

BOARD OF SUPERVISORS

Brown County



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GREEN BAY, WISCONSIN 54305-3600
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ADMINISTRATION COMMITTEE

Richard Schadewald, Chairman
Tom Lund, Vice Chair
Kathy Lefebvre, Tom Peters, John Vander Leest

SPECIAL BUDGET
ADMINISTRATION COMMITTEE MEETING
MONDAY, OCTOBER 23, 2023
5:30 PM
ROOM 200, NORTHERN BUILDING
305 E. WALNUT STREET
GREEN BAY, WI

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

- I. Call meeting to order.
- II. Approve/modify Agenda.

Comments from the Public

1. **Treasurer's Budget:**
 - a. **RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE TREASURER'S OFFICE – VARIOUS POSITIONS (Recommended Motion: "Motion to Approve Resolution and to Amend Treasurer's Budget to Reflect Table of Organization Change")**
2. **Administration Budget**
 - a. **AMENDED RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2024 BUDGET PROCESS IN THE ADMINISTRATION DEPARTMENT – DELETION OF POSITIONS (Recommended Motion: "Motion to Approve Amended Resolution and to Amend Administration Budget to Reflect Table of Organization Change")**
 - b. **Discussion and possible action re: Special Revenue Budget.**

Other

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

Richard Schadewald, 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. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. 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.

October 25, 2023

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

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE TREASURER’S OFFICE – VARIOUS POSITIONS**

WHEREAS, a table of organization request was submitted by the Treasurer’s Office (the “Department”), and the Department has determined it no longer needs its vacant part-time Account Clerk II position in its table of organization, as the year-round workload does not justify the position, and the Department has also determined it is able to reduce hours for its LTE-Tax Collection Help position; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Departments’ table of organization: the **deletion** of one (0.60 FTE) Account Clerk II position, and the **modification** of the hours of the LTE-Tax Collection Help position, as described in the below Annual Budget Impact section, and all to be effective January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the Department’s table of organization, as described below in the Budget Impact section of this resolution, are hereby approved: the **deletion** of one (0.60 FTE) Account Clerk II position, and the **modification** of the hours of the LTE-Tax Collection Help position, all to be effective January 1, 2024.

Budget Impact: Treasurer’s Office

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Account Clerk II \$20.07/hr Position #102.041.080 Hours: 1,248	0.60	Deletion	(\$25,047)	(\$8,899)	(\$33,946)

LTE-Tax Collection Help \$17.00/hr Position #900.900.080 Hours: 1,754	0.84	Deletion	(\$29,818)	(\$2,345)	(\$32,163)
LTE-Tax Collection Help \$17.00/hr Position #900.900.080 Hours: 1,315	0.63	Addition	\$22,355	\$1,758	\$24,113
Annual Budget Impact					(\$41,996)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal result will be savings in personnel costs of \$41,996.

Respectfully submitted,
ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

24-027R
Authored by Treasurer's Office
Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
ANTONNEAU	1				
DE WANE	2				
NICHOLSON	3				
JACOBSON	4				
THENO	5				
LEFEBVRE	6				
FRIBERG	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
AVERY	14				
FULLER	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ADAMS	19				
COENEN	20				
ZIRBEL	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____
Motion: Adopted _____ Defeated _____ Tabled _____

October 25, 2023

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

Ladies and Gentlemen:

AS AMENDED AT 10-23-2023 SPECIAL ADMINISTRATION COMMITTEE MEETING
RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2024
BUDGET PROCESS IN THE ADMINISTRATION DEPARTMENT –
DELETION OF POSITIONS

WHEREAS, a table of organization request was submitted by the Administration Department (“Department”) during the 2024 budget process; and

WHEREAS, the Department has determined it is able to delete ~~a~~ positions in its table of organization and have the duties transitioned; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (1.0 FTE) Organizational Development Coordinator position, ~~one (1.0 FTE) Document Center Manager position, and one (1.0 FTE) Document Center Specialist position, all~~ to be effective January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, ~~is~~ ~~are~~ hereby approved: the deletion of one (1.0 FTE) Organizational Development Coordinator position, ~~one (1.0 FTE) Document Center Manager position, and one (1.0 FTE) Document Center Specialist position, all~~ to be effective January 1, 2024; and

BE IT FURTHER RESOLVED, that Administration is hereby authorized to approve affected employees to stay employed with the county until April 1, 2024.

Budget Impact: Administration Department

Annual Budget Impact	FTE	Addition/Deletion	Salary	Fringe	Total
Organizational Development Coordinator \$48.65/hr Position #110.051.032 Hours: 2,096	1.0	Deletion	(\$101,970)	(\$35,710)	(\$137,680)
Document Center Manager \$24.43/hr Position #102.460.032 Hours: 2,096	1.0	Deletion	(\$51,205)	(\$17,924)	(\$69,129)
Document Center Specialist \$19.70/hr Position #101.460.032 Hours: 2,096	1.0	Deletion	(\$41,291)	(\$14,454)	(\$55,745)
Budgeted Overtime			(\$1,716)	(\$585)	(\$2,301)
Annual Budget Impact					(\$264,855)
					(\$137,680)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The fiscal change of this resolution is reflected in the 2024 Proposed Budget.

Respectfully submitted,
ADMINISTRATION COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

24-018R
Authored by Administration Department
Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
ANTONNEAU	1				
DE WANE	2				
NICHOLSON	3				
JACOBSON	4				
THENO	5				
LEFEBVRE	6				
FRIBERG	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
AVERY	14				
FULLER	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ADAMS	19				
COENEN	20				
ZIRBEL	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____