

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

LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, November 24, 2014

6:00 p.m. (PD&T to Follow)

Room 161, UW Extension

1150 Bellevue Street

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

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 27, 2014.

Comments from the Public

1. Budget Status Financial Report for October, 2014.
2. Budget Adjustment Request (14-98): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
3. Director's Report.
4. Such Other Matters as Authorized by Law.
5. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
LAND CONSERVATION SUBCOMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Land Conservation Subcommittee** was held on Monday, October 27, 2014 in Room 161, UW Extension, 1150 Bellevue Street

Present: Chairman Dantine, Supervisor Bernie Erickson, Supervisor Tom Sieber, Supervisor Dave Landwehr, Supervisor Dave Kaster, Norb Van De Hei
Also Present: Director Jim Jolly, Director Jon Bechle, Executive Streckenbach, Supervisors Jamir and Lund, Van Dyck. Carolyn Maricque, Dan Process, Chad Weininger, Todd Van Den Heuvel, Lisa Remiker-DeWall, other interested parties.

I. Call Meeting to Order

The meeting was called to order by Chairman Dantine at 5:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Sieber, seconded N. Vande Hei to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/modify minutes of Land Conversation Subcommittee of September 22, 2014.

Motion made by Supervisor Kaster, seconded N. Vande Hei to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

BUDGET REVIEW

REVIEW OF 2015 DEPARTMENT BUDGET

1. Land and Water Conservation – Review of 2015 department budget.

Jim Jolly provided an updated handout (attached). He informed that if you look at their budget, their mission, the program description, the performance measures, they had basically stayed the same since last year and moved on to the new initiative for 2015 – Community Digester Feasibility Study (Pg. 208 in budget book). Jolly informed that they were looking at end market management of product and how were they going to either create or find markets. The digester did not need to be studied, the technology was there. It would be more toward possibility of new technologies and what they were going to do on the backend and assist in marketing.

Jolly referred to pg. 210 and pointed out that they will have one .18 LTE-Intern/West Shore Project for 2015. The EPA West Shore Grant was sun-setting, funding was running out. The good news was NRDA will be giving them another grant, they just found out last week.

Referring to pg. 212 – They met their levy targets and fairly efficiently because of the contribution agreements that they were getting from NRCS. Federal revenue was down significantly due to shifting the whole demo farm project into its own operating budget; it was a non-levy budget and paid for through the Federal Government.

State revenues were down a little bit also. They took a \$7,000 hit in staff from the state, it was a

funding formulation issue, and it should start to come back up next year. The rest of the decrease was due to the other grants, payments to landowners, wildlife damage program. Other grant revenue, the \$300,000 was the Feasibility Study.

Even though their rates and fees had remained unchanged for next year, they were predicting permits will be down a little bit. The change in the Ag Fee was the "less than 4 acres fee" change. The \$5,640 was the transferring of dollars from the NRDA into their field budget to cover costs for gas, fuel and mileage expenses. The remaining \$65,250 was the demo farm wages and salaries that they will be moving into its own account/budget.

With regard to expenses, Jolly pointed out that under expenses 51% of salary was paid for by grants. They were in good shape for the next couple of years; however they live and die on grants. At some point in the future, they will want to have a conversation on whether keeping programs going. Overall operations, they had slight increases in postage, tree supplies, vehicle and gas expenses, and some other utilities (piece of survey equipment that required GPS connection – Wi-Fi). Operating costs were similar to last year, tracking about the same. Overall, chargebacks were up a little due to copying costs. They did a landowner survey this year and landowners would like hear more info in the form of a newsletter. They planned two newsletters last year. They thought about emailing but it was hit or miss and a lot of work.

Pg. 213 - \$290,000 was for the Community Digester Feasibility Study. \$13,000 was for wildlife damage. \$57,000 was what they paid landowners, cost share payments from the state. \$10,000 was for the new Carlson surveyor equipment, in which they needed to increase their efficiency.

Motion made by Supervisor Landwehr, seconded Supervisor Sieber to approve and send on to County Board for approval. Vote taken. MOTION CARRIED UNANIMOUSLY.

- a. **Resolution Approving New or Deleted Positions during the 2015 Budget Process (Land and Water Conservation).**

Motion made by Supervisor Erickson, seconded Supervisor Landwehr to approve and send to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY.

Non-Budget Items

2. **Budget Status Financial Report for September, 2014.**

Jolly informed that they were tracking really well and will probably have a surplus at the end of the year.

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

3. **Budget Adjustment Request (14-92): Any increase in expenses with offsetting increase in revenue.**

2014 Land and Water Conservation Department received a grant from the Great Lakes Commission to facilitate the Farm Demonstration Network. This budget adjustment sets up a separate division specifically for this project which will allow for more accurate tracking of revenue and expenses.

Dantinne informed that he would like quarterly reports; Jolly informed that they will be giving monthly reports to the Great Lakes Commission so they can update them as often as they'd like. He can include it in his Director's Report monthly.

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

4. **Director's Report.**

No report, no action.

Other

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

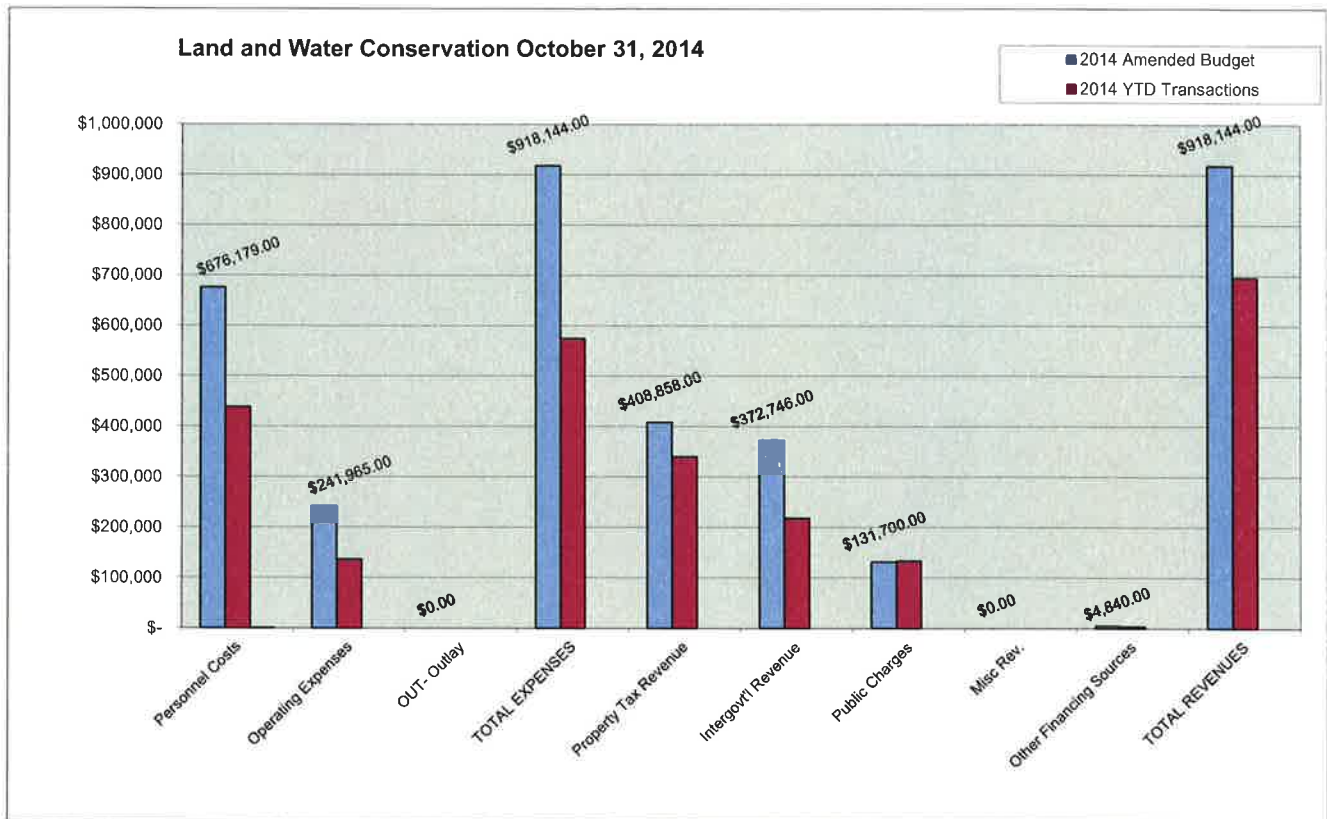
Motion made by Supervisor Landwehr seconded N. Vande Hei to adjourn @ 6:18 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

**Brown County Land & Water Conservation
Budget Status Report (unaudited)
October 31, 2014**

	<u>2014 Amended Budget</u>	<u>2014 YTD Transactions</u>		<u>2013 Amended Budget</u>	<u>2013 YTD Transactions</u>
Personnel Costs	\$676,179.00	\$438,348.18	Personnel Costs	\$590,799.00	\$431,712.49
Operating Expenses	\$241,965.00	\$136,406.82	Operating Expenses	\$252,330.00	\$163,332.43
OUT- Outlay	\$0.00	\$0.00	OUT- Outlay	\$29,163.00	\$27,520.50
TOTAL EXPENSES	\$918,144.00	\$574,755.00	TOTAL EXPENSES	\$872,292.00	\$622,565.42
Property Tax Revenue	\$408,858.00	\$340,715.00	Property Tax Revenue	\$392,030.00	\$326,691.70
Intergov't'l Revenue	\$372,746.00	\$218,005.32	Intergov't'l Revenue	\$246,520.00	\$193,227.12
Public Charges	\$131,700.00	\$133,121.95	Public Charges	\$143,000.00	\$134,574.64
Misc Rev.	\$0.00	\$0.00	Misc Rev.	\$0.00	\$250.00
Other Financing Sources	\$4,840.00	\$3,586.00	Other Financing Sources	\$15,742.00	\$12,366.50
TOTAL REVENUES	\$918,144.00	\$695,428.27	TOTAL REVENUES	\$797,292.00	\$667,109.96



BUDGET ADJUSTMENT REQUEST

14-98

Category

Approval Level

- | | |
|--|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include:
• Reallocation to another account strictly for tracking or accounting purposes
• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input checked="" type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

The Land and Water Conservation Department would like to use staff personnel cost savings to purchase 2 certified used vehicles or new (Chevy Equinox or similar SUV) to replace a 1997 Dodge Intrepid and a 1998 Dodge Dakota. The personnel savings is a one-time savings due to the inability to find qualified staff to fill open positions in early 2014.

Additionally, the vehicles being replaced were identified in the original Fleet Management Plan as needing replacement in 2017.

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.048.001.5100	Regular Earnings	\$40,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.048.001.6110.100	Outlay (\$5,000+)	\$40,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			


2B 11/18/14

AUTHORIZATIONS


Signature of Department Head

Department: Land & Water Conservation

Date: 11/18/14


Signature of DOA or Executive
Date: 11/18/14