

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, March 28, 2013

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to Order.
- II. Approve/Modify Agenda
- III. Approve/Modify Minutes of February 28, 2013.

Comments from the Public

1. Review of minutes:
 - a) Housing Authority (February 18, 2013).

Communications:

2. Communication from Supervisor Steffen re: A budget development policy. *Held for one month.*

Child Support

3. Budget Status Financial Report for December, 2012
4. Director's Report.

Information Services

5. Budget Status Financial Report for December, 2012.
6. Director's Report.

Department of Administration

7. Budget Status Financial Report for December, 2012.
8. Countywide 2012 Financial Statement Results – Unaudited.
9. 2013 Budget Adjustment Log.
10. Semi-annual Vehicle Listing Report - request to remove.
11. Resolution Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds.
12. Ordinance creating Section 3.35 of the Brown County Code entitled "Purchasing Ordinance".
13. Director's Report.

Human Resources

14. Budget Status Financial Report for December, 2012.
15. Activity Report for February, 2013.
16. Director's Report.

Corporation Counsel

17. Discussion and possible action regarding the proposed settlement offer on the hazardous waste claim at Marine Shale Processors Site.
 - a. Closed Session: Discussion with legal counsel regarding strategy with respect to the claim and settlement proposal for the hazardous waste at the Marine Shale Processors Site.
 - b. Open Session: Discussion and possible action on the claim and settlement proposal for the hazardous waste at the Marine Shale Processors Site.

County Clerk – No agenda items.

Treasurer – No agenda items.

Other

15. Audit of bills.
16. Such other matters as authorized by law.
17. 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 28, 2013 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisors De Wane, Jamir, Carpenter

Excused: Supervisor Steffen

Also Present: Brent Miller, Kristen Hooker, Lynn Vanden Langenberg, Dave Hjalmlquist, Maria Lasecki, Kerry Blaney, Troy Streckenbach, and other interested parties.

I. Call to Order.

The meeting was called to order by Vice-Chairman Tim Carpenter at 5:20 p.m.

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of January 24, 2013.

Supervisor Jamir made the following corrections:

-Page Two, third paragraph, third sentence: does not make sense

-Page Two, fourth paragraph, third line: the word "they" should be deleted

-Page Two, last paragraph, second line: insert the word "of" between *publishing* and *requirements*

-Page Three, third paragraph, third sentence: word following *Steffen* should be "proposed"

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

Comments from the Public: None

Communications

1. Communication from Supervisor Steffen re: A budget development policy. *Held for one month. Also, referred back from February County Board.*

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to hold for one month. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Communication from Supervisor Fewell re: Request that I.S. work on developing an I-Phone App and an Android App to promote Brown County's recreational resources and services. *Referred from February County Board.*

Motion made by Supervisor DeWane, seconded by Supervisor Jamir to hold until Fewell arrives. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Fewell stated he would like to make sure that the County's recreational opportunities are made available to the public so people know what is available and he felt starting with an app for basic information for Brown County would be good. He would like to see an app developed for

accessibility to activities. Director of Administration Brent Miller stated that the County is on Facebook and Twitter. Fewell would like to see this be as user-friendly as possible and stated there are things that can and should be done to enhance the resources that the County has. Hjalmsquist has not had an app developed before and therefore could not give any cost estimate for this. He will do some research and bring back information to the Committee.

Motion made by Supervisor De Wane, seconded by Supervisor Fewell to send to staff and bring back information and costs. Vote taken. MOTION CARRIED UNANIMOUSLY

Carryovers

3. **2012 to 2013 Carryover Funds – Administrative Services Division.**

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

Resolutions

4. **Initial Resolution Authorizing the Issuance of Not to Exceed \$6,630,000 General Obligation Bonds of Brown County, Wisconsin in One or More Series at One or More Times.**

Miller stated this is for the road construction and maintenance that is done annually. He also stated that this has been reduced significantly and at the end of the year the amount that has been paid out on bonds should be reduced by about \$8 million dollars.

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

Treasurer

5. **Opening of Treasurers Tax Deed Bids.**

Treasurer Kerry Blaney stated that they had a tax deed bid sale that was published as a class three notice in the newspaper. The deadline was February 20. Four bids were received for one parcel of property. Blaney presented the bids to Carpenter. The parcel referred to is Number 2158 and this is a home located at 1028 Klaus Street in Green Bay. This property was listed for \$5,000 and there is also a tax bill for 2012.

The bids were as follows: \$5,320.00, \$6,876.00, \$7,000.00 and \$13,163.00.

Carpenter stated that the last bid for \$13,163 is without taxes and they did add the tax for a total bid of \$15,389.19. The \$7,000 bid does not state anything at all about the taxes. The bid for \$6,876 does include an additional amount with the taxes for a total bid of \$9,102.19. The bid of \$5,320 makes no indication as to payment of taxes.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve the bid of Jesse Ver Heyen in the amount of \$13,163.00 for the property located at 1028 Klaus Street. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

6. **Budget Status Financial Report for November, 2012.**

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

7. **Budget Adjustment Request (13-16) Category 5: Increase in expenses with offsetting increase in revenue.**

Child Support Administrator Maria Lasecki reported that additional performance incentive revenue will be used to fund the design, reconfiguration and wiring of existing workstations to be used for creation of an in-house call center in the front desk area of Child support. This would potentially save the department from having to fill the receptionist position. This is being done for less than \$5,000.

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

8. **2012 & 2013 Department Goals.**

The 2012 & 2013 goals were included in the agenda packet. Lasecki stated that these goals were also shared in her performance evaluation documents that she presented to Troy Streckenbach. She stated that Child Support worked very hard as a department and was able to accomplish a great deal and they have many optimistic and challenging endeavors to take on in 2013.

With regard to Item D of the 2013 department goals, Laserfiche Scanning Project, Jamir asked if there was any chance that this could be done with outsourcing or bringing in someone to make it faster so that the Child Support team can get these items in the system faster and be able to serve the public even that much faster. Lasecki stated that she has looked into this and noted that it is quite an undertaking to continue to do the work her staff does on a daily basis as well as take on this laserfiche project. She stated that it came at the cost of almost two full-time positions and she did not have the money to be able to do this. She thought about this more and did allow staff to work up to 40 hours to spend additional time scanning without taking time away from their caseloads and they have also been very fortunate in that they have secured two paralegal interns to help with this project. These interns will be wrapping up their internships but they have two more to fill in behind them and they have been instrumental in helping the Department reach the goal of having 25% of the caseload scanned by the end of the first quarter. Lasecki also wished to note that this has also been a very positive learning experience to have her staff do this and the interns are learning as well and this is contributing to their educational experience, but she does think that because the system is so new, the opportunity to be able to have a hands on feel for what it takes to get these documents in the system has all been very beneficial and she felt it was time well spent.

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

9. **Director's Report.** None.

Carpenter stated that at the State of the County address the County Executive gave Lasecki many accolades and he would like to echo that and stated that the Committee appreciates everything she is doing in the department. Lasecki thanked Carpenter for his kind words and stated that she has an amazing group of employees and she will share this with her staff.

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

Supervisor Fewell arrived at 5:38 pm and took over the meeting at this time.

Information Services**10. Budget Status Financial Report for December, 2012.**

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

11. Director's Report.

IS Director David Hjalquist's Director's Report was contained in the agenda packet. He also wished to follow-up on a question that Jamir had at the last meeting and that was the amount of savings estimated for the Sheriff's Department based on them being able to provide electronic information and that savings is estimated to be \$18,000 per year.

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

Department of Administration**12. Budget Status Financial Report for December, 2012.**

Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. 2013 Budget Adjustment Log.

Miller stated that most of the budget adjustments are carry overs in accounts.

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

14. Ordinance creating Section 3.35 of the Brown County Code entitled "Purchasing Ordinance". Referred from February County Board.

Miller stated that they have made significant cuts to the ordinance and have reduced it from about seven pages down to three pages. Next month when this comes back they will have a shorter version.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to hold for revisions. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Director's Report.

Miller stated that they recently had some active shooter training and the response to this has been very good. Evaluations are also being done by Risk Management on the locks on office doors to be sure that everything is as it should be to protect the employees.

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

Human Resources16. **Budget Status Financial Report for December, 2012.**

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

17. **Activity Report for January, 2013.**

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

18. **Director's Report.**

With regard to the Kronos time and attendance planning listed on the Director's Report, Jamir asked Vanden Langenberg to explain the reduction of cycle time for payroll processing. Vanden Langenberg stated that payroll has to be to the bank on Wednesday morning in order for it to hit the bank accounts on Friday morning and the payroll staff used to stay late on Tuesday nights, sometimes until 7:00 p.m., to get this finished. With Kronos staff is now completing payroll by 10:00 a.m. on Wednesdays instead of having to stay late.

Miller wished it to be noted on the record that Lynn Vanden Langenberg has gone above and beyond her duties. He noted that they are short staffed and she and her staff have done a tremendous job and she is a huge asset to the County.

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

Other19. **Audit of bills.**

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

20. **Such other matters as authorized by law. None.**21. **Adjourn.**

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to adjourn at 5:55 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted by,

Alicia Loehlein
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 18, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair (via teleconference), Rich Aicher–Vice-Chair, Ann Hartman, Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Rob Strong, John Heugel, Ben Fauske, Randy Gast, Pat Leifker, Dawn DeWitt, Matt Roberts, DonElla Payne, Amanda Woldt, Keith Pamperin, Kelly Franz, Gerald Condon, Dan Process, Scott Schoeneman, Ald. Dave Boyce

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 21, 2013, meeting of the Brown County Housing Authority

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the minutes from the January 21, 2013, Brown County Housing Authority meeting, with the correction that A. Hartman was not at the January 7, 2013, meeting. Motion carried.

COMMUNICATIONS:

R. Aicher proposed to take some agenda items out of order, beginning with Item #4 followed by Item #10, and then Item #6.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to take the agenda items out of order. Motion carried.

R. Aicher asked guests to introduce themselves, and then thanked them all for attending the meeting.

NEW BUSINESS:

4. Approval of Resolution No. 13-01 Authorizing the Execution and Delivery of an Escrow Agreement Relating to the Defeasance and Refunding of Outstanding Student Housing Revenue Bonds

K. Pamperin, representing the Board of University Village Housing, Inc., stated that many years ago the Housing Authority, in a series of opportunities, issued double tax exempt housing mortgage revenue bonds for the funding of student housing on campus at the University of Wisconsin – Green Bay. At this point, they are requesting that those bonds be re-funded. He further explained that what would actually happen is the bonds would be transferred to the Green Bay Housing Authority and consolidated through the re-funding process.

K. Franz, Finance Director at the University, then added detail. He stated in 2001 three buildings were built. Due to the size of the financing – \$13.675 million – the University came to the Brown County Housing Authority who financed \$7 million, and the Green Bay Housing Authority financed \$6.65 million. Those were financed for 20 years with a long-term rate of 5.125%. As many know, the interest rates have dropped markedly, and they had a chance to refinance so the interest rates will drop to about 1.5%. He then clarified that they are not

extending the bond; they would just be refinancing them together. Between the Brown County Housing Authority and the Green Bay Housing Authority, they refinanced \$5.135 million to take advantage of the lower interest rate.

R. Hallet clarified for the stake of the Commissioners that this transaction would remove the Brown County Housing Authority going forward, and the Green Bay Housing Authority would be the issuer on all of the bonds.

K. Franz added that it was cheaper for underwriting purposes to consolidate.

Sup. A. Nicholson asked whether or not there would be an expense to the City with this. K. Pamperin answered that there would be no expense; the University Village Housing Inc. pays a fee to the Housing Authority on the bond, 0.1% annually for the life of the bond. If this is approved, roughly \$7,000 would be paid to the Housing Authority annually. He then clarified the \$13 million bond was done between the Housing Authorities because of laws dictating capacity issues. This is no longer an issue and could be done through one Housing Authority, which would in turn save underwriting fees.

R. Hallet stated that it would result in a little less revenue, some \$6,000 a year in fees paid to the Brown County Housing Authority, but the Green Bay Housing Authority would see an increase in fees. R. Aicher added that this is really the only downside to this.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve proceeding with the refinancing. Motion carried.

INFORMATIONAL:

10. Information regarding a BCHA Conversion Loan repayment

R. Hallet gave an introduction to this item, stating that the BCHA provides down payment and closing cost assistance, or conversion assistance to help homebuyers who are purchasing a home that was originally a single-family home, was at one time converted to a multi-family unit, and the homebuyer intends to convert it back to a single-family unit. The situation at hand is that there is a homeowner who had received this loan in the past, but has since moved to a new location because of a job opportunity and has been trying to sell the property. R. Hallet stated that as she understands, the family is currently paying rent in their new city and cannot afford to continue to pay the mortgage on the home purchased with conversion assistance. It has gone to the point where the home will need to go into a short sale, impacting the first mortgage holder and the BCHA as the second mortgage holder.

S. Schoeneman of NeighborWorks Green Bay then spoke to this issue. He added that the homeowner's intention was to sell the property before it got to a foreclosure situation. The property was appraised at \$67,000; they received an offer for more than that, but still significantly less than what the original loan was for. The first mortgage company will take a loss of approximately \$32,000. Based on verbal conversations, the offer to the BCHA is that they would pay off half of the remaining loan balance of \$5,000 up front, and the other half from regularly-scheduled payments. The "regularly-scheduled payments" portion has not yet been negotiated. The closing date will be March 20, 2013.

R. Hallet then asked S. Schoeneman if they had approached the homeowners with a repayment proposal yet. S. Schoeneman responded that unfortunately the communication between the organization and the homeowners has been disjointed, and much of the communication has gone through the realtor. At this point, they have verbally accepted this. She then asked if they have talked specific dollar amounts to which he replied that the loan is \$5,000; \$2,500 would be paid back upfront, and the remaining \$2,500 would be paid back in regularly-scheduled payments, which have not yet been determined.

R. Aicher then summarized the situation, stating that this is a short sale situation. The remaining loan balance from the BCHA is \$5,000; the homeowners are willing to pay the BCHA \$2,500 at closing and pay the remaining balance over scheduled payments which have not yet been set.

R. Hallet made note that this item was listed under "informational" because there was a strict timeframe in which if there was not at least a verbal agreement, the situation would reach a dead end, and at that point a foreclosure would most likely ensue. R. Hallet stated that she discussed this with R. Aicher and they determined that it would be a good option to approach the homeowner with the option of repayment of the remaining balance of the loan. This item is not up for approval, but to inform and make the Authority aware of the situation.

R. Aicher added that when R. Hallet called him looking for guidance, the thought was that they sold the house for less than what the loan balance was, so they would probably end up writing up a loss. He suggested that often what happens is rather than defaulting, a financial ability assessment needs to be made. He added that just because a home is under water does not necessarily mean that the debt cannot be repaid. He added that his opinion is if the BCHA can get half of the loan balance at the closing, and the rest in terms of a reasonable monthly payment, it sounds like a good plan. R. Hallet added that she does not know the family's financial situation, but since they moved because of a better job opportunity, this indicates that they do have some income. Though there are medical issues, they should be able to come up with a plan that within five or seven years or some other reasonable timeframe, this could be repaid. R. Aicher inquired if staff would take care of determining the reasonableness of the repayment, to which R. Hallet responded that they could. R. Strong added that they could come back with the paperwork for the March 18, 2013, meeting to take action on this so they could follow through with the closing date of March 20, 2013.

The Commissioners are in agreement on this arrangement.

NEW BUSINESS:

6. Discussion and possible action regarding an RFP for BCHA's Housing Choice Voucher Program or an additional extension to the HCV Contract with ICS

R. Aicher stated that the negotiations between Randy Gast and John Heugel have been ongoing since the last meeting. He asked R. Hallet to lead the discussion as to what the current situation is.

R. Hallet reported that after the last BCHA meeting she gave J. Heugel an update and asked that he contact R. Gast (ICS' attorney) to work on a draft of an extension, and that has been in the works since. A draft was put together recently, which staff reviewed. There were some significant concerns on several areas which they had just communicated to ICS today. The top page of the handout outlines the items that the BCHA would like to amend from the draft.

J. Heugel stated that he spoke with R. Strong and R. Hallet that morning. The document was in a PDF, so some of the edits could not be made. R. Gast and his team created a Word document, and they are literally in the process of finalizing the edits. He added that he sent that version to R. Strong 30 minutes before the meeting, understanding that they would not have had time to look it over. He then went on to describe some of the edits. #1, which changes the extension date from 2016 to 2015, has been made in the agreement, as well as several other items. He added that from his perspective the next step is to review and amend the proposal based on the discussions.

R. Gast added that there has been good faith and dialogue on both sides. As a result of all of the issues surfacing over the summer, both sides got to see what each other's concerns are. He added that he crafted two exhibits. One is a list of aspirational goals and expectations that both sides could work together toward to make the program better, more efficient, and would enhance customer services. This addresses the main concerns that the BCHA had regarding better customer service and better fraud recovery/prevention and to give the BCHA more control in terms of oversight. The other exhibit contains additional obligations. The centerpiece to any extension is the 2009 contract, and that goes forward in full force and effect with the additional expectations and obligations. He added that the obligations were primarily in the context of financial accountability. As he mentioned before, through discussions ICS got a better feel for issues which the BCHA was concerned about, and through staff discussions, the BCHA has a better understanding of some of ICS' concerns.

Two of the primary areas were in terms of staffing and compensation. He believes that they have come up with a very good model. Essentially a floor has been created in which ICS cannot go below because of organization and structure; they believe they have a lean organization in place. Their concern has been that if they give too much control to the BCHA and they go below that floor, ICS will have a problem meeting their requirements. This whole process has also allowed ICS to understand the BCHA's concern that there needs to be a ceiling. If ICS wants to add positions or different levels of staffing to its base, they would have to approach the BCHA to get approval. He added that the same would be for compensation making a floor and ceiling; they will come up with a range of reasonable compensation for each level of staffing. He understands each side's concern with having a floor and ceiling and has come up with creative ways to deal with the mutual concerns.

He explained that the 2013 agreement is already in place, and that they are working on a longer-term agreement through the end of 2015. He added that they lobbied for a longer term to be able to reassure the ICS staff, but they are comfortable with an extension to 2015. He reiterated that all of the 2009 contract components still apply. One of the aspirational goals is to have more frequent contact between the ICS Board and the Authority and more staff interactions. One of the long-term obligations is that BCHA staff and the Authority will become intimately involved with the budget and will be able to approve the budget. This enforces an environment of greater cooperation since they all have the same

goal in mind – to run the most cost-effective program possible and to best serve the clients. Through give-and-take, they are creating a document that will satisfy all concerns and does not feel that the suggested recommendations will be an issue. The compensation range still has to be finalized. He concluded that a lot of progress has been made, ICS staff is excited, and he is happy to answer any questions.

R. Aicher asked if J. Heugel had anything else to add. He stated that the first step was for ICS to make an initial attempt at putting together a document, and the BCHA has suggested some changes. As a result, he feels that the BCHA is in a position where it could forego the RFP solicitation to other contractors and endorse the concept of the proposed contract subject to the terms and conditions being satisfied. One example of this is to avoid conflicts and confusion by omitting any inconsistent terms in the 2009 contract, so it would be up to staff and legal representatives to avoid conflicts. There is no need to completely create a new document; they could safely incorporate the earlier ones and reference the sections that had been omitted, understanding that the revised document would supersede any previous ones. His recommendation is to convey to ICS that they will endeavor to reach an agreement with the BCHA consistent with the terms that had been set forth subject to the changes that had been presented earlier today.

R. Strong added that there have been some significant changes that have been initiated by ICS that show their willingness to offer a program that is consistent with what the BCHA is asking for in terms of having more control over financing, term of the contract, and inspection impact. ICS did separate their non-profit and for-profit entities, and salaries were adjusted accordingly. Additionally, ICS added areas where they could improve on inspection and financing. With that, he met with R. Hallet and B. Fauske to go over the documents. R. Strong suggested going line by line through the document to provide a full understanding of the draft. One of the things that was changed was to get away from the old contract in which percentages were distributed in terms of budgetary purposes; now they will go with a strict budget that will need approval from the Authority. ICS will submit an annual budget for the BCHA to approve; if ICS wants to make changes to the budget, they have the right to come back and request it from the Authority. This will result in one reserve account that both ICS and BCHA could use to run the program. This is where the money would come from if they wanted to add additional staff, for example.

R. Aicher asked for clarification on what document they will be going through line by line. R. Hallet responded that it is not the document that reflects the suggested current changes, but the proposed changes will be noted.

R. Strong started going through the document starting with the first page of the actual contract that would be signed by the parties. The first one starts with the 2009 contract with some amendments attached. As J. Heugel stated, those terms would still be in place. If there are any discrepancies, the new document will take precedence over the old one. The agreement effective date is the next issue. Originally it had been extended for one year, but after discussions, this has been changed to a two-year extension. The contract would extend through 2013 under the existing contract, and this extension would start in 2014 and end in 2015. R. Gast added that this is for staff morale; a three-year extension gives the incentive and reassurance that employees will have job security. A one-year extension does not necessarily do that and does not send a positive message. R. Strong responded that the reason for initially going with a one-year extension was because of the uncertainties of how the changes will affect everything and how well they will play out. He added that he

would hate to be locked into a three-year extension only to find out in one year that it has not worked as planned.

He went on to discuss that in the event that ICS and the BCHA cannot agree upon an extension beyond 2015, there is language that lays out potential courses of action including the BCHA taking the program in-house or conducting an RFP.

He added that the 2009 contract is being incorporated, and the ACC contracts will change throughout time. He then referenced Paragraph #5 and the joint reserve fund that currently exists. At the end of this year, all of those will be put into one reserve fund to be under the control of BCHA. R. Strong stated that the joint reserve needs to be addressed in some form or another with language that determines what happens with the fund.

Sup. A. Nicholson then asked if that whole paragraph will be deleted. R. Strong responded that it would be placed with something else. Sup. A. Nicholson asked if the new paragraph would be resubmitted to the Authority for approval; R. Strong responded that they had hoped to get approval with the understanding that the discussed changes will be made at this meeting as they need to quickly determine whether or not to go through with an RFP.

R. Gast asked for clarification about the changes to Paragraph #5. He asked if the change would be that there will be one operating reserve, to which R. Strong responded yes. R. Strong explained the reason for this is that they will eliminate the percentage component. If ICS needs "X" percent, that's what they run on and any excess money will remain in the one reserve account. R. Gast then asked if currently there is more than one account; R. Strong responded that there is the joint reserve and the BCHA reserve; the one reserve fund will be used in the same way. R. Gast added that this is consistent with prior practice, and since the new plan is to be budget driven, a non-budget item would need approval from the Authority.

A. Hartman then clarified that both BCHA and ICS will have access to funds. R. Strong clarified that the BCHA makes the decisions in approving and awarding funds, but either entity may make a suggestion about appropriating said funds. Ultimately the BCHA has the authority over the funds in the reserve.

D. DeWitt clarified that there is also a separate reserve for the FSS program, which can only be used for the FSS Program and asked if it would function the same way. R. Strong affirmed it would.

R. Aicher asked about Item #2 that states this agreement is effective January 2014, so for the rest of 2013 they would operate under the 2013 agreement. R. Strong stated that they discussed a mid-year transition to the new agreement, but it proved to be logistically difficult. He added that there is no reason that some of the expectations and obligations cannot be implemented over the next 8-10 months. A. Hartman then clarified that they are not required to wait until 2014 to implement some of the new provisions, but they have the option to wait until 2014. R. Strong gave the example of having a meeting of the two boards – even though it is not part of the existing agreement, they may do so. He added that, similarly if they wanted to start looking at next year's budget and ways to improve services by hiring staff, they could start talking about that. This gives the flexibility from now until the end of the year to begin transitioning to the new agreement so that when January 1, 2014, arrives, the transition can be made smoothly, and the 2014 budget can be approved in fall of 2013. R. Gast added that instead of working on the 2013 budget, which they are already in

the middle of, to focus on getting to 2014. R. Aicher just wanted to make sure that there was a transition period in process rather than making the entire transition starting January 1, 2014.

R. Strong referenced Exhibit A on the Expectations page. ICS submitted discussion points on how to improve services to the clients, which was later made a part of the contract in the form of expectations. The first point is respectful service to the public, one point that ICS would like to work on. This is a type of action that can be worked on before January 2014. Another element is vigilance in combating fraud and abuse, a key ingredient in what they do with the program. R. Strong explained a suggested change to Item C1 regarding the two boards meeting regularly – this will be deleted from this section and the moved to the Obligation section. There are other items that they think would be beneficial and would get back to the Authority if they wished to implement them. R. Strong recommended Items C4 and C6 also become part of the obligations. J. Heugel stated that rather than delete Items #1, #4, and #6 from the Expectations section, they would be moved to Obligations.

He then moved on to the discussion of obligations. The first item is access to financial information and data, that ICS will make this information available upon request. R. Strong reminded everyone that one of the initial concerns was the viability of ICS as a total organization, and that since talks over the summer, ICS has split its two entities: the for-profit section and the non-profit section. R. Gast went on to explain that the two entities are legally separate and are working hard to make sure that they are financially separate. They are attempting to do a much more direct cost appropriation because there are staff members that work in both spheres. To the extent that there may be financial overlap in indirect cost allocation, that would be set out in the budget approval process. B. Fauske then added that they are making a real attempt to separate the two entities from each other.

R. Aicher asked if, in the event that the for-profit side ceases to be profitable, what effect if any that would have on the non-profit side. B. Fauske responded that there would be no effect as the two are completely separate entities. R. Strong added that there should be some language allowing BCHA to examine the for-profit side to see the viability of the program. J Heugel stated that they could work out a mechanism for this; the only concern is that some of the profit-loss items are not a problem. He referenced one example of being reluctant to give the BCHA a client list because it would then become public records and other items that could be a competitive disadvantage. R. Strong stated that if they see a trend that is not good for the for-profit side, that would be a time to get the two boards together to address this. R. Aicher then asked about when there is a joint board meeting – if they were going to be able to sit through the entire board meeting or just the non-profit section, or would this be a separate meeting. B. Fauske stated that he did not understand what the need to explore staffing issues on the for-profit side was when the non-profit side is a completely separate entity. J. Heugel stated that the question was asked if there can be a guarantee if the events taking place in the for-profit side would not affect the non-profit side, and the reality is that there is no way to know. His suggestion was to make a reasonable request for information deemed reasonable and necessary to assess the situation. He does not have a different way to define this more specifically, but that is what has been proposed. The best action is to make some caveat that trade secrets not be shared, that they be able to access this information if it becomes necessary or advised by either BCHA's or ICS' advisor. R. Gast stated that they could craft something that allows the transfer of reasonable and necessary information as long as there will be no transfer of information that affects ICS' competitive advantage. R. Gast added that they have no problem sharing the fundamental data, noting that this probably would not be done in a joint board meeting

because of the public requirement of the BCHA meeting. He added the bank that they deal with knows they cannot jeopardize the program, nor can they go after federal funds.

Sup. A. Nicholson asked if this still needed to be worked out. J. Heugel responded that the specific language needed to be altered so that the BCHA may have the assurance that it will be able to request whatever financial information it deems necessary and reasonable to adequately assess the financial stability of the ICS program. B. Fauske wanted to make sure that the only information transfer is that information that is relevant. R. Strong brought up the issue of shared rent between the non-profit and for-profit sectors that could potentially affect either sector; B. Fauske clarified that the non-profit and for-profit offices work out of separate physical offices that subsequently have different rents.

R. Strong then went on to discuss ICS staffing levels. He referenced Item 2C which would have required that ICS receive the same amount of money as the previous year as a minimum. R. Strong explained this isn't possible due to the uncertainty of federal funds that the BCHA will receive, so this item had been eliminated. Item #3 discusses the HCV Program staffing levels. The BCHA is asking for an organizational chart that explains the pay rate schedule, so as an Authority the BCHA will be able to determine if ICS has appropriate staffing levels. For example, if the BCHA determines that ICS needs another inspector, they would be able to do that. This would also set base salaries and maximum salaries for each position similar to what the City does. If ICS would want to exceed the pre-set rates, ICS would have to come to the Authority and request this. The organizational/pay rate chart will be provided with each budget each year. He added that they did agree that in an instance in which ICS and the BCHA cannot come to an agreement on adjustments to the organizational chart, ICS would be granted the same manpower of the structure that they were operating under in the previous year. He added that working together they would be able to fine-tune some staffing issues.

R. Strong moved on to Item #4, ICS staff compensation, which is the requirement that ICS provides the BCHA with the organizational chart including pay rates. He has not yet seen this because ICS is still finalizing it, but it needs to be included in the agreement.

R. Strong discussed the next item, software, and data ownership. ICS will train BCHA staff regarding how to make the payments to landlords, with BCHA staff performing the process once or twice a year to keep staff up-to-date on the practice. This is included so that in the event of an emergency, BCHA staff would be able to issue the checks as a backup plan. R. Aicher clarified that the BCHA owns the data but then asked who owns the software. D. DeWitt responded that ICS owns the software, and B. Fauske added that the software is licensed to ICS. R. Strong clarified that both ICS and the BCHA own a copy of the software. R. Hallet added that the Green Bay Housing Authority uses the same software, so the software is on the BCHA staff's computer system, and in the event that the BCHA data would need to be uploaded, it could. Additionally, BCHA staff can currently access data by logging in via remote access to the ICS system.

R. Strong referenced the expectation that the BCHA Board of Commissioners and ICS Board of Directors hold periodic joint board meetings. He clarified that this would be an obligation rather than an expectation. Item #6 would then state that they would have the authority to reasonably request the joint meetings. R. Gast added that the joint board meetings would likely be more frequent at the beginning of the new contract as this is a learning process for both sides. Once the systems are in place, the frequency of the joint

board meetings could likely decrease. B. Fauske added that the intention of this section is for the ICS and BCHA to really become partners.

R. Aicher clarified that there is agreement in principle; the only issues that need to be worked out are concerning language. R. Gast responded that ICS is happy with the agreement, adding that staff has done a very nice job. B. Fauske added that concerning levels of service, ICS has their core organizational chart and he would like to have continued discussions where ICS thinks they could improve fraud prevention, for example. These issues are not necessarily budgeted for annually, nor would they be full-time. These items are positions that could be included to improve service. He referenced the scanning as one such position. He added that he would like to continue discussion on the joint funds and work on how to improve the program.

R. Aicher opened up discussions to the Authority. Being none, R. Gast reinforced the emphasis on partnership under the new contract, particularly with the budget process. He added that the budget process allows both ICS and the BCHA the opportunity to work together and come up with ways to make the program more effective and efficient.

R. Aicher then expressed his appreciation for the time and effort put in by R. Strong, R. Hallet, and ICS to attempt to move forward. R. Gast added that in terms of process, he and J. Heugel can work through the marginal changes and make sure all are on the same page with regard to the pay range and organizational chart. He then asked if the final version should be brought back to the BCHA at the March 18, 2013, meeting. The Authority agreed that they need to move forward on this, either they do that or conduct an RFP, but first see a finalized version of the contract a minimum of one week in advance of the next meeting in order to make a decision.

A motion was made by Sup. A. Nicholson and seconded by T. Diedrick to approve the amended agreement with the changes, direct legal council to prepare this and bring back to the March 18, 2013, meeting of the Brown County Housing Authority, and to include the salary information prior to the next meeting. Motion carried.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - P. Leifker reported that there were 119 preliminary applications for January 2013.
 - B. Unit Count
 - P. Leifker reported that the unit count for January 2013 was 2,979.
 - C. Housing Assistance Payments Expenses
 - P. Leifker stated that the HAP expense for January 2013 was \$1,176,690.
 - D. Housing Quality Standard Inspection Compliance, including summary of deficiencies
 - M. Roberts reported that there were 371 inspections for January 2013. Of those, 58.76% passed the first inspection, 24.26% passed their reevaluation inspection, and 16.98% failed their inspection. Next he presented the report requested by Sup. A. Nicholson that breaks down the specific reasons for failed inspections. M. Roberts stated that he did a manual breakdown of the inspections that lists every failed item. There is another breakdown as to what some examples of each failed items are.
 - A. Hartman stated that these issues are very distressing because she has seen some of

the homes, they are not suitable for habitation, and does not understand how some continue to be able to participate in the program. M. Roberts stated that once they fail an inspection, they have the opportunity to remedy the issues and deficiencies and be re-inspected in a timely manner, generally within 30 days. A. Hartman asked if they do not pass the re-inspection, if the assistance is abated until the repairs are made. If the repairs are not made within 90 days, their administrative plan allows them to remove assistance from the property that did not meet inspection standards.

R. Strong added that ICS refers failures to the City Inspection office. M. Roberts added that after speaking with R. Hallet, the agreement is if there are homes that do not pass, and do not wish to participate in the Section 8 program because they do not want to make the repairs, M. Roberts will inform R. Hallet of the unit and landlord, and regardless of municipality, she will contact the appropriate agency and authority to address this. If there are cases in which M. Roberts feels there is a health or safety risk, again he will let R. Hallet know, and she will follow up with the appropriate authority. A. Hartman asked about instances in which the home has no smoke detector. M. Roberts responded that they would deem that "life threatening", and they would have 24 hours to fix the issue. M. Roberts stated that one of the biggest issues they have is with carbon monoxide detectors because it is a state law, and the program is a federal program. They encourage landlords to adhere to the state law but cannot enforce it because it is a federal program.

R. Strong added that the data is helpful for working with the landlords and work ahead of the curve to prevent these issues from happening in the future in an effort to see the failure rate drop. M. Roberts stated that some of the failure rates have started to drop due to procedural changes. They have also improved customer service aspects, specifically if a unit fails only for smoke detectors. The Inspector would return in a timely manner, perhaps even the same day, if the landlord quickly remedies the situation. Also he added that landlords are given a checklist and an envelope that specifically states to make sure that smoke detectors are working properly.

Ald. D. Boyce from District 7 asked if there is anything being done to address the issue of serial flighting, or renters that move from one dwelling to another and leave a trail of red tags along the way. D. Payne stated that if they move from one dwelling while on assistance to another unit in which they desire assistance, there are forms that need to be filled out by the previous landlord stating the tenant is in good standing in order to move forward. The tenant could potentially lose their assistance if they attempt to move and are not in good standing with their landlord. Ald. D. Boyce presented the possibility of a landlord issuing a good standing status in order to get that tenant out of the property. R. Hallet responded that that could happen, but what most likely happens is the landlord will tell ICS about the issue in an effort to collect their money. R. Aicher added that the tenants Ald. D. Boyce is referencing may not even be on assistance. R. Strong stated that perhaps they could come up with a way to track this issue; A. Hartman added that the landlord association may be able to do something or have more information. R. Aicher thanked Ald. D. Boyce for the question and noted that the BCHA will take the issue under advisement.

Sup. A. Nicholson thanked M. Roberts for providing the detailed report. R. Hallet asked if this report is something that the Authority would like to see every month. Sup. A. Nicholson said that this initial report puts the inspections in a proper frame and would not necessarily be required every month. A. Hartman asked if this had regularly been

tracked; M. Roberts responded that not to this extent due to the limitations of a tenant-based system, and the summary provided was done manually. He suggested running a spot check on this every four months, all were in agreement that this is a good suggestion.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
D. DeWitt reported that there were 284 port-outs with an associated HAP expense of \$216,559. She also reported that ICS overspent by \$15,224 in January 2013 and FSS was underspent by \$1,371. She added that port-ins were all VASH port-ins.
- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
D. Payne reported that there were 91 FSS clients in January 2013, 34 of them had escrow, the savings account which has seen an increase, and there were no graduates, 2 new contracts, and 75 homeowners.
- G. VASH Reports (active VASH, new VASH)
D. Payne reported that there were 19 VASH clients for January 2013.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
P. Leifker reported that there were 4 new investigations for January 2013, all of which were closed. Two new applications were processed, and both were approved.
- I. Reasons for Background Screening Denials
P. Leifker stated that this was a new item requested at a previous meeting explaining why Langan denied an application that ICS approved. Two were identified as missed by ICS, and they went back to do some investigating to find out what happened. In the first incident, an item was added to CCAP after ICS had done the investigation, and in the second, the incident occurred after the background check was done.

A. Hartman asked if CCAP had been updated, ICS would have caught the issue right away. P. Leifker said that they would have.

R. Hallet asked since this was a special request, if the Authority would like this report regularly or if it was a one-time request. Sup. A. Nicholson stated that he would like this item required. R. Hallet then asked how much staff time is required to produce this report. P. Leifker responded that it would not be a problem to provide this on a regular basis as it does not take a significant amount of time.

OLD BUSINESS:

3. Discussion and possible action on request by ICS for use of joint reserves for Port Out fees

D. DeWitt explained how port-outs work. She stated that bringing a client onto the program is really no different than a client who stays in Brown County; the timeframe and investment are the same. The receiving PHA will issue the lease and contract instead of ICS; they will also determine the payment standards. Also, payment standards in metropolitan areas are higher than in Brown County; for example, a Brown County payment standard could be \$800, whereas in a metropolitan area it could be up to \$2,000. The ICS portability specialist receives all interims, moves, annuals, and termination changes from the receiving PHA. ICS currently receives approximately 50-75 of such changes per month, which can take from 15-30 minutes each to update in the Housing Pro system. Each month, invoices are sent to

ICS from the receiving PHA to review and ensure accuracy of the HAP administrative fee and utility reimbursement. There are currently 20 plus PHAs sending invoices to ICS monthly, and verifying this information can take 2-5 hours. She then explained the administrative fee formula, which is complex: ICS gets a "per unit" fee of \$47.12, but the portability cost is 80% of 80% as laid out by HUD. Therefore, on a monthly basis the receiving PHA gets sent \$30.16 from ICS, leaving ICS with \$16.96 to administer the portability payment, which doesn't cover the administrative expenses that are created during the steps explained above. She then referenced a graph showing trends in portability, which have significantly increased in the past couple of years.

In 2011-2012 there was an increase in portability due to the fact that the waiting list opened up. A. Hartman asked why people leave, and D. DeWitt responded that unfortunately they did not track the reasons. They are not asked to do so by HUD. R. Hallet added that a lot of times people relocate because of family. D. DeWitt then referenced the administrative expense associated with portability, which shows what ICS has paid out to other PHAs, pointing to 2012 which showed that \$70,000 of the administrative funds from ICS/BCHA has been sent to the receiving PHAs. The HAP expense is also associated with this; \$2 million of HAP expenses had gone elsewhere as well.

D. DeWitt stated that essentially what they are asking can be related back to January 2013 reports where ICS was overspent; a portion of that was the port-out administrative expense. She added that this isn't a typical budgeted item because it is not anything that ICS can control as evidenced by volume from 2006 to 2012. ICS is looking to the BCHA for guidance to not have this be a regular budgeted item and something that BCHA pays out of the joint reserves.

A. Hartman expressed her dissatisfaction with the fact that someone could receive HCV assistance in Brown County and shortly thereafter move elsewhere. D. DeWitt explained that ICS has brought this issue to HUD, and there are instances in which they can deny portability. However, if someone establishes residency in Brown County, they have to allow portability. R. Aicher asked what the administrative process for this is. M. Roberts added that they are also required to provide two current proofs of residence along with a photo ID that has the same address on it.

R. Aicher concluded that there is very little that the BCHA or ICS can do about this because it is a federal program. R. Strong stated that the issue is with the distribution of costs. R. Aicher asked if this item would be included in the budget submitted to the BCHA from ICS. R. Gast responded that this is a great example of a problem he would like to see the BCHA and ICS work together on. ICS could budget for port-out fees, but because of the uncertainty, they would potentially have to eliminate other positions. He added that he would like to see ICS work with the BCHA toward a solution. Sup. A. Nicholson asked if there was a way to find out why there are so many port-outs and why people move. R. Hallet responded that they could surmise why that's the case indicating that they have an open waiting list, whereas many other metropolitan areas do not. For example, she cited Chicago which is not accepting applications, and their waiting list is currently 10 years long. She added that someone who really needs a voucher could move to Brown County, establish residency, obtain a voucher, and then move back to where they were not able to get assistance initially, and that falls within the scope of the program legality. D. DeWitt added that ICS could pay for their assistance infinitely unless the new PHA decides to absorb that cost, which they haven't seen, and there is no incentive for the new PHA to do so. If the waiting list of the new PHA opens up, the receiving PHA would then be required to

absorb these voucher costs. Sup. A. Nicholson asked for clarification on the situation in Chicago to which R. Hallet responded that that is just one example from the country in which the PHA does not accept applications because their waiting list is closed due to lack of funding to issue vouchers. D. DeWitt added that PHAs have to balance the HAP funding with what HUD allows with the acceptable voucher unit count. R. Hallet added that this is not a situation unique to Brown County, and she had recently heard of instances like this in Door County.

B. Fauske stated that the requirement for multiple forms of ID is one way to mitigate the issue, but this is a challenging problem to address in budget form because it is difficult to plan for. R. Strong asked if they had a number right now that they are requesting, to which D. DeWitt replied a minimum of \$70,000, the amount that it was for 2012. Sup. A. Nicholson asked if they had budgeted for this in the past. D. DeWitt responded that they had not because it did not become a serious issue until 2011.

R. Aicher asked the Authority if they had a decision to move forward on this. He summarized that ICS is asking for up to \$70,000 from the joint reserves for the budget year 2013 to cover the port-out costs. Sup. A. Nicholson wants to find out the reasons for the port-outs because there has been a significant increase. R. Strong asked what ICS could prepare to address the reasons. Sup. A. Nicholson stated that before going to the reserve funds, he would like to see the reasons why this is happening. D. Payne stated that they are not allowed to ask clients why they are moving because it is an invasion of privacy, and if they qualify to be on housing assistance, they have the right to take their voucher and move elsewhere. In order to address this issue fully, a legislative change will be necessary. ICS can continue to ask questions on suspicious utility bills or bank statements. R. Strong asked if they would be able to figure out how long people were in the area before they ported-out.

R. Aicher stated that before the BCHA puts \$70,000 toward this, they'd get a better handle as to what is happening. He then asked if they would be able to ask why they are leaving and give clients the opportunity to voluntarily give the information. D. Payne responded that she did not know the legality of that and would have to further look into it. D. DeWitt added that this issue has been brought to HUD's attention, and ICS had been proactive in trying to prevent this from happening, but HUD has hindered that effort. A. Hartman added that they could track how long clients are staying in the area before they port-out.

R. Aicher suggested that staff come up with any information and data that could be tracked to further explain why there has been such a stark increase in the past couple of years and bring those suggestions back to the March 18, 2013, BCHA meeting.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to wait to make an action on this until staff comes back with any data that can be tracked. Motion carried.

NEW BUSINESS:

5. Review and approval of Resolution No. 13-02 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2012

P. Leifker stated that this is the system required by HUD to determine the rating for the Housing Choice Voucher program. Last year they scored 135/135; they are expecting a score of 130/135 this year, or 96%. Any score above 90% is considered a high performer. The reason for the slight decrease is a score of 15/20 on Indicator 13: Lease up: 98% of

vouchers/budget because they are currently waiting on final utilization. To receive a 20/20, they have to be at 98%; to receive 15/20, they have to be at 95%. ICS was confident that they would be above 95%, so anticipate that score for this particular indicator.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve Resolution No. 13-02 and place on file. Motion carried.

7. Review and possible approval of the BCHA budget for the 2013 calendar year

R. Aicher stated that they had looked at the budget at the January 21, 2013, meeting. R. Hallet added that since that meeting she had not heard from any of the commissioners, and as such no changes have been made.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to approve the BCHA budget for the 2013 calendar year. Motion carried.

INFORMATIONAL:

8. Update regarding Cardinal Capital's request for 120% FMR for Veterans Manor – Green Bay

R. Hallet reminded the BCHA that at the January 21, 2013, BCHA meeting they had agreed to grant Cardinal Capital's request for 120% FMR for Veterans Manor in Green Bay at their assurance that HUD Milwaukee would approve this. She contacted HUD Milwaukee to find out what documentation they needed to make the request, and they responded that such a request is not permissible. She clarified that approval beyond 120% cannot be made neither for PBV nor for specific properties; instead it would have to be done across the board to all properties in a particular area (if that area met certain requirements), and that would have significant implications for the program. She added that she let Cardinal Capital know about the situation, and they are looking into it and will get back to the BCHA. Now, Cardinal Capital needs to determine if this is feasible and how they wish to proceed.

9. Update regarding General Capital's tax credit application for Larsen Green property

R. Strong informed the Authority that General Capital had asked to hold off and go into a very competitive program application. Since then, Larsen Green has received two other offers; as a result General Capital removed their applications because of the many conditions on their application, realizing that this would probably not move forward. They are still in communication and may look at other properties in the future.

11. Update regarding ICS scanning personnel

D. DeWitt reported that they brought the previous scanning temporary employee back who has since determined that the work is too tedious and left. She added that they have since brought on someone who will be doing a 90-day period working with Workforce Development. She added that Workforce Development will pay 50% of her wages if ICS pays 50% during the 90-day period.

BILLS:

None

FINANCIAL REPORT:

None

STAFF REPORT:

R. Hallet reported on the status of the Senior Accountant stating that they have received applications and have reviewed the ones that have come in. She added they will hopefully begin interviews within the next couple of weeks.

R. Aicher asked if there was any information regarding a replacement commissioner for D. Hallet. R. Hallet reported that the County Executive selected Corday Goddard, Assistant Dean of Student Development at St. Norbert College. He will be appointed later this week.

R. Aicher thanked everyone for their participation.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to adjourn. Motion carried.

Meeting adjourned at 5:02 p.m.

Mmr:rah:ejns

BILLS:

None

FINANCIAL REPORT:

None

STAFF REPORT:

R. Hallet reported on the status of the Senior Accountant stating that they have received applications and have reviewed the ones that have come in. She added they will hopefully begin interviews within the next couple of weeks.

R. Aicher asked if there was any information regarding a replacement commissioner for D. Hallet. R. Hallet reported that the County Executive selected Corday Goddard, Assistant Dean of Student Development at St. Norbert College. He will be appointed later this week.

R. Aicher thanked everyone for their participation.

A motion was made by Sup. A. Nicholson and seconded by A. Hartman to adjourn. Motion carried.

Meeting adjourned at 5:02 p.m.

Mmr:rah:ejns

David Steffen
Brown County Supervisor – District #23
Davidsteffen04@yahoo.com | (920) 246-0102

December 20, 2012

RE: Annual Budget Development Policy

Dear Fellow Board Supervisors:

Last month, the Brown County Board of Supervisors (BCBOS) assembled to finalize the County's 2013 annual budget. However, the development of that budget did not begin last month. In fact, the budget process began over five months earlier. This five-month process involved hundreds of staff-hours and dozens of meetings with department heads, committees, supervisors, employees, and the public.

This time commitment is necessary and expected to adequately develop a sound budget that meets the challenges of a \$280 million government operation employing over 1500 people and affecting over 220,000 residents and businesses. It is my belief that this process makes sense for the county's leadership, as well as the taxpayers. This lengthy development allows for multiple points in time for everyone involved to discuss and debate their opinions and priorities.

However, due to a long standing BCBOS routine, this thoughtful, deliberate, methodical approach to budget development and good government is dismissed on the final evening of budget discussion. Without notice, without fiscal impact determinations, without departmental review, and without public input, any BCBOS member may introduce their own initiatives and programs for consideration, regardless of the potential financial or operational impact and without public review. It is my belief that this is a tremendous disservice to the process and people involved and effected by our decisions.

For these reasons, I respectfully request the BCBOS consider the following budget development policy:

1. All Supervisors and Department Representatives shall submit to the Brown County Board Office, in writing, any requested adjustments to the proposed annual budget no fewer than five (5) business days in advance of the annual County Board budget meeting.
2. Each requested adjustment submitted shall include the effected department or fund as well as the estimated budgetary impact.
3. This policy shall be applicable for budgetary adjustment requests with a negative budgetary impact (i.e. increases government spending) in excess of \$50,000.

Thank you for your consideration of this proposal.

Sincerely,



David Steffen

From Executive Board Finance Committee Outagamie County

- e) Review of Budget Requests. The Executive and the Committees of Jurisdiction may meet with department heads to review departmental requests.
- f) Executive Budget. The Executive shall make such changes in the proposed budget as in the Executive's discretion may be deemed desirable or proper, and shall, at the first October County Board meeting, submit to the Outagamie County Board the Executive Budget. The County Board shall hold a public hearing on the Executive budget at least one week in advance of the November budget session and the Finance Committee shall review each departmental budget and formulate recommendations and/or amendments.
- g) Board Action on the Executive Budget. The County Board shall act on each departmental budget in the following manner: consider the recommendation or amendments from the Finance Committee first, the Committee of Jurisdiction second, and individual supervisors third. The County Board shall adopt the annual budget by cost centers at the following line item levels: Expenditures. Salaries, fringe benefits, travel, training, supplies, purchased services, capital outlay, or in the case of other funds, at a particular project or activity level.
- h) Total Expenditures and Revenues by specific source.
- i) Total Revenues; Debt Service.
- j) Net Cost/Income.
- k) Additions to the Table of Organization as well as budget items will require a majority vote.
- l) The November budget session commences the first Monday in November.
- 12) **RULE 12: BUDGET TRANSFERS AND ALTERATIONS.** (Rep. & rec. #E-1988-89)
 - a) Authority. The standing Finance Committee is authorized by the Board to make budget transfers and alterations as authorized and in accordance with the procedures set forth in Sec. 65.90(5)(b), Wis. Stats.
 - b) Records. A detailed report of all such transfers and appropriations shall be included in the minutes of the standing Finance Committee.
 - c) Restrictions. Except for alterations and transfers made pursuant to State Statutes and this section, the amounts of



JEFFERSON COUNTY
OFFICE OF THE
COUNTY ADMINISTRATOR

GARY R. PETRE
County Administrator

TAMMIE J. JAEGER
Administrative Secretary
Confidential

320 S. Main Street Room 111
Jefferson, WI 53549
Telephone (920) 674-7101

TO: Jefferson County Board of Supervisors
FROM: Gary R. Petre, County Administrator
DATE: October 9, 2012
SUBJECT: 2013 Budget – Supervisor Amendments

As part of the 2013 Budget development process, individual Supervisors may submit proposed amendments to the Recommended Budget (as amended by the Finance Committee). This process enables Supervisors to clearly explain, in writing, what their proposed amendment is and what their intended tax levy impact (increase or decrease) is on the 2013 Budget.

Supervisors are reminded that the 2013 Recommended Budget (as amended by the Finance Committee) includes a property tax levy increase of \$120,185 (0.45%). This is the maximum increase allowed by State law. Since the 2014 Budget is anticipated to present further pressure on the County's ability to increase the property tax to maintain current operations, it is suggested that any amendments proposing tax levy increases to the 2013 Budget be offset by long-term/permanent tax levy reductions to other areas of the Budget.

Attached, for your use, is a copy of the 2013 Budget Supervisor Amendment form. Feel free to make copies of this form if you wish to submit more than one amendment. Remember, only one amendment may be included on each form. This form will also be e-mailed to Supervisors so that they can make their own copies.

The following is a schedule of when and how these Amendment forms will be processed and reviewed:

October 9, 2012	Supervisors receive Amendment forms and instructions from the County Administrator.
October 10–25, 2012	Supervisors prepare any proposed Amendments to the Recommended Budget and submit them to the County Administrator's Office no later than noon on October 25, 2012.
October 23, 2012	Public Hearing on the Recommended Budget

**2013 Budget
Jefferson County
Proposed Supervisor Amendment**

By Supervisor(s) _____

Amendment # TBD

To amend the 2013 Recommended Budget (as amended by the Finance Committee),
I (we) hereby propose:

I (we) estimate that this proposed amendment would increase / decrease (circle one) the tax levy
by \$ _____

I (we) also propose offsetting any tax levy increase / decrease (circle one) with
a tax levy increase / decrease (circle one) to the following department(s) and/or program area(s):

THIS SECTION FOR FINANCE DEPARTMENT STAFF USE

Bus Unit Description	Bus Unit	Account Number	Expenditure Increase (Decrease)	Revenue Increase (Decrease)	Other Sources Increase (Decrease)	Net Levy Increase (Decrease)
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
Totals			\$ -	\$ -	\$ -	\$ -

Finance Member	Aye	Noe
Braughler, Jim		
Hannemann, Jennifer		
Jones, Dick		
Moore, Jim		
Molinaro, John		
Result	0	0

Fiscal note:

County Board voting record:

Ayes	<input type="text"/>
Noes	<input type="text"/>
Abstain	<input type="text"/>
Absent	<input type="text"/>



FINANCE COMMITTEE

TO: Sauk County Board of Supervisors & Department Heads
FROM: Finance Committee
DATE: September 28, 2012
SUBJECT: 2013 Budget – Supervisory Amendments to the Budget

As part of the 2013 Budget development process, individual Supervisors may submit proposed amendments to the budget recommended by the Finance Committee. This process enables Supervisors to clearly explain, in writing, what their proposed amendment is and what their intended tax levy impact (increase or decrease) is on the 2013 Budget. Each proposed amendment should be submitted by only one supervisor. Care needs to be taken by each supervisor not to violate the Open Meetings Law through walking quorums, or otherwise.

Attached, for your use, is a copy of the 2013 Budget - Supervisor Amendment form. Feel free to make copies of this form if you wish to submit more than one amendment. Please include only one amendment on each form. This form can also be found on Sauk County's web site in Microsoft Word and pdf formats so that you can make your own copies.
<http://www.co.sauk.wi.us/accounting> under 2013 Budget Process and Documents

Supervisors who propose amendments are strongly encouraged to consult with the affected departments prior to submission.

The following is a schedule of when and how these Amendment forms will be processed and reviewed:

October 26, 2012	Supervisors prepare amendments and submit them to the Accounting Office. Amendments are due to the Accounting Office October 26, 2012.
October 26 to November 5, 2012	County Administrative Coordinator, Controller and Department Heads review the proposed amendment forms and calculate the fiscal and operational impact of each proposed amendment. Supervisors who submit a proposed amendment may be contacted if further explanation is needed.
November 6, 2012	Finance Committee meets to review the proposed amendments. Finance Committee actions are distributed to all County Board members.
November 13, 2012	County Board adopts the 2013 Budget, including any amendments that are brought forward to the County Board during the meeting. Submittal of an amendment through this process does not automatically bring that amendment to the County Board floor. A specific motion to amend the Finance Committee's recommendation must be made during the November County Board session.

2013 Budget – Supervisory Amendments to the Budget
September 28, 2012

Why has this form been developed?

The County intends to utilize a formal Supervisory Amendment process in order to allow for a structured and understandable process. In addition, it gives staff and the Finance Committee the opportunity to analyze any proposed amendments so that the County Board can make informed decisions when they meet to adopt the budget. In order to provide the Committee and staff with sufficient time to review proposed amendments, Supervisors are asked to submit their amendments as soon as possible, but no later than October 26.

Supervisors are reminded that the purpose of this process and the use of the form are to propose financial changes to the budget. They are not intended to be used as a forum for raising policy or procedural issues in the budget. Therefore, non-financial issues should be addressed at the appropriate Committee level and then forwarded to the full County Board for consideration if appropriate.

What are appropriate and inappropriate amendments?

Sauk County's budget proposal was developed using a complex mixture of prioritization; mandate and legal requirement review; and discussion between department managers, oversight committees and the Finance Committee. Further, Wis. Stat. § 65.90 provides for a certain amount of specificity in establishing the budget. Amendments that will be ruled out of order include the following:

1. "I move to amend the budget to provide a levy rate of no more than x."
2. "I move to cut x amount of dollars from the levy."
3. "I move that the budget shall provide for an x percent increase / decrease from last year."

Sauk County Financial Policy 5-94, Fund Balance/Retained Earnings and Contingent Funds Policy, also states that "Sauk County shall not use any fund balances or retained earnings to fund operations. Funding operations with fund balance erodes the County's ability to maintain these operations into the future, as well as diminishes reserves available for emergencies or future planning."

Fund balances or retained earnings may be budgeted to fund the following items:

- a. Nonrecurring or rarely recurring capital outlays to reduce reliance on borrowed funds and future debt service costs.
- b. Nonrecurring startup costs of projects or programs that are expected to provide savings or increase efficiencies in the future.
- c. Prepayment of outstanding debt to generate greater rates of return than refinancing and result in the immediate improvement of many important credit ratios.
- d. Termination costs of ineffective or inefficient programs.
- e. All or part of the contingency fund as described below.
- f. Vacancy and turnover factor. Departmental budgets are developed as if all staff positions will be filled for the entirety of the year. Recognizing that there is always vacancy and turnover, the County will analyze previous years' turnover, outside funding and any other pertinent information. The property tax levy may be reduced by using fund balance to fund this vacancy factor centrally (as opposed to in departments' budget).
- g. Continuing appropriations / carryforward funds as described in Financial Policy 3-96.
- h. Other nonrecurring expenditures which are expected to yield a positive financial return in the future.

Feel free to contact either the Administrative Coordinator or Controller if you have any questions regarding this process.

**Sauk County
2013 Budget
Proposed Supervisor Amendment**

By Supervisor: _____

Amendment #: _____
(Amendment # assigned by staff)

To amend the 2013 Proposed Budget, as recommended by the Finance Committee,
I Hereby Propose:

Anticipated service changes (additions and/or reductions):

I estimate that this proposed amendment would increase / decrease (circle one) the tax levy
by \$ _____

Department	Program Area Description	Expenditure Increase or (Decrease)	Revenue Increase or (Decrease)	Other Sources Increase or (Decrease)	Net Tax Levy Increase or (Decrease)
Total for Amendment					

Waukesha County Ordinances

ARTICLE VI. BUDGET AND CAPITAL PLAN

Sec. 4-215. County board of supervisors annual operating budget review process.

- (a) There is established a county board annual operating budget review process which shall be commenced each year with the submission of the annual county operating budget for the succeeding year by the county executive to the county board.
- (b) Consistent with the timetable established in chapter 59, Wisconsin Statutes, for counties exceeding five hundred thousand (500,000) population, the county executive shall submit the annual operating budget, inclusive of all proposed expenditures and revenues for the succeeding year, on or before October 1 to the county board.
- (c) The county board chairperson shall designate distribution of the annual operating budget to the appropriate standing committees to conduct county board policy review and public hearings.
- (d) Standing committees shall convey proposed budget amendments and budget issues to the finance committee on or before November 1.
- (e) The finance committee shall prepare any budget amendments for consideration by the full county board of supervisors no later than seven (7) days prior to the scheduled county board meeting on the annual budget.
- (f) County board deliberation on the annual budget shall be conducted at a designated date or dates in November with first consideration of any budget amendments proposed by the finance committee, followed by any amendments proposed by standing committees, and followed by any amendments proposed by individual supervisors.
- (g) A meeting shall be scheduled not earlier than seven (7) days after adoption of the annual budget for review of any county executive vetoes.
(Ord. No. 141-1, § 1, 4-15-86; Ord. No. 145-186, § 1, 2-19-91; Ord. No. 157-122, §22, 3/11/03)

State law reference - Publication of annual budget, Wis. Stat. § 59.65

January 23, 2013

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

Ladies and Gentlemen:

**RESOLUTION TO APPROVE SUBMISSION REQUIREMENTS FOR PROPOSED
AMENDMENTS TO THE ANNUAL BUDGET BY BOARD SUPERVISORS**

WHEREAS, there shall be established a Brown County Board of Supervisors (“Board”) annual operating budget review process which shall commence each year with the submission of the annual operating budget for the succeeding year by the County Executive to the Board; and

WHEREAS, consistent with the timetable established in Chapter 59, Wisconsin Statutes, the County Executive submits the annual operating budget, inclusive of all proposed expenditures and revenues for the succeeding year, on or before October 1st of each calendar year; and

WHEREAS, the Board Chairperson designates distribution of the annual operating budget to the appropriate Board standing committees to conduct policy review and public hearings beginning in October and concluding approximately seven (7) to 14 days in advance of the annual Board budget meeting; and

WHEREAS, the public, Board and Brown County staff benefit from additional time to review and evaluate proposed amendments to the annual operating budget; and

WHEREAS, the primary underwriters of Brown County’s budget, the residents and businesses of Brown County, deserve specific information on government spending increases/decreases in advance of the final budget decision-making date; and

WHEREAS, Chapter 59, Wisconsin Statutes provides the authority for the Board to create and implement budget policies; and

WHEREAS, many other Wisconsin counties have successfully incorporated similar policies into their operations including; Jefferson County, Sauk County, Outagamie County and Waukesha County.

NOW, THEREFORE, BE IT RESOLVED that Board members shall submit to the Brown County Board Office ("Board Office"), in writing, any requested financial amendments to the proposed annual operating budget, including fund transfers and tax levy adjustments, no fewer than four (4) business days in advance of the annual Board budget meeting. Within two (2) business days of receipt of said amendment(s), the Board Office and/or Board Chairman shall forward all received amendment requests to the full Board, County Executive, Department Heads, media, and to the Information Services department for posting on Brown County's public website. Each submitted amendment shall, at a minimum, include the effected division, department, and fund as well as the estimated budgetary impact. This policy shall only be applicable to budgetary amendment requests with a fiscal impact of +/- \$50,000 or more, and have not been received by the Board Office prior to the overseeing standing committee's final annual operating budget meeting.

Respectfully submitted,

XX

XX

Approved by:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the general fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTFR	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



Child Support Department Summary

Monthly Administrator's Report

February/March 2013

Internal Opportunities

- **Ms. Alexa Farr** has accepted the position of Clerk I with CSA. Alexa transferred from the Public Works Department and, prior to that, she held a position in the Document Center. We are thrilled to welcome Alexa to the Child Support team!
- The position of Child Support Clerk for our SIC became vacant on 2/20/13. The recruitment process closed on 3/31 and interviews will be scheduled shortly thereafter.
- Welcomed website intern and 2 new interns to assist with Laserfiche scanning. 2 previous internships were completed as of March 19th.

SIC (Support Information Center)

Remodel

- Cubicles have been set up and wiring/telephone & computer systems are being connected.
- Efficiencies within the department will be realized with easy access and visuals to the receptionist desk created thru this redesign.

Workload

- The new debit card has generated many calls with regard to issues not within our control.

Call Volume for the Weeks of: 2/18/2013 thru 3/3/2013

Ext. 4090 Total Inbound Calls: **2,186**
Ext. 2310 English: **1,320** (767 calls answered / 553 calls not answered)
Ext. 2310 English Leave Msg: **82**
Payment Option Selected : **544**
Custody Option Selected: **50**
Ext. 2311 Spanish: **51** (30 calls answered / 21 calls not answered)

Call Volume for the Week of : 3/11/2013 thru 3/15/2013

Ext. 4090: **1,141**
Ext. 2310 English : **654** calls answered (**206** calls not answered)
Ext. 2310 English Leave Msg : **24**
Custody Option Selected: **54**
Payment Option Selected: **242**
Ext. 2311 Spanish: **16**

Administrator Updates

- **SPSK** (Supporting Parents Supporting Kids) National Demonstration grant, known as CSPED) is in the full planning stages. Administrator and assigned staff have traveled to Madison on March 7th (Parenting Planning work day) and March 19th (SPSK collaborative planning work day) in addition to frequent conference calls statewide and on a national planning level.

Services will begin thru the grant effective 10/1/13. Coordinating agencies locally include Family Services, Forward Services, Crisis Center, Catholic Charities and Brown County Family Court Mediation.

- Finalizing Cooperative Agreements with FCC, Clerk of Court and Corporation Counsel.
- Welcoming an onsite, informational visit from Attorney Connie Chesnik, state legal counsel, to assist the department and Attorneys all possible ways of understanding & maximizing performance standards, thru litigation, in an effort to earn maximum funding /incentive dollars.
- Hosted WCSEA meeting at the Radisson on February 21st and 22nd.
- Attending WCSEA Legislative visits with small group of county directors on Thursday, March 28th to discuss biennial budget and the impacts of funding reductions for CSA's.
- Launched new redirect website-created to simplify referral to Brown County Child Support website. browncountychildsupport.org

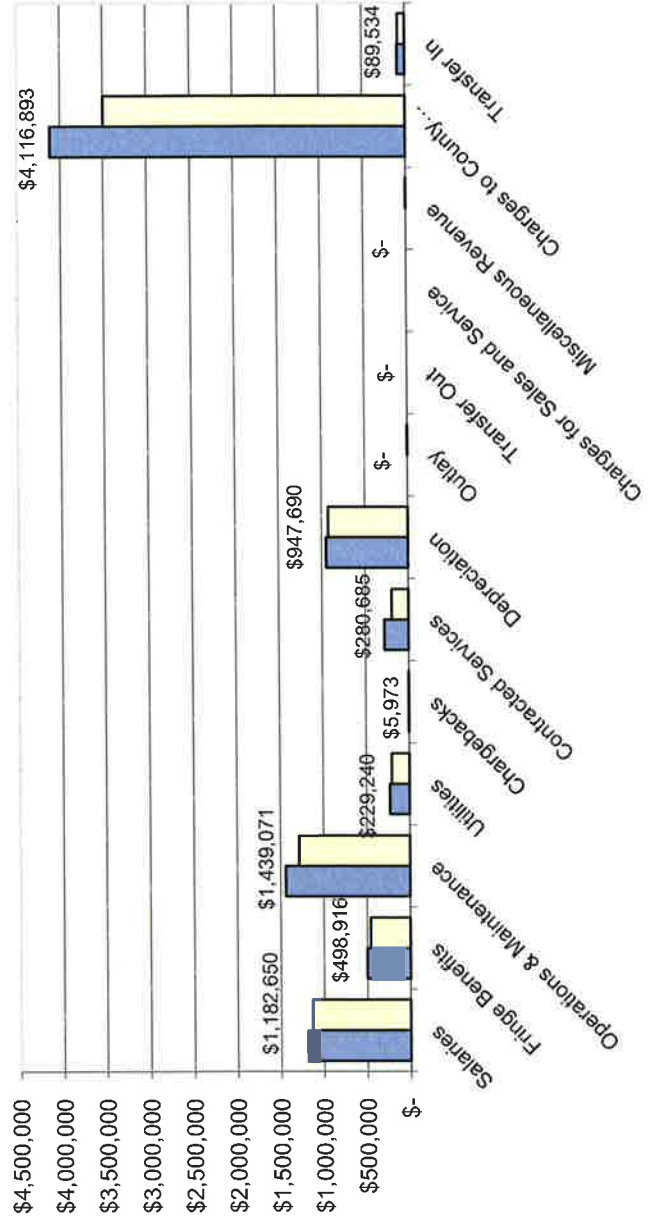
**Brown County
Information Services
Budget Status Report
Created 3-19-13**

HIGHLIGHTS:
Expenses: The expense budget for 2012 is tracking nicely.
Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In is for the programmer/analyst wages from the EMR project.

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,182,650	\$ 1,130,567	95.60%
Fringe Benefits	\$ 498,916	\$ 459,748	92.15%
Operations & Maintenance	\$ 1,439,071	\$ 1,286,497	89.40%
Utilities	\$ 229,240	\$ 205,671	89.72%
Chargebacks	\$ 5,973	\$ 5,407	90.52%
Contracted Services	\$ 280,685	\$ 195,569	69.68%
Depreciation	\$ 947,690	\$ 922,607	97.35%
Outlay	\$ -	\$ 1,022	-
Transfer Out	\$ -	\$ -	-
Charges for Sales and Service	\$ -	\$ -	-
Miscellaneous Revenue	\$ -	\$ 6,534	-
Charges to County Departments	\$ 4,116,893	\$ 3,496,430	84.93%
Transfer In	\$ 89,534	\$ 84,449	94.32%

**Information Services
December 2012**

■ Annual Amended Budget
 □ YTD Actual





Information Services Monthly Director's Report March 2013

Executive Summary

IS provides services needed on a day-to-day basis, while at the same time always looking forward to the future. Noted monthly highlights include:

- The new Aircraft Rescue and Fire Fighting (ARFF) project continued to move forward with the building now live. Final setup of the video surveillance (Milestone) and access control (CCure) systems were completed.
- In an effort to reduce hardware and overhead resource maintenance costs, a project is being undertaken to eliminate one AS400 from the Brown County environment and moved to the cloud. Final testing is in progress with a scheduled cutover date to be April 1st.
- The public wireless infrastructure upgrade was completed. This upgrade allows for further expansion of bandwidth, should one be needed, as well as allowing for a more granular approach as specific needs arise. An example would be to allow for Vendors to have an advertisement page pop up when users are connecting to our wireless network before sending them to a landing page, such as the Brown County Internet home page.
- The Brown County phone system has the ability to provide advanced capabilities, such as paging and emergency notification in the event of an emergency. This is being systematically rolled out to Departments based on need. During March the Northern building was targeted with rollouts in the Veterans, Treasurers and Clerks offices, with work still to be completed in the Corporation Council and Executive office areas by the end of the month.
- During the 2013 budgeting session, a project was approved for a fiber installation project. With spring around the corner, allowing us to move this project forward, we will be sending out Bids to begin the process of selecting a contractor. This project will incorporate bidding on two segments for fiber installation, a connection from Highway 41/County B to the NEW Zoo and a connection from our East side fiber termination point out to our Internet provider WiscNet, located on the University of Wisconsin Green Bay campus.

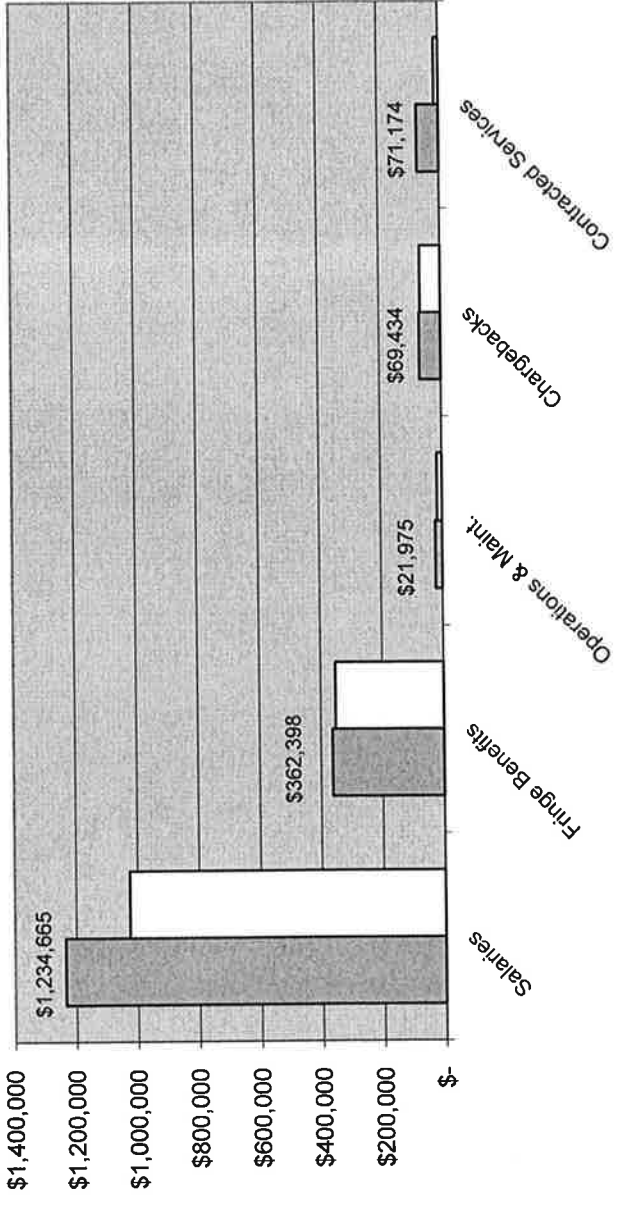
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,150,858	\$ 1,150,858	100%
Transfer In	\$ 608,788	\$ 417,658	69%
Salaries	\$ 1,234,665	\$ 1,025,374	83%
Fringe Benefits	\$ 362,398	\$ 352,561	97%
Operations & Maint.	\$ 21,975	\$ 15,378	70%
Chargebacks	\$ 69,434	\$ 65,979	95%
Contracted Services	\$ 71,174	\$ 13,400	19%

HIGHLIGHTS:

Revenues: As reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services' table of organization, transfer in is trending lower than expected due to position vacancies on the project implementation team.

Expenses: All expense categories are under budget. Salaries and fringe are under budget due to vacancies of the Director and Accountant Supervisor during the first quarter, the Budget Coordinator during the last half of the year, and project team members throughout the year. Savings were realized in operations and maintenance mainly due to a reduction in anticipated travel/training for 2012. Contracted services is well under budget due to project funds carried over from 2011 to 2012.

Administration December 31, 2012





Administration 12/31/12 Budget Performance Report

Through 12/31/12
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,150,858.00	.00	1,150,858.00	95,904.83	.00	1,150,857.96	.04	100	1,155,507.00
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Charges to county departments	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in	547,714.00	61,074.00	608,788.00	22,587.85	.00	417,657.66	191,130.34	69	554,841.63
REVENUE TOTALS	\$1,698,572.00	\$61,074.00	\$1,759,646.00	\$118,492.68	\$0.00	\$1,568,515.62	\$191,130.38	89%	\$1,710,348.63
EXPENSE									
Personnel services	1,234,665.00	.00	1,234,665.00	108,698.11	.00	1,025,373.61	209,291.39	83	1,165,557.53
Fringe benefits and taxes	362,398.00	.00	362,398.00	35,998.95	.00	352,560.87	9,837.13	97	390,326.36
Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	17,975.00	4,000.00	21,975.00	643.81	.00	15,378.39	6,596.61	70	17,038.99
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	47.74
Chargebacks	69,434.00	.00	69,434.00	5,887.72	.00	65,978.86	3,455.14	95	63,712.28
Contracted services	14,100.00	57,074.00	71,174.00	.00	.00	13,400.00	57,774.00	19	8,965.00
Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$1,698,572.00	\$61,074.00	\$1,759,646.00	\$151,228.59	\$0.00	\$1,472,691.73	\$286,954.27	84%	\$1,645,647.90
Fund 100 - GF Totals									
REVENUE TOTALS	1,698,572.00	61,074.00	1,759,646.00	118,492.68	.00	1,568,515.62	191,130.38	89	1,710,348.63
EXPENSE TOTALS	1,698,572.00	61,074.00	1,759,646.00	151,228.59	.00	1,472,691.73	286,954.27	84	1,645,647.90
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$32,735.91)	\$0.00	\$95,823.89	(\$95,823.89)		\$64,700.73
Grand Totals									
REVENUE TOTALS	1,698,572.00	61,074.00	1,759,646.00	118,492.68	.00	1,568,515.62	191,130.38	89	1,710,348.63
EXPENSE TOTALS	1,698,572.00	61,074.00	1,759,646.00	151,228.59	.00	1,472,691.73	286,954.27	84	1,645,647.90
Grand Totals	\$0.00	\$0.00	\$0.00	(\$32,735.91)	\$0.00	\$95,823.89	(\$95,823.89)		\$64,700.73

Financial Statement Results - UnauditedProperty Tax Levy (Over) Under Approved Amount
As of 12/31/2012 - Preliminary

Department	2012 Levy		Actual Need	Property Tax		Adjustments	(Over) / Under under=savings	Comments on Adjustments
	2012 Levy	Actual Need		Carry-over	Adjustments			
ADMINISTRATION								
Corporation Counsel	\$ 536,528	\$ 498,816	\$ -	\$ -	\$ -	\$ -	\$ 37,712	Savings recognized in legal fees.
Clerk	319,071	250,698	-	-	-	-	68,373	Balance includes A \$31,276 transfer from the Gen Fund for the recall election not required because the work done was reimbursed by other municipalities. Additional revenue was also recognized in passports and marriage licenses.
Administration	1,150,858	1,055,034	57,774	-	-	-	38,050	Savings recognized due to vacancy of the Director and Budget Coordinator.
Human Resources	1,822,030	1,474,854	120,000	-	-	-	227,176	The administrative fees for the VEBA program are being paid out of Self-funded Health. Savings recognized due to vacancies. Funds budgeted for salaries reimbursement for casual payouts were not required, since other departments recognized salary savings.
Treasurer expenses	548,427	514,252	-	-	-	-	34,175	Treasurer's net (\$588,922). Interest and penalties on taxes trending \$575,000 lower than anticipated. Interest on investments is also lower than budgeted.
Treasurer Investment Income	(3,764,668)	(3,141,571)	-	-	-	-	(623,097)	
General Government	(12,367,860)	(12,451,975)	-	-	-	-	84,115	\$68,381 transferred to the Sheriff's Office to fund Welfare Fraud Investigator, \$90,000 transferred to Museum due to a revenue shortfall, and \$31,276 transferred to Clerk's Office for recall election expenditures. Approved 2012 carryovers also transferred to departments. Property tax adjustment for delinquent payments per accounting rules was recorded at \$535,000. Transfer of excess funds from Community Programs and Child Support still need to be recorded.
Child Support	400,881	388,409	-	-	-	-	12,472	Positive variance due to additional performance incentives earned.
Debt Service	3,655,394	3,559,615	-	-	95,779	-	-	Cash balances from Capital Projects have been transferred to Debt Service that will offset levy for principal and interest payments made in November.
Debt Service Principal	9,656,000	9,656,000	-	-	-	-	-	
Total Administration	1,986,661	1,804,131	177,774	95,779	-	-	(121,024)	
EDUCATION & RECREATION								
Library	6,702,576	6,771,653	-	-	(69,077)	-	-	Fund balance was budgeted to be utilized.
Museum	882,104	859,560	-	-	-	22,544	-	Daily fees are less than budgeted. A transfer of \$90,000 from the General Fund was completed to offset this negative variance.
Parks	1,139,505	1,138,212	-	-	-	1,293	-	
Total Ed & Rec	8,724,185	8,769,425	-	(69,077)	-	23,837	-	
EXECUTIVE								
Board of Supervisors	584,081	532,430	-	-	-	-	51,651	Savings have been recognized due to the vacancy of the Internal Auditor and savings in health insurance.
Executive	227,964	227,964	-	-	-	-	-	
Total Executive	812,045	760,394	-	-	-	-	51,651	
HUMAN SERVICES								
Community Programs	17,388,105	15,207,711	-	-	-	-	2,180,394	Lower purchase-of-service costs for alternative care in Children/Families (CF) unit continue by following best practices in treating clients in lower cost settings. Foster care and out-of-home placement costs are lower than budget in our CF and Adult Behavioral Health units. Lower Long-Term Care unit costs have occurred with a favorable funding to levy mix. Savings were also recognized in personnel.

Financial Statement Results - UnauditedProperty Tax Levy (Over) Under Approved Amount
As of 12/31/2012 - Preliminary

Department	Property Tax			Adjustments	(Over) / Under undersavings	Comments on Adjustments
	2012 Levy	Actual Need	Carry-over			
Community Treatment Center	2,936,997	3,532,809	-	(85,431)	(510,381)	Depreciation adjustment of \$624,507 offset by a capital contribution adjustment of \$539,076. CTC recognized shortfall in revenue due to both lower counts in the Community Treatment Program (CTP) being treated in the hospital and fewer clients being treated in the "inpatient" hospital. There were also fewer private pay clients in the nursing home than budgeted.
Health	1,958,776	1,836,051	-	-	122,725	Savings have been recognized in salaries and fringe due to vacancies. Additional license revenue was recognized.
Aging & Disability	890,149	890,149	-	-	-	Balance is retained by ADIRC.
Veterans Services	373,679	357,536	6,907	-	9,236	
Syble Hopp	2,850,401	2,140,592	-	709,809	-	Balance is retained by Syble Hopp. Savings recognized in fringe benefits.
Total Human Services	26,398,107	23,964,848	6,907	624,378	1,801,974	
<u>PLANNING, DEV & TRANSPORTATION</u>						
Land & Water Conservation	526,321	498,456	-	-	27,865	Savings have been recognized in salaries and fringe.
Planning, Prop Listing, Zoning	575,229	492,505	22,674	-	60,050	Anticipated water quality and working land initiative budgeted grant dollars for 2012 were higher than expected. Additional loan administration revenue was recognized for delinquent loan payoffs. Mound plan revenue and sanitary permits were also higher than expected.
Register of Deeds	(527,938)	(710,473)	-	-	182,535	Savings are recognized from vacancies. Real estate transfer taxes trending better than expected due to large property sales in 2012.
UW - Extension	452,409	422,676	-	-	29,733	Savings were recognized in wages and fringe.
Facility Management	2,872,064	2,578,489	85,637	-	207,938	Savings from vacancies and utilities from a mild winter have been recognized; as well as savings on the Work Release roof project and the MET tower project will not be completed.
Highway	-	506,789	-	(506,789)	-	Highway fund balance will be utilized to cover shortfall.
Highway Capital Projects	1,458,290	(1,147,599)	-	2,605,889	-	Balance is retained to fund highway projects.
Highway County Roads/Bridges	115,000	212,255	-	(97,255)	-	Fund balance was budgeted to be utilized.
Total PD&T	5,471,375	2,853,098	108,311	2,001,845	508,121	
<u>PUBLIC SAFETY</u>						
Circuit Courts	2,110,611	2,085,581	-	-	25,030	Savings recognized in salaries and fringe due to open Office Manager position.
Clerk of Courts	718,794	1,050,669	-	-	(331,875)	County ordinance forfeitures and clerk of court fees are trending lower than expected. Guardian Ad Litem fees are overspent by over \$219,000 due to invoices submitted by attorneys for prior years and large cases in 2012.
Public Safety Communications	5,768,640	5,512,043	47,150	-	209,447	Savings recognized in fringe due to open positions. Savings were also recognized in rental contracts for the towers and utilities.
Medical Examiner	175,421	75,324	-	-	100,097	Fees for services are trending higher than anticipated due to more cremation authorizations. Savings have also been recognized in fringe benefits.
District Attorney	1,239,951	1,232,233	-	-	7,718	
Sheriff	27,491,283	27,059,306	46,784	-	386,193	Savings recognized in meals due to a jail pod being closed. Savings have also been recognized in utilities, maintenance agreements, and professional services. Additional revenue was recognized for intergovernmental services.
Total Public Safety	37,504,700	37,014,156	93,934	-	396,610	
GRAND TOTAL	\$ 80,867,073	\$ 75,166,052	\$ 386,926	\$ 2,652,925	\$ 2,661,170	

2013 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
13-16	2/18/13	Child Support	Allocation of \$5,290 in additional performance incentive revenue funds from the state for creation of an in-house call center.	5	Approved 2/20/13	Y		
13-17	2/18/13	Health	Transfer of \$450 between accounts to reclassify sharps disposal paid to Port and Solid Waste to the correct account.	3a	Approved 2/20/13	N	---	J802 No actual
13-18	2/26/13	Airport	Use of \$131,000 in airport fund balance to purchase property adjacent to the airport's northwestern boundary.	5	Approved 3/1/13	Y		
13-19	3/14/13	Public Works	Reallocation of \$200,000 budgeted for Resch Center Brick Paver Project in the project fund to account for Highway performing the work instead of contracting out. <i>(treated as Category 1 "technical correction" per CM 3/14/13)</i>	1	N/A	N	---	
13-20	3/14/13	Public Safety – E. Mgmt	Allocation of a \$4,800 grant for a hazardous materials transportation incident exercise.	5	Approved 3/19/13	Y		

Revised 3/19/13

DEPARTMENT OF ADMINISTRATION

Brown County

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

BRENT MILLER

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

DIRECTOR

March 19, 2013

TO: Administration Committee

FROM: Carolyn Maricque
Finance Director

SUBJECT: December 31, 2012 Vehicles Listing

In accordance with your request to submit all county owned vehicles to the Administration Committee semi-annually; the vehicle listing as of December 31, 2012, is attached.



**BROWN COUNTY
VEHICLE LISTING AS OF 12/31/12**

DEPARTMENT	YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	ODOMETER READING	CONDITION
AIRPORT	1980	CHEVROLET STAKE BED TRUCK CH 16	1/1/1980	12,500	44,106	POOR
AIRPORT	1981	CHEVROLET TRUCK -RESCUE 5	7/8/2005	TRACKING	29,409	FAIR
AIRPORT	1992	FORD 3/4 TON PICKUP CH 19	2/1/1992	15,114	73,535	POOR
AIRPORT	1999	FORD TRUCK F150 CH 25	12/1/1998	17,111	75,790	POOR
AIRPORT	2000	INTERNATIONAL DUMP TRUCK CH 22	10/15/1999	62,536	19,143	FAIR
AIRPORT	2000	DODGE TRUCK CH 21	2/22/2000	13,264	40,257	FAIR
AIRPORT	2001	GMC DUMP TRUCK CH 8	6/27/2001	31,823	20,121	GOOD
AIRPORT	2003	GMC PICKUP TRUCK CH 29	7/1/2003	23,123	47,439	GOOD
AIRPORT	2003	FORD F550 TRUCK RESCUE 1	1/1/2003	52,878	12,640	GOOD
AIRPORT	2004	FORD F250 CH32	5/11/2004	29,883	124,107	POOR
AIRPORT	2007	FORD EXPEDITION- CH 2	11/17/2006	33,262	42,183	FAIR
AIRPORT	2008	FORD TRUCK - CH 26	10/31/2007	24,293	24,382	GOOD
AIRPORT	2008	FORD EXPEDITION CH 1	6/19/2008	30,367	25,421	GOOD
AIRPORT	2008	FORD CROWN VICTORIA PATROL #7	6/13/2008	29,166	51,158	FAIR
AIRPORT	2009	FORD TRUCK F250 PICKUP PATROL #8	6/1/2009	25,259	73,481	FAIR
AIRPORT	2009	F550 CB SNOWFLOW TRUCK	5/15/2009	66,033	2,282	EXCELLENT
AIRPORT	1993	INTERN'L TRI AXLE TRUCK CH34	1/11/2010	79,843	225,377	FAIR
AIRPORT	2008	DODGE SPRINTER VAN CH 24 ELECTRICIAN	4/16/2012	43,157	52,170	FAIR
PW FACILITY MANAGEMENT	1991	CHEVROLET VAN - DARK GREEN T-3	3/13/1991	13,016	77,485	POOR
PW FACILITY MANAGEMENT	1996	CHEVROLET TAHOE 4X4 T-12	7/16/1996	23,758	72,284	POOR
PW FACILITY MANAGEMENT	1997	CHEVROLET TRUCK WHITE TAHOE - MAIL TRUCK T-13	4/2/1997	20,063	79,283	POOR
PW FACILITY MANAGEMENT	1998	CHEVROLET TRUCK 4X4 T-14	8/14/1998	22,424	38,501	GOOD
PW FACILITY MANAGEMENT	1999	CHEVROLET TRUCK (JAIL) 4X4 T-16	6/1/1999	22,384	71,728	GOOD
PW FACILITY MANAGEMENT	2001	DODGE DAKOTA TRUCK T-18	3/28/2001	14,597	61,346	GOOD
PW FACILITY MANAGEMENT	2001	DODGE RAM 2500 - VAN MHC T-19	2/27/2001	16,545	56,414	GOOD
PW FACILITY MANAGEMENT	2001	PONTIAC GRAND AM C-20	2/5/2007	TRACKING	186,314	GOOD
PW FACILITY MANAGEMENT	2001	INTERNATIONAL TRUCK T-57	7/27/2001	TRACKING	22,811	GOOD
PW FACILITY MANAGEMENT	2001	FORD SUPER DUTY TRUCK (JAIL) T-20	2/13/2001	TRACKING	22,734	GOOD
PW FACILITY MANAGEMENT	2002	FORD WINDSTAR T-28	5/18/2005	11,930	109,111	GOOD
PW FACILITY MANAGEMENT	2008	FORD SUPER DUTY TRUCK F250 GOLD T-32	6/05/2008	19,713	10,888	EXCELLENT
PW FACILITY MANAGEMENT	2010	TOYOTA PRIUS HYBRID WHITE	7/16/2010	22,320	28,328	GOOD
PW FACILITY MANAGEMENT	2010	TOYOTA PRIUS HYBRID BLACK	7/16/2010	22,226	31,399	GOOD
GOLF COURSE	1978	CHEVROLET C60 DUMP TRUCK DELUXE	1/1/1987	2,300	44,874	POOR
GOLF COURSE	1998	CHEVROLET-TRUCK	6/1/1998	22,026	145,386	POOR
PW HIGHWAY	1992	CHEVROLET VAN - ELECTRICIAN	1/1/1997	TRACKING	108,237	FAIR
PW HIGHWAY	1995	CHEVROLET TRUCK (TIRE TRUCK)	6/20/1995	26,520	204,918	FAIR
PW HIGHWAY	1996	CHEVROLET PICKUP - MECHANIC SHOP	6/18/1996	30,181	123,000	FAIR
PW HIGHWAY	1997	CHEVROLET 1-TON DUMP TRUCK	7/1/1997	26,188	236,830	POOR
PW HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	7/1/1997	30,843	62,333	GOOD
PW HIGHWAY	1997	CHEVROLET PICKUP - MECHANIC SHOP	7/1/1997	30,843	111,592	GOOD
PW HIGHWAY	1998	CHEVROLET VAN - ENGINEERING	6/2/1998	21,298	83,547	GOOD
PW HIGHWAY	2000	CHEVROLET TAHOE - SHOP	5/16/2000	30,472	95,491	GOOD
PW HIGHWAY	2000	FORD EXPEDITION - RS	3/21/2000	29,455	83,472	GOOD
PW HIGHWAY	2000	CHEVROLET PICKUP	8/1/2000	18,250	138,150	FAIR
PW HIGHWAY	2000	CHEVROLET 1-TON DUMP TRUCK	6/27/2000	28,383	130,848	GOOD
PW HIGHWAY	2000	CHEVROLET PICKUP - 6	4/25/2000	25,164	159,637	FAIR
PW HIGHWAY	2000	CHEVROLET PICKUP - 6	4/25/2000	24,935	159,637	FAIR
PW HIGHWAY	2000	CHEVROLET PICKUP - 6	4/25/2000	25,234	170,500	FAIR
PW HIGHWAY	2000	CHEVROLET PICKUP - 6	5/23/2000	23,868	150,082	FAIR
PW HIGHWAY	2001	CHEVROLET PICKUP (4X4)-ENG	3/27/2001	23,603	175,983	FAIR
PW HIGHWAY	2001	FORD VAN - STOCKROOM	3/13/2001	19,635	192,048	POOR
PW HIGHWAY	2001	FORD AERIAL LIFT TRUCK -ELECTRICIAN	3/13/2001	84,642	182,354	FAIR
PW HIGHWAY	2001	FORD PICKUP	5/28/2002	28,418	221,500	POOR
PW HIGHWAY	2001	FORD PICKUP	2/20/2001	23,539	124,601	GOOD
PW HIGHWAY	2001	FORD PICKUP	2/20/2001	23,539	129,075	GOOD
PW HIGHWAY	2001	FORD PICKUP	2/20/2001	23,523	117,820	GOOD
PW HIGHWAY	2001	FORD PICKUP	2/20/2001	23,524	134,528	GOOD
PW HIGHWAY	2002	FORD PICKUP	5/28/2002	21,229	142,472	GOOD
PW HIGHWAY	2002	FORD PICKUP - BLDG	5/28/2002	21,229	84,007	GOOD
PW HIGHWAY	2003	GMC PICKUP (4X4, 1/2 TON)-DF	3/31/2003	22,906	165,812	FAIR
PW HIGHWAY	2004	FORD SEDAN	5/12/2004	21,615	140,570	GOOD
PW HIGHWAY	2004	GMC PICKUP - SHOP	6/1/2004	22,216	54,128	GOOD
PW HIGHWAY	2004	GMC 1-TON PICKUP - 6	6/14/2004	25,511	119,719	GOOD
PW HIGHWAY	2004	GMC 1-TON PICKUP - 6	6/14/2004	28,614	120,883	GOOD

**BROWN COUNTY
VEHICLE LISTING AS OF 12/31/12**

DEPARTMENT	YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	ODOMETER READING	CONDITION
PW HIGHWAY	2004	GMC 1-TON PICKUP - 6	6/14/2004	26,592	131,266	GOOD
PW HIGHWAY	2005	GMC 1-TON PICKUP - 6	4/11/2005	26,190	102,210	GOOD
PW HIGHWAY	2005	GMC 1-TON PICKUP - 6	4/11/2005	26,190	93,367	GOOD
PW HIGHWAY	2005	GMC PICKUP (TRAFFIC) BOARD	4/11/2005	23,532	122,806	GOOD
PW HIGHWAY	2006	GMC 1-TON DUMP TRUCK	5/10/2006	28,844	96,813	GOOD
PW HIGHWAY	2006	GMC 1-TON DUMP TRUCK	5/10/2006	28,844	163,068	GOOD
PW HIGHWAY	2006	GMC PICKUP (TRAFFIC) BOARD	6/1/2006	25,763	77,655	GOOD
PW HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (STATE)	4/25/2006	29,680	110,553	GOOD
PW HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (BRIDGE)	4/25/2006	29,680	126,956	GOOD
PW HIGHWAY	2006	CHEVROLET 1-TON PICKUP - 6 (PAVING)	4/25/2006	27,634	84,962	GOOD
PW HIGHWAY	2007	GMC PICKUP (4X4, 1/2 TON)-RB	6/1/2007	21,208	120,740	GOOD
PW HIGHWAY	2007	GMC 1-TON PICKUP - REG CAB	6/1/2007	25,787	51,170	GOOD
PW HIGHWAY	2007	GMC PICKUP - MECHANIC SHOP	6/1/2007	44,861	80,072	GOOD
PW HIGHWAY	2008	FORD SEDAN	4/23/2008	21,444	76,992	GOOD
PW HIGHWAY	2008	GMC 1-TON PICKUP - 6	10/1/2007	28,986	93,199	GOOD
PW HIGHWAY	2008	CHEVROLET TRK C3500 HD REG CAB	7/28/2008	33,830	128,079	GOOD
PW HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON)	3/1/2009	25,512	92,060	GOOD
PW HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON) TO	3/1/2009	25,512	42,053	GOOD
PW HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON)	6/1/2009	32,169	58,418	GOOD
PW HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON)	6/1/2009	32,169	38,709	GOOD
PW HIGHWAY	2009	CHEVROLET PICKUP (4X4, 1/2 TON)	6/1/2009	32,169	111,148	GOOD
PW HIGHWAY	2011	CHEVROLET 1-TON PICKUP	9/1/2010	32,628	64,007	GOOD
PW HIGHWAY	2011	CHEVROLET 1-TON PICKUP	9/1/2010	32,628	34,745	GOOD
PW HIGHWAY	2011	CHEV PICKUP (TRAFFIC) BOARD	9/1/2010	33,589	27,722	GOOD
PW HIGHWAY	2011	CHEV PICKUP BRIDGE CREW	9/1/2010	39,969	12,852	GOOD
PW HIGHWAY	2011	CHEVROLET PICKUP (4X4, 1/2 TON)	5/1/2011	24,684	35,568	GOOD
HUMAN SERV-SHELTER	1999	PLYMOUTH TRUCK - VOYAGER	9/1/2002	6,843	69,098	FAIR
HUMAN SERVICES-CTP	2008	CHEVY UPLANDR WHLCHR TRNSPRT	10/10/2007	37,918	170,340	GOOD
HUMAN SERVICES	2008	CHEVY IMPALA 4 DOOR SEDAN	6/10/2008	15,932	126,673	GOOD
HUMAN SERV-JOB SERV	1999	MERCURY SABLE	3/14/2002	TRACKING	182,511	FAIR
HUMAN SERV. CTP	2002	FORD ECONOLINE WAGON - E-150T GOLD	5/1/2002	23,000	82,196	GOOD
HUMAN SERV. CTP	2001	PONTIAC GRAND AM C-18	2/5/2007	TRACKING	153,349	FAIR
HUMAN SERVICES	2010	TOYOTA PRIUS HYBRID	7/16/2010	22,320	29,472	GOOD
HUMAN SERVICES	2007	CHRYSLER TOWN & COUNTRY VAN	4/10/2012	15,268	36,711	GOOD
HUMAN SERVICES	2010	CHEVROLET IMPALA	4/3/2012	13,569	47,911	GOOD
INFORMATION SERV.	2002	CHEVROLET EXPRESS VAN/BL	2/24/2004	11,981	107,737	GOOD
INFORMATION SERV.	2003	CHEVROLET TRUCK/VAN/SLVR	6/12/2007	6,255	98,990	GOOD
LAND	1997	DODGE INTREPID 4 DR, MAROON CAR #3	3/10/2008	4,970	90,585	FAIR
LAND	2006	CHEVROLET SILVERADO	11/19/2010	12,100	64,266	GOOD
LAND	1998	DODGE DAKOTA TRK-BLE W/SHELL TRK #4	2/20/2007	TRACKING	88,670	FAIR
LAND	1999	DODGE CARAVAN VAN #1	1/4/2008	TRACKING	83,828	FAIR
LAND	2007	FORD 150 REG CAB 4X4 GREEN	1/5/2010	13,370	58,841	GOOD
LAND	2006	FORD 150 REG CAB 4X4 SILVER	11/19/2010	15,075	89,350	GOOD
LIBRARY	1993	BLUE BIRD-BUS-BOOK MOBILE	12/31/1994	109,110	117,900	FAIR
LIBRARY	2001	CHEVROLET CARGO VAN	3/23/2001	18,379	111,590	FAIR
LIBRARY	2009	CHEV COLORADO CREW 1LT	4/9/2009	21,255	35,213	EXCELLENT
HUMAN SERV.BAYVIEW	1993	FORD CLUB WAGON XLT VAN	5/25/2004	12,800	70,942	POOR
CTC	2000	CHEVROLET K2500 TRUCK	4/20/2000	20,671	41,209	GOOD
CTC	2000	FORD TAURUS - BLACK	12/12/2001	7,090	110,397	GOOD
CTC	2002	CHEVROLET EXPRESS (15 PASSENGER VAN)	6/4/2003	16,925	55,524	GOOD
CTC	2003	GMC SIERRA TRUCK	4/16/2003	18,653	24,825	GOOD
CTC	2003	DODGE INTREPID	5/13/2003	13,020	63,316	POOR
PARK/ FAIRGROUND	2008	FORD F150XL PICKUP 4X2 REG CAB GREEN	5/5/2008	13,195	50,970	GOOD
PARK/BARKHAUSEN #15	2008	FORD TRUCK F250	6/5/2007	25,274	49,928	FAIR
PARK/BARKHAUSEN #21	1997	FORD TRUCK-GREY 3/4 TON #21	4/25/1997	19,627	111,376	POOR
PARK/BARKHAUSEN #3	2002	GMC 1/2 TON PICKUP TRUCK	12/31/2001	15,058	128,751	FAIR
PARK/BARKHAUSEN #7	1998	CHEVROLET TRUCK	8/14/1998	19,828	105,019	FAIR
PARK/BAYSHORE #23	1998	CHEVROLET TRUCK 1/2 TON PICK-UP	4/30/1998	14,701	146,841	FAIR
PARK/FAIRGROUND #1	1997	FORD TRUCK	5/7/1997	14,922	144,643	GOOD
PARK/FAIRGROUND #18	2007	FORD RANGER PICKUP TRUCK	5/22/2007	14,606	54,538	GOOD
PARK/FAIRGROUND #5	2002	INTERNATIONAL TRUCK 4400 4 X 2	5/7/2002	66,274	40,932	GOOD
PARK/FAIRGROUND #9	2005	CHEVROLET TRUCK SILVERADO	6/15/2005	30,018	69,236	GOOD
PARK/FAIRGROUNDS #14	1993	FORD F150 PICKUP	4/6/1993	9,632	152,745	FAIR
PARK/PAMPERIN	2008	FORD F250XL SUPER DUTY PICKUP 4X4 GREEN	5/28/2008	20,946	54,014	GOOD
PARK/PAMPERIN #11	2000	CROWN VICTORIA	5/22/2006	TRACKING	165,057	POOR

**BROWN COUNTY
VEHICLE LISTING AS OF 12/31/12**

DEPARTMENT	YEAR	MAKE/MODEL	DATE ACQUIRED	ORIGINAL VALUE	ODOMETER READING	CONDITION
PARK/PAMPERIN #2	2002	FORD F350 PICKUP TRUCK	12/31/2001	14,894	66,380	POOR
PARK/PAMPERIN #4	1997	FORD TRUCK -CLUB WAGON	2/15/1999	16,326	147,177	FAIR
PARK/PAMPERIN #6	2004	FORD TRUCK (DARK GREEN)	6/21/2004	25,345	55,817	GOOD
PARK/REFORESTATION #12	2006	GMC TRUCK SIERRA 2500HD	5/11/2006	30,792	46,781	GOOD
PARK/REFORESTATION #25	1998	CHEVROLET TRUCK	6/28/1998	28,515	81,174	POOR
PLANNING	2001	CHEVROLET BLAZER TRUCK	2/5/2004	15,482	86,589	GOOD
PORT & SOLID WASTE	1996	FORD F150 4DR, XLT, GREEN	3/21/2008	6,066	104,564	POOR
PORT & SOLID WASTE	2003	CHEVROLET TRUCK S-10	6/25/2010	11,367	92,769	GOOD
PORT & SOLID WASTE	2006	FORD F-150 PICKUP TRUCK	7/17/2006	19,608	64,508	GOOD
PORT & SOLID WASTE	2005	FORD TAURUS - 4 DOOR	1/6/2009	9283	88,912	GOOD
PUBLIC SAFETY	1992	HAZMAT UD1800E FORD TRUCK-EMERGENCY GOV.T.	10/4/1991	33,557	64,380	POOR
SHERIFF	2001	FORD EXCURSION - WHITE	12/1/2003	22,579	95,838	POOR
SHERIFF	1987	CHEVROLET QUEB VAN - WHITE	11/14/2001	TRACKING		FAIR
SHERIFF	1193	FORD F350 WHITE	2/11/2012	TRACKING		FAIR
SHERIFF	1996	CHEVROLET TRUCK - ERU AMBULANCE	5/22/2007	TRACKING		FAIR
SHERIFF	1997	FORD F250 PICKUP TRUCK - WHITE	9/25/2005	5,842		FAIR
SHERIFF	1998	CHEVROLET SUBURBAN WHITE	10/26/2005	TRACKING		FAIR
SHERIFF	2001	FORD F150 GREEN	1/1/2000	TRACKING		FAIR
SHERIFF	2001	CHEVROLET MALIBU WHITE	2/16/2002	11,026		FAIR
SHERIFF	2001	CHEVROLET MALIBU WHITE	2/16/2002	11,026		FAIR
SHERIFF	2001	FORD TAURUS GOLD	1/27/2005	5,350		GOOD
SHERIFF	2002	FORD TAURUS RED	2/25/2004	TRACKING		GOOD
SHERIFF	2003	CHEVROLET EXPRESS VAN - BLUE	7/10/2003	21,847		FAIR
SHERIFF	2003	FORD TAURUS SILVER	11/12/2004	TRACKING		GOOD
SHERIFF	2004	FREIGHT LINE BOMB SQUAD TRK	2/11/2004	27,976		GOOD
SHERIFF	2004	FORD TAURUS SILVER	8/15/2006	TRACKING		GOOD
SHERIFF	2006	CHEVROLET EXPRESS 3500 BLU	4/18/2006	22,569		GOOD
SHERIFF	2006	CHEVROLET EXPRESS 3500 BLU	4/19/2006	22,569		GOOD
SHERIFF	2008	HARLEY DAVIDSON MOTORCYCLE BLACK	8/29/2007	TRACKING		GOOD
SHERIFF	2008	FORD CROWN VICTORIA BEIGE	4/23/2008	21,427		GOOD
SHERIFF	2009	FORD CROWN VICTORIA BLACK	9/10/2008	21,399		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	3/9/2009	21,403		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	3/9/2009	21,403		EXCELLENT
SHERIFF	2009	FORD CROWN VICTORIA BLACK	3/9/2009	21,403		EXCELLENT
SHERIFF	2009	FORD SUPER DUTY E350 CARGO VAN WHITE	6/24/2009	43,000		EXCELLENT
SHERIFF	2002	CADILLAC/ DARE PROMO ESCALADE	2/9/2009	TRACKING		GOOD
SHERIFF	2010	FORD CROWN VICTORIA UA/BLACK	4/23/2010	21,159		EXCELLENT
SHERIFF	2010	FORD CROWN VICTORIA UA/BLACK	4/23/2010	21,159		EXCELLENT
SHERIFF	2010	FORD CROWN VICTORIA BLACK	4/23/2010	21,159		EXCELLENT
SHERIFF	2010	FORD CROWN VICTORIA BLACK	4/23/2010	21,159		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	14,988		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	20,675		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	20,675		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	20,675		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	20,675		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	20,675		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	20,675		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	2/1/2011	20,675		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	7/26/2011	21,850		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	7/26/2011	21,850		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	7/26/2011	21,850		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	7/26/2011	21,850		EXCELLENT
SHERIFF	2011	FORD CROWN VICTORIA BLACK	7/26/2011	21,850		EXCELLENT
SHERIFF	2012	CHEVROLET CAPRICE	9/7/2012	27,464		EXCELLENT
SHERIFF	2012	CHEVROLET CAPRICE	9/7/2012	27,464		EXCELLENT
SURVEY	2000	FORD F150 TRUCK	1/8/2003	16,813	93,646	FAIR
SYBLE HOPP	1998	CHEVROLET EXPRESS VAN (DUKE VAN)	1/1/1998	27,526	69,194	FAIR
SYBLE HOPP	2000	CHEVROLET TRUCK - 8 PASSENGER (BROWN VAN)	5/18/2000	25,892	71,641	GOOD
SYBLE HOPP	2000	FORD 009 TRUCK (HARRY VAN)	3/31/2001	61,260	32,531	FAIR
SYBLE HOPP	2002	BLDRD SCHOOL BUS	10/19/2001	TRACKING	57,523	GOOD
VETERANS	2002	DODGE NEON	5/16/2011	TRACKING	122,000	GOOD
ZONING	2002	GMC SONOMA TRUCK	5/7/2002	12,319	84,904	GOOD
ZONING	2011	GMC CANYON 2WD TRUCK	2/1/2011	16,510	11,975	EXCELLENT
ZOO	2003	CHEVROLET TRUCK CARGO VAN - ZOOMOBILE	12/31/2003	18,000	90,706	GOOD
ZOO	2002	FORD F250 4 DOOR TRUCK	12/2/2010	TRACKING	98,492	FAIR

April 17, 2013

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

Ladies and Gentlemen:

RESOLUTION SUPPORTING EFFORTS TO MAINTAIN THE
TAX-EXEMPT STATUS OF MUNICIPAL BONDS

WHEREAS, the tax-exempt status of municipal bonds is nearly a century old and is vital to funding local infrastructure and economic development; and

WHEREAS, any move to change the current tax treatment of local government bonds would lead to higher borrowing costs for local governments; and

WHEREAS, without tax-exempt financing much-needed infrastructure improvements would likely be delayed; and

WHEREAS, tax-exempt bonds are a critical tool for Wisconsin counties that facilitates the budgeting and financing of long-term investments in the infrastructure and facilities necessary to meet public demand for government services; and

WHEREAS, at a time when infrastructure demands are great, increasing the cost of local government borrowing could have serious impacts on the national, state, and local economies; and

WHEREAS, without the tax-exemption, the effectiveness of the bond market would be significantly dampened, creating higher borrowing costs for county governments, less investment in infrastructure, and fewer jobs.

NOW, THEREFORE, BE IT RESOLVED that Brown County does hereby support maintaining the current tax-exempt status of municipal bonds.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: Administration

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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

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

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



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

BRENT MILLER

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: March 20, 2013
REQUEST TO: Administration Committee
MEETING DATE: March 28, 2013
REQUEST FROM: Brent Miller
Director of Administration

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

TITLE: Resolution Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds

ISSUE/BACKGROUND INFORMATION:

The federal government is attempting to make tax-exempt municipal bonds taxable. Tax-exempt bonds are a critical tool for the County for budgeting and financing of long-term investments in capital projects and in the infrastructure to meet the demand for government services. This could seriously impact the cost to the County, and have a serious impact on the national, state, and local economies. This could have a long range impact on the delay of infrastructure and facilities improvements.

ACTION REQUESTED:

This resolution supports maintaining the current tax-exempt status of municipal bonds.

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? \$ _____
 - 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

CHAPTER 3

COUNTY ADMINISTRATION

AN ORDINANCE CREATING SECTION 3.35 OF THE BROWN COUNTY CODE ENTITLED "PURCHASING ORDINANCE"

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES ORDAIN AS FOLLOWS:

SECTION 1 – Section 3.35 of the Brown County Code entitled "Purchasing Ordinance" is hereby created to read as follows:

3.35 PURCHASING ORDINANCE. (1) Statutory Authority. This Ordinance is created pursuant to that authority provided under Wisconsin State Statutes §§ 59.01, 59.03, 59.04, 59.06, 59.14, 59.51, 59.52(6) and 59.52(9), as well as all other applicable federal and state laws and Wisconsin administrative codes, as amended from time to time, and shall be construed consistent with all applicable state statutes, rulings and regulations governing counties. This Ordinance hereby repeals Brown County Code, Ordinance 2.03(3)(e) in its entirety.

(2) Purpose. The underlying purpose and intent of this Ordinance is to:

- (a) simplify, and clarify the law applicable to governmental purchases by Brown County;
- (b) ensure the fair and equitable treatment of all persons/entities exposed to the County's purchasing process;
- (c) provide increased economies of scale in County purchasing and to maximize, to the fullest extent practicable, the purchasing value of public funds of the County;

(3) Application to County Purchasing. Unless specified otherwise herein, or as designated by law to follow another procedure, this Ordinance shall apply to all expenditures of public funds, regardless of source, including state and federal assistance moneys and under any Contract whereby the County is to receive goods; materials; tangible commodities; services; equipment or property.

(4) Authority.

- (a) Authority of the Board of Supervisors. Unless specified otherwise herein, the Board of Supervisors shall, in accordance with this Ordinance, approve annual budget and funding for projects; and approve funding for Requests for Proposals in an amount equal to or excess of \$50,000; whether the funds at issue are derived from the bonding process or otherwise.
- (b) Authority of the Standing Committee. Unless specified otherwise herein, the Standing Committee with the policy oversight authority, under Brown County Ordinance 2.05, over the County department and/or purchasing activity at issue, shall, in accordance with this Ordinance, recommend annual budget and funding for projects; and recommend for approval funding for Requests for Proposals that equal an amount in excess of \$50,000 regardless of whether the funds at issue are derived from the bonding process or otherwise.

- (c) Authority of the Selection Team. Unless specified otherwise herein, the Selection Team shall, in accordance with this Ordinance, select the vendor through a fair, unbiased evaluation of all proposals and establish scoring criteria.
- (d) Authority of Centralization Purchasing. Pursuant to the authority granted by Wis. Stats., §§ 59.51 and 59.52(9), the Department of Administration may adopt, promulgate and amend purchasing operational procedures for all County departments to follow and may adopt procedures for the internal operation of purchasing staff, which are consistent with this Ordinance and State law.

- (5) Ethics in Public Contracting. To achieve the purpose of this section, it is essential that those doing business with the County also observe the ethical standards prescribed herein.
 - (a) General Standards of Ethical Conduct for Non-employees. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this chapter is also a breach of ethical standards.
 - (b) Conflict of Interest. It shall be a breach of ethical standards, and a conflict of interest, for any employee to violate any part of Wis. Stat. §19.59, as amended from time to time, or when employee or immediate family member of employee has an arrangement concerning prospective employment is involved in the purchase.
 - (c) Discovery of Conflict of Interest, Disqualification, and Waiver. Upon discovery of potential or actual conflict of interest, an employee shall promptly file a written statement of disqualification with the Risk Manager and shall withdraw from further participation in the transaction involved.

- (6) Requirement of Good Faith. This ordinance requires all parties involved in the negotiation, performance or administration of County contracts to act in good faith.

- (7) Use of Confidential Information. It shall be a breach of ethical standards for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, for himself/herself, an immediate family member or an organization for which she/he is associated.

(8) Public Access to Purchasing Information. Purchasing information shall be a public record to the extent provided by state and local law and shall be available to the public as provided by such laws.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

 COUNTY EXECUTIVE (Date)

 COUNTY CLERK (Date)

 COUNTY BOARD CHAIR (Date)
 Final Draft Approved by Corporation Counsel

Fiscal Impact: There is no fiscal impact.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	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

BRENT MILLER

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

DIRECTOR

March 19, 2013

TO: Administration Committee

FROM: Brent Miller
Director of Administration

SUBJECT: March Director's Report

Departmental Updates

HIPAA Compliance

- Several HIPAA risks have been identified, and a strategy has been established to address. Training will be conducted on April 19 for the HIPAA Compliance Officer, Corporation Counsel, and the Privacy and Security Officers.

Payment Card Industry (PCI) Compliance

- Two new credit card terminals were purchased—one for Human Services and one for U.W Extension. Parks received a virtual merchant ID, and they will begin accepting credit cards through the web page shortly.

Insurance

- Brown County recently received a dividend check for \$151,423.00 from our insurance carrier.

Project Implementation Updates

Logos – Financial Management

- The Project Team continues to assist the HR with Payroll operations and end-of-year reconciliations, utilizing enhanced reporting capabilities available with the new systems. Salary summary information from the new system is being prepared for the new budget cycle.
- Initial planning with the vendor has started for the next phases of the project. Scheduling is still being defined for the modules that will implement in 2013—revenue collections, miscellaneous billing and asset management. ADRC will be included as part of the rollout of these modules.

2012 Countywide Financial Statement Results

The 2012 Countywide Financial Statement Results (unaudited) as of December 31, 2012, is attached for your review. The following are highlights from the report.

- Treasurer's Department recognized a net loss of \$588,922 due to interest and penalties trending lower than expected.
- The Register of Deeds saw real estate transfer taxes trending higher than expected.
- The Clerk of Courts is recognizing a net loss since Guardian Ad Litem fees were overspent by \$219,000 due to a large number of invoices submitted for prior years and large cases in 2012.

March 19, 2013

Page 2

- Medical Examiner's Office recognized savings in autopsies, and charges for services were higher than anticipated.
- Community Programs recognized savings in lower purchase-of-service costs for alternative care in the Children/Families unit. Lower Long Term Care costs have occurred with a favorable funding to levy mix.
- The Sheriff recognized savings in meals due to a jail pod being closed, savings in maintenance agreements and professional services.

If you have any questions, please feel free to contact me at 448-4035.

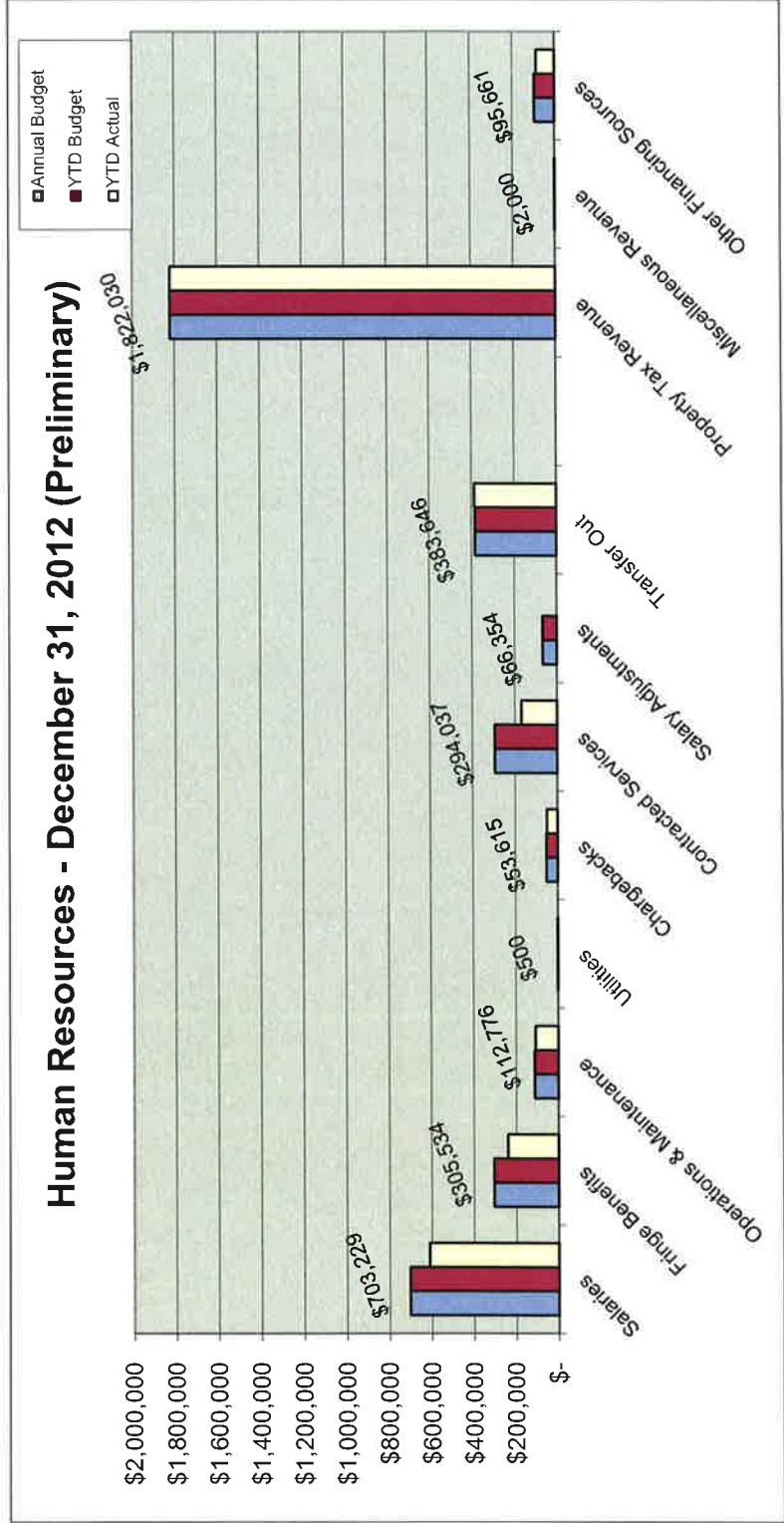
cc: Troy Streckenbach – County Executive

Brown County
 Human Resources
 Budget Status Report
 12/31/2012 (Preliminary)

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 703,229	\$ 703,229	\$ 611,437
Fringe Benefits	\$ 305,534	\$ 305,534	\$ 238,953
Operations & Maintenance	\$ 112,776	\$ 112,776	\$ 108,218
Utilities	\$ 500	\$ 500	\$ 196
Chargebacks	\$ 53,615	\$ 53,615	\$ 50,082
Contracted Services	\$ 294,037	\$ 294,037	\$ 168,482
Salary Adjustments	\$ 66,354	\$ 66,354	\$ -
Transfer Out	\$ 383,646	\$ 383,646	\$ 386,294
Property Tax Revenue	\$ 1,822,030	\$ 1,822,030	\$ 1,822,030
Miscellaneous Revenue	\$ 2,000	\$ 2,000	\$ 2,546
Other Financing Sources	\$ 95,661	\$ 95,661	\$ 86,261

Savings in Personnel & Fringe Benefits total \$158,373 due to vacant positions (HR Manager, Safety Coordinator, HRIS Analyst). Salary Adjustments are recorded at year-end through the Transfer Out line.

Revenues are either on target or exceeding budget amounts.





Human Resources Budget Performance Report (Preliminary)

Through 12/31/12

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,822,030.00	.00	1,822,030.00	151,835.83	.00	1,822,029.96	.04	100	1,899,290.04
Charges for sales and services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous revenue	2,000.00	.00	2,000.00	406.83	.00	2,546.31	(546.31)	127	2,434.73
Transfer in	43,624.00	52,037.00	95,661.00	4,497.80	.00	86,261.26	9,399.74	90	83,898.44
REVENUE TOTALS	\$1,867,654.00	\$52,037.00	\$1,919,691.00	\$156,740.46	\$0.00	\$1,910,837.53	\$8,853.47	100%	\$1,985,623.21
EXPENSE									
Personnel services	703,229.00	.00	703,229.00	61,781.85	.00	611,437.05	91,791.95	87	665,147.91
Fringe benefits and taxes	305,534.00	.00	305,534.00	22,113.06	.00	238,952.68	66,581.32	78	298,534.23
Salaries reimbursement	450,000.00	(383,646.00)	66,354.00	.00	.00	.00	66,354.00	0	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	112,776.00	.00	112,776.00	4,698.72	.00	108,218.19	4,557.81	96	107,870.62
Utilities	500.00	.00	500.00	28.38	.00	195.51	304.49	39	275.26
Chargebacks	53,615.00	.00	53,615.00	4,610.41	.00	50,081.88	3,533.12	93	46,219.07
Contracted services	242,000.00	52,037.00	294,037.00	3,937.37	.00	168,482.24	125,554.76	57	164,760.32
Transfer out	.00	383,646.00	383,646.00	340,544.64	.00	386,293.64	(2,647.64)	101	556,595.00
EXPENSE TOTALS	\$1,867,654.00	\$52,037.00	\$1,919,691.00	\$437,714.43	\$0.00	\$1,563,661.19	\$356,029.81	81%	\$1,839,402.41
Fund 100 - GF Totals									
REVENUE TOTALS	1,867,654.00	52,037.00	1,919,691.00	156,740.46	.00	1,910,837.53	8,853.47	100	1,985,623.21
EXPENSE TOTALS	1,867,654.00	52,037.00	1,919,691.00	437,714.43	.00	1,563,661.19	356,029.81	81	1,839,402.41
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$280,973.97)	\$0.00	\$347,176.34	(\$347,176.34)		\$146,220.80
Grand Totals									
REVENUE TOTALS	1,867,654.00	52,037.00	1,919,691.00	156,740.46	.00	1,910,837.53	8,853.47	100	1,985,623.21
EXPENSE TOTALS	1,867,654.00	52,037.00	1,919,691.00	437,714.43	.00	1,563,661.19	356,029.81	81	1,839,402.41
Grand Totals	\$0.00	\$0.00	\$0.00	(\$280,973.97)	\$0.00	\$347,176.34	(\$347,176.34)		\$146,220.80

14

HUMAN RESOURCES DEPARTMENT

Brown County

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



LYNN VANDEN LANGENBERG

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

INTERIM HUMAN RESOURCES MANAGER

Date: March 14, 2013
To: Administration Committee Members
From: Lynn Vanden Langenberg, Interim Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR FEBRUARY 2013

Hires:

Full-Time:

Court Coordinator 1
Economic Support Specialist I 1
Social Worker/Case Manager 3

Part-Time:

Medical Transcriptionist - .5 FTE 1
Shelter Care Worker - .4 FTE 1
Social Worker/Case Manager - .5 FTE 1

Limited Term/Seasonal/On-Call:

Bailiff 1
County Board Supervisor 1
LTE Communication & Media Specialist 1
LTE – Fields Director 1
LTE – Social Worker/Case Manager 1
Staff RN – on call 1
Student Intern – Medical Examiners 1

TOTAL HIRES: 15

Separations:

Full-Time:

AODA Counselor 1
Behavioral Health Supervisor 1
Child Support Clerk 1
Clerk II (CTC) 1
Correctional Officer 2
Human Resources Analyst 1

Part-Time:

Library Clerk - .29 FTE 1
Nurse Educator - .5 FTE 1

Limited Term/Seasonal/On-Call:

Tax Collection Help 5

TOTAL SEPARATIONS: 14



To: Administration Committee
From: Lynn A. Vanden Langenberg
Date: March 20, 2013
Subj: Director's Report

Following is a summary of the recent activities and work-in-progress in the Human Resources Department:

- **HR/Payroll System**
 - Several staff received training on HR modules that have not yet been implemented. These modules include
 - E-suites – internet access for employees
 - Benefit Enrollment – open enrollment on-line. Brown County will need to consider the various vendor enrollment processes currently in place.
 - Employee Event Tracking – this is a scheduling module that tracks and reminds employee/supervisor of training requirements, performance evaluations, and grievances.
 - Position Budgeting – based on the approved positions (Position Control module) and the current payroll cycles, projects employee costs.
 - DSS training – report tool using New World/Logos “cubes” in a pivot table in Excel. Provides opportunity for report creation outside of the system for both HR and Financial data.
 - The staff continues to make improvements in process and gain understanding of the features of the system.
- **Reorganizations/Reviews Requested:**
 - 911 Communications – position of Asst. Director has been developed and graded. Resolution to be re-submitted for Public Safety Committee in April
 - Port & Solid Waste
 - Museum – target completion date 3/27/2013
 - Golf Course
 - Child Support
- **LEAN Events**
 - Events Held:
 - Land & Water Conservation – Event held March 19 and 20th.
 - Board Office – Event held March 18 and 19th. A 6S event was held in both the Board Office and the storage area in the basement. The staff was able to 6S multiple areas and learned skills that will be applied to other areas in the office.
 - Events in Planning
 - Airport – Terminal cleaning. Event is tentatively scheduled for mid to late April.

- Planning – GIS/LIO Addresses Process – facilitators to be assigned.
- Departments will submit an event idea that covers multiple department process. We plan to complete the 2012 project list during the first ½ of the year. Then we will be focusing on multiple department events; having less events, but with impact across departments.
- **Wage Comparability Study**
 - Contract with Wipfli has been finalized. Initial planning meeting with the following tentative timeline:
 - Phase I – Job Descriptions Review and Internal Equity – April – July 2013
 - Departments review job descriptions
 - Internal equity study completed
 - Phase II – Market Comparability – August – October 2013
 - Phase III – Review of Results, Adjust, Finalize – November – January 2014
 - Phase IV – Implementation Plan & Approval – February – March 2014
 - Communication and interaction will occur throughout the project. Various presentations will be provided to departments and County Board.

March/April Activity

- ✓ Wage Comparability study project kickoff
- ✓ Review and evaluate Short-term and Long-term Disability proposals
- ✓ Complete hiring process for Analyst position
- ✓ Begin planning for Deferred Compensation, currently with Nationwide (employee elective plan; no cost to County)
- ✓ Public Safety Communications Director interviews
- ✓ Projections for Personnel and Fringe Benefit costs for 2014 Budget Planning
- ✓ Review of 2012 Health & Dental Insurance results and review/verify 2014 plans
 - Consider required changes due to the Affordable Care Act

Thank you.

Marine Shale Processors Site PRP Group

9828 Louisiana Hwy 182 East, Amelia, Louisiana

Louisiana Department of Environmental Quality AI No. 5414

FOR SETTLEMENT PURPOSES ONLY - TIME SENSITIVE MATERIAL OFFER OF SETTLEMENT AND GENERAL RELEASE

TO: Marine Shale Processors Site Potentially Responsible Parties ("PRPs")

FROM: Marine Shale Processors Site PRP Group ("MSP Site PRP Group")

RE: Offer of Early "De Minimis" Settlement

DATE: March 1, 2013

Greetings and Please Take Notice:

This memo is to provide NOTICE to you of a demand by the United States Environmental Protection Agency ("USEPA") and the Louisiana Department of Environmental Quality ("LDEQ") for remediation of the Marine Shale Processors Site located in Amelia, Louisiana ("Site") and the on-going efforts of the MSP Site PRP Group to resolve the matter with the State of Louisiana and to inform you of the opportunity to enter into a "de minimis cash-out settlement" described below. This matter arises under the strict, retroactive, joint and several liability provisions of the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. §9601, et seq. and Louisiana Revised Statutes 30:2271, et seq. **This letter shall be considered a demand letter sent pursuant to Louisiana Revised Statutes 30:2276(G).**

Attached to this cover memorandum is a Settlement Agreement (Attachment A) that reviews some of the relevant history and status of this matter. As a potentially responsible party ("PRP") at the Site, you are encouraged to review the enclosed materials.

The current goals of the MSP Site PRP Group include:

- Conducting a Remedial Investigation ("RI") and Corrective Action Study ("CAS") at the request of LDEQ;
- Developing a cost-effective remedial action program acceptable to the LDEQ;
- Taking necessary measures to raise funds from all the PRPs, based upon documentary evidence in the form of hazardous waste manifests, sufficient to fund the implementation of a cost-effective and final remedial action program at the Site;

- Entering into an agreement with the LDEQ that provides an appropriate Covenant Not to Sue and Contribution Protection to the participating PRPs; and
- Reaching a settlement with “de minimis” PRPs that allows them to exit the case and thereby avoid the costs associated with investigation, negotiation, and litigation, and all other expenses relating to the resolution of liability associated with the Site, in exchange for a cash payment to the MSP Site PRP Group.

THIS MEMORANDUM REQUESTS ACTION ON YOUR PART

The USEPA and the LDEQ have issued demand letters to forty-six (46) entities who allegedly arranged for the treatment, storage, or disposal of waste at the Site, advising them that they should enter into an agreement to undertake a remedial investigation and corrective action study and remedial action. The basis of the demand letters is the strict, retroactive, joint and several liability provisions of CERCLA and Louisiana Revised Statutes 30:2271, et seq. In response to the demand letters, seventeen (17) entities formed the MSP Site PRP Group to address the demands of the USEPA and the LDEQ so as to avoid unnecessary and costly litigation to bring closure to this Site. The members of the MSP Site PRP Group are listed in Attachment B.

As a result of the on-going effort by the MSP Site PRP Group, a Cooperative Agreement for Site Investigation and Remediation, dated March 18, 2009, was entered into with LDEQ. The agreement requires the MSP Site PRP Group to conduct a remedial investigation and corrective action study. The MSP Site PRP Group has retained consultants to carry out necessary actions to proceed with the remedial investigation and corrective action study. The agreement also allows for the possibility of interim remedial measures. As such, the MSP Site PRP Group has incurred significant costs in the investigation of the Site, as well as in negotiations with state and federal officials. A copy of the Cooperative Agreement for Site Investigation and Remediation entered into with LDEQ may be accessed at the MSP web site maintained by its Administrative Coordinator, TLI Solutions, Inc., at www.tlisolutions.com/MSP

The MSP Site PRP Group has determined that you are eligible for an early “de minimis cash-out settlement” that provides you with the opportunity to contribute a small amount to the investigation and remediation of the Site in exchange for a general release and avoidance of any further involvement in the Site. The determination to provide you with an early “de minimis cash-out” settlement opportunity is based upon waste manifest documents that reflect that you were a generator of a relatively small amount of waste that was disposed at the Site. This is the first round of de minimis cash-out settlement opportunities that have been offered by the MSP Site PRP Group to those generators who contributed waste to the Site in a volume range within 1.001 to 5.000 tons. **The de minimis cash-out settlement amount is \$8,000.00.** Enclosed with this memorandum you will find:

- (i) A Settlement Agreement (Attachment A);
- (ii) A list of the members of the MSP Site PRP Group (Attachment B);

- (iii) A document setting forth waste manifest information that establishes your “nexus” to the Site (Attachment C);
- (iv) An invoice with regard to the de minimis monetary payment that must be made by you to receive the liability protection (Attachment D); and
- (v) A General Release (Attachment E).

WHAT YOU ARE REQUESTED TO DO

You are advised to review the enclosed documents. You may also wish to go to the LDEQ website (www.deq.louisiana.gov) and access the Electronic Document Management System (EDMS) to search for information on the Site (AI No. 5414). If you have any questions regarding this notification, please contact Sabine Fischer Warren at TLI Solutions, Inc., phone number 703-818-3250, or email at swarren@tlisolutions.com.

Because this early “de minimis cash-out” settlement opportunity is for such a small payment, the MSP Site PRP Group will not negotiate the amount of the required payment. The decision to accept this “de minimis cash-out” settlement opportunity or to remain a nonparticipating PRP is solely up to you. **This will be your only opportunity to take advantage of an early “cash-out” and avoid further involvement in this matter and associated costs. The MSP Site PRP Group requests that you inform us of your decision by no later than April 30, 2013. If you have not properly accepted this offer at that time, this de minimis cash-out settlement offer shall be automatically withdrawn, void, and of no further effect.**

To take advantage of this “de minimis cash-out” settlement opportunity, you must do the following:

1. You must enter your name and Taxpayer Identification Number (TIN), sign, date, and have your signature notarized at the end of the Settlement Agreement (Attachment A). Upon your proper execution and delivery to the MSP Site PRP Group of the completed Settlement Agreement, coupled with your payment of the de minimis cash-out settlement amount, the General Release (Attachment E), signed by the Chairman of the MSP Site PRP Group, will be delivered to you. The Settlement Agreement becomes binding upon the MSP Site PRP Group’s receipt from you of the properly executed Settlement Agreement and de minimis cash-out settlement payment.
2. Please make the de minimis cash-out settlement payment per the enclosed invoice (Attachment D). Please fill in the proper return address for the General Release.

PLEASE MAIL THE PROPERLY EXECUTED SETTLEMENT AGREEMENT (original and 1 copy), THE COMPLETED INVOICE, AND THE DE MINIMIS CASH-OUT SETTLEMENT PAYMENT (check made payable to **KEAN MILLER TRUST ACCOUNT**) TO:

Marine Shale Processors Site PRP Group
Attn: Sabine Fischer Warren
TLI Solutions Inc.
14500 Avion Parkway, Suite 301
Chantilly, VA 20151

The MSP Site PRP Group intends to retain the original Settlement Agreements. Once your check has cleared, the General Release will be signed and mailed to you together with a copy of the countersigned Agreement. If you do not receive the General Release and countersigned Agreement within 10 business days of sending in your properly executed Settlement Agreement and payment, please call the above contact, Sabine Fischer Warren, at 703-818-3250, or via e-mail at swarren@tlisolutions.com, and advise that documents have not yet been received, and they will be mailed to you.

We have advised the LDEQ of this de minimis settlement process. If you decide to participate in this de minimis cash-out settlement opportunity, you will not hear from the MSP Site PRP Group again, other than receiving the General Release.

To avoid any confusion, you are being asked to do 4 things:

1. **Read this memo and the enclosures;**
2. **Execute the Settlement Agreement (if you choose to participate);**
3. **Issue a check in the amount of \$8,000.00 and fill in your company address on the invoice; and**
4. **Mail the properly executed Settlement Agreement (original and one copy), the completed invoice, and the payment to the address set forth above.**

Thank you for your prompt attention to this matter.

Enclosures: Attachment A - Settlement Agreement
Attachment B - PRP Group Member List
Attachment C - Waste Manifest Information
Attachment D - Invoice with amount of payment due
Attachment E - General Release

Attachment A

Settlement Agreement

SETTLEMENT AGREEMENT

WHEREAS, the Marine Shale Processors Site (AI No. 5414) (the "Site") consists of approximately 48 acres and is located at 9828 Louisiana Highway 182 East approximately 1.5 miles west of Amelia, St. Mary Parish, Louisiana, and is bordered by Louisiana Highway 90 to the north, industrial properties to the northwest and to the southeast, and Bayou Boeuf to the southwest; and

WHEREAS, Marine Shale Processors, Inc. ("MSP") purchased the Site in 1984 and converted it into a waste processing and treatment facility for non-hazardous oil field wastes, but in 1985, MSP began to incinerate hazardous wastes, including a wide variety of organic and inorganic hazardous substances; and

WHEREAS, as many as 7,800 entities, including the signatories hereto, are alleged to have arranged for the treatment, storage, or disposal of hazardous substances and wastes at the Site, and the "nexus" of such entities with the Site is documented in hazardous waste manifest records in the possession of the Louisiana Department of Environmental Quality ("LDEQ") and/or the United States Environmental Protection Agency ("USEPA"); and

WHEREAS, MSP ceased operating the facility in 1996 but left behind storage tanks and bins containing incinerated waste residues and untreated waste, on-site stockpiles of incinerated waste and untreated waste, and fill material composed of incinerated waste material; and

WHEREAS, the USEPA and the LDEQ have issued demand letters to forty-six (46) entities who allegedly arranged for the treatment, storage, or disposal of waste at the Site, advising them that they should enter into an agreement to undertake a remedial investigation and corrective action study and remedial action at the Site, and providing such parties with information as to the other potentially responsible parties ("PRPs") with a "nexus" to the Site, including the signatories hereto; and

WHEREAS, seventeen (17) of the PRPs have entered into an agreement to (1) devote their resources to efficiently address any claims that may be asserted by the United States, the State of Louisiana, or other parties in connection with the Site, (2) allocate among themselves common legal, technical, administrative, and other costs incurred in connection with this matter, and (3) cooperate among themselves in this effort (the "Marine Shale Processors Site Joint Defense and PRP Agreement") and, pursuant thereto, have organized and constitute themselves when acting collectively under the terms of Marine Shale Processors Site Joint Defense and PRP Agreement as the "MSP Site PRP Group"; and

WHEREAS, the MSP Site PRP Group has established committees in an effort to, *inter alia*, coordinate, negotiate, and manage the investigation and remedial actions at the Site and seeks to try to avoid the costs of litigation with the LDEQ and USEPA, as well as litigation by and amongst the PRPs in related contribution actions; and

WHEREAS, the MSP Site PRP Group has retained consultants to carry out necessary actions to proceed with the remedial investigation and corrective action study, as well as other activities that may be approved by the MSP Site PRP Group; and

WHEREAS, in accordance with the Cooperative Agreement for Site Investigation and Remediation executed by the MSP Site PRP Group and the LDEQ, a remedial investigation and corrective action study are being conducted at the Site in accordance with applicable statutory and regulatory requirements; and

WHEREAS, the MSP Site PRP Group has reviewed the "waste-in" volumetric quantity information provided by the United States Department of Justice which was prepared from hazardous waste manifest documents and has determined that approximately 2,150 PRPs should be afforded the early opportunity, based upon the relatively small volume of wastes they shipped to the Site, to "cash-out" in this matter at a "de minimis" payment amount, and thereby avoid transaction or litigation expenses; and

WHEREAS, the MSP Site PRP Group has considered the matter, has determined that the cash-out amounts represent a reasonable contribution by the de minimis cash-out parties for their fair share of costs incurred and to be incurred by the MSP Site PRP Group, and has voted to approve a "cash-out" settlement to be offered to the PRPs, and to so advise the State of Louisiana of such settlement effort; and

WHEREAS, the MSP Site PRP Group has and will continue to incur significant costs in the investigation of the Site, as well as in negotiations with state and federal officials, etc.; and

WHEREAS, the PRPs to whom an early "cash-out" opportunity is being extended are not members of the MSP Site PRP Group, and have, to date, been able to avoid costs and expenses associated with the Site, and are not being asked to pay a "participation fee" to the MSP Site PRP Group or to accept any future liability risk associated with costs of the implementation of investigation and remediation activities at the Site; and

WHEREAS, the MSP Site PRP Group members have agreed to compromise, release, and waive any claims under state or federal laws that the MSP Site PRP Group and its members have, or may have, arising from the release or threat of release of hazardous substances at, on, or from the Site, against such of the PRPs that accept this early "de minimis" cash-out settlement opportunity.

NOW, THEREFORE, in consideration of the mutual promises, representations, and warranties contained herein, and for other good and valuable consideration, the MSP Site PRP Group and the undersigned "de minimis" party signatories (hereinafter, individually, "cash-out party" and collectively, "cash-out parties") agree as follows:

AGREEMENT

1. Each cash-out party shall pay the MSP Site PRP Group the amount of \$8,000.00. The payment shall be made no later than 5 business days after the cash-out party's execution of this Settlement Agreement. The payment shall be made payable to the KEAN MILLER TRUST ACCOUNT (Federal Tax ID Number 72-0376776).
2. Each cash-out party represents and warrants that it has no information in its possession or in the possession of any of its representatives or agents that reflects total shipments of waste by that cash-out party to the Site in excess of 5 tons. The MSP Site PRP Group relies upon such warranty and representation and reserves all of its rights to re-open this matter and pursue any and all claims against the cash-out party that it and its members may have in the event that such warranty and representation is not accurate. Each cash-out party also represents and warrants that it will not alter, destroy, or otherwise dispose of any records, documents, or other information that reflects shipments of waste by the cash-out party to the Site or the cash-out party's potential liability regarding the Site, and that it has not done so after receiving the settlement packet provided to cash-out parties.
3. Furthermore, in the event the MSP Site PRP Group obtains additional information that identifies total shipments of waste in excess of the above 5 tons by the cash-out party or a related entity, then this Agreement shall be modified accordingly to reflect any additional payment that may be required by the cash-out party, to receive the benefit of this Agreement.
4. The cash-out parties shall have no obligation to the MSP Site PRP Group to undertake or pay for any investigation or remediation of any kind, or for any other cost of response, past or present, at the Site.
5. The MSP Site PRP Group, upon the receipt of a cash-out party's properly executed Settlement Agreement and payment, shall execute and issue a general release to that cash-out party in the form set forth in Attachment E to the settlement packet provided to cash-out parties.
6. The MSP Site PRP Group shall advise the LDEQ of the payment by the cash-out party, will confirm that the payment is fair and reasonable, and, without warranty, will use its best efforts to have the cash-out party named as a participating PRP in any agreement or consent order with the LDEQ, so that the cash-out party shall be entitled to receive any and all liability protections afforded by such agreement or consent order.

7. Upon its execution by the MSP Site PRP Group and a cash-out party, this Settlement Agreement shall be a contract and may be enforced as such. Except to the extent necessary to seek a remedy for any breach of this Settlement Agreement, this Settlement Agreement is not and shall not be offered or deemed as an admission of-fact, law, or liability of any party. This Settlement Agreement shall be governed by and interpreted in accordance with the laws of Louisiana and constitutes the entire agreement among the parties. This Settlement Agreement shall be binding on all signatories and their successors and assigns.

8. This Settlement Agreement may be executed in multiple counterparts, each of which may be deemed an original, but all of which shall be deemed one and the same Settlement Agreement.

Marine Shale Processors Site PRP Group

Cash-Out Party:

 Jon Jewett
 Chairman, Steering Committee

Date: _____

 Company Name

By: _____
 (Signature)

 (print name)

Title: _____

Date: _____

TIN: _____

Thus sworn and signed before me on this the
 ___ day of _____, 2013.

 NOTARY PUBLIC
 My commission expires: _____

Attachment B

PRP Group Member List

1. Beazer East Inc.
2. Chemtron Corporation
3. Clean Harbors Environmental Services, Inc.
4. Environmental Enterprises, Inc.
5. Giant Resource Recovery-Attalla, Inc. (f/k/a M&M Chemical)
6. Hydrite Chemical Co.
7. International Paper Company
8. Lion Oil Company
9. Roy O. Martin Lumber Company, L.L.C.
10. Perma-Fix Environmental Services, Inc.
11. Pollution Control Industries, Inc.
12. Trelleborg Coated Systems US, Inc.
13. Romic Environmental Technologies Corp.
14. Solvents and Petroleum Service, Inc.
15. The Solvents Recovery Service of New Jersey, Inc.
16. 3M Company
17. Trinity Industries

Attachment C

The following Marine Shale Processors, Inc. ("MSP") Hazardous Waste Reports and Waste Manifest information were supplied by the U.S. Department of Justice, identifying **BROWN COUNTY** as a Potentially Responsible Party.

1986 – 1989: LDEQ Annual Hazardous Waste Report Information (Page Numbers)

1. MSP Waste Receipt Report

This Waste Receipt Report Summary is based upon the following records:

2. MSP Cover letter to LDEQ

MSP Cover Letter for MSP's Annual Hazardous Waste Reports to LDEQ.

3. LDEQ Transmittal Notice of MSP Facility Annual Hazardous Waste Report

4. LDEQ Facility Summary Annual Hazardous Waste Report

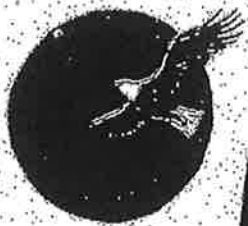
*Page(s) confirming **BROWN COUNTY** shipment(s) of waste to MSP.*

1992 - 1993: Manifest Number

Marine Shale Processors Inc. (MSP) Waste Receipt Report Summary
MSP Plant: Amelia, LA
Louisiana Department of Environmental Quality AI No. 5414
U.S.E.P.A. ID: LAD98105776

Manifest Numbers for BROWN COUNTY

<i>Manifest #</i>	<i>Shipped Date</i>	<i>Year</i>	<i>Volume (TONS)</i>	
RCRA ID : WID981526767		BROWN COUNTY		
1	LAA3065736	5/12/1992	1992	0.875
2	LAA3145920	3/8/1993	1993	0.050
RCRA ID Total :			0.925	
RCRA ID : WID982063950		BROWN COUNTY HIGHWAY		
3	Page: 2232		1988	0.250
4	Page: 1830		1989	0.251
RCRA ID Total :			0.501	
GRAND TOTAL :			1.426	



MSP

ENVIRONMENTALLY SAFE

May 23, 1989

HAND DELIVERED

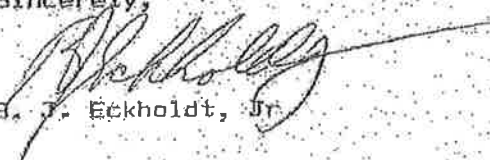
Ms. Carolyn Hartley
Louisiana Department of
Environmental Quality
Office of Solid & Hazardous Waste
Hazardous Waste Division
625 North Fourth Street
6th Floor
Baton Rouge, Louisiana 70804-4307

Dear Ms. Hartley:

We hereby resubmit our 1988 Annual Report in the format specified by you.

Please sign the attached copy of this letter acknowledging receipt of same.

Sincerely,


H. J. Eckholdt, Jr.

We hereby acknowledge receipt of the above mentioned report.


TERRI CONLEY
DEQ REPRESENTATIVE

05-23-89
DATE

MARINE SHALE PROCESSORS, INC. CORPORATE HEADQUARTERS
110 JAMES DRIVE WEST • SUITE 120 • SAINT ROSE, LA. 70087 A Suburb of New Orleans

TELEPHONE (504) 465-3300
TELEFAX (504) 465-3844

FOIA-12-03418-003207

LOUISIANA DEPARTMENT
OF ENVIRONMENTAL QUALITY

REUSE/RECYCLER'S ANNUAL
HAZARDOUS WASTE REPORT

RECEIVED

MAY 23 1989

Dept. of Environmental Quality
Hazardous Waste Division

Information submitted in the following report is for calendar year 1988

SITE IDENTIFICATION

Reporting Facility EPA ID# LAD981057706

Reporting Facility Name MARINE SHALE PROCESSORS, INC.

SITE LOCATION

Reporting Facility Location HIGHWAY 90 EAST (ONE MILE WEST OF AMELIA)

City or Town AMELIA Parish ST. MARY State LA Zip 70380 Parish Code 101

SITE MAILING ADDRESS

Reporting Facility Mailing Address RURAL RT 3, BOX 756

City or Town MORGAN CITY State LA Zip 70380

REPORT CONTACT

Name B. J. ECKHOLDT, JR.
(first) (mi) (last)

Phone (504) 465-3310 Extension

REPORT CERTIFICATION

I have personally examined and am familiar with the information submitted in this document, and I hereby certify under penalty of law that this information is true, accurate and complete to the best of my knowledge. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name B. J. ECKHOLDT, JR.
(first) (mi) (last)

Title C.I.O.

Signature Signature Date

5/22/89

FORM A - Cover Sheet/Certification (R-2/89)

FOIA-12-03418-000961

LOUISIANA DEPARTMENT
OF ENVIRONMENTAL QUALITY

REUSE/RECYCLER'S ANNUAL
HAZARDOUS WASTE REPORT

Information submitted in the following report is for calendar year 1988

Reporting Facility EPA ID # LAD981057706

Generating Facility EPA ID # WID982063950

Generating Facility Name BROWN COUNTY HIGHWAY DEPT.

Generating Facility Location 2198 GLENDALE AVENUE
GREEN BAY WI 54303

S u m m a r y T o t a l s (By Waste Stream)

EPA Hazardous Waste Number	Total Amount of Waste in Tons (Do NOT Change Reporting Increment)
F005	.25



ENVIRONMENTALLY SAFE

47929.627 Total Tons

RECEIVED

FEB 28 1990

February 28, 1990

Dept. of Environmental Quality,
Hazardous Waste Division

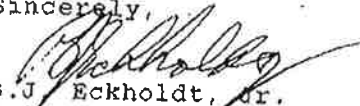
Louisiana Department of Environmental Quality
Hazardous Waste Division
P.O. Box 44307
Baton Rouge, LA 70804

To Whom It May Concern:

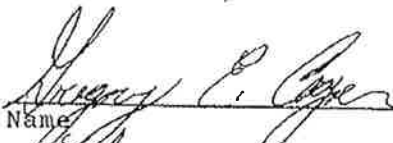

We hereby submit our 1989 Reuse/Recycle Facility Annual
Hazardous Waste Report in the format specified.

Please sign the attached copy of this letter acknowledging
receipt of the same.

Sincerely,


B.J. Eckholdt, Jr.
Chief Information Officer

BJE/vg


Name _____

Date _____

CHECKED IN

RECEIVED

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY
HAZARDOUS WASTE DIVISION
POST OFFICE BOX 44307
BATON ROUGE, LA 70804

FEB 28 1990
Dept. of Environmental Quality
Hazardous Waste Division

REUSE/RECYCLE FACILITY ANNUAL HAZARDOUS WASTE REPORT 19 89

SITE IDENTIFICATION

- I. EPA I.D. Number: LAD981057706
- II. Name of Facility: MARINE SHALE PROCESSORS, INC.

SITE LOCATION

- III. Physical Location of Facility
- Street or Route No. HIGHWAY 90 EAST (ONE MILE WEST OF AMELIA)
- City or Town AMELIA Parish ST. MARY State LA Zip 70380

SITE MAILING ADDRESS

- IV. Facility Mailing Address:
- Street or Post Office Box RURAL RT. 3, BOX 756
- City or Town MORGAN CITY State LA Zip 70380 Parish Code 101

REPORT CONTACT

- V. Facility Contact Person
- First Name Barbara Middle Initial C Last Name Fontenot
- Title Administrative Manager
- Phone Number(504) 631-3161 Phone Extension _____

REUSE/RECYCLE FACILITY SUMMARY ANNUAL HAZARDOUS WASTE REPORT 1989

- I. RECYCLER'S EPA I.D. NUMBER: LA0981057706
- II. GENERATOR'S EPA I.D. NUMBER: WI0982063950
- III. GENERATOR'S NAME: BROWN COUNTY HIGHWAY
- IV. MAILING ADDRESS:
STREET OR POST OFFICE BOX 2198 GLENDALE AVENUE
CITY OR TOWN GREEN BAY STATE WI ZIP 54303

SUMMARY TOTALS (BY WASTE STREAM)

1. EPA HAZARDOUS WASTE NUMBERS	TOTAL AMOUNT OF WASTE IN TONS
D001 F005	.351

REUSE/RECYCLE TOTAL ANNUAL TONS HANDLED DURING PERIOD .351

Attachment D

Invoice with amount of payment due

Marine Shale Processors Site PRP Group

9828 Louisiana Hwy 182 East, Amelia, Louisiana

Louisiana Department of Environmental Quality AI No. 5414

March 1, 2013

BROWN COUNTY

[please show current street address]

[please show current city, state, zip]

Re: Marine Shale Processors Site
Marine Shale PRP Group Invoice

INVOICE

De Minimis Cash-Out Settlement Amount	\$8,000.00
---------------------------------------	------------

TOTAL DUE	\$8,000.00
------------------	-------------------

Please make check payable to: **KEAN MILLER TRUST ACCOUNT**
Please reference "Marine Shale PRP Group"

Please send payment to: Marine Shale Processors Site PRP Group
Attn: Sabine Fischer Warren
TLI Solutions, Inc .
14500 Avion Parkway, Suite 301
Chantilly, VA 20151

Please keep a copy for your file

Attachment E

General Release Form

GENERAL RELEASE

The Marine Shale Processors Site PRP Group ("MSP Site PRP Group") and its members, for and in consideration of the sum of Eight Thousand and No/100 (\$8,000.00) Dollars lawful money of the United States of America paid to the MSP Site PRP Group, the receipt whereof is hereby acknowledged, hereby release and forever discharge the said _____ and its successors and assigns, of and from all, and all manner of, action and actions, cause and causes of action, suits, controversies, claims, and demands whatsoever, in law and equity, (a) with regard to the investigation and remediation of the Marine Shale Processors Site (AI No. 5414), 9828 Louisiana Hwy 182 East, Amelia, Louisiana ("MSP Site") and other response costs of any description arising at or from the MSP Site, and/or (b) arising from the release or threatened release of hazardous substances at, on, or from the MSP Site, which the MSP Site PRP Group and its members ever had, now have, or hereafter can, shall, or may have stemming from the detection of hazardous substances or any other environmental contaminants at, on, or from the MSP Site, arising under the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. §9601, et seq. and/or Louisiana Revised Statutes 30:2271, et seq.

IN WITNESS WHEREOF, the MSP Site PRP Group has caused this General Release to be executed on the _____ day of _____, 2013.

Marine Shale Processors Site PRP Group

Jon Jewett
Chairman, Steering Committee