

BOARD OF SUPERVISORS

Brown County



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PHONE (920) 448-4015 FAX (920) 448-6221

JOINT MEETING

ADMINISTRATION COMMITTEE

Richard Schadewald, Chair; Jamie Blom, Vice-Chair
Mark Becker, James Kneiszal, John Vander Leest

EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair; Staush Gruszynski, Vice Chair
Corrie Campbell, Kathy Lefebvre, Paul Ballard

SPECIAL/JOINT ADMINISTRATION COMMITTEE
AND
EDUCATION & RECREATION COMMITTEE
Wednesday, January 17, 2018
5:30 p.m.
Room 210, City Hall
100 N. Jefferson Street, Green Bay, WI

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA**

****PLEASE NOTE DATE, TIME & LOCATION****

- I. Call to Order.
- II. Approve/Modify Agenda.

Comments from the Public

Library

- 1. Budget Adjustment Request (18-10): Any allocation from the County's General Fund.
- 2. Resolution Approving Budget Adjustment General Fund Transfer/Loan.

Other

- 3. Such other matters as authorized by law.
- 4. Adjourn.

Richard Schadewald, Admin Chair
John Van Dyck, Ed & Rec Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

1/17/2018 Pulaski Library Relocation Construction Project Budget Amendment Request

The Budget Adjustment Request before you is for the Pulaski Branch Library and its potential move to the Franciscan Printery Building. This budget adjustment is really a carry-over document. We understand the timing of this carry-over process is accelerated compared to the regular county carry-over process. That is because the Franciscans and Gorman & Company, Inc. are on a deadline to apply for Historic Tax Credits. They must get their application in by Feb. 15, 2018.

The \$300,000 in this budget adjustment as a carry-over is necessary because it shows the County is committed to the project. That commitment will help in the application process to receive the Historic Tax Credits. Furthermore, when the library moves forward with this project, it will receive \$160,000 in value from Gorman & Company, Inc. from the Historic Tax Credits.

The project cost was estimated in 2016 by three independent sources. Doug Marsh, Brown County Engineer at Public Works; Curt Beyler, Brown County Library Facilities Manager; and Boldt. The estimates were done without Architect and Engineering (A&E) fees and without FF&E. The lowest estimate is what was used to move forward. A 10% estimation was added for A&E.

Doug Marsh	Curt Beyler	Boldt
\$600,000	\$631,000	\$635,000

Total cost estimate in 2016 was \$660,000. *The plan for FF&E: FF&E is fairly minimal since there is no need to add extra books, computers, etc. Also, there is already money set aside for some furniture. When we did furniture upgrades to branches, we held off on Pulaski knowing that this project was likely. Additionally, we intend to have the Library Foundation pay for shelving and other FF&E not already included above.

We are looking for an updated estimate from Gorman & Company, Inc. who can go into more specifics and get an updated and likely more accurate estimate of the project. How the rest of the project is funded will likely also depend on that updated estimate. If current estimates are accurate:

- \$300,000 County General Fund Transfer (the money in this budget adjustment request)
- \$160,000 Historic Tax Credit value from Gorman & Company, Inc.
- \$140,000 Sales Tax (not to exceed this amount)
- \$60,000 Pulaski fundraising (bare minimum)
- \$660,000

The original agreement regarding the \$300,000 from the general fund for this project was set aside with the assumption that Pulaski would raise the other \$360,000. Since that agreement the ½% Sales Tax was put in place (and advertised at listening sessions, prior to its adoption, that it would pay for the Pulaski Library project) and there is discussion regarding how much of it to use for this project, lessening Pulaski's direct fundraising. The Library Board is working out the details of how to pay for the rest of the project, as that too is of concern to the Franciscans and Gorman & Company, Inc.

However, right now, what is needed from the Ed & Rec Committee and the County Board is a show of commitment for the project by carrying these funds forward so the Franciscans and Gorman & Company, Inc. can move forward pursuing tax credits.

BUDGET ADJUSTMENT REQUEST

<u>Category</u>	<u>Approval Level</u>
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year 	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 9 Any allocation from the County's General Fund	Oversight Comm, Admin Committee 2/3 County Board

Justification for Budget Change:

2018 – As part of the Main Street Development plan in Pulaski, the Brown County Library Board would like to pursue a lease from the Franciscan Friars for an annual lease of \$1 the renovated Brown County Library-Pulaski Branch. The Brown County Board of Supervisors agrees to loan the Brown County Library Board the sum of \$300,000 for the remodeling costs with a transfer from the General Fund, resulting in an assigned 2017 General Fund balance of \$300,000. The Brown County Library Board agrees to transfer back \$16,320 annually to the General Fund. The funds will be transferred only if/when the lease has been agreed upon.

Amount: \$ 300,000

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.900 25	General – Transfer Out <i>Intra Fund</i>	300,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.3000.200	General – Assigned subsequent year	300,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.050.023.014.900 24	Library – Transfer In <i>Intra Fund</i>	300,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	105.050.023.014.5850	Library – Contributions	300,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	(2017) 100.3300.200	General – Assigned subsequent year	300,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	(2017) 100.3000	General – Unrestricted fund balance	300,000

[Signature]
12-26-17

AUTHORIZATIONS

[Signature]

Signature of Department Head
Department: Library
Date: 12/22/2017

[Signature]

Signature of DOA or Executive
Date: 1/8/18

January 17, 2018

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

Ladies and Gentlemen:

RESOLUTION APPROVING BUDGET ADJUSTMENT
GENERAL FUND TRANSFER/LOAN

WHEREAS, the Library has submitted the following request for the transfer/loan of General Fund dollars to the Library's departmental budget, which requires approval by a 2/3 vote of the full County Board:

18-10
Library

2018 – As part of the Main Street Development plan in Pulaski, the Brown County Library Board would like to pursue a lease from the Franciscan Friars for an annual lease of \$1 the renovated Brown County Library-Pulaski Branch. The Brown County Board of Supervisors agrees to loan the Brown County Library Board the sum of \$300,000 for the remodeling costs with a transfer from the General Fund, resulting in an assigned 2017 General Fund balance of \$300,000. The Brown County Library Board agrees to transfer back \$16,320 annually to the General Fund. The funds will be transferred only if/when the lease has been agreed upon, and the Library moves to the new location.

Amount: \$300,000

and

WHEREAS, it is desirous to transfer/loan the requested \$300,000 to the Library (to be repaid by the Library Board at the rate of \$16,320 per year until paid in full) by transferring/loaning \$300,000 from the General Fund to the Library departmental budget; and

WHEREAS, prior to said \$300,000 being transferred/loaned to the Library budget to be used for renovations at the Pulaski Branch, it is desirous to ensure that: 1) Corporation Counsel has approved of the terms and conditions of the lease; 2) The lease has been fully executed; and 3) Brown County Administration has provided formal approval that the transfer may occur on or after a date certain; and

WHEREAS, this budget adjustment is necessary to ensure activities are appropriated and accounted for properly.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby authorizes and directs that the funds mentioned above shall be transferred/loaned/used as stated above, as long as prior to said funds being transferred/loaned the following all occur: 1)

Corporation Counsel has approved of the terms and conditions of the lease; 2) The lease has been fully executed; and 3) Brown County Administration has provided formal approval that the transfer may occur on or after a date certain.

Respectfully submitted,
 ADMINISTRATION COMMITTEE
 EDUCATION AND RECREATION
 COMMITTEE

Approved By:

 TROY STRECKENBACH,
 COUNTY EXECUTIVE

Date Signed: _____

Authored by Administration
 Approved by Corporation Counsel's Office

Fiscal Note: The 2017 Budget had \$300,000 set aside in General Fund usage loan to the Library for relocation to the Franciscan Friars building. This resolution uses 2018 fund balance for the loan.

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				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____