

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Richard Schadewald, John Van Dyck

EXECUTIVE COMMITTEE

Monday, April 9, 2018

5:30 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay

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

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of March 1, 2018

Comments from the Public

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Communications

3. Communication from County Board Chairman Moynihan, Jr. re: Please accept this communication as an official request from me in regard to seeking a County-wide Dark Store November Referendum Question resolution, to be presented to the Executive Committee for next week's meeting. I ask you to fashion a referendum question which mirrors that of which the Outagamie County Board of Supervisors recently passed.
 - a) Resolution for Dark Store Advisory Referendum.

Resolutions, Ordinances

4. Resolution Approving Budget Adjustment General Fund Transfer.
5. Resolution Regarding a Change in the N.E.W. Zoo and Adventure Park Table of Organization.
6. Resolution Regarding a Change in the Treasurer's Department Table of Organization.
7. Resolution Regarding a Change in Table of Organization for U.W. Extension Teen Market Garden Coordinator – LTE.
8. Ordinance to Amend Subsection 3.25 (County Vehicle I.D. Markings) of Chapter 3 of the Brown County Code of Ordinances. *Referred from March County Board.*

Corporation Counsel

9. Budget Performance Report Fiscal Year to Date - Unaudited.
10. Corporation Counsel's Report.

Human Resources

11. Budget Status Financial Report through February 2018 - Unaudited.
12. Director's Report.

Department of Administration

13. Budget Status Financial Reports for December 2017 and February 2018 - Unaudited.
14. Director of Administration's Report.

County Executive

15. County Executive's Report.

Internal Auditor – No agenda items.

Other

16. Such other matters as authorized by law.
17. Adjourn.

Tom Lund, 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.

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, March 12, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Vice Chair Moynihan, Supervisor Erickson, Supervisor Hoyer, Supervisor Schadewald, Supervisor Van Dyck, Supervisor Buckley
Also Present: Human Resource Director Katherine Roellich, Director of Administration Chad Weininger, Supervisor Tom Sieber, Supervisor Jim Kneiszel, Supervisor Mark Becker, Supervisor Aaron Linszen, Internal Auditor Dan Process, Zoo and Park Director Neil Anderson, Assistant Park Director Matt Kriese, Corporation Counsel Dave Hemery, Health and Human Services Director Erik Pritzl, County Executive Troy Streckenbach, Clerk of Courts John Vander Leest, Port and Resource Recovery Director Dean Haen, Steve Corrigan, other interested parties

I. Call meeting to order.

The meeting was called to order by Chair Lund at 5:30 pm.

II. Approve/modify agenda.

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

III. Approve/modify Minutes of February 12, 2018.

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

Comments from the Public: None.

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

3. Communication from Supervisor Becker re: Form an ad hoc committee to examine redistricting process. *Referred back to Exec Cmte from February County Board.*

Although shown in the proper format here, this item was held until the arrival of Supervisor Becker and was taken following Item 8.

Supervisor Becker said this is not a republican or democratic thing. Every time an issue has been brought to the Supreme Court, the maps have been shot down. He feels being proactive and having a five or seven member committee of Supervisors to go through and make sure we are being proactive when it comes to redrawing our own districts makes sense. Supervisor Moynihan presented the idea of having this as a standing item on the Executive Committee agenda and asked Corporation Counsel Dave Hemery if that would be appropriate. Hemery responded this is something that is very statute driven and referred to information that was contained in the agenda packet. A standing item would be appropriate or a subcommittee could be formed for this special purpose and when the purpose is reached, it could be dissolved. If this was a standing item on the regular Executive Committee agenda,

there would need to be someone bringing the information forward and he is not sure where that would come from without creating a subcommittee.

Chair Lund pointed out that public hearings must be held before redistricting but these could be held right before our Executive Committee meetings. He also we will not get the numbers until 2021 and that is when the redistricting will be done. Lund feels it would be best to put the plans out for public hearings to avoid the chaos that was encountered last time. Hemery added there are some cases with the Supreme Court that will be decided in the next year and he would be happy to keep the Committee advised of those if desired.

Becker said he is totally against putting this out to an outside organization and said the idea is to get a head start on this before the districts are redrawn and get an understanding of how to do this a little better than it has been done in the past.

Supervisor Sieber said he is interested in this and noted there are a lot of community groups who are very interested in redistricting and how the process works. With a subcommittee of volunteer Supervisors, no one would be working on this that does not want to and anyone who would want to present testimony would be able to do so and have the process explained to them and then the subcommittee can come up with some guidelines and best practices to present to the full Board for voting. Sieber is asking for the Committee to approve this so they can do the homework to find out what the best practices are and what options there are. He noted we represent the people and there is a very large interest in making sure the lines are drawn fairly. He does not want to wait until the maps are drawn and then say it is done; he would rather get input now and have a set of guidelines or recommendations for the County Board to look at and then they can decide if they wish to follow it or not.

Moynihan said he would prefer this be done by the Executive Committee and not a subcommittee because he does not want another layer. If a subcommittee is approved, more staff will be needed in the Board office because they are already tied up more than enough with other subcommittees.

County Executive Troy Streckenbach said when he came into office, redistricting was a hot button topic. He informed the WCA has a very good document regarding redistricting that covers transparency, public notices and public hearings. He said they have a very structured plan of when to start discussions, how to engage the public and how to set this up in committees. The bigger question is how the maps get drawn and that is something that needs to be decided. Streckenbach feels the WCA information would be a good starting point in being proactive on this.

Moynihan suggested holding this until the May Executive Committee meeting and at that time the new Executive Committee can make a decision as to keeping this at Executive Committee or forming a subcommittee. Becker was agreeable to that and just wants to make sure it does not die.

Supervisor Buckley recalled the last redistricting process and how maps get created and people try to influence the maps. Based on the Planning Department and the information they use and the other Supervisors and what the County does, Buckley does not feel a subcommittee is necessary; he feels this can be handled by the Executive Committee as long as Supervisors show up to talk about it and give their input. He feels forming a subcommittee will just create another layer of bureaucracy.

Erickson agreed with Buckley and noted he has had a number of discussions with various organizations and nobody is able to answer the question of what is wrong with the lines that are done by the Planning Department. Becker said the last time the redistricting was done, he was not in public office. Erickson asked if he was dissatisfied with the boundaries of his district and Becker responded that he is not dissatisfied but noted Supervisors represent their district first and the County second and he would hope that if a Supervisor gets a number of calls on this, they would realize that there is something going on and would look at the fact that if state got sued and went to the Supreme Court, more than likely the boundaries would be shot down because something is wrong.

Sieber noted this has been discussed at PD & T and he said District 18 is a prime example of lines protecting the incumbent when maps are drawn. He referenced another district where all but one block falls north of Mason Street and it is his understanding that the former incumbent lived on that block. In addition, in Sieber's own district, the

guidelines of natural boundaries were not used. He feels a better job could be done using more rectangular boundaries as well as using natural boundaries and school and municipal boundaries. He continued that people come to the redistricting meetings because the community wants to know what we are doing and want an open process that they understand. He said Executive Committee meetings sometimes run very long and having the redistricting hearings would have to be worked into the schedule too so the public can give their input and learn about the process to alleviate their concerns. He also feels it is very important for no Supervisors to be in contact with the Planning Department while the maps are being drawn and this is something that would need to be included in the plan. Planning would be advised of the guidelines such as using natural boundaries or protecting incumbents, but those are decisions that need to be made openly.

Erickson commented that he does not have a problem having this as part of the Executive Committee and noted that the public is always welcome at every meeting the County has. He does not want to complicate this to the point that Planning has to start way, way in advance.

Supervisor Van Dyck understands there appear to be some abnormalities in a few of the districts, but taking into account what Supervisor Zima has said in meetings about the location of existing Supervisors, it can be better understood why some of the districts ended up the way they did. Nothing appears to be illegal or incorrect and it appears that the criteria were followed. Van Dyck feels we need to watch the hard and fast rules that we want to apply. He understands the angst at the state and federal levels, but not quite the same angst at the county level, but in trying to get away from this being political, we need to be realistic. The only people interested in this subject matter are political in some nature. They can say they are not political or not affiliated, but if they are giving input and talking about it, they are political in one way or another. Van Dyck suggested if this is being brought back to this Committee in May instead of just holding it, a public hearing should be scheduled at that meeting so the public can come forward and we can explain to them the process being utilized and hear what their concerns are, because maybe after the process is explained their concerns would be alleviated. He feels this would be better than trying to recreate the wheel through a subcommittee.

Moynihan said he is against a subcommittee, but his intent is to hold this until May because the makeup of this Committee could be totally different and he would like them to make the decision as to a public hearing and formation of a subcommittee. Becker is agreeable to leaving this to the new Executive Committee to determine when a public hearing will be held and how to proceed.

Streckenbach said the census is critical in this process and urged Supervisors to let their constituents know how critical their participation in the census process is. When people are unavailable to complete the census information, the districts geographically tend to get much larger because when Planning is drawing the maps they have to get to a certain population number. Streckenbach continued that last year Green Bay lost a district, which then forced the Planning Department to try to figure out who was going to run against whom in Green Bay. Brown County will have to come up with a solution as to how that would be handled in the County if we were to lose or gain a district.

Supervisor Linssen said it was never his intent to have the lines of his district redrawn. He understands how his district ended up the way it did. His concern arose strictly from comments he had heard from several individuals that a prior Board member had essentially tinkered with this prior to going to a vote. In bringing this forward, he wants to ensure that we have some sort of system or mechanism to address that issue; whether it is a citizen board or the County handles it themselves and sets the parameters. He wants to be sure a process is set up before the point where we have to pit one Supervisor against another. Lund said we can make whatever guidelines we want, but noted that any Board can change the rules.

Supervisor Schadewald informed he has been through the redistricting process three times and feels Planning does a good job despite the many factors that go into it. He said that even if procedures and guidelines are set up, the public needs to be educated that this is not a simple, easy process.

Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to hold until the May Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

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4. **Communication from Supervisor Linssen re: To discuss lowering ballot access signature requirement for the Brown County Board. Referred from February County Board.**
Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to hold until the May Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

After the arrival of Supervisor Linssen, the following motion was made:

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to reconsider Item 4. Vote taken. MOTION CARRIED UNANIMOUSLY

Linssen advised the Committee he brought this forward as he felt it was worth having a discussion regarding the potential of doing something like this. He noted that 18 of the current Supervisors are running unopposed which he feels shows a lack of interest in running and he feels part of that is due to the number of signatures that are required to get on the ballot. He said he is bringing this up as people are knocking on doors in the very worst, subzero winter weather and he feels that is very discouraging to people who are interested in running for office and is one of the biggest barriers to people getting their name on the ballot. Linssen continued that the Board has the authority to lower the number of signatures required from 100 to 20. He does not know if there would be interest in something like this, and was looking for input.

Van Dyck recalled this was brought up several years ago and at that time he thought it was a fairly good idea. Now, though, he thinks it does not come down to the amount of signature a person has to get. He feels this boils down more to a lack of interest in running for public office. Van Dyck feels that anyone would be able to get 100 signatures if they really wanted to. In addition, in looking at all of the local elections that take place in Brown County the vast majority of the candidates are unopposed. If people are not putting their name in to run for School Board which does not require any signatures, or for town positions which only require 20 signatures, Van Dyck feels there is a lack of interest in getting involved and investing the time that needs to be invested in order to do a good job when elected.

Linssen responded that if there is a struggle to get people to run for office with 20 signatures, it does not seem to make sense to set it at 100. He feels the more people who run the better, and not having people going out in subzero weather to gather 100 signatures may help. Van Dyck said he really does not like getting signatures, but he was able to get what he needed in two afternoons. If someone is not willing to invest the short amount of time it takes to gather 100 signatures, he questions if that person is really going to invest the time to attend committee and Board meetings. Van Dyck ended by saying getting the signatures is the smallest piece of the commitment.

Buckley said he does not get real excited about gathering signatures either, but he does look at it as an opportunity to talk people in the neighborhood that you may not normally talk to. He understands everyone has busy lives, but he finds talking to the people is the best part of gathering signatures. Lund also said he does not mind gathering signatures and if you go out early, the weather tends to be a little better. He said our smaller government positions allow us to give people more of a personal touch. Moynihan gathers all his own signatures and feels that if people really want to be on the ballot, they will put in the effort to get the signatures.

Motion may by Supervisor Erickson, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

5. **Resolution Approving Budget Carryover Request from 2017 to 2018.**

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

6. **Resolution to Approve Land Use Agreement regarding the Fox River State Trail.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Resolution Authorizing the Transfer of Ownership of Park Land to the Village of Wrightstown. Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**
8. **Resolution Providing Preliminary Approval for the Brown County Fair Association (FA) to Construct a Storage Building on County Fairgrounds Property, to Donate Said Building to the County, and for the County to Lease Said Building Back to the FA.**

Supervisor Kneiszel addressed the Committee with some concerns. He does not feel anything should be built on the site until the masterplan is complete and the County has time to review it. That was the intent of the motion he made in December, however, that motion has been interpreted differently. Kneiszel has learned that a feasibility study is expected to be completed at the end of the summer as part of the \$80,000 masterplan. The feasibility study will result in three conceptual plans to be reviewed by the County and hopefully the City of De Pere before choosing a development design that best fits the property. His original concern was on behalf of the City of De Pere because they felt their input was not being listened to. Since then, the Fair Board has met with De Pere and the Mayor and City Administrator said they would go along with this with the condition that the building could be torn down or moved if necessary, but Kneiszel questions who will pay for that.

Kneiszel continued that in the meantime the Parks Department has located interior storage space on the grounds that could be available immediately for use by the Fair Board free of the charge while waiting for the outcome of the masterplan.

Kneiszel said the Fair Board is saying they are paying for the building and donating it to the County, however, the County contributes \$20,000 a year to the Fair and in the past \$40,000 a year to the Fair and it could be perceived that the money is being used to construct a building to donate back to the County and then the Fair Board would have free use and full control of the building for 20 years. Kneiszel believes if buildings are constructed, they should be constructed by the County and the County should then seek lease payments back from the tenant users. Kneiszel is not aware of any similar arrangement in the County that the Fair Board is proposing which could set a precedent for other organizations.

One solution to this according to Kneiszel would be for the County to suspend the support payments to the Fair and dedicate the money instead to improving the facilities in a way that would help the Fair and other park users. He believes the property is being under-utilized. It is a great place for the Fair and the Fair has enjoyed success there, but Kneiszel feels there is room to co-exist with other events throughout the year and he feels this is what the masterplan will show.

Kneiszel continued that he is confident that if the Fair needs more storage capacity in the future, it will get it, but it will be from the County which should determine where these buildings should go after the masterplan is completed. He reiterated that there is storage available there for free this year and therefore he does not see any downside to putting this off until the masterplan is complete. Additionally, Kneiszel is not in favor of asking for a masterplan and then not paying attention to it. He noted the Park Department opposes this proposal as well and invited Assistant Park Director Matt Kriese to talk more about that.

Moynihan asked Hemery if there would be any issue with this. Hemery responded that he has looked into this and construction projects in excess of \$25,000 would have to follow the public works law and he also looked into how the Fair Association was funded. Given the consistent payments of \$20,000 over the years, Hemery does not have a concern that this would violate public works laws.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Van Dyck said he shares the same concerns as Kneiszel. He said in an ideal world he would agree that this project wait until the pending study comes out. Realistically though, no matter what the study says, if you look at the funding

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mechanism which will be the sales tax and the fact that the dollars are not allocated until near the end of the cycle, it will likely be 5 – 6 years until improvements are made at the Fairgrounds. Van Dyck said the masterplan may show there will be other storage mechanisms other than this building, but those will not come for a while so there is the issue of what to do in the interim. He feels the Fair Board is fairly reasonable in the sense of the type of building being constructed and where it is placed, and he added that the building can be taken down in the future at a cost that is not obscene. This alleviates Van Dyck's concerns and he finds this to be a reasonable request. With regard to suspending the \$20,000 payments, he feels the Fair Board would welcome that if they were to be reimbursed by the County for all of the work they do every year. Van Dyck said he will support this request and asked the Committee to do the same.

-Steve Corrigan, 4602 Dickenson Road, Ledgeview, WI

Corrigan is the President of the Fair Board. He provided a handout, a copy of which is attached which provides a breakdown of the last 14 Fairs operated by the Fair Board. The handout shows that over the last 14 years, the Fair Board has spent \$2,951,400 with businesses in Brown County for services necessary to run the Fair. The Fair also supports a number of Brown County youth groups and clubs and over the last 14 years these groups have been paid a total of \$362,200 and, in addition, the Fair has provided free admissions for various groups. The total impact to the community over the last 14 years is \$4,082,600.

Corrigan continued that the Fair Board came forward 15 years ago and asked for a chance at running the Fair. They do not ask the County Board for much and they use the money they do get from the County for repairs and maintenance to keep things functional and safe. He acknowledged the County's offer to use storage space in the building that was built in 1981, but this is not practical for several reasons, including that it is not a secure space. Corrigan added the County advised them that they could provide them with space for rent, similar to what they do with motorhomes and boats. The Fair Board then made the decision to build a building, and they raised the money to do it. Corrigan said before the infield grading project was done last year, their hands were tied because the grounds were not adequate for drainage. Corrigan said some of the projects can now move forward because the drainage and grading is proper.

Corrigan sits on the masterplan committee and there are a lot of thoughts about a walkway along the Fox River and improving the shoreline, but the sales tax money that is earmarked for the Fairgrounds will not be available for years. Corrigan opined it will be 10 – 15 years before any of this is a reality. The Fair Board does not have a problem building the building which would be erected with nuts, bolts and screws and can be taken apart the same way. If the masterplan does not allow for the building to be where it is being proposed, there will not be space to continue the Fair. They are not asking for any financial support, they are only asking for something that they are offering to pay for.

**Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to return to regular order of business.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Assistant Park Director Matt Kriese said the major concern of the Parks is that they are in the early stages of a masterplan which has a feasibility study associated with it. This feasibility study will begin soon and the goal is to look at the greater Green Bay market area and also at the Midwest and national properties that are similar to see what will fit in northeast Wisconsin. The goal is to maintain a flexible outdoor venue space that is being utilized for the better part of 365 days a year. He said there has been concern by the county as well the community for many, many years that the property is underutilized.

Kriese acknowledged the Fair does have storage needs, but he is not sure what is being proposed would be in the right location. He realizes the Fair Board has agreed to take the building down or move it if necessary, but in reality that would be an additional expense and Kriese feels we need to make sure the buildings are strategically placed according to the masterplan to save everyone's money. He said the masterplan would probably identify storage building locations and then at that time a decision can be made. Kriese added the Fair Board runs an exceptional Fair and this is not about the Fair, it is about the masterplan.

Schadewald asked about the storage needs. Kriese said there is room available in the south exhibition building which houses the Fair office and park maintenance as well as winter storage. There would have to be a wall constructed

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down the middle of the building to partition off a section for secure storage. Schadewald does not think it is appropriate to tell the Fair Board to wait if they are saying they need the storage now.

Van Dyck added that although he does not know what the long term plan is going to be at the Fairgrounds, he cannot imagine that anything else would go in the particular corner of the property being proposed. In addition, the Fair Board has agreed to move the building if needed and all that would remain then would be the cement slab.

Buckley said it looks like the proposed location of the storage building is out of the way and asked Kriese how placing the building there would affect what Parks is looking at for the property. Kriese reiterated they do not know at this time what is going to be done and that is why they would like to have the masterplan completed before any decisions are made. There are a lot of questions that need to be answered with regard to animal buildings, event spaces, etc. Buckley asked when the masterplan would be done. Kriese said the feasibility expert was hired last week and they will get started soon and he estimate the feasibility portion would be done in 1 ½ months and then based on that the idea is to lay out three conceptual plans based on the feasibility study and then the Fairgrounds development committee will meet to hash things out. Kriese speculated that the masterplan would be done at the end of summer or early fall.

Erickson feels the proposed building is a good idea and he will support it. He agreed with Buckley in that the proposed location is remote and would be a good place for the proposed building. He does not think the masterplan will contain a plan to place something like an event venue or campground near the adjacent sewage plant.

Van Dyck pointed out that from the initial drawings that were presented by Rettler it became quite evident we were a long way away from where we needed to be. The City of De Pere's property cuts through the heart of the Fairgrounds and although it was pretty clear we needed to include the De Pere property for this to make sense, the line was drawn and everything that was proposed was on the north side of the line which did not make sense. In addition, there is a big push to do something along the river and Van Dyck said it became pretty evident pretty fast that the \$3.5 million dollars that will be set aside to do something is not going to be nearly enough. Van Dyck feels even if we wait for the masterplan, there is still going to be a whole lot of arm wrestling before anything is done.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Item 3 was taken at this time.

9. Resolution to Authorize AT&T Communication Utility Lines Easement on County Property.

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

10. An Ordinance to Amend Section 3.25 (County Vehicle I.D. Markings) of Chapter 3 of the Brown County Code of Ordinances.

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

11. Resolution re: A Table of Organization Change in the Health and Human Services Department – Community Services Division.

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

12. Resolution re: A Change in the Port and Resource Recovery Table of Organization.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

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13. Resolution re: A Table of Organization Change in the Veterans Services Department Clerk/Typist I Position.

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

14. Resolution re: Establishing the Salaries of Certain Elective Officials Clerk of Courts and Sheriff.

Hemery explained Item 14 is the original resolution presented to the Public Safety Committee regarding the positions of Clerk of Courts and Sheriff.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

a) Resolution Establishing the Total Annual Compensation of the Brown County Clerk of Courts – 2019 to 2022.

It was noted that the Public Safety Committee asked that the original resolution be broken down into two separate resolutions; one regarding the Clerk of Courts and one regarding the Sherriff.

Roellich provided the Committee with comparables, a copy of which are attached. She said this resolution provides for an increase of the Clerk of Court's salary of \$1,500 per year which would be a 1.98% raise. Hoyer said when this process was done for the County Clerk, Treasurer and Register of Deeds we had historical data. Lund said these elected positions used to be in the area of \$73,000 per year, but that was lowered to around \$57,000 following a salary comp study in 2002. Lund asked if this increase being proposed for the Clerk of Courts would be similar to where the other constitutional positions are because we try to keep them all about the same. Schadewald pointed out that the County Clerk, Treasurer, and Register Deeds are not getting any increase in 2018, 2019 or 2020. Erickson recalled that some of the disparity came when they changed the terms of office from two years to four years and some did not get raises so the others could get caught up.

Buckley questioned if the job duties of the Register of Deeds, Treasurer, County Clerk and Clerk of Courts are all the same. He feels there should be some sort of methodology when it comes to deciding what we expect of these positions. Lund pointed out that the constitutional officers can be elected but then never show up for work and still collect their salary and we really do not know what they are doing because we do not oversee their positions. As long as Lund has been on the Board, we have had a Sheriff that runs the department, but in other counties there could be a Sheriff just sitting at home waiting to be called in for something. Roellich noted that this needs to be based on the position, not the person in the position.

Clerk of Courts John Vander Leest said Clerk of Courts around the state typically have a larger number of employees they are supervising than the Register of Deeds, County Clerk and Treasurer. In Brown County, those offices have roughly 18 – 20 employees total while Vander Leest supervisors 28 – 30 employees in the Clerk of Courts office. He said constitutional officers in other counties receive different salaries given different situations.

Hoyer asked if the Clerk of Courts received an increase last time this process was done. Roellich said from 2014 to 2015 the salary went from \$67,700 to \$69,700; in 2016 it went to \$71,700; in 2017 it went to \$73,700 and in 2018 it went to \$75,000 which is where the County Clerk, Register of Deeds and Treasurer are all at. It was 2005 when the wages all dropped significantly.

Schadewald feels an increase of \$1,500 per year is appropriate. He reviewed comparables of counties of similar size to Brown County and those comparables showed their Clerk of Courts were making about \$80,000 or more as of January 1, 2018. With a \$1,500 increase each year, at the end of four years Brown County's rate will be closer to the comparables. All of the Clerk of Courts are constitutional officers and Schadewald does not see a reason to reinvent the wheel because they are all doing the same thing. Schadewald continued that Vander Leest is currently making the least of the comparables. Other counties are giving increase of about 1.5% and increasing the wages in Brown

County by \$1,500 per year will get that position closer to the area comparables.

Buckley noted increasing the salary by \$1,500 per year will still not bring the Clerk of Courts up to the other salaries.

Motion made by Supervisor Schadewald, seconded by Supervisor Moynihan to approve as presented. Vote taken. Ayes: Van Dyck, Erickson, Lund, Moynihan, Schadewald, Hoyer Nay: Buckley. MOTION CARRIED 6 TO 1

b) Resolution Establishing the Total Annual Compensation of the Brown County Sheriff – 2019 to 2022.

Hemery provided the Committee with an updated resolution as the one in the agenda packet did not have the correct numbers. A handout was also provided regarding the salary of Sheriffs around the state as well as comparables for counties similar to Brown County; copies of both handouts are attached.

Schadewald said the comparables provided do not justify the increase being proposed for the position of the Sheriff and he reminded the Committee to think about the position, not the person currently in the position. He feels an increase of \$1,500 per year is more reasonable based on the comparables. Lund feels legislation should be changed at the state to require a certain amount of years in law enforcement before someone can be elected as Sheriff.

Regarding the comparables, Buckley pointed out that Racine County is one of the counties where they keep the Sheriff's wage lower than the Chief Deputy's wage so he does not feel that is an appropriate comparable. He also said the way we got to where we are with the Sheriff's wage is because of the WRS contributions. When the employees' share of the WRS was increased, we gave an offsetting bump to the Sheriff to compensate for that. Roellich noted all employees are statutorily required to pay the same to WRS. Buckley continued that at the Public Safety meeting the opening suggestion was for a pay increase of \$3,000 per year. The proposal was then to do \$2,000 the first year and \$1,750 for the next three years. In looking at the comparables, Buckley feels that is appropriate and noted that it is less than 2% for the second, third and fourth years.

Schadewald said he is proposing an increase of \$1,500 per year. He said the WRS argument was brought up at the Public Safety meeting and noted that most employees are bringing home less in 2018 than they did in 2011 because of the WRS and insurance. He said it was nice that this was taken into effect with the Sheriff's position, but he does not feel an obligation to continue doing that just because it was done in the past. Schadewald is looking at what other Sheriffs are paid and what an equitable salary would be. He also pointed out that all employees may not even get a raise this year.

Van Dyck pointed out the Sheriff received a 2.8% increase from 2017 – 2018. He said employees will focus on percentages and what is being proposed for the Sheriff is already 1% more than what employees got last year. Lund said what has been suggested is a \$1,500 increase per year, which is the same as what was passed for the Clerk of Courts.

Buckley said he is advocating for the position, not the Sheriff because we do not even know if the Sheriff is going to run again. He said there are a handful of positions at the Sheriff's Department that are making close to what the Sheriff is currently making and he also noted that the Chief of Police in Green Bay is making around \$110,000. Buckley feels the comparables should also include other positions within the department as well as the Chief of Police. He understands the proposal made at Public Safety may be a bit hard to stomach, but if we want a decent person in the position, we need to compensate them. He noted the current Sheriff is in the office full time, which was not the case with the prior Sheriff. Buckley feels what was laid out at Public Safety is a fair wage for the Sheriff going forward to keep him in line with his peers. A similar position in the private sector would probably make \$150,000 given the number of people being supervised as well as everything that falls under the Sheriff such as the investigative division, dealing with lawsuits, the responsibility with the jail and the patrol division. Buckley noted that La Crosse is currently paying their Sheriff \$108,988, but La Crosse does not have nearly the number of employees or responsibilities that Brown County does. Brown County also includes a number of areas such as Bellevue and Howard that the Sheriff is responsible for and he also supervises a very large departmental budget. Buckley said the salary has to fit the position and if we want to have qualified people in the position we need to pay them accordingly.

Schadewald said he is used to data driven decision making when it comes to salaries and comparables play a role in that. We have to talk about the position, not the person. Any anecdotal stories can be made, but he feels we need to look at this analytically. Schadewald feels based on the comparables at this time, the Sheriff is making a fairly good wage and the understanding of his proposal of the \$1,500 increase is what he sees fair for the position. Schadewald approached this in a very sterile and detached and impersonal manner as he does for all negotiations.

Van Dyck agreed with the analysis Buckley is doing, but the same arguments could be made with every other department. He does not know how we can base something on comparables in one department if we do not do that in all the other departments. Van Dyck said when someone is contemplating accepting a job in Brown County; they have the responsibility of looking at the comparables in the area when they make their decision.

Buckley said when you have a large department with a large budget and when you look at what we are asking these department heads to do, a \$1,500 raise just does not fit when taking all of the factors into consideration. He wishes we could base the raises in performance, but that is not the way it is done. Buckley also noted that for the last 8 years, the Sheriff's Department has been able to stay within their budget which was not done previously.

Motion made by Supervisor Schadewald, seconded by Supervisor Hoyer to increase the Sherriff's salary by \$1,500 per year. Vote taken. Ayes: Van Dyck, Erickson, Lund, Moynihan, Schadewald, Hoyer Nay: Buckley. MOTION CARRIED 6 TO 1

15. **An Ordinance to Amend Subsections 2.13(4)(h) AND (i), AND (5)(a) AND (f), Of Chapter 2 of the Brown County Code of Ordinances. Motion at Exec: To approve; Referred back from February County Board.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **An Ordinance to Amend Section 2.13 (Closed Sessions and Minutes) of Chapter 2 of the Brown County Code of Ordinances.**

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. Ayes: Erickson, Lund, Moynihan, Schadewald, Hoyer, Buckley Nay: Van Dyck. MOTION CARRIED 6 to 1

17. **Internal Auditor Report**

a) Status Update: February 1 – February 28, 2018.

Internal Auditor Dan Process referenced information contained in the agenda packet regarding cash on hand and petty cash. A policy on this was implemented a few years ago and last year there were a number of issues regarding this and the same issue arose again this year. A lot of time was spent going through documentation provided by the departments and there seems to be some confusion as to the process. With the recommendations and management responses, a form will be implemented to get some consistency so each department knows exactly what they need to do. This is just cleaning this up to alleviate spending a lot of time on cash on hand and petty cash issues at the end of the year.

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

Corporation Counsel

18. **Corporation Counsel Redistricting Information for Discussion.**

See discussion at Item 3 above.

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

///

19. **Corporation Counsel's Report.**

No report; no action taken.

Human Resources

20. **Budget Status Financial Report through December 2017.**

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

21. **Turnover Reports.**

**Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

22. **Department Vacancies Report.**

**Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

23. **Health & Dental Plan Reports.**

**Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

24. **Director's Report.**

No report; no action taken.

Van Dyck suggested that in the future all of these Human Resources reports be included in the Human Resources Director's Report instead of listed separately on the agenda. The Committee agreed that this was a good idea and things will be handled this way moving forward.

Department of Administration

25. **Director of Administration's Report.**

Weininger said as he talked about at prior meetings, there is only about \$380,000 available in levy capacity. Anything over that would be new construction which is about \$1 million dollars. If we have a bad year in health insurance or have to ship out a larger number of inmates, that will be used up pretty quickly. Weininger asked the Committee to keep in mind that from here on out when we talk about expanding services, we will have to cut something else because there is not a lot of flexibility. Lund agreed we need to be careful with spending, but said we need to get the jail started. Here referenced the lawsuit regarding the sales tax and noted that it could take years for that to be concluded. He said we can start building the jail with the money and then borrow for it or get it from the sales tax. The County can be sued for anything at any time but we still have to do governmental business. The Board cannot have non-elected officials telling us how to budget; they can make suggestions, but they cannot hold us hostage. Weininger noted he did not say we were not moving forward.

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

County Executive

26. **County Executive's Report.**

No report; no action taken.

Other

27. Such other matters as authorized by law.

None.

28. Adjourn.

**Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to adjourn at 7:54 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR APRIL 9, 2018 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	3/27/2018	\$ 855.50	Airport General
PFM Financial Advisors	501962	3/14/2018	6,000.00	Corporation Counsel
Von Briesen	253215	3/13/2018	68,022.15	Corporation Counsel
Total ----			\$ 74,877.65	

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

March 27, 2018

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
3/7	Email - Sue Bertrand re: FAA Tower Lease; Email - Tom Miller re: Jet Air documents: Denmark State Bank - Consent, Non-Disturbance, and Attornment, Collateral Assignment of Leases; Email - Sue Bertrand re: Fly Baby lease amendment; Review Kabishek lease re: amendment - Fly Baby; Phone conference with Sue Bertrand re: Jet Air, FAA, Fly Baby, etc.	.85 .50
3/8	Review Per Anderas information; Letter to Tom Miller re: Per Anderas; Email - Tom Miller re: Per Anderas; Phone conference with Tom Miller, Sue Bertrand, and Marty Piette re: Per Anderas, Fly Baby, Navigational Aids, etc.	.50 .10 .75
3/9	Email - Tom Miller re: Navigational Aids; Email - Tom Miller re: Jim Nelson/Navigational Aids.	.10 .10
	TOTAL HOURS:	2.90
	2.90 HOURS @ \$295.00 PER HOUR =	\$855.50
	AMOUNT DUE ON ACCOUNT:	\$855.50

Thank you.
GAW:prn





PFM Financial Advisors LLC

1735 Market Street
43rd. Floor
Philadelphia PA 19103

215-567-6100
215-567-4180 Fax
www.pfm.com

David P. Hemery
Brown County Corporation Counsel
PO Box 23600
Green Bay, WI 54305-3600

March 14, 2018

INVOICE : 501962

cc:
von Briesen
411 East Wisconsin Avenue
Suite 1000
Milwaukee, WI 53202

RE: Financial Consultant services provided to Brown County, Wisconsin in connection with Brown County Sales Tax Lawsuit Special Project.

INVOICE

Name /Title	Total Hours	Rate	Amount
Brian Della, Sr. Managing Consultant	20.00	\$ 300.00	\$6,000.00
TOTAL PROFESSIONAL FEES			\$6,000.00
Total Amount Due			\$6,000.00

Remittance Address:
PFM Financial Advisors LLC
PO Box 65117
Baltimore, Maryland 21264-5117

EFT Instructions:
M&T Bank
ABA (For Wires): 022000046
ABA (For ACH): 031302955
Acct#: 9865883681

Tax ID#: 81-1642787

INVOICE TERMS: UPON RECEIPT

09.00146.014

2

BROWN COUNTY
ATTN: DAVID HEMERY
VIA E-MAIL: DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 253215
INVOICE DATE MARCH 13, 2018
TAX ID. 39-1576289

CLIENT NO. 009948

BCTPA LITIGATION

MATTER NO. 009948-00023

CURRENT FEES FOR THIS MATTER	\$67,368.00
CURRENT DISBURSEMENTS FOR THIS MATTER	\$654.15

CURRENT FEES	\$67,368.00
CURRENT DISBURSEMENTS	\$654.15
TOTAL CHARGES THIS BILL	<u>\$68,022.15</u>

BROWN COUNTY
ATTN: DAVID HEMERY
VIA E-MAIL: DAVID.HEMERY@CO.BROWN.WI.US
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 253215
INVOICE DATE MARCH 13, 2018
ATTY. ANDREW T. PHILLIPS

BCTPA LITIGATION

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH FEBRUARY 28, 2018

02/01/18 SC	[REDACTED]	3.50	1120.00
02/01/18 SLN	[REDACTED]	3.20	1088.00
02/01/18 ATP	[REDACTED]	.70	196.00
02/02/18 SC	[REDACTED]	2.50	800.00
02/02/18 SLN	[REDACTED]	2.20	748.00
02/02/18 ATP	[REDACTED]	.40	112.00

BROWN COUNTY
009948-00023

PAGE 2

02/03/18	SC	[REDACTED];	1.60	512.00
02/03/18	SLN	[REDACTED]	1.50	510.00
02/04/18	SC	[REDACTED]	3.40	1088.00
02/04/18	SC	[REDACTED]	2.50	800.00
02/04/18	ATP	[REDACTED]	.30	84.00
02/04/18	JJR	[REDACTED]	2.30	506.00
02/04/18	JJR	[REDACTED]	.30	66.00
02/04/18	JJR	[REDACTED]	.50	110.00
02/04/18	JJR	[REDACTED]	3.90	858.00
02/05/18	SC	[REDACTED]	4.20	1344.00
02/05/18	SC	[REDACTED]	1.20	384.00

BROWN COUNTY
009948-00023

PAGE 3

02/05/18 SLN [REDACTED] 4.20 1428.00

02/05/18 ATP [REDACTED] 2.20 616.00

02/05/18 JJR [REDACTED] .70 154.00

02/05/18 JJR [REDACTED] 3.30 726.00

02/06/18 SC [REDACTED] 7.30 2336.00

2

BROWN COUNTY
009948-00023

PAGE 4

02/06/18	SLN	[REDACTED]	2.00	680.00
02/06/18	ATP	[REDACTED]	1.00	280.00
02/06/18	JJR	[REDACTED]	3.10	682.00
02/06/18	JJR	[REDACTED]	1.20	264.00
02/07/18	SC	[REDACTED]	8.20	2624.00
02/07/18	SLN	[REDACTED]	.30	NO CHARGE
02/07/18	ATP	[REDACTED]	1.50	420.00
02/07/18	JJR	[REDACTED]	1.10	242.00

BROWN COUNTY
009948-00023

PAGE 5

02/07/18	JJR	[REDACTED]	.50	110.00
02/07/18	JJR	[REDACTED]	1.90	418.00
02/07/18	JJR	[REDACTED];	1.80	396.00
02/08/18	SC	[REDACTED]	3.60	1152.00
02/08/18	SC	[REDACTED]	3.80	1216.00
02/08/18	SLN	[REDACTED]	4.20	1428.00
02/08/18	ATP	[REDACTED]	3.40	952.00
02/09/18	SC	[REDACTED]	7.40	2368.00

2

BROWN COUNTY
009948-00023

PAGE 6

02/09/18	SLN	[REDACTED]	3.10	1054.00
02/09/18	ATP	[REDACTED]	2.30	644.00
02/12/18	SC	[REDACTED]	1.50	480.00
02/12/18	SLN	[REDACTED]	.30	NO CHARGE
02/12/18	ATP	[REDACTED]	.30	NO CHARGE
02/13/18	SC	[REDACTED]	1.20	384.00
02/13/18	SLN	[REDACTED]	.30	102.00
02/14/18	SC	[REDACTED]	2.30	736.00
02/14/18	SLN	[REDACTED]	3.20	1088.00
02/14/18	ATP	[REDACTED]	.30	84.00

BROWN COUNTY
009948-00023

PAGE 7

02/15/18 SC	[REDACTED]	4.30	1376.00
02/15/18 SLN	[REDACTED]	6.40	2176.00
02/15/18 ATP	[REDACTED]	2.60	728.00
02/15/18 JJR	[REDACTED]	1.50	330.00
02/16/18 SC	[REDACTED]	6.50	2080.00
02/16/18 SLN	[REDACTED]	4.30	1462.00
02/16/18 ATP	[REDACTED]	6.50	1820.00

BROWN COUNTY
009948-00023

PAGE 8

02/16/18 JJR	[REDACTED]	1.70	374.00
02/17/18 SC	[REDACTED]	1.80	576.00
02/17/18 SLN	[REDACTED]	2.60	884.00
02/17/18 ATP	[REDACTED]	1.80	504.00
02/17/18 JJR	[REDACTED]	3.20	704.00
02/18/18 SC	[REDACTED]	1.10	352.00
02/18/18 SLN	[REDACTED]	2.60	884.00
02/18/18 ATP	[REDACTED]	2.60	728.00
02/18/18 JJR	[REDACTED]	2.10	462.00

BROWN COUNTY
009948-00023

PAGE 9

02/18/18 JJR	[REDACTED]	4.00	880.00
02/19/18 SC	[REDACTED]	2.80	896.00
02/19/18 SC	[REDACTED]	.80	256.00
02/19/18 SLN	[REDACTED]	7.50	2550.00
02/19/18 ATP	[REDACTED]	5.50	1540.00
02/19/18 JJR	[REDACTED]	2.70	594.00
02/20/18 SC	[REDACTED]	8.00	NO CHARGE

BROWN COUNTY
009948-00023

PAGE 10

02/20/18	SLN	[REDACTED]	6.50	2210.00
02/20/18	ATP	[REDACTED]	8.00	2240.00
02/21/18	SC	[REDACTED]	.30	96.00
02/21/18	SLN	[REDACTED]	.10	34.00
02/21/18	ATP	[REDACTED]	.50	140.00
02/22/18	SC	[REDACTED]	1.20	384.00
02/22/18	ATP	[REDACTED]	1.60	448.00
02/23/18	SC	[REDACTED]	2.10	672.00
02/23/18	SLN	[REDACTED]	1.50	510.00
02/23/18	ATP	[REDACTED]	1.00	280.00
02/23/18	KAP	[REDACTED]	5.10	1224.00

BROWN COUNTY
 009948-00023

02/26/18	SC	[REDACTED]	2.70	864.00
02/26/18	SLN	[REDACTED]	.50	170.00
02/26/18	ATP	[REDACTED]	.20	56.00
02/27/18	SC	[REDACTED]	1.50	480.00
02/27/18	SC	[REDACTED]	.40	128.00
02/27/18	SLN	[REDACTED]	1.30	442.00
02/27/18	ATP	[REDACTED]	.50	140.00
02/28/18	SC	[REDACTED]	2.50	800.00
02/28/18	KAP	[REDACTED]	2.10	504.00

CURRENT FEES FOR THIS MATTER

\$67,368.00

DISBURSEMENTS

BROWN COUNTY
009948-00023

PAGE 12

02/27/18	[REDACTED]	20.55
02/26/18	[REDACTED]	422.40
02/26/18	[REDACTED]	211.20

CURRENT DISBURSEMENTS FOR THIS MATTER \$654.15

BILLING SUMMARY

SMITHA CHINTAMANENI	9.20 hours at	\$0.00 =	.00
SMITHA CHINTAMANENI	82.20 hours at	\$320.00 =	26304.00
STEVEN NELSON	0.60 hours at	\$0.00 =	.00
STEVEN NELSON	57.20 hours at	\$340.00 =	19448.00
ANDREW T. PHILLIPS	0.30 hours at	\$0.00 =	.00
ANDREW T. PHILLIPS	42.90 hours at	\$280.00 =	12012.00
KATELYN A. PELLITTERI	7.20 hours at	\$240.00 =	1728.00
JOSEPH J. ROLLING	35.80 hours at	\$220.00 =	7876.00

CURRENT FEES FOR THIS MATTER \$67,368.00

CURRENT DISBURSEMENTS FOR THIS MATTER \$654.15

TOTAL AMOUNT DUE FOR THIS MATTER \$68,022.15

2

Loehlein, Alicia A.

Subject: County-Wide Dark Store November Referendum Question

From: Moynihan, Patrick W.
Sent: Thursday, April 5, 2018 9:05 AM
To: Hemery, David P. <David.Hemery@co.brown.wi.us>
Subject: County-Wide Dark Store November Referendum Question

Dear Corporation Counsel Hemery,

Please accept this communication as an official request from me in regard to seeking a County-wide Dark Store November Referendum Question resolution, to be presented to the Executive Committee for next week's meeting. I ask you to fashion a referendum question which mirrors that of which the Outagamie County Board of Supervisors recently passed. Typically, I would communicate said request by other means but because time is of the essence, thus I chose this avenue.

Regards,

Patrick W. Moynihan, Jr.
Chairman, Brown County Board of Supervisors (Supervisor - District #22)

April 17, 2018

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

Ladies and Gentlemen:

RESOLUTION FOR DARK STORE ADVISORY REFERENDUM

WHEREAS, when a Big Box retailer gets a Dark Store tax break, residential homeowners, other businesses and other property owners are forced to pick up a greater share of the property tax levy, or needed services are forced to be cut. Over the past several months County, City and other Municipal Officials have been in contact with State Legislators, and have testified against the Dark Store tax loophole, stressing the need to oppose shifting the property tax burden from Dark Stores to other tax payer entities; and

WHEREAS, Wisconsin State Statute Section 59.52(25) provides for a County Board to conduct a county-wide referendum for advisory purposes, and reads in its entirety as follows: *“Advisory and contingent referenda. The board may conduct a countywide referendum for advisory purposes or for the purpose of ratifying or validating a resolution adopted or ordinance enacted by the board contingent upon approval in the referendum.”*, and

WHEREAS, an advisory Referendum would provide guidance to the State Legislature regarding the will of the Brown County electorate on this issue, and it is desirable for Brown County to hold such an advisory Referendum.

NOW THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby authorizes and directs that a County-wide advisory Referendum be conducted, to be held with the November 2018 general election, that County staff and Officials take any and all action necessary to achieve this, and that the advisory Referendum question to be presented shall be as follows:

“Question: Should the state legislature enact proposed legislation that closes the Dark Store loopholes, which currently allow commercial retail properties to significantly reduce the assessed valuation and property tax of such properties, resulting in a substantial shift in taxes levied against other tax paying entities, such as residential home owners,

and/or cuts in essential services provided by an affected municipality? ”, and

BE IT FURTHER RESOLVED, that Corporation Counsel shall prepare a *Notice of Referendum* to be published by the Brown County Clerk in accordance with statutory requirements, that this Resolution and the Referendum shall be filed with the Brown County Clerk no later than 70 days prior to the election at which the question will appear on the ballot, and that any other necessary actions be taken to hold this Referendum as stated above.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Administration

Approved by: Corporation Counsel’s Office

Fiscal Note: This resolution does not require an appropriation from the General Fund. The associated expense of \$2,000 is budgeted for in the County Clerk’s 2018 Advertising & Public Notice budget line.



305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016 FAX (920) 448-4498

juno_sl@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04-02-2018
REQUEST TO: Exec Comm; and County Board
MEETING DATE: 04-09-2018; and 04-17-2018
REQUEST FROM: David P. Hemery, Corp Counsel, per the Communication of Brown County Board Chairperson Patrick W. Moynihan, Jr.

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

TITLE: RESOLUTION FOR DARK STORE ADVISORY REFERENDUM

ISSUE/BACKGROUND INFORMATION:

Resolution to issue advisory referendum asking the following question: "*Question: Should the state legislature enact proposed legislation that closes the Dark Store loopholes, which currently allow commercial retail properties to significantly reduce the assessed valuation and property tax of such properties, resulting in a substantial shift in taxes levied against other tax paying entities, such as residential home owners, and/or cuts in essential services provided by an affected municipality?*"

ACTION REQUESTED:

To Approve

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? \$2,000 _____
 - 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? ___100.019.014.5310_____
 2. If no, how will the impact be funded?

X COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

April 17, 2018

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

Ladies and Gentlemen:

RESOLUTION APPROVING BUDGET ADJUSTMENT
GENERAL FUND TRANSFER

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

2018 – The unanticipated Sales and Use Tax Lawsuit brought against Brown County by the Brown County Taxpayers Association (BCTA), Rich Heidel, President, has led to previously unforeseen legal expenditures in the following amounts: 1) \$41, 288.55 for January 2018; and 2) \$68,022.15 for February 2018, for a total of \$109,310.70 expended to date on this matter. Litigation continues in this matter, and additional funds in the amount of \$250,000 are needed to be transferred from the general fund to the Corporation Counsel budget in order to continue defending Brown County's interests.

Amount: \$250,000

and

WHEREAS, it is desirous to transfer the requested \$250,000 to the Corporation Counsel departmental budget by transferring \$250,000 from the General Fund to the Corporation Counsel departmental budget; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby authorizes and directs that the funds mentioned above shall be transferred as stated above.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH,
COUNTY EXECUTIVE

Date Signed: _____

Authored by Administration
Approved by Corporation Counsel's Office

Fiscal Note: This Resolution requires an appropriation of \$250,000 from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

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

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



Brown County

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

David P. Hemery
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04-02-2018
REQUEST TO: Admin Comm; Exec Comm; and County Board
MEETING DATE: 04-05-2018; 04-09-2018; and 04-17-2018
REQUEST FROM: David P. Hemery, Corp Counsel

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

TITLE: RESOLUTION APPROVING BUDGET ADJUSTMENT
GENERAL FUND TRANSFER

ISSUE/BACKGROUND INFORMATION:

The unanticipated Sales and Use Tax Lawsuit brought against Brown County by the Brown County Taxpayers Association (BCTA), Rich Heidel, President, has led to previously unforeseen legal expenditures in the following amounts: 1) \$41, 288.55 for January 2018; and 2) \$68,022.15 for February 2018, for a total of \$109,310.70 expended to date on this matter. Litigation continues in this matter, and additional funds in the amount of \$250,000 are needed to be transferred from the general fund to the Corporation Counsel budget in order to continue defending Brown County's interests.

ACTION REQUESTED:

To Approve

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? \$250,000 _____
 - 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? From the general fund.

X COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

April 17, 2018

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

Ladies and Gentlemen:

**RESOLUTION REGARDING A CHANGE IN THE N.E.W. ZOO AND ADVENTURE
PARK TABLE OF ORGANIZATION**

WHEREAS, a Position Addition/Deletion Request was submitted by the N.E.W Zoo and Adventure Park Department (“Department”); and

WHEREAS, the Department would like to create a benefit eligible 1.00 FTE Adventure Park Lead Guide to allow for more consistency in personnel, improve services, and ultimately increase revenue at the Adventure Park; and

WHEREAS, after the recent vacancy of the Adventure Park Supervisor, the Department reevaluated and distributed some of the duties to a Park Ranger position in order to meet and improve operational needs; and

WHEREAS, due to the change in duties, the Department is requesting the funding distribution for the Adventure Park Supervisor be changed from 31% Parks and 69% N.E.W. Zoo to 100% N.E.W. Zoo as well as a decrease in the budgeted pay rate; and

WHEREAS, the Department is also requesting that the funding for the Park Ranger be changed from 69% N.E.W. Zoo and 31% Park to 100% Parks and as well as an increase in the budgeted pay rate to support the additional workload.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the N.E.W. Zoo and Adventure Park table of organization be changed by reclassifying the 1.00 LTE Adventure Park Guide position to a 1.00 FTE Adventure Park Guide; the Adventure Park Supervisor position distribution be changed to 100% under the N.E.W. Zoo and Adventure Park budget; the Adventure Park Supervisor’s budgeted pay rate be decreased from \$23.66/hour

to \$22.00/hour; the Park Ranger position distribution be changed to 100% under the Parks budget; and the Park Ranger's budgeted pay rate be increased from \$20.39/hour to \$21.77/hour.

Budget Impact:

Partial Budget Impact	FTE	Addition/Deletion	Salary	Fringe	Total
Adventure Park Supervisor @ \$23.66/hour	(1.00)	Deletion	(\$37,856)	(\$13,306)	(\$51,162)
Adventure Park Supervisor @ \$22.00/hour	1.00	Addition	\$35,200	\$12,909	\$48,109
Park Ranger @ \$20.39/hour	(1.00)	Deletion	(\$32,624)	(\$12,523)	(\$45,147)
Park Ranger @ \$21.77/hour	1.00	Addition	\$34,831	\$12,854	\$47,686
LTE-Adventure Park Lead Guide @ \$13.65/hour	(1.00)	Deletion	(\$21,840)	(\$3,275)	(\$25,115)
Adventure Park Lead Guide @ \$13.65/hour (FTE)	1.00	Addition	\$21,840	\$10,907	\$32,747
Partial Budget Impact-9 Months					\$7,118

Annualized Budget Impact	FTE	Addition/Deletion	Salary	Fringe	Total
Adventure Park Supervisor @ \$23.66/hour	(1.00)	Deletion	(\$49,213)	(\$17,298)	(\$66,511)
Adventure Park Supervisor @ \$22.00/hour	1.00	Addition	\$45,760	\$16,782	\$62,542
Park Ranger @ \$20.39/hour	(1.00)	Deletion	(\$42,411)	(\$16,280)	(\$58,691)
Park Ranger @ \$21.77/hour	1.00	Addition	\$45,282	\$16,710	\$61,992
LTE-Adventure Park Lead Guide @ \$13.65/hour	(1.00)	Deletion	(\$28,392)	(\$4,251)	(\$32,643)
Adventure Park Lead Guide @ \$13.65/hour (FTE)	1.00	Addition	\$28,392	\$14,179	\$42,571
Annualized Budget Impact					\$9,260

Fiscal Note: This resolution does not require an appropriation from the General Fund. The funds for the increase will be offset by the Parks Department's Cross Country Ski Fund 122.

Respectfully submitted,

EDUCATION AND RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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

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

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



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

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/20/2018
REQUEST TO: Ed & Rec and Executive Committees
MEETING DATE: 3/29/18 & 4/9/18
REQUEST FROM: Neil Anderson/Matthew Kriese
Director and Assistant Director of the NEW Zoo and Adventure Park
REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: RESOLUTION REGARDING A CHANGE IN THE N.E.W. ZOO AND ADVENTURE PARK TABLE OF ORGANIZATION

ISSUE/BACKGROUND INFORMATION:

LTE TO FULL TIME: A 1.0 LTE Adventure Park Lead Guide was approved through the 2018 budgeting process. Instead of hiring multiple individuals as a 1.0 equivalent, the department would like to create a year-round full-time position for more consistency in personnel.

ADVENTURE PARK SUPERVISOR AND PARK RANGER: With the resignation of the Adventure Park Supervisor the department will be separating duties in an effort to provide more efficient services on site.

ACTION REQUESTED:

Reclassify the 1.00 LTE Adventure Park Lead Guide to a 1.00 FTE Adventure Park Lead Guide (benefit eligible). The Adventure Park Supervisor position will be funded 100% from the NEW Zoo and Adventure Park budget (currently it's funded at 31% Parks and 69% Zoo) and the Park Ranger position will be funded 100% from the Parks budget (currently it's funded at 69% Parks and 31% Zoo).

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? \$9,260 _____
 - 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? Partially funded: 643.057.001 & 100.062.092.001
 - 2. If no, how will the impact be funded?

Reclassifying the Adventure Park Supervisor position would allow for savings in the Ski Lodge Concessionaire position (park budget). Savings realized in Park Budget (Ski Lodge Attendant) could be transferred back into Adventure Park budget in later years if needed. Ski Lodge Attendant position could be decreased 395 to 200 hours annually.

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

April 17, 2018

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

Ladies and Gentlemen:

RESOLUTION REGARDING A CHANGE IN THE TREASURER'S DEPARTMENT
TABLE OF ORGANIZATION

WHEREAS, the Treasurer's Department ("Department") table of organization currently includes a vacant 1.00 FTE Financial Specialist position, and a 1.00 FTE Deputy Treasurer position; and

WHEREAS, the Department is requesting to reduce the budgeted amount for the vacant 1.0 FTE Financial Specialist position, and to increase the budgeted amount for the 1.0 FTE Deputy Treasurer position in order to retain experienced and valuable staff.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the changes requested above to the Treasurer's Department table of organization are hereby approved, including that: 1) the wages of the vacant 1.00 FTE Financial Specialist position are hereby decreased from \$23.55 per hour to \$22.55 per hour; and 2) the wages of the 1.00 FTE Deputy Treasurer position are hereby increased from \$27.25 per hour to \$28.25 per hour, as described above and as reflected below in the 'Budget Impact' sections of this Resolution.

Budget Impact:

Treasurer

Partial Budget Impact	Annual Hours	FTE	Addition/ Deletion	Salary	Fringe	Total
Financial Specialist @ \$23.55	2,088	(1.00)	Deletion	(\$34,042)	(\$11,973)	(\$46,015)
Financial Specialist @ \$22.55	2,088	1.00	Addition	\$32,597	\$11,756	\$44,353
Deputy Treasurer @ \$27.25	2,088	(1.00)	Deletion	(\$39,391)	(\$12,773)	(\$52,164)
Deputy Treasurer @ \$28.25	2,088	1.00	Addition	\$40,836	\$12,990	\$53,826
Partial Budget Impact						-\$0.00-

6

Annualized Budget Impact	Annual Hours	FTE	Addition/ Deletion	Salary	Fringe	Total
Financial Specialist @ \$23.55	2,088	(1.00)	Deletion	(\$49,172)	(\$17,292)	(\$66,466)
Financial Specialist @ \$22.55	2,088	1.00	Addition	\$47,084	\$16,981	\$64,065
Deputy Treasurer @ \$27.25	2,088	(1.00)	Deletion	(\$56,898)	(\$18,450)	(\$75,348)
Deputy Treasurer @ \$28.25	2,088	1.00	Addition	\$58,986	\$18,763	\$77,749
Annualized Budget Impact						-\$0.00-

Fiscal Note: This resolution does not require an appropriation from the General Fund. The net fiscal effect of this change is \$0.00.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel



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

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/27/2018
REQUEST TO: Administration and Executive Committees
MEETING DATE: 04/04/18 & 4/9/18
REQUEST FROM: Paul Zeller
Treasurer

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

TITLE: Resolution Regarding Change in Treasurer Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Treasurer is requesting to reduce the budgeted amount for the vacant Financial Specialist and in response increase the budgeted amount for the Deputy Treasurer in order to retain experienced and valuable staff.

ACTION REQUESTED:

Reduce the budgeted wage for the 1.00 Financial Specialist position from \$23.55 per hour to \$22.55 per hour and increase the budgeted wage for the 1.00 Deputy Treasurer from \$27.25 per hour to \$28.25 per hour in the Treasurer table of organization.

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? \$0.00
 - 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

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April 17, 2018

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

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR U.W. EXTENSION TEEN MARKET GARDEN COORDINATOR - LTE**

WHEREAS, the U.W. Extension received grant funding for a Teen Market Garden Coordinator - LTE position ("Position") to plan and implement a farmers market program for teenagers. Teens will gain skills in working together to plan, design and develop a marketing plan for the farmers market; and,

WHEREAS, funding for this position will be from a grant provided by the Wisconsin Medical Society Foundation; and

WHEREAS, Human Resources in conjunction with U.W. Extension recommends, for the above-stated reasons, the addition of 0.12 FTE Teen Market Garden Coordinator - LTE to the U.W. Extension table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 0.12 FTE Teen Market Garden Coordinator - LTE to the U.W. Extension table of organization; and

BE IT FURTHER RESOLVED, that, should the funding end, said Position will end and be eliminated from the U.W. Extension table of organization.

Budget Impact:
U.W. Extension

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Teen Market Garden Coordinator - LTE	0.12	Addition	\$3,790	\$ 600	\$4,390
Annualized Budget Impact					\$4,390

Fiscal Note: This resolution does not require an appropriation from the General Fund. Increase in expense will be offset by increased grant revenue from the Wisconsin Medical Society Foundation.

Respectfully submitted,
 PLANNING, DEVELOPMENT &
 TRANSPORTATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

 Motion made by Supervisor _____

Seconded by Supervisor _____

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

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

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



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

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/21/2018
REQUEST TO: Planning, Development & Transportation; and Executive Committees
MEETING DATE: 3/26/18 & 4/9/18
REQUEST FROM: Judy Knudson
Area Extension Director
REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for U.W. Extension – Teen Market Garden Coordinator - LTE

ISSUE/BACKGROUND INFORMATION:

The U.W. Extension Office has received a grant from the Wisconsin Medical Society Foundation for their Teen Market Garden Coordinator LTE position. This position will be responsible for planning and implementing a farmer’s market program for teens. Should the funding be eliminated, the position will end and be eliminated from the U.W. Extension’s table of organization.

ACTION REQUESTED:

Add 0.12 FTE Teen Market Garden Coordinator - LTE to the U.W. Extension table of organization.

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? \$4,390
 - 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? 100.083.001.5100
 - 2. If no, how will the impact be funded?

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

April 17, 2018

**AN ORDINANCE TO AMEND SECTION 3.25 (COUNTY VEHICLE I.D. MARKINGS)
OF CHAPTER 3 OF THE BROWN COUNTY CODE OF ORDINANCES**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 3.25 of Chapter 3 of the Brown County Code of Ordinances is hereby amended as follows:

3.25 IDENTIFICATION MARKINGS ON COUNTY-OWNED VEHICLES AND EQUIPMENT REQUIRED. (1) Purpose. The purpose of this section is to establish procedures by which County-owned vehicles and equipment are marked to enable such vehicles and equipment, where practicable, to be openly identified when they are being operated.

(2) Requirements. All County-owned vehicles and equipment used in County operations, with the exception of County-owned vehicles designated by the Sheriff for purposes of detection and prevention of unlawful activities, and with the exception of one 2017 Shelter Care Vehicle and one 2018 Community Services vehicle, shall have identification markings not less than 12" in diameter in the form of the official seal of Brown County affixed on both the passenger and driver doors of said vehicles and equipment; ~~where practicable, and in addition identification markings which shall state "Brown County - For Official Use Only" on the back portion of said vehicles and equipment.~~ Other exceptions to these requirements may be granted by the Director of Administration.

Section 2 - This Ordinance Amendment shall become effective upon passage and publication pursuant to law.

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel

Approved by: Corporation Counsel



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

KATHRYN ROELLICH

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

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04-06-2018
REQUEST TO: Executive Committee, and County Board
MEETING DATE: 04-09-2018; and 04-17-2018, respectively
REQUEST FROM: Dave Hemery per Human Services Committee,
(This was referred back to Exec Comm by Co Bd on 03-21-2018)

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

TITLE: An Ordinance Amending Section 3.25 of Chapter 3 of the Brown County Code of Ordinances (County Vehicle I.D.)

ISSUE/BACKGROUND INFORMATION:

From 01-24-2018 Human Services Committee: **“Request for Exception to Requirement for Identification Markings on New Shelter Care (2017) and Community Services (2018) Vehicles.** Pritzl informed that currently under Ordinance 3.25 there was a requirement that all county-owned vehicles and equipment used in County operations, with the exception of County-owned vehicles designated by the Sheriff for purposes of detection and prevention of unlawful activities, shall have identification markings in the form of the official seal of Brown County affixed on both the passenger and driver door of said vehicles and equipment, where practicable, and in addition identification markings which shall state “Brown County – For Official Use Only” on the back portion of said vehicles and equipment. Pritzl was looking for the committee’s opinion about a potential exception to this. When social workers go out and take action, he felt it was better for a person to not have to be placed into a marked county vehicle. People will say confidentiality protections, etc. but he felt it was that intrusive piece as it signaled that the county was doing something with this person. They had some interesting situations around that. In shelter care they transport kids to different places, schools, treatment, etc.”

ACTION REQUESTED:

Review, approve and forward to County Board.

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



Budget Performance Report

Fiscal Year to Date 04/05/18
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Amendments	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget vs. Used Transactions	Prior Year Total
100 - General Fund								
REVENUE								
Department 016 - Corporation Counsel								
Division 001 - General								
4100	General property taxes	602,290.00	.00	50,190.83	.00	200,763.32	401,526.68	679,501.00
4600	Charges and fees	500.00	.00	.00	.00	673.80	(173.80)	302.80
4600.161	Charges and fees Legal	\$500.00	\$0.00	\$0.00	\$0.00	\$673.80	(\$173.80)	\$302.80
4600 - Charges and fees Totals								
4700	Intergovt charges	3,000.00	.00	3,000.00	.00	.00	3,000.00	0
4700.003	Intergovt charges Municipalities	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
9000	Carryover	.00	.00	.00	.00	.00	.00	+++
9004	Intrafund Transfer In	.00	10,652.00	.00	.00	10,652.00	.00	100
9004.200	Intrafund Transfer In HR	\$0.00	\$10,652.00	\$0.00	\$0.00	\$10,652.00	\$0.00	100%
9004 - Intrafund Transfer In Totals								
Division 001 - General Totals								
Department 016 - Corporation Counsel Totals								
REVENUE TOTALS								
EXPENSE								
Department 016 - Corporation Counsel								
Division 001 - General								
5100	Regular earnings	497,284.00	9,315.00	506,599.00	.00	90,823.00	415,776.00	18
5102	Paid leave earnings	.00	.00	.00	.00	2,986.76	(2,986.76)	+++
5102.100	Paid leave earnings Vacation	.00	.00	.00	.00	2,300.60	(2,300.60)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	643.12	(643.12)	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	1,928.80	(1,928.80)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	2,084.00	(2,084.00)	+++
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	\$9,943.28	(\$9,943.28)	+++
5102 - Paid leave earnings Totals								
5103	Premium	.00	.00	.00	.00	.00	.00	+++
5103.000	Premium Overtime	.00	.00	.00	.00	.00	.00	+++
5103.110	Premium Casual time payout	.00	.00	.00	.00	.00	.00	+++
5103 - Premium Totals								
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	+++
5109.100	Salaries reimbursement Short term disability	(210,327.00)	.00	(210,327.00)	.00	(33,765.07)	(176,561.93)	16
5109.300	Salaries reimbursement IV-E	(\$210,327.00)	\$0.00	(\$210,327.00)	\$0.00	(\$33,765.07)	(\$176,561.93)	16%
5109 - Salaries reimbursement Totals								
5110	Fringe benefits	38,043.00	713.00	38,756.00	.00	7,271.80	31,484.20	19
5110.100	Fringe benefits FICA	622.00	.00	622.00	.00	118.86	503.14	19
5110.110	Fringe benefits Unemployment compensation	83,097.00	5,356.00	88,453.00	.00	16,398.38	72,054.62	19
5110.200	Fringe benefits Health Insurance							

9



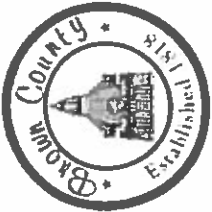
Budget Performance Report

Fiscal Year to Date 04/05/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used	Prior Year Total
EXPENSE										
Department 010 - Corporation Counsel										
Division 001 - General										
Fringe benefits										
5110	Fringe benefits Dental Insurance	7,964.00	.00	7,964.00	.00	.00	1,413.12	6,550.88	18	7,532.23
5110.220	Fringe benefits Life Insurance	304.00	.00	304.00	.00	.00	49.14	254.86	16	230.45
5110.230	Fringe benefits LT disability insurance	1,956.00	.00	1,956.00	.00	.00	388.46	1,567.54	20	2,045.20
5110.235	Fringe benefits ST disability insurance	2,744.00	.00	2,744.00	.00	.00	544.60	2,199.40	20	2,389.00
5110.240	Fringe benefits Workers compensation insurance	596.00	.00	596.00	49.67	.00	198.68	397.37	33	872.00
5110.300	Fringe benefits Retirement	35,805.00	(1,404.00)	34,401.00	.00	.00	6,611.78	27,789.22	19	33,161.05
5110 - Fringe benefits Totals		\$17,131.00	\$4,665.00	\$12,466.00	\$49.67	\$0.00	\$11,821.58	\$1,644.42	19%	\$159,637.11
5198	Fringe benefits - Budget only	3,328.00	(3,328.00)	.00	.00	.00	.00	.00	+++	.00
Supplies										
5300	Supplies	.00	.00	.00	.00	.00	.00	.00	+++	744.99
5300.001	Supplies Office	4,500.00	.00	4,500.00	.00	.00	658.64	3,841.36	15	3,446.38
5300.004	Supplies Postage	2,000.00	.00	2,000.00	.00	.00	665.00	1,335.00	33	1,400.50
5300 - Supplies Totals		\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$1,323.64	\$5,176.36	20%	\$5,591.87
5303	Copy expense	100.00	.00	100.00	.00	.00	11.25	88.75	11	20.76
5305	Dues and memberships	3,175.00	.00	3,175.00	.00	.00	.00	3,175.00	0	2,861.06
5310	Advertising and public notice	3,000.00	.00	3,000.00	.00	.00	147.59	2,852.41	5	3,860.23
5330	Books, periodicals, subscription	11,706.00	.00	11,706.00	.00	.00	1,499.80	10,206.20	13	14,374.64
5335	Software/Licenses	.00	.00	.00	.00	.00	17,508.52	(17,508.52)	+++	.00
5340	Travel and training	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	3,270.50
5395	Equipment - nonoutlay	.00	.00	.00	.00	.00	.00	.00	+++	7,150.00
Intra-county expense										
5601	Intra-county expense Technology services	35,569.00	.00	35,569.00	295.14	.00	10,439.55	25,129.45	29	32,257.66
5601.200	Intra-county expense Insurance	2,197.00	.00	2,197.00	183.08	.00	732.32	1,464.68	33	2,481.00
5601.300	Intra-county expense Other departmental	.00	.00	.00	.00	.00	40.00	(40.00)	+++	.00
5601.400	Intra-county expense Copy center	500.00	.00	500.00	.00	.00	120.00	380.00	24	264.00
5601.450	Intra-county expense Departmental copiers	2,755.00	.00	2,755.00	229.58	.00	918.32	1,836.68	33	2,728.00
5601.550	Intra-county expense Document center	1,168.00	.00	1,168.00	.00	.00	212.31	955.69	18	646.36
5601 - Intra-county expense Totals		\$42,189.00	\$0.00	\$42,189.00	\$707.80	\$0.00	\$12,462.50	\$29,726.50	30%	\$38,377.02
5708	Professional services	300.00	.00	300.00	.00	.00	262.48	37.52	87	2,428.45
5710	Paper service - legal	4,325.00	.00	4,325.00	.00	.00	.00	4,325.00	0	783.17
5712	Court reporter service	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	559.05
Legal services										
5716	Legal services	222,950.00	.00	222,950.00	.00	.00	17,773.75	205,176.25	8	192,757.66
5716.200	Legal services County sales tax	.00	.00	.00	.00	.00	41,288.55	(41,288.55)	+++	.00
5716.900	Legal services Contra	(190,000.00)	.00	(190,000.00)	.00	.00	(17,773.75)	(172,226.25)	9	(185,101.76)
5716 - Legal services Totals		\$32,950.00	\$0.00	\$32,950.00	\$0.00	\$0.00	\$41,288.55	(\$8,336.55)	1.25%	\$7,655.90

9



Budget Performance Report

Fiscal Year to Date 04/05/18
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 100 - General Fund											
	EXPENSE										
	Department 016 - Corporation Counsel										
	Division 001 - General										
	Outlay										
6110	Outlay Other (\$5,000+)	33,629.00	.00	33,629.00	.00	.00	.00	.00	33,629.00	0%	.00
	Transfer out	\$33,629.00	\$0.00	\$33,629.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,629.00	0%	\$0.00
	6110 - Outlay Totals										
	Division 001 - General	\$605,790.00	\$10,652.00	\$616,442.00	\$757.47	\$0.00	\$174,500.36	\$441,941.64	\$441,941.64	28%	\$647,421.29
	Department 016 - Corporation Counsel Totals	\$605,790.00	\$10,652.00	\$616,442.00	\$757.47	\$0.00	\$174,500.36	\$441,941.64	\$441,941.64	28%	\$647,421.29
	EXPENSE TOTALS	\$605,790.00	\$10,652.00	\$616,442.00	\$757.47	\$0.00	\$174,500.36	\$441,941.64	\$441,941.64	28%	\$647,421.29
	Fund 100 - General Fund Totals	605,790.00	10,652.00	616,442.00	50,190.83	.00	212,089.12	404,352.88	404,352.88	34%	710,042.80
	REVENUE TOTALS	605,790.00	10,652.00	616,442.00	757.47	.00	174,500.36	441,941.64	441,941.64	28%	647,421.29
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$49,433.36	\$0.00	\$37,588.76	(\$37,588.76)	(\$37,588.76)		\$62,621.51
	Grand Totals	605,790.00	10,652.00	616,442.00	50,190.83	.00	212,089.12	404,352.88	404,352.88	34%	710,042.80
	EXPENSE TOTALS	605,790.00	10,652.00	616,442.00	757.47	.00	174,500.36	441,941.64	441,941.64	28%	647,421.29
	Grand Totals	\$0.00	\$0.00	\$0.00	\$49,433.36	\$0.00	\$37,588.76	(\$37,588.76)	(\$37,588.76)		\$62,621.51

9



Budget by Account Classification Report (Draft and Unaudited)

Through 02/28/18

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD	% Used	Prior Year YTD
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REVENUE									
Property Taxes	1,352,599.00	.00	1,352,599.00	112,716.58	.00	225,433.16	1,127,165.84	17	232,134.34
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Hospitality Revenue	2,000.00	.00	2,000.00	188.00	.00	369.00	1,631.00	18	375.50
Other Financing Sources	.00	13,849.00	13,849.00	.00	.00	13,849.00	.00	100	.00
REVENUE TOTALS	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$112,904.58	\$0.00	\$239,651.16	\$1,128,796.84	18%	\$232,509.84

EXPENSE									
Personnel Costs	1,069,493.00	13,849.00	1,083,342.00	71,456.65	.00	143,572.10	939,769.90	13	112,946.55
Operating Expenses	285,106.00	.00	285,106.00	14,900.34	7,100.00	44,245.01	233,760.99	18	65,784.72
EXPENSE TOTALS	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$86,356.99	\$7,100.00	\$187,817.11	\$1,173,530.89	14%	\$178,731.27

Fund 100 - General Fund Totals

REVENUE TOTALS	1,354,599.00	13,849.00	1,368,448.00	112,904.58	.00	239,651.16	1,128,796.84	18%	232,509.84
EXPENSE TOTALS	1,354,599.00	13,849.00	1,368,448.00	86,356.99	7,100.00	187,817.11	1,173,530.89	14%	178,731.27
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$27,047.59	(\$7,100.00)	\$51,834.05	(\$44,734.05)		\$53,778.57

Grand Totals

REVENUE TOTALS	1,354,599.00	13,849.00	1,368,448.00	112,904.58	.00	239,651.16	1,128,796.84	18%	232,509.84
EXPENSE TOTALS	1,354,599.00	13,849.00	1,368,448.00	86,356.99	7,100.00	187,817.11	1,173,530.89	14%	178,731.27
Grand Totals	\$0.00	\$0.00	\$0.00	\$27,047.59	(\$7,100.00)	\$51,834.05	(\$44,734.05)		\$53,778.57

BROWN COUNTY TURNOVER REPORT

February-18

HIRES	STATUS	POSITION	DEPT
1	FT	SW Supervisor	HHS-SB
2	FT	Highway Crew	DPW
3	PT	Library Services Assistant	Library
4	FT	Garage Mechanic	Sheriff
5	FT	Facility Planning & Project Manager	DPW
6	FT	Correctional Officer	Sheriff
7	FT	Correctional Officer	Sheriff
8	PT	Secretary II	UW Extension
9	FT	C.N.A.	HHS-CTC-Bay Shore
10	FT	AODA Counselor	HHS-CTC
11	FT	Highway Crew	DPW-Duck Creek
12	OC	C.N.A.	HHS-CTC
13	LTE	Horticulture Assistant	UW Extension
14	FT	Highway Crew	DPW
15	LTE	Husbandry Assistant	Zoo
16	LTE	Seasonal Employee	Golf Course

TERM	STATUS	POSITION	DEPT	COMMENTS	TALLY:
1	FT	Lead Garage Mechanic	Sheriff	Retirement	3
2	PT .2FTE	Clinical Social Worker	CTC	Personal Reasons	3
3	FT	Facility Mechanic	PW/Facilities	Other Job Offer	2
4	LTE	Husbandry Assistant	NEW Zoo	Not A Good Fit	
5	FT	Maintenance Mechanic Airport	Airport	None Given	13
6	FT	Library Service Associate	Library	End of assignment	1
7	LTE	Social Worker/Case Manager	Human Services		
8	PT .7FTE	RN - Charge Nurse	CTC		1833
9	PT .2FTE	Certified Nursing Assistant	CTC		81
10	PT .19FTE	Grounds Supervisor	UW Extension		23
11	FT	Park Supervisor	Fac. & Park Mgmt.		
12	FT	Economic Support Specialist	Human Services		27
13	PT .2FTE	Youth Support Specialist	Human Services		
14	PT .5FTE	Deputy County Clerk	County Clerk		
15	LTE	Concessionaire Supervisor	NEW Zoo		
16	LTE	Concessionaire	NEW Zoo		
17	FT	HR Administrative Coordinator	Human Resources		

12

	TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
18	2/23/18	FT	Clerk/Typist II	Port & Resource Rec.			
19	2/12/18	FT	Telecommunication Operator	Public Safety Comm.			
20	2/28/18	FT	Lib. Automation & Fin. Svcs. Manager	Library			
21	2/22/18	FT	Certified Nursing Assistant	CTC			
22	2/23/18	LTE	Summer Engineering Aide	DPW-Highway			
1	2/5/2018	FT	SW/CM	Human Services	FT	SW/CM (CLTS)	Human Services
2	2/5/2018	FT	SW/CM	Human Services	FT	SW/CM (CLTS)	Human Services
3	2/5/2018	FT	Social Worker Supervisor	Human Services	FT	Social Worker Supervisor (CLTS)	Human Services
4	2/19/2018	PT .2 FTE	Youth Support Specialist	Human Services	On-Call	Youth Support Specialist	Human Services
5	2/12/2018	FT	Housekeeper	Airport	FT	Housekeeper Lead	Human Services
6	2/12/2018	FT	Judicial Assistant	District Attorney	FT	Victim Witness Program Coord	DA
7	2/12/18	FT	Court Coordinator	Clerk of Courts	FT	Judicial Assistant	Circuit Courts
8	2/5/2018	FT	Facility Worker	DPW	FT	Facility Mechanic	Jail
9	2/13/2018	FT	Correctional Officer	Sheriff	LTE	Correctional Officer	Sheriff
10	2/12/2018	LTE	Ski Program Concessionaire	Parks	LTE	Adventure Park Lead Guide	Parks
11	2/11/2018	PT .2 FTE	C.N.A	CTC-BAYSHORE	FT	C.N.A	CTC
12	2/19/2018	FT	Deputy Clerk 1A	COC	FT	Court Coordinator	COC
13	2/20/2018	LTE	Clerk Typist II	COC	FT	Clerk Typist II	COC

Department Vacancies Report AS OF MARCH 23, 2018
(Positions with A1 Approval to Fill)

Department	Title	# of Vacancies	FT, PT, On Call
Austin Straubel Int'l Airport	Airport Director	1	FT
	Housekeeper	1	FT
	Maintenance Mechanic - Airfield	1	FT
Human Resources	Employee Relations Manager	1	FT
	Human Resources Admin Coord	1	FT
	Payroll Manager	1	FT
Human Services - Community Programs	Behavioral Health Supervisor: Crisis Coordinator	1	FT
	Clerk Receptionist	1	FT
	Clinical Social Worker/Licensed Professional	1	FT
	Deputy Director	1	FT
	Social Worker/Case Manager: Behavioral Health Unit	1	FT
Human Services - Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
	Certified Nursing Assistant (CNA)	1	FT
	Certified Nursing Assistant (CNA)	10	PT/On Call
	Co-op Foods and Nutrition Student Intern	1	LTE
	Cook	1	On Call
	Food Service Worker	3	PT/On Call
	Licensed Practical Nurse (LPN)	3	PT/On Call
	RN Charge Nurse	1	FT
	RN Charge Nurse	3	PT/On Call
Land & Water Conservation	LTE/West Shore	1	LTE
Library	Administration Associate	1	FT
	Library Service Associate	1	PT
	Library Service Clerk	1	PT
	Library Supervisor	1	FT
	Reference Librarian	1	FT
Planning & Land Services	Central Services Specialist	1	FT
	Planner I - Housing	1	FT
	Real Property Lister	1	FT
	Planner I - Transportation	1	FT
Sheriff	Correctional Officer	3	FT
	Correctional Officer LTE	2	LTE
	Mechanic Intern	1	LTE
	Patrol Officer	2	FT
Veterans Services	Veterans Benefits Specialist	1	FT
Zoo & Park Management - Parks	Adventure Park Guide (LTE)	2	LTE
	Seasonal Park Worker	4	LTE
	Seasonal Trail Ranger	2	LTE
	Security Officer - LTE	1	LTE
Zoo & Park Management - Zoo	Concessionaire	2	LTE
	Concessionaire Supervisor	1	LTE
	LTE-summer employee	1	LTE
TOTAL		67	

HUMAN RESOURCES DEPARTMENT

Brown County

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



Kathryn A. Roellich

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

DIRECTOR

MEMORANDUM

Date: March 23, 2018

To: Administration Committee:
Richard Schadewald, Chair, Administration
Mark Becker
John S. Vander Leest
Jamie Blom, Vice-Chair
James Kneiszel

Executive Committee
Tom Lund, Chair, Executive
Patrick Buckley
Erik Hoyer
Patrick Moynihan Jr., Vice-Chair
Bernie Erickson
John Van Dyck

From: Kathryn Roellich
HR Director

Re: Human Resources Report – April, 2018

The following is a brief summary of activities occurring within the Brown County Human Resources Department.

- Standing Items:
 - Budget Status Financial Report
 - Turnover Reports
 - Department Vacancies
 - Report: Health & Dental Plan: February info provided at March meeting; March data has not yet been received as of the date of this report.
- Work on the Classification and Compensation Study continues.
- Benefits:
 - Continued review and assessment of employee benefit offerings. Areas under consideration may include, but are not limited to:
 - Offering two plans: existing plan and a High Deductible Health Savings Account Plan
 - Near-site clinics replacing FastCare
 - Cost containment services/providers
 - Nurse Case Manager for specific case management issues including multiple prescriptions/specialists/treatments plans
 - Healthcheck 360
- Safety: Preliminary Information would indicate the position of Safety Coordinator is having a significant impact on worker's compensation injuries, lost time, restricted days and overall costs:

Item	2016	2017	Difference
Lost Time Days (employee off work)	302	89	(213)
Restricted Days (modified duty)	983	868	(115)
Recordable Injuries	57	43	(14)
Work Comp Wages	\$42866.27	\$19947.03	(\$22919.24)

- Staff Updates:
 - Wendy Stewart hired as Payroll Manager, effective 3/26/18

12

Brown County Administration
Budget Status Report
 For period ended 12/31/2017
 Unaudited

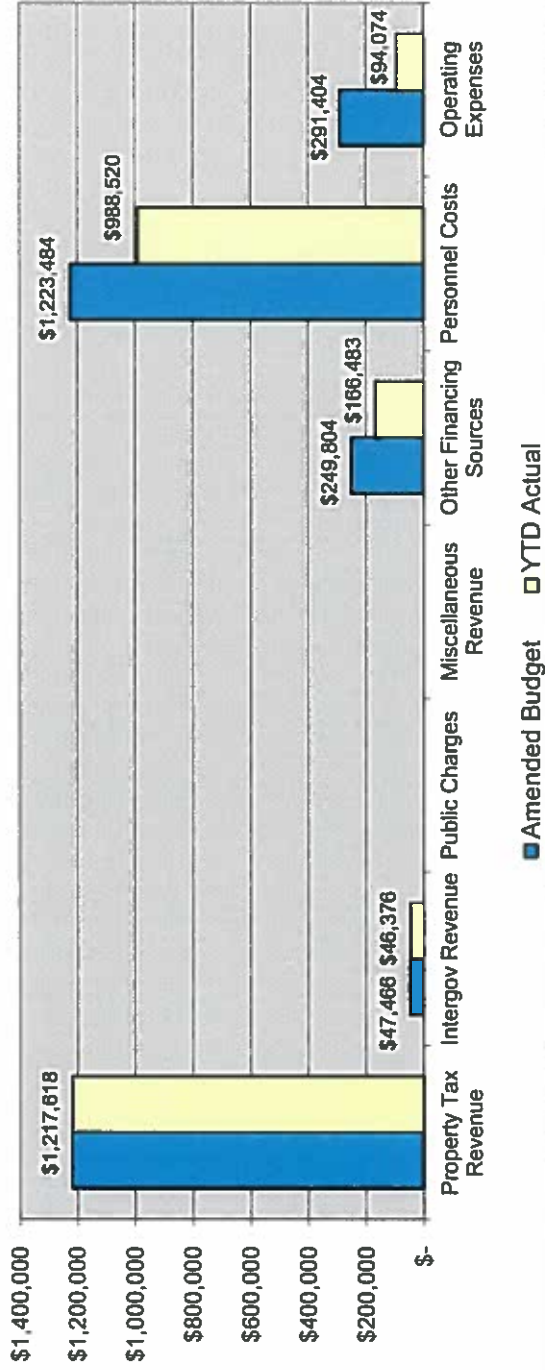
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,217,618	\$ 1,217,618	100%
Intergov Revenue	\$ 47,466	\$ 46,376	98%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 249,804	\$ 166,483	67%
Personnel Costs	\$ 1,223,484	\$ 988,520	81%
Operating Expenses	\$ 291,404	\$ 94,074	32%

HIGHLIGHTS:

Revenues: Other financing sources variance includes a reimbursement for project team personnel costs which trended lower due to vacancy of project team members. This amount included carryover from 2016.

Expenses: Personnel trended lower due to vacancy of a project team member; one team member was on extended leave from January to April; and two additional vacancies occurred in May and were vacant through July. One additional vacancy occurred in October, and another in November. Operating Expenses included \$166,483 of carryover; travel and training trended lower than last year, as did office supplies expenses.

Administration - December 31, 2017
Unaudited





Budget by Account Classification Report

Through 12/31/17

Unaudited

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 - General Fund									
REVENUE									
Property taxes	1,217,618.00	.00	1,217,618.00	101,468.13	.00	1,217,618.00	.00	100	1,230,927.00
Intergov Revenue	47,466.00	.00	47,466.00	3,971.09	.00	46,376.12	1,089.88	98	47,500.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	(207.86)	.00	.00	.00	+++	.00
Other Financing Sources	83,321.00	166,483.00	249,804.00	.00	.00	166,483.00	83,321.00	67	280,584.00
REVENUE TOTALS	\$1,348,405.00	\$166,483.00	\$1,514,888.00	\$105,231.36	\$0.00	\$1,430,477.12	\$84,410.88	94%	\$1,559,011.00
EXPENSE									
Personnel Costs	1,223,484.00	.00	1,223,484.00	102,941.03	.00	988,520.19	234,963.81	81	1,066,359.17
Operating Expenses	124,921.00	166,483.00	291,404.00	13,266.32	.00	94,074.01	197,329.99	32	234,686.72
EXPENSE TOTALS	\$1,348,405.00	\$166,483.00	\$1,514,888.00	\$116,207.35	\$0.00	\$1,082,594.20	\$432,293.80	71%	\$1,301,045.89
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,348,405.00	166,483.00	1,514,888.00	105,231.36	.00	1,430,477.12	84,410.88	94%	1,559,011.00
EXPENSE TOTALS	1,348,405.00	166,483.00	1,514,888.00	116,207.35	.00	1,082,594.20	432,293.80	71%	1,301,045.89
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$10,975.99)	\$0.00	\$347,882.92	(\$347,882.92)		\$257,965.11
Grand Totals									
REVENUE TOTALS	1,348,405.00	166,483.00	1,514,888.00	105,231.36	.00	1,430,477.12	84,410.88	94%	1,559,011.00
EXPENSE TOTALS	1,348,405.00	166,483.00	1,514,888.00	116,207.35	.00	1,082,594.20	432,293.80	71%	1,301,045.89
Grand Totals	\$0.00	\$0.00	\$0.00	(\$10,975.99)	\$0.00	\$347,882.92	(\$347,882.92)		\$257,965.11

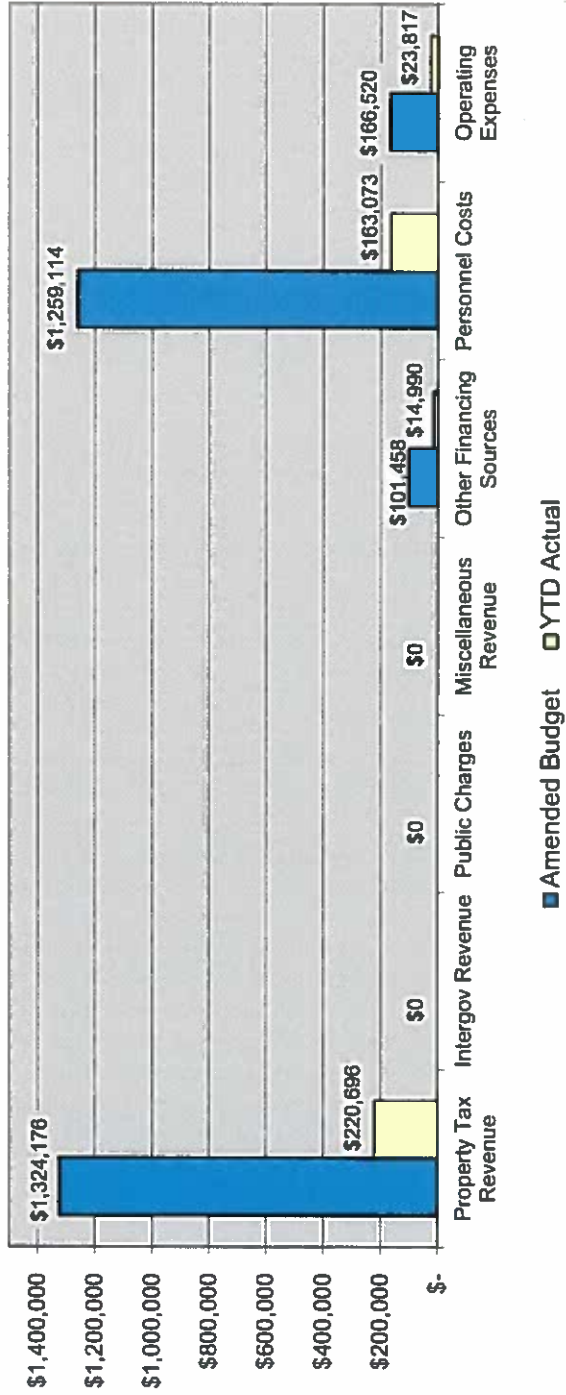
13

**Brown County
Administration
Budget Status Report
For period ended 2/28/2018
Unaudited**

HIGHLIGHTS:
Revenues and Expenses: running close to anticipated amounts.

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,324,176	\$ 220,696	17%
Intergov Revenue	-	-	0%
Public Charges	-	-	0%
Miscellaneous Revenue	-	-	0%
Other Financing Sources	\$ 101,458	\$ 14,990	15%
Personnel Costs	\$ 1,259,114	\$ 163,073	13%
Operating Expenses	\$ 166,520	\$ 23,817	14%

**Administration - February 28, 2018
Unaudited**





Budget by Account Classification Report

Through 02/28/18
 Prior Fiscal Year Activity Included-Summary Listing
 UNAUDITED

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 - General Fund									
REVENUE									
Property taxes	1,324,176.00	.00	1,324,176.00	110,348.00	.00	220,696.00	1,103,480.00	17	202,936.34
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	47,500.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	86,468.00	14,990.00	101,458.00	.00	.00	14,990.00	86,468.00	15	.00
REVENUE TOTALS	\$1,410,644.00	\$14,990.00	\$1,425,634.00	\$110,348.00	\$0.00	\$235,686.00	\$1,189,948.00	17%	\$250,436.34
EXPENSE									
Personnel Costs	1,244,124.00	14,990.00	1,259,114.00	83,224.76	.00	163,072.92	1,096,041.08	13	164,701.08
Operating Expenses	166,520.00	.00	166,520.00	10,774.67	.00	23,816.65	142,703.35	14	20,320.33
EXPENSE TOTALS	\$1,410,644.00	\$14,990.00	\$1,425,634.00	\$93,999.43	\$0.00	\$186,889.57	\$1,238,744.43	13%	\$185,021.41
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,410,644.00	14,990.00	1,425,634.00	110,348.00	.00	235,686.00	1,189,948.00	17%	250,436.34
EXPENSE TOTALS	1,410,644.00	14,990.00	1,425,634.00	93,999.43	.00	186,889.57	1,238,744.43	13%	185,021.41
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$16,348.57	\$0.00	\$48,796.43	(\$48,796.43)		\$65,414.93
Grand Totals									
REVENUE TOTALS	1,410,644.00	14,990.00	1,425,634.00	110,348.00	.00	235,686.00	1,189,948.00	17%	250,436.34
EXPENSE TOTALS	1,410,644.00	14,990.00	1,425,634.00	93,999.43	.00	186,889.57	1,238,744.43	13%	185,021.41
Grand Totals	\$0.00	\$0.00	\$0.00	\$16,348.57	\$0.00	\$48,796.43	(\$48,796.43)		\$65,414.93

13

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
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CHAD WEININGER

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

DIRECTOR

March 27, 2018

Committee Date:
April 4, 2018

TO: Administration Committee
FROM: Chad Weinger
Director of Administration
SUBJECT: March Director's Report

I. Risk & Purchasing Department

Claims for March: Two (2) claims were filed: both were related to the Brown County Sales Tax validity.

Incidents for March: (7) incidents were recorded: six (6) were for slip and falls - three (3) occurred at the Central Library; one (1) at the Ashwaubenon Library Branch sidewalk; one (1) at the Museum; and one (1) ADRC volunteer fell at client's home. One (1) incident related to an ADRC client who choked while eating and received assistance from a volunteer and they were fine.

Claims & Settlement Process: One (1) claim was settled for damage done by a Parks lawnmower to a vehicle.

Purchasing: Purchasing published/completed 2 RFQ's, 1 OTP and 2 RFB's in March.

Grievances: None.

II. Finance Department

2017 Budget: Preparing for Auditor field work in May and the preliminary CAFR.

2018 Budget: Returning to monthly closes for 2018. Administrative staff is working with HR regarding payroll processing, and CTC to bring in an outside auditor to review their operations model.

2019 Budget & Bond Refunding: Beginning working on preliminary depreciation, cost allocation, and preparing budget calendar. Working with NEW World consultant regarding position budgeting (how we budget for staff). Reviewing 2019 budget plan.

III. Sales Tax Projections & Update

IV. Tax Increment Finance District

Villages of Ashwaubenon, Hobart, and Wrightstown.

V. New World ERP (Logos)/Kronos Projects Update

The Patrol Division of the Sheriff's Office went live on Kronos Timekeeper on Sunday, March 11. All divisions of the Sheriff's Office are now live on Kronos Timekeeper.

The Kronos TeleStaff Scheduling Project for the Sheriff's Office and Public Safety Communications (PSC) has been placed on hold due to the recent resignation of the Payroll Manager. This project will be started after the new Payroll Manager is hired/trained.

The Kronos Project Team continues working with CTC on changes to the PBJ (Payroll Based Journal) interface required by CMS (Centers for Medicare & Medicaid Services).

Work is also continuing on the bank conversion changes. This includes changes to the direct deposit file, paper check formats for Accounts Payable and Payroll checks, positive pay file, bank reconciliation process, and other system changes required when transitioning to a different bank.

VI. Other

Staffing/Interns
Community Survey

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Sireckenbach – County Executive

2017 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL. REQ'D?	BOARD ACTION/DATE
<u>17-108</u>	3/1/18	ADMIN	2017 – Fund 257 was created during calendar year 2017 to separate the activity for the NE Region Housing Revolving Loan from within Fund 255, where it was previously combined with the Community Development Block Grant – Housing program. This budget amendment transfers the appropriate balances between the two funds. (For additional information, reference JE 2017-4154.) Amount: \$0	2	N/A	N	Emlid Dept 3/5/18
<u>17-109</u>	3/1/18	ADMIN	2017 – As per Internal Revenue Service (IRS) requirements, the following unspent debt proceeds are being transferred from the various Capital Projects Funds to the Debt Service Fund: 2006 series debt issuance for Sheriff Department Projects - \$1,793 2012 series debt issuance for Library Improvements \$4,306 Amount: \$0	8	3/6/18	Y	ED 3/29 PS 4/4 AD 4/4 CB 4/18 Emlid Dept 3/6
<u>17-110</u>	3/1/18	ADMIN	2017 – Asset #122917 was transferred from Technology Services (Fund 710) to the Copy & Document Center (Fund 730). Amount: \$0	2	N/A	N	Emlid Dept 3/6/18
<u>17-111</u>	3/1/18	ADMIN	2017 – Asset #123729-2 (Video Storage) was purchased by the Airport but the on-going management of the asset will be done by Technical Services. This budget amendment transfers the cost of the asset to the appropriate department. Amount: \$0	2	N/A	N	Emlid Dept 3/5/18
<u>17-112</u>	3/1/18	ADMIN	2017 – For each transfer in/out below, the transfers have already been approved by the applicable department head. Because different funds are involved, a budget amendment is being done to reflect the transfers. Parks – Project coverage for capital project paid by Parks Dept. PALS – Unclaimed prior year expenses Jail – Transfer between two interrelated capital project funds Amount: \$0	2	N/A	N	Emlid Dept 3/5/18
<u>17-113</u>	3/14/18	ADMIN	2017 – The Boat Landing Fund (121) and the Rails to Trail Fund (124) are combined together with the General Fund (100) on the CAFR (Comprehensive Annual Financial Report). As such, all transfers should be classified as “intra-fund” rather than “inter-fund” transfers. Amount: \$0	2	N/A	N	Emlid Dept 3/14

17

2018 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APRIL REQ'D?	BOARD ACTION/DATE
<u>18-44</u>	2/27	PSC	Public Safety Communications would like to request partial use of the Contingency dollars set aside in the 2018 budget to fund staff overtime hours related to the implementation of the new Computer Aided Dispatch system. In order to meet the May 2018 project deadline, PSC must enter data from the old system to the new system, which will require overtime hours. It is estimated that data entry will take 585 hours at an average OT rate of \$33/hour. Also, PSC will need to train staff on the new system prior to implementation. This will include 8 staff with 24 hours of training at an estimated OT rate of \$36/hour and 56 employees will have 12 hours of training at an estimated OT rate of \$33/hour. Amount: \$48,393	6	2/27	Y	AD 3/7 PS 3/7 CB 3/21 Emlid Dept 2/27
<u>18-45</u>	2/28	COURTS	Courts 1-8 would like to request partial use of the Contingency dollars set aside in the 2018 budget to fund installation of security glass at the front counters for the Court Commissioners office, Room 100 and in the Register in Probate office. Amount: \$39,000	6		Y	AD 3/7 PS 3/7 CB 3/21 Emlid Dept 3/1/18
<u>18-46</u>	2/28	HHS-CS	Training for the OWI Treatment team to attend the Wisconsin Association of Treatment Court Professional State Conference. This is the review and implementation of updates of Best Practices and Standards for treatment courts. These funds will allow for the entire OWI treatment team to build a solid foundation for launching OWI as part of the treatment court programs. Amount: \$4,500	1	N/A	N	Emlid Dept 3/5/18
<u>18-47</u>	3/2	Sheriff	This 2018 budget request is to increase grant revenue and related expenses to participate in a Homeland Security ALERT SWAT Scouting training grant. The grant provides funds for the National Tactical Officer's Association to send instructors to Brown County to instruct the course. There is no match required for this grant. Grant period is 3/26-11/30/18 with training scheduled for July 2018. Amount: \$5,700	7	3/6	Y	PS 4/4 CB 4/17 Emlid Dept 3/6/18
<u>18-48</u>	3/2	Admin	2018 - Cell phone for Risk Manager for calls outside of office hours (ie. Airport, Library, etc.). Amount: \$580	1	N/A	N	Emlid Dept 3/2

14

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL. REQ'D?	BOARD ACTION/DATE
<u>18-49</u>	3/7	PALS/HHS	The budget adjustment is to reallocate the Specialized Transportation Assistance Sec. 85.21 program payments and receipts between the Planning and Human Services Departments to Transfers in/out to eliminate the duplication of grant revenue and 3rd party expenses. Amount: \$0	1	N/A	N	EmlD Dept 3/9
<u>18-50</u>	3/13	PARKS	A Gallo Business Media grant was secured by the Parks & Recreation Director's Summit in the amount of \$1,300 for Matt Kriese to attend the Summit in Atlanta, GA. This grant will cover all expenses including, transportation ground and air, two nights lodging, and food Monday thru Wednesday. The Summit will be held April 23-25, 2018 in Stone Mountain, Georgia. The Summit is a meeting of 50 directors from across the nation to discuss park and recreation topics through meetings and case studies. Staff did not request to attend, but rather it was an invitation from the group. Amount: \$1,300	7	3/14	Y	ED 3/29 CB 4/17 EmlD Dept 3/14
<u>18-51</u>	3/15	AIRPORT	The Airport has a pressure washer in Outlay for \$7,500.00. The Airport will be able to procure the pressure washer for \$4,875.00 (Cost=\$6,500 less trade of \$1,625). We request reallocation of the funds to Non-Outlay and remove them from Outlay. Amount: \$4,875	2	N/A	N	EmlD Dept 3/27/18

14