

June 20, 2007

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on June 14, 2007 and recommends the following:

1. Review minutes:
 - a) Library Board (4/19/07 & 5/17/07).
Receive & place on file.
2. Arena Event Attendance April 2007. Receive & place on file.
3. Parks - Communication from Bernie Erickson re: Recommend Brown County Parks Department place a special receptacle at boat launch locations to dispose of minnows rather than having the public putting them in trash barrels, toilets or simply dumping them on the ground. (Referred from May County Board.) Receive & place on file.
4. Parks - Update Central Library Roof Project. Receive & place on file.
5. Parks - Update on Arena Roof Replacement Project. Receive & place on file.
6. Parks - Arena Roof Project – Change Order approval. Approve the change order.
7. Parks - Update on lawsuit for Arena roof. *Addressed in Closed Session.*
8. Parks - Update of major facility and park projects. Receive & place on file.
9. Parks - Budget Status Financial Report for April 30, 2007. Receive & place on file.
10. Parks - Brown County policy on charging a fee for placement of geocaches in Brown County Parks. Reaffirm registration policy, remove the fee and if there is an objection to location we will review. Secondly, application needs to be made and location has to be identified. Lastly, the Department Head and the Assistant Director of Parks have the right to reject the location. Ayes: 2 (Theisen, Johnson); Nays: 1 (Van Deurzen); Excused: 2 (De Wane, De Cleene). Motion Carried.
11. Parks - Discussion on clearing snow from the Fox River Trail. Allow individual municipalities along the trail to plow their portion of the trail.
12. Parks - Director's report. Receive & place on file.
13. Museum - Attendance & Admissions April 2007. Receive & place on file.

12

Education & Recreation Committee

June 20, 2007

Page 2

14. Museum - 2008 Budget – Table of Organization Changes. Receive & place on file.
15. Museum - Request for Budget Transfer (#07-34): Interdepartmental Transfer (including contingency general fund transfers): Request to transfer \$23,727 from general fund to cover 2006 deficit in Museum. Approve the budget transfer.
16. Museum - Budget Status Financial Report for April 30, 2007. Receive & place on file.
17. Museum - Director's report. Receive & place on file.
18. Golf Course - Budget Status Financial Report for April 30, 2007. Receive & place on file.
19. Golf Course - Daily Financial & Attendance Report. Receive & place on file.
20. Golf Course - Report for 4 May 2007. Receive & place on file.
21. Golf Course - Superintendent's report. Receive & place on file.
22. Library - Resolution re: Regrading the Salary Range for the Position of Library Director. (As requested from May's meeting.) Approve
23. Library - Budget Status Financial Report for April 30, 2007. Receive & place on file.
24. Library - Report. Receive & place on file.
25. NEW Zoo - 2008 Budget – Table of Organization Changes. Receive & place on file.
26. NEW Zoo - Budget Status Financial Report for April 30, 2007. Receive & place on file.
27. NEW Zoo - Monthly Activity Report.
 - a) Admissions Revenue Attendance 2007 Report.
 - b) NEW Zoo Gift Shop Concessions Revenue 2007 Report
 - c) Animal Collection Report.Receive & place on file.
28. NEW Zoo Education & Volunteer Programs Report (April, 2007). Receive & place on file.
29. NEW Zoological Society, Inc. request for contract fee and admission fee be waived for "Feast with the Beasts" on Monday, August 6, 2007 at the Zoo. Approve the request.
30. Audit of bills. Approve audit of bills.

Education & Recreation Committee

June 20, 2007

Page 3

31. **Closed Session** Authorized by Sec. 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating, negotiating or conducting other specified public business, whenever, competitive or bargaining reasons require a closed session.
- a) Go into closed session.
 - b) Return to open session.
 - c) No action.

Approved by:

COUNTY EXECUTIVE

Date

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14

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



Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, June 14, 2007 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI

Present: Kathy Johnson, Tony Theisen, Joe Van Deurzen

Excused: Nubs De Cleene

Absent: Tom De Wane

Also Present: County Board Vice Chairman Jack Krueger, Doug Hartman, Bill Dowell, Jeff Oudeans, Paul Delfosse, Eugene Umberger, Maria Fischer, Neil Anderson, Terry Watermolen, Mary Ryan, Lori Denault, Kathy Pletcher
Other Interested Parties, Media

1. The meeting was called to order by Chair Kathy Johnson 5:35 p.m.

2. Approve/Modify Agenda:

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to approve. **MOTION APPROVED UNANIMOUSLY**

3. Approve/Modify Minutes of May 3, 2007:

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to approve. **MOTION APPROVED UNANIMOUSLY**

4. Review Minutes of:

a) Library Board – (4/19/07 & 5/17/07):

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

Arena/Expo Centre Resch Centre:

5. Arena Event Attendance April 2007:

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

Parks

6. **Communication from Bernie Erickson re: Recommend Brown County Parks Department place a special receptacle at boat launch locations to dispose of minnows rather than having the public putting them in trash barrels, toilets or simply dumping them on the ground. (Referred from May County Board.):**

Assistant Park Director Doug Hartman noted receptacles have been placed.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Update Central Library Roof Project:**

Facility Management Director Bill Dowell has nothing new to report.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to move forward to agenda item 13. MOTION APPROVED UNANIMOUSLY

Ahead to #13 at this point in the agenda

8. **Update on Arena Roof Replacement Project:**

Facility Projects Manager Jeff Oudeans distributed a handout (attached) showing the layout of what's been completed. Project scheduled to be finished July 13, 2007 after falling behind due to weather.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. **Arena Roof Project – Change Order approval:**

Jeff Oudeans distributed change order, a visual of the arena roof (attached) and a demonstration of how the roof is put together.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen approve change order. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to move item #10 to come after item #15 and will go into closed session. Vote taken. MOTION APPROVED UNANIMOUSLY

Ahead to #11 at this point in the agenda

10. **Update on lawsuit for Arena roof:**

This was addressed in closed session after item #15

11. **Update of major facility and park projects:**

Bill Dowell distributed handout (attached) and went over the final projects and the remaining projects process. Some items are carried over from last year, all shaded items have been completed.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

12. **Budget Status Financial Report for April 30, 2007:**

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

13. **Brown County policy on charging a fee for placement of geocaches in Brown County Parks:**

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDurzen to suspend the rules to allow interested parties to speak. MOTION APPROVED UNANIMOUSLY

Jeff Rahmlow – 918 S. 25th Street, Manitowoc

Mr. Rahmlow is on the Board of Directors with the Wisconsin Geocaching Association, a group of geocachers from around the state. Geocaching is a recreational activity or hobby; people of all ages are involved. There are over 410,000 geocaches worldwide. Started in May of 2000, entered Brown County in April of 2001. How the game is played: an experience geocacher goes out and hides a weather proofed container somewhere in a park or public area. Latitude and longitude coordinates are published on Geocaching.com. A geocacher with a GPS system will go out and find the weatherproof container that's been hidden. The challenge comes in coordinate accuracy. Whoever finds the geocach may find a trinket or toy and is able to record their visit in a log book inside the geocach and may log their visit online as well. This allows the owner of the geocach to know if it's being watched or maintained. It's the owner's responsibility to maintain their geocach. The perks: family friendly, brings money into the community by drawing people to new places. Benefits to park – CITO (meaning Cash In Trash Out); events where geocachers pick up trash at parks that are not being well kept from the public. Geocachers work closely with the DNR on a notification based system to keep property owners informed about geocaching by filling out a notification form. Forms includes contact information for geocach owner, gives physical coordinates of location and description of geocach container.

Larry Frye – 425 S. Clay Street, Green Bay

A Green Bay Geocacher for 2.5 years. Mr. Frye would like to see Brown County embrace geocaching like they have in the counties up north where this activity is being encouraged through their visitor convention bureaus. Pointed out there has been participation from all parts of the state and from outside of the state as well.

Justin Korpala – 2472 West Point Road, Green Bay

Mr. Korpala has been playing the game for about a year and a half and has over 1,300 finds. He attended the kickoff in Chippewa and stated that weekend alone was expected to bring in well over a million dollars from people coming in from outside of the community.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Doug Hartman reported that Dane County does charge a permit fee and an application is required. City of Madison does not have a fee at this time but they do need to approve the location. Milwaukee is in the process of developing a policy and procedure whether to approve or not to approve and does not require a fee at this time.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Kathy Johnson to reaffirm registration policy, remove the fee and if there is an objection to location we will review. Secondly, application needs to be made and location has to be identified. Lastly, the Department Head and the Assistant Director of Parks have the right to reject the location. Vote Taken. AYES; 2: (Theisen and Johnson). NAYS; 1: (VanDeurzen). EXCUSED; 2: (Tom De Wane and Nubs De Cleene) MOTION CARRIED

Back to item #8

14. Discussion on clearing snow from the Fox River Trail:

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to allow individual municipalities along the trail to plow their portion of the trail. MOTION APPROVED UNANIMOUSLY

15. Director's report:

Parks Department staff, Doug Hartman updated the committee on activities.

- Gene Nicolet statue may be moving to Bayshore Park. Figuring costs and the move and finding the money for the move.
- Wrightstown dredging project - PCB sampling was taken by an engineer. Lab analysis was given to DNR and they will determine if it's contaminated. Once known, an RFP will be sent out for dredging at the facility.

- Finalizing details for the Wars Mountain Bike Race for July 15, 2007 at the Reforestation Camp.
- Friends of the Fox River Trail Group is looking to raise funds for extending the pavement on the trail.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Jim VanDeurzen and seconded by Supervisor Tony Theisen to enter into closed session. MOTION APPROVED UNANIMOUSLY

Recording Secretary was excused at 5:50 p.m.

Motion made by Superior Jim VanDeurzen and seconded by Superior Tony Theisen to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Recording Secretary returned at 6:10 p.m.

Museum

16. Attendance & Admissions April 2007:

Museum Director Eugene Umberger reported on upcoming events and discussed with the committee ideas for further programs.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

17. 2008 Budget – Table of Organization Changes:

The committee requested that Mr. Umberger bring documentation to justify the request for the Table of Organization Changes. He will bring them to the next meeting.

Motion made by Supervisor Jim VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. Request for Budget Transfer (#07-34): Interdepartmental Transfer (including contingency general fund transfers): Request to transfer \$23,727 from general fund to cover 2006 deficit in Museum:

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to approve the budget transfer. MOTION APPROVED UNANIMOUSLY

19. Budget Status Financial Report for April 30, 2007:

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

#19a. Directors report:

Mr. Umberger highlighted the following:

- Gift Shop will be opening one night next week for an exhibit opening and then on a limited basis to the public in July which would include a small café operation.
- Marketing- new format in the newspaper, collection of emails from website.
- Packer Video Theater up and running in March of 2007.
- Channel 5 is doing a promo for the Packer Theatre.
- Large poster made up by Channel 5 in Packer Hall of Fame Entrance advertising the Packer Theatre.
- Neville Public Museum Foundation is pushing a calendar to sell in gift shop for this fall.
- Various exhibits and programs were announced.
- Collections- moving towards putting collections up on the website.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Golf Course

20. Budget Status Financial Report for April 30, 2007:

Paul Delfosse reported as of May 2007 rounds of play are down 287 rounds and revenue is down slightly by \$8,287 since 2006 due to weather conditions. Cart sales are on track as is the pro shop sales. Restaurant sales are up, with the County's percentage showing an increase of approximately \$5,000. Discussion was made on adding menus to their website.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

21. Daily Financial & Attendance Report:

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

22. Golf Report for 4 May 2007:

Paul Delfosse reported season pass sales are down around \$2000 due to weather conditions.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

23

23. **Superintendent's report:**

The following items were highlighted by Mr. Delfosse:

- 60% of their paving project is done and is scheduled to be finished within a week.
- Brown County Children's Event was hosted at the Golf Course June 6th and raised \$11,000 for Human Services for Children's Services.
- Golf Course hosted 5 new outings in the month of June and each plan to come back next year.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

Library

24. **Resolution re: Regrading the Salary Range for the Position of Library Director. (As requested from May's meeting.):**

Library Board President Terry Watermolen explained that due to being without a director 2 out of the last 3 years, the Library Board recommended changing to the Step 30 pay grade, or a beginning salary ranging from \$81,544 to \$97,368. They would like to market the position nationwide at \$90,000, which is a \$5,000 increase from the last director. A Director will be responsible for fund raising, community involvement and increase grants.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to approve. MOTION APPROVED UNANIMOUSLY

25. **Budget Status Financial Report for April 30, 2007:**

Library Accountant Lori Denault stated they are currently under budget due to not having a director for several months but they are right in line where they should be.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

26. **Library Report:**

Library Operations Manager Mary Ryan distributed a handout which explains activities to be held at the various branches through the Summer Reading Program (attached).

Adult Summer Reading clubs are held at local coffee cafes and the Library. The Central Library will be hosting the Green Bay Mayor Kids Day.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

NEW Zoo

27. 2008 Budget – Table of Organization Changes:

NEW Zoo Director Neil Anderson reported that they are looking at Changes to the Table of Organization. He explained their plans to combine several duties into one .5 FTE Administrative Assistant position and add a Lead Concessionaire Supervisor position. Mr. Anderson said that there would be no fiscal impact to this plan.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

28. Budget Status Financial Report for April 30, 2007:

Neil Anderson pointed out that the veterinarian medical care is higher at this time which is expected. It's right where it is from last year.

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY

29. Zoo Monthly Activity Report.

- a. Admissions Revenue Attendance 2007 Report.
- b. NEW Zoo Gift Shop Concessions Revenue 2007 Report
- c. Animal Collection Report.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

30. NEW Zoo Education & Volunteer Programs Report (April, 2007):

Maria Fischer reported the Education Volunteer Program Coordinator starts this Monday, June 18, 2007.

Motion made by Supervisor Tony Theisen and seconded by Supervisor Joe VanDeurzen to receive and place on file. MOTION APPROVED UNANIMOUSLY

31. NEW Zoological Society, Inc. request for contract fee and admission fee be waived for "Feast with the Beasts" on Monday, August 6, 2007 at the Zoo:

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to approve the request. MOTION APPROVED UNANIMOUSLY

Other

32. Audit of bills:

Motion made by Supervisor Joe VanDeurzen and seconded by Supervisor Tony Theisen to approve audit of bills. MOTION APPROVED UNANIMOUSLY

33. **Closed Session Authorized by Sec. 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating, negotiating or conducting other specified public business, whenever, competitive or bargaining reasons require a closed session.**

A closed session was held prior to item #16

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

Motion made by Supervisor Joe VanDeurzen and seconded by Superior Tony Theisen to adjourn at 9:10 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary