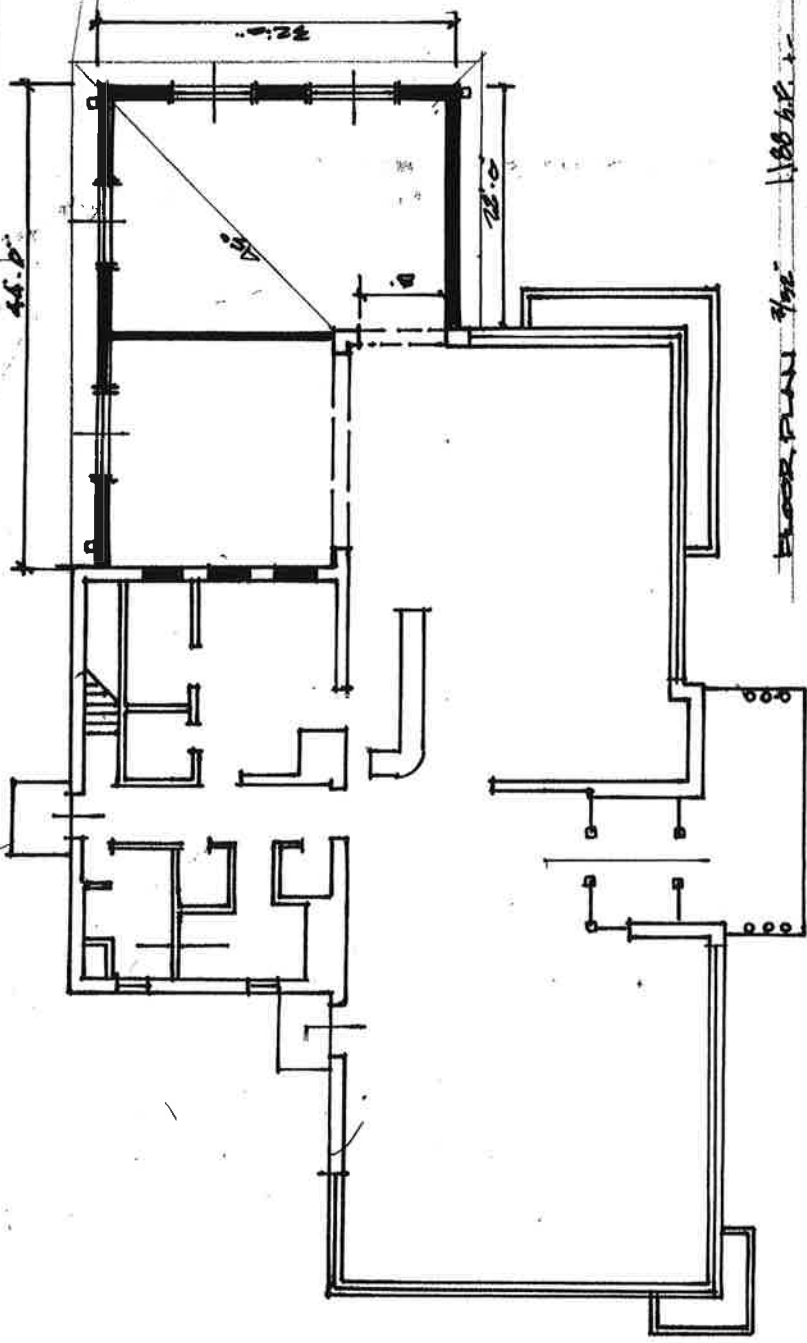
**UNIVERSITY OF MICHIGAN
GREEN BAY WIS
LIBRARY ADDITION**

Vertical Slabs

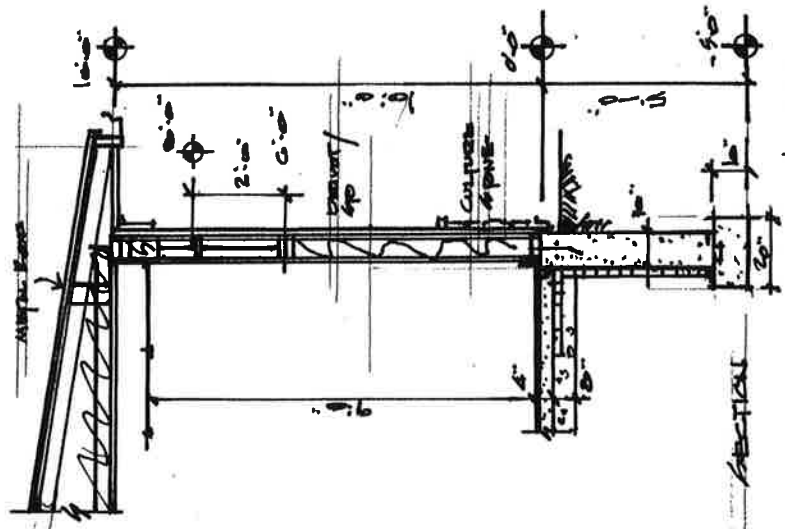
- ONE ADDITION VS TWO
- EASY TO CONSTRUCT
- LESS DISRUPTION
- WILL NOT HAVE CONSTRUCTION PROBLEMS ON WEST WALL
- BETTER INTERIOR FRAMING
- LESS STRUCTURAL FLEXIBILITY
- BETTER INTERIOR FLEXIBILITY
- NO STEEL OR MASONRY
- LESS COST OVERALL, BETTER PLAN



BRICK ELEVATION



FLOOR PLAN 3/4" = 1'-0" SECTION



10.14.14

Item	Estimate	
General Conditions	\$ 31,237.00	
Demolition	\$ 2,754.00	
Earthwork and final grading	\$ 2,717.00	
Excavation and Backfill	\$ 2,521.00	
Foundation	\$ 16,615.00	
Superstructure	\$ 7,188.00	
Exterior Walls	\$ 35,173.00	
Windows and Door	\$ 5,867.00	
Built-Up Roof	\$ 3,720.00	
Furr-out Interior Wall	\$ 5,055.00	
Wall Finishes	\$ 2,516.00	
Acoustical Ceiling	\$ 4,829.00	
Mechanical - Boldt	\$ 33,600.00	
Electrical - Boldt	\$ 74,100.00	
Roof Insulation	\$ 2,623.00	
Lintels	\$ 1,445.00	
Carpeting	\$ 5,365.00	
Window and Door Trim	\$ 1,080.00	
Estimate of probable construction cost	\$ 238,405.00	\$ 217/sf
Small project multiplier (15% of construction cost)	\$ 274,165.75	
Estimate of probable construction cost w/contingency (20%)	\$ 328,998.90	
Estimate design and engineering costs (10%)	\$ 32,900.00	
Total estimate of project costs	\$ 361,898.90	\$ 329/sf

Estimate provided by Tom Katers - Brown County Supervisor, District 15 and is meant for budgetary purposes only

*General Conditions - Dumpsters, porta-potti, permitting, fencing, contractor supervision etc...

*Small project multiplier - Means is based on larger projects so this is added to justify. A contractor will still have to mobilize equipment whether it is a 1,100s.f project or a 10,000s.f project

8

NEW ZOO

Brown County



4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

ANGELA KAWSKI-KROENING

PHONE (920) 662-2405
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

**NORTHEASTERN WISCONSIN ZOO
EDUCATION AND VOLUNTEER PROGRAMS REPORT
SEPT 2014**

Volunteer Hours

2014	Opportunity	2013 Hours
--	Animal Presentation	2.75
15	Education	--
196.25	Giraffe Stand	159.25
80	Horticulture	129.25
36.75	Husbandry	53.25
--	Mayan Restaurant	--
10	Office Help	20.75
114.25	Special Events	204
124.25	Special Projects	116
11.25	Visitor Center	51
24.25	Zoo Watch	68.75
--	Zoomobile	12.5
612.0	Total Hours	817.5

Internship Hours

A: 40.25 hrs B: 36.75 hrs C: 32.25 hrs D: 50 hrs E: 45.75 hrs
Total Hours = 205 hours versus 183.75 hours in 2013

Off-Site Programs (Zoomobiles)

9/30 → Grancare Nursing Home: \$150
Total of \$150 versus \$265 + donations last year

On-Site Programs

9/26 → Badge Program: \$90 9/25 → Zoo Tour & Class: \$84 9/20 → Badge Program: \$30
 9/18 → Zoo Snooze Overnight: \$1,474 9/13 → Badge Program: \$45 9/9 → Birthday Enc: \$30
 9/6 → Badge Program: \$55 9/5 → Vet Tour: \$25 9/14 → Vet Tour: \$160
 9/27 → Zookeeper Adventure: \$200
Total of \$2,193 versus \$246 last year

Things to Note...

- ☆ Five interns working in Edu Dept; one intern assisting with digital media projects
- ☆ Preparations & Decorating for North Shore Bank Zoo Boo underway
 - Groups of adult volunteers came to assist with decorations, from Associated Bank and United Healthcare
- ☆ Volunteer Orientation held for Ashwaubenon High School Group
 - Students are here almost daily to assist with projects
- ☆ Adoption Family Reunion Day on Sept 13th; higher attendance than in previous years
- ☆ Channel 5 did live broadcast from Zoo on Sept 4th

116 b

Neville Public Museum Attendance and Revenue

October 2014

Date	Day	Admission	Guided Tours	Self-Guided Tours	Facility Rental/Meeting Attendees	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue
1	* Wed	165		2	43	45	255	\$333.00	\$70.00
2	Thurs	241			125	18	384	\$1,067.00	\$70.00
3	Fri	216					216	\$833.50	
4	Sat	274				321	595	\$878.00	
5	Sun	50					50	\$186.00	
6	Mon						0		
7	Tues	65		7			72	\$190.00	
8	Wed	62			135		197	\$152.00	\$70.00
9	Thurs	37		14			51	\$136.00	
10	Fri	56			73		129	\$165.50	
11	Sat	100				51	151	\$336.00	
12	Sun	43					43	\$123.00	
13	Mon						0		
14	Tues	47			11		58	\$165.50	
15	Wed	45			33		78	\$120.00	\$35.00
16	Thurs	47				18	65	\$129.50	
17	Fri	87					87	\$321.00	
18	Sat	566					566	\$2,367.00	
19	Sun	26			12		38	\$63.50	\$60.00
20	Mon						0		
21	Tues	49			22		71	\$159.00	
22	Wed	34		28	123		185	\$136.00	\$70.00
23	Thurs	49				114	163	\$165.00	
24	Fri	52					52	\$136.00	
25	Sat	108					108	\$356.00	
26	Sun	41					41	\$126.00	
27	Mon						0		
28	Tues						0		
29	Wed						0		
30	Thurs						0		
31	Fri						0		
TOTAL		2,460	0	51	577	567	3,655	\$8,644.50	\$375.00

Total Attendance	3,655
Outreach	1,100
Grand Total Served	4,755

Oct 13 3240 \$3337

Museum closed to public
 *Brown County Residents Discount (Free Admission, 5-8 pm)