

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221
E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

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

EXECUTIVE COMMITTEE

Monday, July 8, 2019

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 June 10, 2019.

Comments from the Public

1. Review Minutes of:
 - a) Benefits Advisory Committee (May 16, 2019).

Legal Bills

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

Communications

3. Communication from Supervisor Tran re: For Corporation Counsel to draft a lobbyist registration ordinance that would require any individual or for-profit business that hires someone to influence County Board actions to register with the County Clerk, that registration be made part of the public debate so residents know who is being lobbied, a statement of who is paying the lobbyist to lobby, and how much the lobbyist is being paid, who they lobbied and provide penalty for noncompliance. *Referred back.*
4. Communication from Supervisor Borchardt re: I would like to clearly codify the resolution that was passed by the Board in 2018, which required that all standing committee meetings meet between Monday-Thursday and start between 5-7p.m. *Referred back.*
5. Communication from Supervisor Erickson re: Look into Sub-committees without bylaws being allowed to vote without a quorum. *Referred back.*

Internal Auditor

6. Board of Supervisors Budget Status Financial Report (Unaudited) – May 2019.
7. Status Update: June 1 – June 30, 2019.

Corporation Counsel

8. Oral Report.

Resolutions, Ordinances

9. Resolution Acquiring Tax Delinquent Land Adjacent to the Fox River Trail for Trail Parking.
10. An Ordinance to Create Chapter 44 of the Brown County Code of Ordinances Entitled “Lobbyist Registration”.
11. An Ordinance to Amend Section 2.02 of Chapter 2 of the Brown County Code of Ordinances (Required Days and Start Times of Standing Committees).

Department of Administration & Human Resources

12. Director of Administration and Human Resources Oral Report.

County Executive – No Report.

Other

13. Such other matters as authorized by law.
14. 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, June 10, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Kaster (for Supervisor Erickson), Supervisor Hoyer, Supervisor Sieber, Supervisor Van Dyck, Supervisor Moynihan
Excused: Supervisor Erickson, Supervisor Buckley
Also Present: Supervisor Borchardt, Supervisor Tran, Internal Auditor Dan Process, Corporation Counsel David Hemery, Director of Administration Chad Weinger, Health and Human Services Director Erik Pritzl

I. Call meeting to order.

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

II. Approve/modify agenda.

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

III. Approve/modify Minutes of May 6, 2019.

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

Comments from the Public. None.

1. Review Minutes Of:

- a) Citizens Redistricting Subcommittee (May 29, 2019).

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

- b) Benefits Advisory Committee (March 14, 2019).

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

Legal Bills

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

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

Communications

3. Communication from Supervisor Tran re: For Corporation Counsel to draft a lobbyist registration ordinance that would require any individual or for-profit business that hires someone to influence County Board actions to register with the County Clerk, that registration be made part of the public debate so residents know who is being lobbied, a statement of who is paying the lobbyist to lobby, and how much the lobbyist is being paid, who they lobbied and provide penalty for noncompliance. *March Motion: Refer to Corp. Counsel to report back in 60 days. May Motion: Hold for one month.*

Corporation Counsel David Hemery provided a copy of the City of Green Bay Lobbying Ordinance, a copy of which is attached, but informed this ordinance is somewhat light. In order to draft something similar for the County, he needs to find some authority. He reminded that counties are an arm of the state, but cities, towns and villages are different

in that counties can only do what the statutes allow them to do while cities, towns and villages can do anything not prohibited by the statutes. Hemery has found that both Dane and Milwaukee have lobbyist registration ordinances. The Dane County ordinance does not have any citation as to a state statute so Hemery is continuing to look for authority for a lobbyist registration ordinance.

Hemery continued that the Dane County ordinance requires every person who appears before any committee, commission or board, including the County Board, to indicate whether they are appearing on behalf of another person, whether they are being paid and, if so, who they are representing and this is something we may wish to consider as an addition or as an alternative to a registration ordinance.

Hemery will continue to work on this and asked that this communication be held for another month. Tran did not have an objection to this.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to refer to the next regularly scheduled Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Borchardt re: I would like to clearly codify the resolution that was passed by the Board in 2018, which required that all standing committee meetings meet between Monday - Thursday and start between 5 – 7 pm. Referred from May County Board.**

Supervisor Borchardt informed there is at least one committee that is not meeting in the timeframe set forth in the resolution and she finds this inappropriate. Supervisor Moynihan pointed out that in order for this to be codified, it would need to be in ordinance form. Hemery agreed and said in order for this to be enforceable, it would have to be in ordinance form.

Borchardt noted these meeting times should have started last August and pointed out that all standing committees, except one, meet during these times. Hemery recalled that when this resolution was drafted, he did let the Committee know that in order for it to be enforceable it would have to be in ordinance form and the Committee decided to start with a resolution.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to refer to the next regularly scheduled Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Communication from Supervisor Erickson re: Look into Sub-committees without bylaws being allowed to vote without a quorum. Referred from May County Board.**

Supervisor Van Dyck suggested bringing some suggestions for consideration to the next meeting. He noted that the Library Board regulations contain language that says the Library Board can be made up of 7 or 9 and that the Board may choose to have a quorum at 3 members. Van Dyck feels setting a percentage of the makeup of a particular body may be easier than selecting a specific number of people. Hemery noted that Roberts Rules require that at least half the body be present in order to have a quorum and other than the statutory exemption Van Dyck referred to, he has not heard of less than half still being a quorum. Lund pointed out that this likely applies to subcommittees and those type of things because the standing committees of the Board have by-laws and have to follow Roberts Rules. Hemery noted that there is a catchall in the code that says in the event there are not by-laws, Roberts Rules take over. Supervisor Kaster pointed out that some committees barely have a quorum at their meetings and this may be an attempt to bend the rules a little so they can vote. Hemery said another option may be to have smaller committees so this is less of a problem.

Motion made by Supervisor Moynihan, seconded by Supervisor Kaster to refer to the next regularly scheduled Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Internal Auditor

6. **Board of Supervisors Budget Status Financial Report (Unaudited) - April 2019.**

Internal Auditor Dan Process informed the budget is trending okay and there are no concerns at this time.

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

7. Status Update: May 1 – May 31, 2019.

Process said he will hopefully have a few reports next month on a few things that have been going on.

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

Corporation Counsel

8. Oral Report.

Hemery informed he is keeping busy with work regarding the Expo and Resch Center. The most-recent issue dealt with the certified survey map and whether the property should be one parcel or two and if there should be one owner or two. It was indicated there was a desire to carve out a portion of property for any future potential hotel. Director of Administration Chad Weinger added that the lots will be combined and there will be only one CSM, but one lot will be segregated out in case the County would want to develop a hotel sometime in the future. Weinger also said the CDA went out to bond last week which required a lot of work from Hemery.

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

Other

9. NeighborWorks Lease Agreement for Visitation Facility.

Health and Human Services Director Erik Pritzl said Human Services is proposing to lease a visitation center from NeighborWorks. Currently the department is leasing space in the Beacon Center but this would be a much more family friendly space and has rooms for families, a kitchen which would allow some life skill training for families and children. This is a great community success and Leadership Green Bay partnered with Capital Credit Union's young professional group and NeighborWorks to pool resources along with friends of PALS in Brown County so there were donations for NeighborWorks to purchase the property. The County will be leasing the property from NeighborWorks and it falls right within the budget.

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

10. CIP Update.

Weinger said this will be talked about at a later date.

No action taken.

Resolutions, Ordinances

11. Resolution re: Table of Organization Change for the Health and Human Services Department – Community Services Division AODA Counselor Position.

Pritzl said this is a change from a .8 position and it is being proposed because it is much easier to recruit a full time position, especially in this area which is pretty competitive for talent. There have been difficulties keeping a less than full time person in the position so they came up with the idea to change this to a 1.0 position. Pritzl noted there are corrections that need to be made under the annualized budget impact portion as follows: the salary should be amended to \$46,393 so the total would then be \$67,474 and the total reduction in contracted services would be (\$19,498).

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to approve as amended. Vote taken.
MOTION CARRIED UNANIMOUSLY

Department of Administration & Human Resources

12. Director of Administration and Human Resources Report.

Weininger informed the Expo Center groundbreaking will be held on July 17 in the morning. The buildings will be gone before then and Weininger said he can provide a link that gives a time lapse of the buildings coming down. The naming rights are still begin working on. Weininger continued that Moody's has reaffirmed the AAA rating and they also went to S & P who will probably also have the County at AAA. Weininger concluded by saying that the Employee Appreciation Picnic will be held at Pamperin Park on July 16 and there will be a group of 5 - 6 employees working on it along with a number of volunteers.

County Executive – No report.

Other

13. Such other matters as authorized by law. None.

14. Adjourn.

Motion made by Supervisor Moynihan, seconded by Supervisor Kaster to adjourn at 6:02 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectively submitted,

Therese Giannunzio
Administrative Specialist

PROCEEDINGS OF THE BROWN COUNTY
BENEFITS ADVISORY COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Thursday, May 16, 2019 at 3:30 pm in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jill Bomkamp, Lisa Conard, Mandy Leonard, Sherry Officer, Louise Pfothenauer, Erik Pritzl, Jan Stage, John VanderLeest, Janelle Walton.

EXCUSED: Dan Process, Supervisor Megan Borchardt

1. **Call meeting to order.**

The meeting was called to order by Chair Louise Pfothenauer at 3.30 pm.

2. **Roll Call.**

Roll call was taken.

3. **Approve/Modify agenda.**

Motion made by Erik Pritzl, seconded by Jill Bomkamp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Approve/Modify Minutes from March 14, 2019.**

Motion made by Janell Walton, seconded by Erik Pritzl to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Update from Jill regarding membership.**

The committee has full membership. Mandy Leonard, with Public Safety, is the newest member. No action taken.

6. **Update of Medical Funding Analysis Report by Jan Stage.**

Jan Stage reviewed the report, pointing out that 75% of the plan claims are lifestyle related. He also reviewed how UMR applies the tiers to physicians and that we are going out to bid from Aurora and Prevea 360 to compare to self-funded plan.

No action taken.

7. **Review and discussion and possible action regarding changes/enhancements to BAC operations/bylaws.**

There was discussion regarding when member terms should begin as well as changes to the language in the committee description to reflect recent changes to the Human Resources department. See attached committee recommendation.

In section 4.115 of the Brown County Code we recommend the following changes:

Section(2)d – change County’s Third Party Administrator to County’s contracted consultant for benefits.

Remove Section(2)f – One Retiree receiving medical benefits through the County.

Section(3) –change April 1 to Feb. 1.

Section(3)a – change Human Services Director to Human Resources Manager

Section (3)b – change April 1 to Feb. 1.

1a

Section(3)c – change Human Resources Director to Human Resources Manager

Motion made by ___John VanderLeest_____, seconded by ___Erik Pritzl_____ to approve.
Vote taken. MOTION CARRIED UNANIMOUSLY

8. Schedule next meeting.

Next meeting scheduled for ___June 27_____.

9. Adjourn.

Motion made by Louise Pfothauer, seconded by ___Jill Bomkamp_____ to adjourn at
___4:30___ pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Louise Pfothauer
Chair

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR July 8, 2019 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	6/26/2019	\$ 6,150.75	Airport General
VonBriesen	291076	6/21/2019	\$ 226.00	BCTPA
VonBriesen	289954	6/13/2019	\$ 1,347.50	Corporation Counsel
MICHAEL BEST	1635392	6/11/2019	\$ 1,228.50	Resource Recovery
MICHAEL BEST	1635393	6/11/2019	\$ 420.00	Resource Recovery
		Total ----	\$ 9,372.75	

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

wickl@gbonline.com

June 26, 2019

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

RECEIVED BY

JUN 26 2019

Brown County
Corporation Counsel

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
5/30	Email from Sue Bertrand re: Trago/Dugan; Email from Sue Bertrand re: Steve Horton calculations and review; Phone conference with Sue Bertrand re: Frontier, Trago/Dugan, etc.;	1.75
	Received final signed Lease with Frontier;	
	Review calculations re: cost absorbed by Airport	.50
5/31	Review email from Sue Bertrand;	
	Review Steve Horton information re: Frontier	1.50
6/1	Review miscellaneous emails from Sue Bertrand	.25
6/3	Letter to Marty Piette re: Frontier;	.75
	Email to Marty Piette re: Oneida 5 Acres	.10
6/6	Review Perkovich (final lease);	
	Review Master Hangar Ground Lease;	.75
	Work on Payment Express agreement revisions	1.50
6/7	Prepare comments re: Payment Express;	
	Letter to Sue Bertrand re: Payment Express;	.50
	Review signed Amendment re: Clabots;	
	Review Frontier file;	
	Email to Marty Piette re: US Weather Bureau;	
	Review GCR file;	.50
	Email to Sue Bertrand re: GCR;	.25
	Review DBT subfile;	.10
	Review CBP Building Lease file;	
	Email to Sue Bertrand re: CBP Building Lease;	.25
	Review Amano file;	
	Email to Sue Bertrand re: status of Amano	.25
6/11	Review Frontier file re: conference with Marty Piette and Rachel Engeler;	
	Phone conference with Marty Piette and Rachel Engeler re: Frontier, US Weather Bureau Lease, and Oneida 5 Acres;	1.35
	Email from Sue Bertrand re: Payment Express;	
	Email to Sue Bertrand re: Payment Express;	.20
	Review Steve Horton information and current Airline lease re: Turn Fee information;	
	Email to Marty Piette re: Horton questions;	
	Email to Marty Piette re: Turn Fee computations and comparison;	2.40
	Email to Marty Piette re: US Weather Bureau Lease;	.20

Page Two
June 26, 2019

6/11	Review information re: webinar re: Uber and insurance	.25
6/12	Review of gas station/C-Store Lease; Meeting at Airport with Sue Bertrand re: conference call with representative of Payment Express; Review status of other files; Conference with Marty Piette re: Turn Fee, etc.	1.00 2.00
6/18	Review correspondence re: Payment Express and proposed revisions;	.40
	Review Amano Millennium agreements re: damages	.35
6/19	Phone conference with Sue Bertrand re: Payment Express, Frontier, etc.;	.65
	Letter to Marty Piette re: Payment Express;	.20
	Complete review of draft of Ground Lease re: Kwik Trip	1.50
6/26	Phone conference with Sue Bertrand re: Payment Express, Tryp, and NWS;	.30
	Review emails re: Tryp;	
	Review Chapter 440.40 Statutes re: TNC;	
	Phone conference with Sue Bertrand re: Tryp;	.75
	Review NWS Lease and email from Marty Piette;	
	Letter to Marty Piette re: NWS Lease.	.35
	TOTAL HOURS:	<u>20.85</u>

20.85 HOURS @ \$295.00 PER HOUR =

\$6,150.75

AMOUNT DUE ON ACCOUNT:

\$6,150.75

Thank you.
GAW:prn

O.K.
Marty Piette
6-26-19

RECEIVED BY

JUN 24 2019

Brown County
Corporation Counsel

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 291076
INVOICE DATE JUNE 21, 2019
TAX ID. 39-1576289
ATTY. Andrew T. Phillips

BCTPA Litigation

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH MAY 31, 2019

Steven Nelson	0.50 hours at	\$340.00 =	170.00
Andrew T. Phillips	0.20 hours at	\$280.00 =	56.00
Brian J. Seidl	1.70 hours at	\$0.00 =	.00

CURRENT FEES	\$226.00
TOTAL CURRENT CHARGES THIS BILL	\$226.00
TOTAL AMOUNT DUE:	\$226.00

Brown County
 Attn: David Hemery
 305 East Walnut Street
 P.O. Box 23600
 Green Bay, WI 54305-3600

INVOICE NO. 291076
 INVOICE DATE JUNE 21, 2019
 TAX ID. 39-1576289
 ATTY. Andrew T. Phillips

BCTPA Litigation

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH MAY 31, 2019

05/24/19 SLN	.20	68.00
05/28/19 BJS	.20	NO CHARGE
05/28/19 BJS	1.00	NO CHARGE
05/30/19 SLN	.30	102.00
05/30/19 ATP	.20	56.00

CURRENT FEES FOR THIS MATTER \$226.00

BILLING SUMMARY

Steven Nelson	0.50 hours at	\$340.00 =	170.00
Andrew T. Phillips	0.20 hours at	\$280.00 =	56.00
Brian J. Seidl	1.70 hours at	\$0.00 =	.00

CURRENT FEES \$226.00

TOTAL CURRENT CHARGES THIS BILL \$226.00

TOTAL AMOUNT DUE: \$226.00

RECEIVED BY

JUN 18 2019

Brown County
Corporation Counsel

vonBriesen

von Briesen & Roper, s.c. Attorneys at Law

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 289954
INVOICE DATE JUNE 13, 2019
TAX ID. 39-1576289

CLIENT NO. 009948

General

MATTER NO. 009948-00008

CURRENT FEES FOR THIS MATTER \$1,347.50

CURRENT FEES \$1,347.50

TOTAL CHARGES THIS BILL \$1,347.50

RECEIVED BY

JUN 18 2019



Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Brown County
Corporation Counsel

INVOICE NO. 289954
INVOICE DATE JUNE 13, 2019
TAX ID. 39-1576289
ATTY. Andrew T. Phillips

General

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH MAY 31, 2019

04/08/19 BJC	2.40	660.00
04/10/19 ATP	.50	137.50
04/10/19 BJC	.20	55.00
05/03/19 MRM	.20	55.00
05/03/19 MRM	1.60	440.00

CURRENT FEES FOR THIS MATTER

\$1,347.50

Brown County
009948-00008

PAGE 2

BILLING SUMMARY

Andrew T. Phillips	0.50 hours at	\$275.00 =	137.50
Bennett J. Conard	2.60 hours at	\$275.00 =	715.00
Matthew R. McGovern	1.80 hours at	\$275.00 =	495.00

CURRENT FEES FOR THIS MATTER \$1,347.50

TOTAL AMOUNT DUE FOR THIS MATTER \$1,347.50



RECEIVED BY

JUN 19 2019

Brown County
Corporation Counsel

David Hemery, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date June 11, 2019
Invoice No. 1635392

Client/Matter 018236-0023 Implementation of Brown County Landfill Siting Agreement

For professional services rendered through May 31, 2019, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
5/16/19	D Crass	Review and exchange of e-correspondence regarding scheduling of conference call to discuss June meeting with Town of Holland.	0.10	\$ 58.50
5/20/19	D Crass	Prepare for conference call with Foth and client representatives to discuss upcoming LMC meeting on plan of operation submittal; review three Foth documents received regarding same including brief review of plan of operation document, PowerPoint and BOW letter.	2.00	1,170.00
Total Hours and Services			2.10	\$ 1,228.50
Total Services				\$ 1,228.50
Total Disbursements				0.00
Total This Invoice				\$ 1,228.50

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
5/9/19	1628652	\$ 873.58	\$ 0.00	\$ 873.58
6/11/19	1635392	1,228.50	0.00	<u>1,228.50</u>
Outstanding Due:				<u>2,102.08</u>

Outstanding Invoice Aging:

	0-30	31-60	61-90	91-120	121+
	1,228.50	873.58	0.00	0.00	0.00



Michael Best & Friedrich LLP
 Attorneys at Law
 One South Pinckney Street
 Suite 700
 P.O. Box 1806
 Madison, WI 53701-1806
 Phone 608.257.3501
 Fax 608.283.2275
 www.michaelbest.com

EIN 39-0934985

David Hemery, Corporation Counsel
 Brown County Corporation Counsel
 Northern Building - Room 680
 305 East Walnut Street
 PO Box 23600
 Green Bay, WI 54305-3600

Remittance for Payments:
 Michael Best & Friedrich LLP
 PO Box 88462
 Milwaukee, WI 53288-0462

Wire Transfer Instructions
 Bank Name: BMO Harris Bank, N.A.
 111 W. Monroe Street, Chicago, IL 60603
 ABA Routing # 071000288
 Name of Acct: Michael Best & Friedrich LLP
 Acct # 0024122010
 SWIFT Code: HATRUS44

Invoice Date June 11, 2019
 Invoice No. 1635393

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through May 31, 2019, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
5/16/19	I Pitz	Review correspondence from Fox River Fiber attorney; provide same to client; read cited cases.	0.80	\$ 420.00
Total Hours and Services			0.80	\$ 420.00
Total Services				\$ 420.00
Total Disbursements				0.00
Total This Invoice				\$ 420.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	0.80	\$ 525.00	\$ 420.00
Totals		0.80		\$ 420.00

Brown County Board of Supervisors
 Internal Audit
 Budget Status Report (Unaudited)
 05/31/19

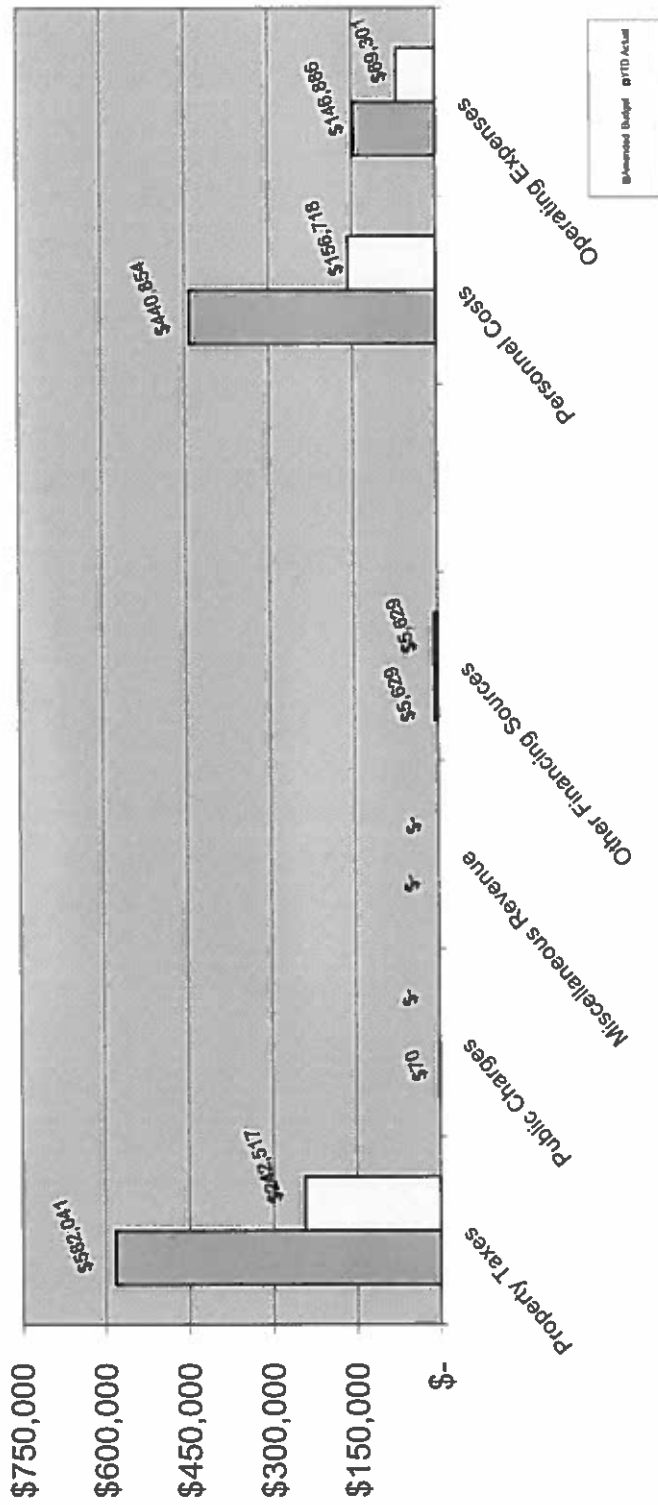
	Amended Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ 582,041	\$ 242,517	41.7%	
Public Charges	\$ 70	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ 5,629	\$ 5,629	100.0%	(1)
Personnel Costs	\$ 440,854	\$ 156,718	35.5%	
Operating Expenses	\$ 148,886	\$ 69,301	47.2%	(2)

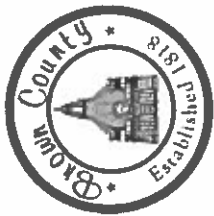
Comments:

(1) Other Financing Sources - Includes \$1,300 carried over from 2018 for a donation made to the Veterans' Recognition Subcommittee and \$4,329 for 2019 wage increases.

(2) Operating Expenses - Primarily reflects audit fees paid (\$24,000) and annual dues paid to WCA (\$27,148) and NACo (\$4,960).

Board of Supervisors - May 31, 2019





Board of Supervisors

Through 05/31/19
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 Total
Fund 100 - General Fund									
REVENUE									
Property taxes	582,041.00	.00	582,041.00	48,503.42	.00	242,517.10	339,523.90	42%	560,909.00
Public Charges	70.00	.00	70.00	.00	.00	.00	70.00	0	86.26
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	16.00
Other Financing Sources	.00	5,629.00	5,629.00	.00	.00	5,629.00	.00	100	20,654.00
REVENUE TOTALS	\$582,111.00	\$5,629.00	\$587,740.00	\$48,503.42	\$0.00	\$248,146.10	\$339,593.90	42%	\$581,665.26
EXPENSE									
Personnel Costs	436,525.00	4,329.00	440,854.00	33,116.02	.00	156,717.72	284,136.28	36	419,965.09
Operating Expenses	145,586.00	1,300.00	146,886.00	2,951.11	329.90	69,301.19	77,254.91	47	138,710.71
EXPENSE TOTALS	\$582,111.00	\$5,629.00	\$587,740.00	\$36,067.13	\$329.90	\$226,018.91	\$361,391.19	39%	\$558,675.80
Fund 100 - General Fund Totals									
REVENUE TOTALS	582,111.00	5,629.00	587,740.00	48,503.42	.00	248,146.10	339,593.90	42%	581,665.26
EXPENSE TOTALS	582,111.00	5,629.00	587,740.00	36,067.13	329.90	226,018.91	361,391.19	39%	558,675.80
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$12,436.29	(\$329.90)	\$22,127.19	(\$21,797.29)		\$22,989.46
Grand Totals									
REVENUE TOTALS	582,111.00	5,629.00	587,740.00	48,503.42	.00	248,146.10	339,593.90	42%	581,665.26
EXPENSE TOTALS	582,111.00	5,629.00	587,740.00	36,067.13	329.90	226,018.91	361,391.19	39%	558,675.80
Grand Totals	\$0.00	\$0.00	\$0.00	\$12,436.29	(\$329.90)	\$22,127.19	(\$21,797.29)		\$22,989.46

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: Danny.Process@browncountywi.gov

DAN PROCESS
INTERNAL AUDITOR

Date: July 2, 2019

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (June 1 – June 30, 2019)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed: Year-End Cash on Hand & Petty Cash Compliance Testing – Attachment A
 - b. In-progress: Review of the Brown County Sheriff DARE Program Account
 - c. In-progress: Position Budgeting Review
 - d. In-Progress: Board of Supervisors 2020 Budget

2. Standard Monthly Duties
 - a. Review – Clerk of Courts Bank Reconciliation
 - b. Preparation & Review – Bills over \$5,000 Report
 - c. Distribution to Committees – Paid Bills Report

3. Other Miscellaneous Activities
 - a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head's
 - b. Benefits Advisory Committee
 - c. Public Records Request (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

BROWN COUNTY
2018 PETTY CASH AND CASH ON HAND
FOURTH QUARTER REVIEW

PERFORMED BY:
DAN PROCESS
BROWN COUNTY INTERNAL AUDITOR

JUNE 2019

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
Phone (920) 448-4014 Fax (920) 448-6221
E-mail: Danny.Process@browncountywi.gov

DAN PROCESS
INTERNAL AUDITOR

June 28, 2019

Mr. Tom Lund
Executive Committee – Chair
305 E. Walnut Street
Green Bay, WI 54301

Dear Chairperson Lund:

I have completed a review of the fourth quarter requirements associated with Administrative Policies A-6 Petty Cash and A-24 Cash on Hand. The attached report includes the scope of the review, background information, fieldwork completed and the observation made. Management's response to the observation has been incorporated into the report.

This report has been distributed to Chad Weininger, Director of Administration, Bradley Klingsporn, Finance Director – Administration and Donald Hein, Accountant. It will also be available for discussion at the next Executive Committee meeting scheduled for Monday, July 8, 2019.

I would like to express my appreciation for the cooperation and assistance provided by Administration.

Respectfully submitted,

Dan Process

Dan Process
Internal Auditor

CC: Executive Committee
Chad Weininger, Director of Administration
Bradley Klingsporn, Finance Director
Donald Hein, Accountant
Troy Streckenbach, County Executive

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Scope

Review and assess compliance with requirements associated with Administrative Policies A-6 Petty Cash and A-24 Cash on Hand.

Background

The following requirement is reflected within Administrative Policy A-6 Petty Cash:

During the fourth quarter of each calendar year, the Department Head shall certify in writing to both the Department of Administration and the County's Internal Auditor that the following items are true:

- i. An unannounced count occurred on (blank) date, with the date being in the fourth quarter.*
- ii. The amount of unreimbursed disbursement receipts and unexpended funds on (blank) date are (blank) and (blank), respectively.*
- iii. The department affirms that it has followed all aspects of Brown County Petty Cash Funds Policy A-6 during the year.*

Similar language is also found in Administrative Policy A-24 Cash on Hand:

During the fourth quarter of each calendar year, the Department Head shall certify in writing to both the Department of Administration and the County's Internal Auditor that the following items are true:

- i. An unannounced count occurred on (blank) date, with the date being in the fourth quarter.*
- ii. The amount of monies not yet submitted to the County Treasurer and cash on hand funds on (blank) date are (blank) and (blank) respectively.*
- iii. The department affirms that it has followed all aspects of Brown County Cash on Hand Funds Policy A-24 during the year.*

Fieldwork

The following activities were conducted in order to assess compliance:

- Review of Petty Cash and Cash on Hand documentation submitted by Department Heads.
- Review of Petty Cash and Cash on Hand records maintained by Administration (i.e., general ledger and supplemental records).
- Policy requirements.

Observation

Per review of the documentation submitted to comply with 4th quarter requirements associated with Administrative Policy A-6 Petty Cash and Administrative Policy A-24 Cash on Hand, the following observation was noted:

- The County's financial records (general ledger) did not support Cash on Hand balances reported by the departments (physical counts), which can fluctuate based on seasonal changes. While monetarily immaterial, this discrepancy represented a 24% variance between the two sources.

Recommendation: Administration should consider developing and implementing procedures which address requested changes to existing Petty Cash or Cash on Hand balances. Such

procedures should include a written request summarizing the increase/decrease sought, reason(s) for increase/decrease, custodian requesting the change, individual(s) responsible for approving/denying the request and updates to Administrative records to reflect any changes made. Incorporating these procedures within existing Petty Cash and Cash on Hand policies should also be considered. By implementing this control, Administration increases its ability to ensure that records maintained by Administration (general ledger) agree with departmental physical counts.

Management Response: Management thanks the auditor for these observations, although we would like to clarify a few things. Although the 24% difference is correct, almost all of this variance is related to the cash balance at the Zoo. Because the problem identified is not systemic, the updates to our process for petty cash will be focused on this Department.

Conclusion

Based on testing performed, the above observation is designed to ensure accurate financial presentation of Petty Cash and Cash on Hand within general ledger.

July 17, 2019

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

Ladies and Gentlemen:

**RESOLUTION ACQUIRING TAX DELINQUENT LAND ADJACENT TO THE FOX
RIVER TRAIL FOR TRAIL PARKING**

WHEREAS, Brown County ("County") manages over 20 miles of the Fox River State Recreational Trail through its Parks Department; and

WHEREAS, the County recognizes the lack of legal parking areas along the trail between De Pere and Greenleaf, a distance of approximately eight miles, and that trail patrons have been parking illegally on Town roads and in farm field access drives creating an unsafe environment; and

WHEREAS, the County is now the owner of parcels R-235-1 and R-319-1 in the Town of Rockland due to unpaid taxes and these parcels have the ability to be developed into parking and trailhead locations; and

WHEREAS, the County Parks Department would like to purchase parcels R-235-1 and R-319-1 from the County Treasurer's Office, both approximately one acre in size to better accommodate trail needs; and the Friends of the Fox River Trail is interested in donating the full acquisition costs to the County Parks Department.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby directs that County staff and administration take necessary action to acquire both parcels under the Parks Department for future parking and trail access locations.

Fiscal Note: \$918.58 due to the Treasurer's office for acquisition by the Parks Department. This amount is expected to be donated by the Friends of the Fox River Trail group to the Parks in 2019.

Respectfully submitted,

EDUCATION AND RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-053R

Authored by Parks Department

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				
BORCHARDT	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				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

PARKS



P.O. BOX 23600
GREEN BAY, WI 54305-3600



Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054

ASSISTANT PARKS DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 06/11/2019

REQUEST TO: EDUCATION AND RECREATION COMMITTEE; EXECUTIVE COMMITTEE

MEETING DATE: 06/27/2019 & 7/8/2019, Respectively

REQUEST FROM: Matt Kriese

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

TITLE: ACQUIRING TAX DELINQUENT LAND ADJACENT TO THE FOX RIVER STATE RECREATIONAL TRAIL

ISSUE/BACKGROUND INFORMATION:

Brown County Parks manages the Fox River State Trail which travels for approximately 21 miles through the county. The trail is one of the busiest in the state, but the problem is no legal parking areas along the trail between De Pere and Greenleaf which is a stretch of ~ 8 miles. Brown County Treasurer office made the Department aware of 2 tax delinquent parcels which are now owned by Brown County. In fact, these parcels have been on the Departments watch list for more than 3 years. The Department is interested in acquiring these two parcels for small parking areas for trail patrons which would eliminate the safety hazard of illegal parking on the Town of Rockland roads and in farm field access drives.

ACTION REQUESTED:

Request to Approve this Resolution

FISCAL IMPACT:

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

1. What is the amount of the fiscal impact? \$918.58
2. Is it currently budgeted? Yes No N/A (if \$0 fiscal impact)
 - a. If yes, in which account? 124.062.063.5601.300
 - b. If no, how will the impact be funded? The park's budget will pay the treasurer for the parcels, and parks will be reimbursed by the Friends of the Fox River Trail for acquisition expenses in full
 - c. If funding is from an external source, is it one-time or continuous?
3. Please provide supporting documentation of fiscal impact determination.

x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

AN ORDINANCE TO CREATE CHAPTER 44 OF THE BROWN COUNTY CODE OF ORDINANCES ENTITLED "LOBBYIST REGISTRATION"

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 Chapter 44 entitled "Lobbyist Registration" is created to read:

**CHAPTER 44
LOBBYIST REGISTRATION.**

44.01 PURPOSE. This Ordinance provides requirements for lobbyists to engage in before lobbying Brown County Elected Officials, Committees and/or Boards.

44.02 DEFINITIONS. For the purposes of this Chapter, the terms below are defined as follows:

(1) 'Client' means a person who pays consideration to another to engage in lobbying.

(2) 'Lobbyist' means a person, other than a full-time employee of the client, who is paid consideration by another to engage in lobbying.

(3) 'Lobbying' means the act of attempting to influence legislative or administrative action or inaction, by engaging in oral or written communication with any Brown County Elected Official, on behalf of another.

44.03 REGISTRATION PROCESS. (1) Before engaging in lobbying with any Brown County Elected Official, a lobbyist shall complete and submit a Lobbyist Registration Form (LRF) to the Brown County Clerk, along with payment of the lobbyist registration fee.

(2) The lobbyist registration fee charged shall be \$20.00.

(3) The lobbyist shall provide the following information on the LRF:

(a) The lobbyist's full name, home or business address, phone number and e-mail address;

(b) The name of each of the lobbyist's clients; and

(c) The amount of money, or the value of consideration, paid to the lobbyist by each client.

(4) After filing a LRF in accordance with the provisions above, the lobbyist shall update the LRF whenever necessary to ensure that all information on the LRF is current, including updating any and all subsequent client names before engaging in lobbying on their behalf.

(5) There shall be no fee to update the LRF.

44.04 PROHIBITED ACTS. (1) No lobbyist may engage in lobbying a Brown County Elected Official on behalf of another person or entity unless and until Section 44.03 has been fully complied with, including updating provisions.

(2) Every lobbyist shall identify themselves as such, and shall state the person or entity they are lobbying on behalf of and the money or value of other consideration they are receiving for said lobbying, before addressing any Brown County Committee or Board. This requirement applies to both oral and written lobbyist communications to Brown County Committees or Boards.

44.05 NOTIFICATION. (1) The Brown County Clerk shall, within 2 business days after a LRF form is initially filed or updated, notify all Brown County Elected Officials via email of initial or updated LRF filings. A copy of the initial or updated LRF shall be provided along with the notice.

44.06 PENALTIES. (1) Each person or entity for which a person lobbies on behalf of in violation of Section 44.04 shall be a considered a separate violation.

(2) Each day a person violates Section 44.04 shall be considered a separate violation.

(3) Any person who violates Section 44.04 shall forfeit between \$100.00 and \$250.00 per violation.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

19-0560

Authored by: Corporation Counsel

Approved by: Corporation Counsel

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

CORPORATION COUNSEL

Brown County

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



David P. Hemery
Corporation Counsel

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07-2-2019
REQUEST TO: Executive and County Board
MEETING DATE: 07-8-2019, and 07-17-2019, respectively
REQUEST FROM: Dave Hemery
Corp Counsel
REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: AN ORDINANCE TO CREATE CHAPTER 44 OF THE BROWN COUNTY CODE OF ORDINANCES ENTITLED "LOBBYIST REGISTRATION"

ISSUE/BACKGROUND INFORMATION:

Establish requirements for lobbyists to engage in before lobbying Brown County Elected Officials, Committees and/or Boards.

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. What is the amount of the fiscal impact? 0.
2. Is it currently budgeted? Yes No N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time or continuous?
3. Please provide supporting documentation of fiscal impact determination.

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

**AN ORDINANCE TO AMEND SECTION 2.02 OF CHAPTER 2
OF THE BROWN COUNTY CODE OF ORDINANCES
(REQUIRED DAYS AND START TIMES OF STANDING COMMITTEES)**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 2.02 of Chapter 2 is hereby amended as follows:

2.02 MEETINGS. Meetings of the Brown County Board of Supervisors shall be held and conducted in accordance with the Wisconsin Statutes, Section 59.04. An organizational meeting shall be held on the third Tuesday of April in even numbered years at 9:30 a.m. Unless otherwise provided regular meetings of the Brown County Board of Supervisors shall be held on the third Wednesday of each month at 7:00 p.m. Regular meetings of the six Brown County Standing Committees shall occur on Mondays, Tuesdays, Wednesdays or Thursdays, and said Standing Committee meetings shall commence between the hours of 5:00 pm and 7:00 pm.

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

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

19-0570

Authored by: Corp Counsel at request of Executive Committee

Approved by: Corporation Counsel

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

CORPORATION COUNSEL

Brown County

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



David P. Hemery
Corporation Counsel

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

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07-02-2019
REQUEST TO: Executive and County Board
MEETING DATE: 07-08-2019, and 07-17-2019, respectively
REQUEST FROM: Dave Hemery
Corp Counsel per Public Safety Communications Request

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

TITLE: AN ORDINANCE TO AMEND SECTION 2.02 OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES (REQUIRED DAYS AND START TIMES OF STANDING COMMITTEES)

ISSUE/BACKGROUND INFORMATION:

To set standard days and times for regular meetings of the six Brown County Standing Committees as Mondays, Tuesdays, Wednesdays or Thursdays, between the hours of 5:00 pm and 7:00 pm.

ACTION REQUESTED:

Consider and approve.

FISCAL IMPACT:

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

1. What is the amount of the fiscal impact? 0.
2. Is it currently budgeted? Yes No N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time or continuous?
3. Please provide supporting documentation of fiscal impact determination.

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED