BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE
Steve Fewell, Chair
Allan Jamir, Vice Chair
Thomas De Wane, Richard Schadewald

SPECIAL ADMINISTRATION COMMITTEE
Wednesday, April 15, 2015
6:00 p.m.
Room 210, Green Bay City Hall
100 N. Jefferson Street
Green Bay, WI

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

I. Call to Order.
II. Approve/Modify Agenda
III. Approve/Modify Minutes of February 26, 2015.

Comments from the Public

Technology Services:

1. Approval of BCCAN Fiber Build Project Bid Results for Ashwaubenon and Green Bay School District.

County Clerk:

2. Resolution Re: Reclassification of the Account Clerk 1 Position in the County Clerk Table of Organization

Department of Administration:

3. Resolution Re: 2014 Balanced Budget Adjustment

4. Resolution re: Initial Resolutions Authorizing the Issuance of Not to Exceed $7,575,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in One or More Series at One or More Times.

5. Request re: Asset Maintenance Funds In The Amount of $36,000.

Other

6. Such other matters as authorized by law.
7. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the 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.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 26, 2015 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Supervisor Jamir, Chairman Fewell, Supervisor Schadewald, and Supervisor Steffen
Excused: Supervisor DeWane
Also Present:

Chad Weininger (Director of Administration)
Warren Kraft (Human Resources Director)
Maria Lasecki (Child Support Director)
Sandy Juno (County Clerk)
Paul Zeller (County Treasurer)
August Neverman (Chief Information Officer)

I. Call to Order.

The meeting was called to order by Chairman Steve Fewell at 5:31 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 29th, 2015.

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. - *None*

1. **Review Minutes of:**
   a. **Housing Authority (January 19, 2015).**

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

Communications:

Chairman Fewell just got a communication regarding Ashwaubenon Fiberoptic and the Green Bay School District. The Administration Committee will have to schedule a meeting prior to the April 15th County Board meeting.

No Action Taken

Child Support:

2. **Departmental Openings Summary, February, 2015.**

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

3. **Agency Director Summary, February, 2015.**

Chairman Fewell asked if Child Support Director Maria Lasecki had anything to add outside the submitted report. Lasecki said no. Supervisor Fewell thanked her for her time and expressed the committee's appreciation for her patience.

///

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

Corporation Counsel:

4. **Monthly Report, January, 2015.**

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

Technology Services:

5. **Technology Services Monthly Report, February, 2015.**

Chief Information Officer August Neverman presented. Supervisor Jamir has questions has open positions specifically the network specialist and the technician positions. Neverman said that is correct. Supervisor Jamir asked when Neverman expected to hire the Shareport project manager. Neverman responded that he wants to hire that position as soon as possible, but it is going to take 3-4 months. The department is looking at the middle of summer to get the position in place. Supervisor Jamir asked if the department was waiting for a person before getting a project developed. Neverman said yes that he is hoping to have them coincide.

Supervisor Jamir asked about updating Outlook 2003/2013. Neverman said he is getting ready to have all departments updated. They have one department left and it's slated to be completed the first two weeks of October.

Supervisor Jamir asked if secure file transfer project was for vendors or employees. Neverman said the name of the tool is MoveIt and they are using it for HIPPA, PCI, and any other file that requires secure transfer. It is for qualifying departments and personnel.

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

County Clerk:

6. **Staffing Update.**

County Clerk Sandy Juno presented. She gave a staffing update notifying that the committee that her election specialist is leaving for Colorado and will be leaving at the end of March. Juno also informed the committee that her Chief Deputy is retiring end of April. She said that while sad, it is good that they are leaving this year and not next year when there is a presidential election.

Juno has said that this has given her an opportunity to go through the organization chart and job descriptions. She is hoping that she will have updates for next month's meeting.

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

Treasurer

7. **Treasurer's Report:**
   - **A. Status of Tax Collection Partnership(s).**

County Treasurer Paul Zeller presented. For the last few years the county has been fortunate to have to banks and credit unions throughout the county collecting property taxes on behalf of the county. The recent merger of Capital and Pioneer Credit Union provided nine additional locations this past season. However, last fall the Treasurer's office received notice from Capital Credit Union that they will not be collecting on behalf of the county anymore. They agreed to continue collecting through January 31st, 2015 when they would cease collecting. The Treasurer's Office is seeking to replace the nine locations or simulate that partnership with another institution(s). Starting this week the

///

Treasurer's Office started circulating letters to all institutions that have a branch or a home in Brown County to establish some type of partnership. On April 2nd in room 200 in the Northern Building there will be a demonstration of the software being used. In March, Zeller will update the committee on what attendance looks like for the meeting.

Supervisor Fewell asked if the institutions were doing the collections as a service for the county or was there a cost involved. Zeller said it was done as a service, and that the Treasurer's Office bears the full cost of software and setup. He added that the partner banks are able to print their own receipt for the payment with their logo on it. Supervisor Fewell asked if the marketing effort was their payment for assisting the county. Zeller said that yes that was their payment. He added that by having lobby payments only policy, a bank's foot traffic is greatly increased and so is its marketing to potential customers.

Zeller said that there were 20,000 payments collected between December 15 and January 31. It's a huge help to the treasures office.

Supervisor Fewell asked about online payments, and added that with an online payment there is a 2.39% charge. Zeller directed the committee members to an example of an online stub that was contained in the agenda packet. The 2.39% is born directly by the tax payer on top of the tax payment.

E-Check payment costs $1.50, so its encouraged to do it that way as it is far easier on the county staff and cheaper for the tax payer.

Supervisor Steffen said if the department does not get a positive response, they should consider asking Capital Credit Union what can the county give if they hop back in. He said the county should be creative because there is value to the program. Zeller says it's a good point, but he's not willing to go on record and say he comfortable to pay something to the banks. There are approximately 103,000 direct marketing opportunities for institutions, and so that alone contains great value.

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

B. Update – Sale of Tax Deeded Lands by Wis. Stats. 75.

County Treasurer Paul Zeller presented. The Treasurer's Office is moving forward, and they will have all appraisals done by next week and will proceed to place a class 3 advertisement them on the parcels and possible sell them by mid-March. Zeller continued by describing the foreclosure properties that the Treasurer's office is still within foreclosure on. In November, they started with 243 parcels which were delinquent up to 2011 taxes, and as of Tuesday, February 24, 146 have redeemed at least up to 2011 taxes. There are still 97 of the 243 that are proceeding to Circuit Court 5, but they have not yet received a court date. The Treasurer will make a motion for judgment on those 97 properties, but the department is hoping for redemption because they don't want to sell 97 properties.

Supervisor Fewell asked how they chose the appraiser. Zeller solicited quotes from nine appraisers and got five responses and three contained prices. He proceeded with the lowest bid.

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

Human Resources

8. **2014 to 2015 Carryover Funds.**

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

///

9. **Activity Report for January, 2015.**

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

10. **Departmental Opening Summary, February, 2015.**

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

11. **Director's Report.**

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

Department of Administration:

12. **2014 to 2015 Carryover Funds.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **2015 Budget Adjustment Log.**

Director of Administration Chad Weininger presented. Supervisor Jamir has a question on the reallocation up to 10%; he wants to know what exactly the percentage is. Weininger doesn't have the details in front of him what the starting amount was so he can't calculate it. Supervisor Jamir would like to see the numbers and get supporting information. He doesn't just want to get the spread sheet with numbers on it.

Supervisor Fewell says he wishes it was more transparent.

Supervisor Schadewald said in the future let's get the numbers.

Supervisor Jamir said he could go back into the budget book to get the number, but he'll have to call Dan Process to figure it out. In the spirit of transparency, he would like things to be more specific. Weininger responded that on a transparency level, they are providing the process and as much information as they have. Supervisor Schadewald agreed that it might not be transparency, but that both he and Supervisor Jamir would like to see numbers.

Supervisor Fewell doesn't suspect it would be difficult for the Department of Administration to achieve what the supervisors are asking for.

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

14. **Departmental Opening Summary, February, 2015.**

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

15. **Budget Adjustment Request (15-04): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to suspend the rules and take items 15, 16, and 17 together. Vote taken. MOTION CARRIED UNANIMOUSLY

///

16. **Budget Adjustment Request (15-05): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**

17. **Budget Adjustment Request (15-06): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve items 15, 16, and 17 together. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Resolution re: Reauthorization of Self-Funded Worker's Compensation.**

Supervisor Jamir said that it was his understanding that this happens every 3 years. Weininger said yes.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Director's Report.**

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

Other

20. **Audit of bills.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

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

Supervisor Schadewald wants to take this opportunity to thank Supervisor David Steffen with a heartfelt and sincere appreciation for his service to the county. Supervisor Steffen gave a speech about the greatness of a non-partisan environment. He said it is wonderful and refreshing to be steeped in an environment where people can work together. Supervisor Steffen is planning to expand the rights of counties and municipalities. He wants to thank the committee for all their work.

Supervisor Schadewald would also like to congratulate Steffen's assembly staff for their help to him and his mock trial team. He said that they have been very helpful during planning for an upcoming trip. Supervisor Steffen's thanked him for the compliment.

Supervisor Fewell appreciates the fact that this committee has worked together for the betterment of county government. He thanked Supervisor Steffens for his service to the committee and the county, and said that even though members disagree it's great that they can still get things done.

22. **Adjourn.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to adjourn at 6:02 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Brian B. Lueth
Recording Secretary

///

Tabulation Record / Intent to Award Documentation

305 E. Walnut Street, Green Bay, WI 54305 *Phone:* (920) 448-4040 *Fax:* (920) 440-4036
Web: www.co.brown.wi.us

Project Number:				
Project Name:				
Type of Project (RFB, RFP, RFQ):				
Purchasing Representative:				
Due Date:		11:00 AM	**Location:**	Brown County Clerk's Office
Opening Date:		11:00 AM	**Location:**	Northern Building, 2nd Floor, Room 201

	CONTRACTOR	CITY, STATE	BASE BID 1 - 1987A	BASE BID 2 - 1987B	BASE BID 3 - 1987C	BASE BID 4 - 1987D	TOTAL COST	BID BOND	*Addenda Acknowledged?* ADD 1 - Q&A and Updates to Specs			Intent To Award
1	DDS, Inc.	Green Bay, WI	$ 42,661.35	$ 19,385.00	$ 9,347.50	$ 13,169.50	$ 84,563.35	Yes	Yes			X
2	Meyer Services	Greenville, WI	$ 49,053.00	$ 28,860.00	$ 9,193.00	$ 15,254.00	$ 102,360.00	Yes	Yes			
3	Michels Corp.	Brownsville, WI	$ 68,596.97	$ 36,312.97	$ 18,514.26	$ 26,249.64	$ 149,673.84	Yes	Yes			
4	Holtger Bros.	DePere, WI	$ 57,965.00	$ 28,408.00	$ 14,521.00	$ 14,834.00	$ 115,728.00	Yes	Yes			
5	Gabe's Construction	Sheboygan, WI	$ 59,925.00	$ 32,000.00	$ 18,145.00	$ 18,290.00	$ 128,360.00	Yes	Yes			

April 15, 2015

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

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF THE ACCOUNT CLERK I POSITION IN THE COUNTY CLERK TABLE OF ORGANIZATION

WHEREAS, over the past three years the County Clerk's office has reassigned staff workload to share responsibilities and duties resulting in a more efficient operation and management and providing effective, efficient customer service and elections duties; and

WHEREAS, due to the upcoming retirement of the Chief Deputy County Clerk, the Human Resources department in conjunction with the County Clerk's office reviewed the department's current table of organization and the duties being performed; and

WHEREAS, the current table of organization includes 1.00 FTE Deputy County Clerk and 1.00 FTE Account Clerk I; and

WHEREAS, as a result of the review, it was determined that the Account Clerk I position is currently performing duties and responsibilities which require knowledge, skills and abilities that are more aligned with the Deputy County Clerk position in Category S of the Courthouse Employees Classification and Wage Table; and

WHEREAS, the Human Resources department, in conjunction with the County Clerk, recommends the reclassification of the Account Clerk I to a Deputy County Clerk to maintain the efficient structure created by sharing the workload and responsibilities; and

WHEREAS, the budget impact of this change will be offset by income generated from passport revenues;

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the 1.00 FTE Account Clerk I in the County Clerk's table of organization be reclassified to 1.00 FTE Deputy County Clerk in Category S of the Courthouse Employees Classification and Wage Table.

BE IT FURTHER RESOLVED, the Brown County Clerk will review after one year to ensure the increased passport billing offsets the cost of the reclassification, and if it does not the position will return to an Account Clerk I.

Budget Impact:

County Clerk Table of Organization
(Reclassification of Account Clerk I to Deputy County Clerk)

Annual Budget Impact	**FTE**	**Addition/ Deletion**	**Salary**	**Fringe**	**Total**
Account Clerk I	(1.00)	Deletion	$(36,369)	$(12,275)	$(48,644)
Deputy County Clerk	1.00	Addition	$ 41,163	$ 12,996	$ 54,159
Annual Budget Impact			**$ 4,794**	**$ 721**	**$ 5,515**

Partial Year Budget Impact (6/1/15 – 12/31/15)	**FTE**	**Addition/ Deletion**	**Salary**	**Fringe**	**Total**
Account Clerk I	(1.00)	Deletion	$(21,215)	$(7,161)	$(28,376)
Deputy County Clerk	1.00	Addition	$ 24,012	$ 7,581	$ 31,593
Partial Year Budget Impact			**$ 2,797**	**$ 420**	**$ 3,217**

Fiscal Note: *This resolution does not require an appropriation from the General Fund. The increased cost of the reclassification will be offset by income generated from passport revenues.*

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

_____

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved as to form by Corporation Counsel

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				
KAYE	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** _____

BROWN COUNTY
POSITION DESCRIPTION

POSITION TITLE: DEPUTY COUNTY CLERK

REPORTS TO: COUNTY CLERK AND CHIEF DEPUTY CLERK

DEPARTMENT: COUNTY CLERK

REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Under the general supervision of the County Clerk, or Chief Deputy County Clerk, performs responsible bookkeeping, licensing, elections, recording and publishing of documents and related procedures; performs related duties as required.

ESSENTIAL DUTIES:

Assists in the planning and implementation of all county, state, and federal elections. Coordinates election activities with State Elections Board, municipal clerks, school districts, County Offices, and vendors.

Compiles ballot information, prepares final ballot layout, and orders appropriate number of official ballots. Distributes ballots to municipal clerks.

Prepares and distributes materials, information, and legal documents for local candidates seeking elected offices. Advises candidates about state statutes and election requirements. Receives and verifies candidate nomination papers, registrations, declaration of candidacy, campaign finance reports, and various legal documents.

Maintains and operates computer hardware and software programs pertaining to the election processes and procedures (including coding, tabulation, related software, modems, and report generation).

Coordinates election notices with municipal clerks, prepares hard copy, and publishes legal notices in newspapers in compliance with state statutes.

Calculates election costs to charge back to municipal clerks and school districts; prepares invoices and receipts; and files election charge back documentation.

Supervises and advises staff in the absence of County Clerk and Chief Deputy; trains co-workers on processes and procedures as necessary.

Processes and prepares final County Board minutes from County Clerk's abbreviated notes. Publishes minutes in various newspapers according to state statutes. Sends legal notices to appropriate parties. Maintains, revises, and distributes County Code book of ordinances.

Files and maintains records for marriage licenses, conservation license transactions, elections, County Board, County Directory, and Veterans Graves.

Receives payments, issues receipts, secures monies and makes deposits for various fees.

Performs receptionist and/or counter duties answering inquiries or referring to proper official or department.

Performs bookkeeping and accounting procedures as required.

Independently compiles data and generates reports on licenses in conformance with established regulations, statutes, ordinances and procedures.

Obtains information from the public for the completion and retrieval of forms, documents, records, etc.

May travel to off-site locations to obtain information and signatures on various documents.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
DNR-ALIS

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma plus three years of office experience, with an emphasis on responsible bookkeeping, or any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.

Licenses and Certifications:

A valid Driver's License and good driving record
Notary Public (ability to obtain)

Knowledge, Skills and Abilities:

Knowledge of general office management and procedures.

Knowledge of English, grammar and spelling.

Knowledge of basic bookkeeping practices and accounting principles.

Knowledge of election equipment, processes, state statutes, and reporting requirements.

Knowledge of and the ability to utilize a computer and the required software.

Ability to type at a minimum rate of 40 net words per minute.

Ability to qualify as a notary public and surety bond.

Ability to interpret information; administer, train, and supervise other employees of the statutory duties of the County Clerk.

Ability to exercise independent judgment and make decisions independently, in accordance with policies and procedures and applicable laws.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 12/27/12

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/06/15

REQUEST TO: Administration Committee

MEETING DATE: 03/26/15

REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of the Account Clerk I Position in the County Clerk Table of Organization

ISSUE/BACKGROUND INFORMATION:

Due to the upcoming retirement of the Chief Deputy County Clerk, Human Resources in conjunction with the County Clerk reviewed the County Clerk's table of organization and the duties currently being performed. It was determined the Account Clerk I is performing duties more aligned with the Deputy County Clerk.

ACTION REQUESTED:

Reclassification of the Account Clerk I position to Deputy County Clerk in Category S of the Courthouse Employees Classification and Wage Schedule.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☒ Yes ☐ No
   a. If yes, what is the amount of the impact? $3,217
   b. If part of a bigger project, what is the total amount of the project? $_____
   c. Is it currently budgeted? ☐ Yes ☒ No
      1. If yes, in which account? _____
      2. If no, how will the impact be funded?
         Passport Revenues Account #100.019.001.4600.190 (Budget Transfer)

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

April 15, 2015

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

Ladies and Gentlemen:

2014 BALANCED BUDGET ADJUSTMENT

WHEREAS, certain overdrafts and shortfalls have developed in various departmental budgets for 2014; and

WHEREAS, these overdrafts and shortfalls are the result of the following:

Clerk of Courts Revenue shortfalls of $191,000 were mainly attributable to the reduced collection of fines and Clerk of Court fees. In addition, attorney and Guardian Ad Litem expenditures were overspent by over $197,000. These shortfalls were partially offset by savings due to vacant positions.

Resulting in an appropriation needed of $296,201.

Public Safety Additional expenses were recognized due to the write off of a 2010 Port Security Grant in Emergency Management. The pass-through agency finalized the grant documents without the required invoices from Brown County being submitted to the granting agency.

Resulting in an appropriation needed of $43,040.

Register of Deeds A shortfall of $343,000 in revenue was recognized due to the decrease in the recording of real estate documents as well as copies sold. This shortfall was partially offset by a $117,000 reimbursement for redaction fees and additional operational savings.

Resulting in an appropriation needed of $167,290.

Child Support Funding allocations at the state level were not released to counties in time for inclusion in the 2014 Budget. Per state recommendations, the Child Support agency used previous years' allocations for estimation purposes. A shortfall was realized, once allocations were issued, due to changes in state incentive methodology as well as in matched funding level calculations.

Resulting in an appropriation needed of $144,499.

Human Service Shortfalls were recognized in the Community Treatment Center due to the CBRF being budgeted for eight clients, but only averaging five clients in 2014. In addition, Community Programs

revenue was reduced by $409,000 due to lower claimable costs for Wisconsin Medicaid programs and an additional $157,000 for lower child care revenue. Additional costs of $666,000 were recognized in the child protection units due to more children requiring out of home care, emergency services, and other family services. Additional costs were realized in the adult behavioral health unit of $354,000 for high cost clients. A portion of Community Programs shortfalls were offset by savings of $539,000 in personnel costs.

Resulting in an appropriation needed of $789,114 for CTC and $1,329,308 for Community Programs; and

WHEREAS, it is necessary to make appropriations to cover these various departmental deficits in order to balance these budgets for the past year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2014 departmental budget the following amounts:

Department	Amount
Clerk of Courts	$ 296,201
Public Safety	43,040
Child Support	144,499

BE IT FURTHER RESOLVED, by the Brown County Board of Supervisors that the following department recognized a shortfall in its appropriation to the General Fund in 2014:

Department	Amount
Register of Deeds	$167,290

BE IT FURTHER RESOLVED, by the Brown County Board of Supervisors that there be appropriated $2,118,422 from the Community Programs Fund and placed in the 2014 Human Services budget the following amount:

Department	Amount
Human Services - Community Treatment Center	$ 789,114

Human Services – Community Programs $1,329,308

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

_____

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Administration

Final Draft Approved by Corporation Counsel.

Fiscal Impact: This Resolution requires an appropriation from the General Fund as outlined in the resolution.

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				
KAYE	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** _____

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 17, 2015

REQUEST TO: Administration Committee

MEETING DATE: March 26, 2015

REQUEST FROM: Chad Weininger
Department of Administration Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: 2014 Budget Overdraft and Shortfall Appropriations

ISSUE/BACKGROUND INFORMATION:

Attached is the resolution to appropriate additional funds for 2014 departmental budgetary shortfall. The Clerk of Courts, Public Safety, and Child Support additional appropriations from the General Fund to cover the deficits. Register of Deeds will recognize a shortfall in appropriations to the General Fund. Finally, the deficit for the Community Treatment Center (CTC) will be fund by Community Programs and CTC fund balance.

In an effort to correct the Clerk of Courts shortfall, operational efficiencies in the department are currently being reviewed.

Public Safety has implemented additional grant status verifications to ensure that pass-through agencies include the County's activity in their grant reporting.

Real estate trends continue to be monitored by the Register of Deeds and anticipate improvements in 2015.

The State funding levels were correcting in the 2015 budget for Child Support.

The Community Treatment Center will continue to be monitored during 2015.

ACTION REQUESTED:

Please approve the attached resolution to authorize additional appropriations for 2014 overdrafts and shortfalls.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☒ Yes ☐ No
   a. If yes, what is the amount of the impact? See Attached Resolution
   b. If part of a bigger project, what is the total amount of the project? $_____
   c. Is it currently budgeted? ☐ Yes ☒ No
      1. If yes, in which account? _____
      2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

3

April 15, 2015

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

Ladies and Gentlemen:

INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED $7,575,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS OF BROWN COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE TIMES

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
$5,320,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed $5,320,000 for the purpose of paying the costs of highway improvements and bridge repairs, including but not limited to CTH EB (CTH EB & Preservation Way); CTH R (CTH KB to US 141/29); CTH EB (CTH G to CTH AAA); CTH P (2,000' South CTH N to STH 54); CTH J (CTH U to CTH F); CTH EA (Willow Rd. to STH 29); CTH ZZ (Clay Street to Tetzlaff Rd.); CTH ZZ (Bridge over East River); CTH M (Bridge over Suamico River); and CTH U (Roundabout at CTH U & CTH DD); and paying professional fees and expenses in connection with the issuance of the bonds.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of $10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
$2,255,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed $2,255,000 for the purpose of paying the costs of communications upgrades consisting of integrated computer aided dispatch and 9-1-1 phone system and paying professional fees and expenses in connection with the issuance of the bonds.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of $10,000 or 25% of the contract price, whichever is less, for such information systems infrastructure shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the bonds shall be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the bonds as may have been received and take action thereon.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Finance Director (in consultation with the County's financial advisor) shall also cause Official Notices of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed Preliminary Official Statements or other forms of offering circulars.

BE IT FURTHER RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be issued in the maximum principal amount of $7,575,000 become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Adopted: April 15, 2015

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS
EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE
PUBLIC SAFETY COMMITTEE

Fiscal Note: *This resolution does not require an appropriation from the general fund. $118,675 was included in the 2015 Debt Service budget for the interest payment on these bonds.*

APPROVED BY:

_____
Troy Streckenbach
Brown County Executive

_____
Date Signed:

BOND DEBT SERVICE

Brown County, WI (2015 CIP/Budget Estimate)
G.O. Bonds, Series 2015
DRAFT

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2015			118,675	118,675
11/01/2016	405,000	4.000%	303,000	708,000
11/01/2017	420,000	4.000%	286,800	706,800
11/01/2018	440,000	4.000%	270,000	710,000
11/01/2019	455,000	4.000%	252,400	707,400
11/01/2020	475,000	4.000%	234,200	709,200
11/01/2021	495,000	4.000%	215,200	710,200
11/01/2022	515,000	4.000%	195,400	710,400
11/01/2023	535,000	4.000%	174,800	709,800
11/01/2024	555,000	4.000%	153,400	708,400
11/01/2025	275,000	4.000%	131,200	406,200
11/01/2026	285,000	4.000%	120,200	405,200
11/01/2027	295,000	4.000%	108,800	403,800
11/01/2028	305,000	4.000%	97,000	402,000
11/01/2029	320,000	4.000%	84,800	404,800
11/01/2030	330,000	4.000%	72,000	402,000
11/01/2031	345,000	4.000%	58,800	403,800
11/01/2032	360,000	4.000%	45,000	405,000
11/01/2033	375,000	4.000%	30,600	405,600
11/01/2034	390,000	4.000%	15,600	405,600
	7,575,000		2,967,875	10,542,875

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 17, 2015

REQUEST TO: Administration Committee

MEETING DATE: March 26, 2014

REQUEST FROM: Chad Weininger
Director of Administration

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Initial Resolution Authorizing the Issuance of Bonds

ISSUE/BACKGROUND INFORMATION:

Attached is the 2015 bond resolution that requires the approval of the Committee and Board of Supervisors. The resolution includes all bonded capital projects approved by the County Board at its November 6, 2014 budget meeting. Please refer to pages 272 to 280 of the 2015 Adopted Budget Book for detailed descriptions of the 2015 bonded projects.

The Planning, Development and Transportation projects are as follows:

CTH EB (CTH EB& Preservation Way) - Roundabout	544,064
CTH R (CTH KB to US 141/29) - Recondition	2,942,529
CTH EB (CTH G to CTH AAA) - Recondition	510,124
CTH P (2,000' South CTH N to STH 54) - Recondition	886,786
CTH J (CTH U to CTH F) – Safety Improvements	12,024
Preliminary Costs:	
CTH EA (Willow Rd to STH 29) – Reconstruction	123,782
CTH ZZ (Clay Street to Tetzlaff Rd) – Reconstruction	152,541
CTH ZZ (Bridge over East River) – Bridge Replacement	12,850
CTH M (Bridge over Suamico River) – Bridge Replacement	13,267
CTH U (Round-about at CTH U & CTH DD)	122,033
Subtotal Highway	5,320,000

The Public Safety project is as follows:

Integrated Computer Aided Dispatch and 9-1-1 Phone System	2,255,000
Total Bonded Projects	7,575,000

Included in the resolution is $130,115 for the estimated cost of issuance of the bonds. The attached resolution includes language that will allow unspent Highway funds to be applied against other Board approved highway projects.

If the resolution is approved by the County Board, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The following is a summary of the required steps:

1. PD&T, Administration, Public Safety Com approve the project resolution (Mar 23rd, Mar 26th, and April 1st)
2. Executive Committee approves project resolutions from committee (April 6, 2015)
3. Board of Supervisors approves project resolution from Executive Committee (April 15, 2015)
4. Debt offer is advertised
5. Bid is opened in the County Clerk's Office. (May 20, 2015)
6. Bid results are presented to Executive Committee. (May 20, 2015)
7. Debt is approved by the Board of Supervisors. (May 20, 2015)

ACTION REQUESTED:

The financing process requires two separate approvals. The first approval is for authorization of debt for the projects and the second is the approval of the debt issue. Please approve the attached resolution to authorize debt for the projects.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☒ Yes ☐ No
   a. If yes, what is the amount of the impact? Please see attached amortization schedule
   b. If part of a bigger project, what is the total amount of the project? $_____
   c. Is it currently budgeted? ☒ Yes ☐ No
      1. If yes, in which account? Debt Service Fund
      2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

REQUEST FOR ASSET MAINTENANCE FUNDS

INSTRUCTIONS

1. Review the policy to determine if the project is eligible for funding through the Asset Maintenance Fund.
2. Complete the required information in the Project Request section.
   A) Attach quotation(s) for each project cost component.
   B) Attach additional supporting documentation to support request.
3. Completed forms should be submitted the Department of Administration.

POLICY

1. Projects eligible for funding through the Asset Maintenance Fund shall be limited to those essential for the maintenance of existing infrastructure or buildings.
2. Only projects which would be funded through the tax levy are eligible for funding through the Asset Maintenance Fund.
3. Departments may request funding for projects with an estimated cost of up to $250,000. Projects with a cost in excess of $250,000 should be submitted as part of the Department's annual bonding request.
4. Eligible projects include the following:
   A) Replacement of major fixed mechanical systems (boilers, generators, elevators, etc.)
   B) Repair or replacement of major building components or systems (roofs, windows, systems, etc.)
   C) Repair of grounds (parking lot resurfacing, road resurfacing, well repairs, etc.)
5. Ineligible projects include the following:
   A) Development of new or expanded infrastructure or buildings
   B) Special Revenue, Internal Service, or Enterprise Funds projects
   C) Information Systems projects
   D) Repair or replacement of movable equipment

PROJECT REQUEST

1. Type of project:

   ☐ Major Fixed Mechanical System ☐ Major Building Component ☒ Repair of Grounds

2. Description of project:

   Repair Parking Lot behind Sophie Beaumont Building. Estimate for project is slightly higher Than originally estimated. Plus full amount initially budgeted not available for carryover in 2015. The current condition of this parking lot is a safety issue.

3. Cost of project:

	Vendor	Asset Type	Total Project Cost	Less Other Funding	Net Funding Request
A)	PW-Highway	Parking Lot	50,000	14,000	36,000
B)					
C)					
		Totals			

Department — Department Head — 3/6/15 Date

☒ Approved
☐ Disapproved

County Executive — 3/20/15 Date

Approved request reported by Administration Committee — Date