

**PROCEEDINGS OF THE BROWN COUNTY  
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, January 29, 2015 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Fewell, Supervisor Schadewald, Supervisor Jamir  
**Excused:** Supervisor Steffen, Supervisor De Wane  
**Also Present:** Chad Weininger, Maria Lasecki, Paul Zeller, Troy Streckenbach, August Neverman

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**I. Call to Order.**

The meeting was called to order by Chair Steve Fewell at 5:34 p.m.

**II. Approve/Modify Agenda.**

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

**III. Approve/Modify Minutes of November 20, 2014.**

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

**Comments from the Public.** None.

**1. Review Minutes of:**

- a. **Housing Authority (November 17 and December 15, 2014).**

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

**Communications:** None.

**Treasurer**

**2. Budget Status Financial Report for October, 2014 and November, 2014.**

Treasurer Paul Zeller addressed the Committee. He noted that the detailed budget performance report contains an account description of "tax deed" and what lands in this account are the costs and expenses associated with processing foreclosed properties from the initial steps all the way through the Class 3 formal newspaper advertising. He wished to advise the Committee that the Class 3 notices in the newspaper have cost considerably more than what was budgeted and he stated that this will be reflected on the December financials. He has met with the *Press Gazette* on this to make corrective measures and this should not be an issue moving forward.

Chair Fewell recalled that Deputy Treasurer Mary Reinhard had indicated in the past that it may be prudent to use an online auction site to sell foreclosed properties and asked if publication would still be necessary if the online auction was used. Zeller responded that a Class 3 notice would still need to be published even if the online auction site was used and that the notice would refer the public to the auction site and the auction number.

Fewell noted that the former Treasurer was good at keeping the Committee informed about revenue being under budget in the past and he noted that he did appreciate that and urged Zeller to continue to keep the Committee advised of deficiencies so corrective measures can be taken if possible.

**Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file Items 2, 3 and 4. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Budget Performance Report for October, 2014 and November, 2014.**

*See action at Item 2 above.*

**4. Treasurer's Financial Report for October, 2014 and November, 2014.**

*See action at Item 2 above.*

**5. Treasurer's Report:**

**A. Status of RFP Project #1873 of 8-26-14 for Financial Advisory Services.**

Zeller began by recognizing the limited term employees that are carrying the Treasurer's Office through the tax season. He stated that these employees come to work with smiles on their faces and make the office look good and serve the public well. The five LTEs are: Mary Joan Fuiten, Rosemary Hermes, Mary Van Dyck, Lori Malecki and Anthony Lent. Zeller continued that Lent is a college intern who worked in the office for five weeks. He stated it was good to have a young person in the office to bring a different skill set and point of view. The intern was brought on as an LTE but does not receive college credit. Zeller would like to continue this practice of utilizing interns in the future as it worked out very well.

Zeller continued by updating the Committee on the RFP for financial advisory services. He stated that he is just weeks shy of signing a contract with a firm to manage a portion of the County's portfolio which pertains to funds attributed to Port and Resource Recovery. Zeller will provide more details next month after the contract has been signed. Fewell asked if the contract would come before the Committee for approval and Director of Administration Chad Weininger responded that the RFP had already been approved by the Committee. Zeller stated that the evaluation process was to review the 13 bids received and then those bids were reduced down to three and the lowest bidder was selected. Corporation Counsel is now in the process of reviewing the contract.

**B. Sale of Tax Deeded Lands by WI Statute 75:**

**i. Request to Modify Administrative Policy T-1**

Zeller stated that he included Administrative Policy T1 in the agenda packet so that a change could be considered to the policy. He indicated that the copy contained in the packet includes a number of proposed changes, but he after reviewing this further, Zeller would now only like one word changed. The change he would like the Committee to consider is in the first sentence, first line of the *Procedure* paragraph. Currently the sentence reads as follows:

"Upon obtaining judgment foreclosure from the court, the county will offer the tax deeded properties to the former owners for purchase."

Zeller would like this sentence changed to read as follows:

"Upon obtaining judgment foreclosure from the court, the county may offer the tax deeded properties to the former owners for purchase."

Zeller continued that State Stat. §75.521 does not require the County to offer the property back to the former owners. He noted that doing so would add another 30 days to the process, but Zeller felt that the former owners have had years and years and years of the ability to catch up on their taxes. He would like the Committee to entertain this and noted that it was not something that needed to be decided immediately, but that Corporation Counsel has reviewed this proposed change.

Zeller continued that there are three layers to this: the administrative policy, the administrative code and the state statutes. He stated that he has spent a considerable amount of time trying to reconcile the three of these and what it boils down to is a possible wording change in the administrative policy.

Supervisor Schadewald asked Zeller if it would be costly to offer the tax deeded property to the former owners. Zeller responded that the process would include noticing and finding the former owners as well as investing time in title searches, etc. Schadewald was looking for the rationale for this change and Zeller responded that the foreclosure process is very long and a great amount of money and time is spent in trying to reach the owners. Fewell felt that changing the language would start moving from more objective towards subjective and he would want to know from Corporation Counsel what position the County would be in if one time property was offered to the former owner and then another time the property was not offered to the former owner. He felt that it gets subjective when the word *may* is used. Schadewald felt the biggest thing is that the Committee needs to know what the process is now. He stated that in the past the process may have been simple, but he felt that now it sounds like it is much more complicated. Schadewald noted that before other supervisors can be persuaded on this, he would like to know the procedure. Fewell agreed with Schadewald and Schadewald felt that the Committee needs to be educated on the process and then this may evolve.

Zeller stated that presently what happens is if the property owner shows up for the hearing, the judges, without any questions or doubt, would provide an additional 90 days for the property owners to pay. If the property owner fails to show at the hearing and the judge finds for the County and deeds the property to the County, Zeller could immediately offer the property back to the owner by means of a certified letter and allow 30 days for the property owner to get the property back. Schadewald felt that that process would make more sense. Zeller felt that if a property owner shows up in court to plead their case and the judge allows an additional 90 days, ample time has been given. After the time expires, the County would then start the process of selling the property.

Schadewald understands that things have changed since he was on the Board last, but noted that the Committee will have to get the rest of the Board to understand it. Schadewald liked the idea of what was proposed by Zeller as it seems to put partial responsibility on the owner. He would rather do the certified letter proposal instead of change the language in the administrative policy. Fewell agreed with Schadewald and stated that the process of certified mail sounds more evenly handed across the board. Fewell noted that if someone in one district was offered their property back and someone in another district was not afforded the same opportunity, problems would result. Fewell also did not know how legally it could be justified to do it one way in one district and do it a different way in another district. Schadewald stated that the purpose of the Committee is to help Zeller run the Treasurer's Office and he thanked Zeller for listening to the concerns of the Committee.

Zeller continued that all of the tax deed property sales are to be brought before the Executive Committee per ordinance and it is unclear to him what the Committee oversight is with regard to these sales. Fewell stated that the ordinance provides language that land owners as well as their heirs be given the option to purchase the property back. It was noted by both Zeller and Fewell that in the past there has not been involvement from the Executive Committee on the sale of the properties. Fewell noted that under Chapter 2, the Administrative Committee is to deal with these properties. He noted that if a change needs to be made to the ordinance, it would have to be done in a formal manner which may include publication in the newspapers. Zeller stated that in reviewing what had been done in the past, it appears that the tax deed sales are handled by the Administration Committee. Fewell will look into this a little further and advised Zeller to continue to bring the bids to the Administration Committee.

#### **ii. Means of determining "Appraised Value"**

Zeller referred to a State Statute that deals with authorizing foreclosed properties to willing buyers at the appraised value and that appraised value has to be the minimum accepted value. Zeller noted that this has not always been the practice in the past. Fewell recalled that the properties are typically offered for what is

owed tax-wise. Zeller agreed and noted that there are two formulas for what it owed tax-wise. There is the real tax and then there is the tax plus interest, penalties, special assessment and the Treasurer's costs. Those are the two tax based valuations and they are separate from what the assessed value on the property is. Zeller noted that the assessed value is almost always considerably higher than what the property is worth based on the condition of the properties. Zeller stated that if they start with the assessed value, there probably would not be buyers for the properties. Fewell disagreed and stated that from what he has seen, once the properties get to the County they are cleared from other debts such as water bills and special assessments. He continued that in the past the County has tried to sell the properties for back taxes instead of what the assessed value is. Zeller agreed and reiterated that the State Statute calls for appraised value. He has asked several other counties what they do to establish a minimum bid for the auction process. He received information that three or four counties are using a realtor to provide an approximate opinion of value, but noted that this is technically not meeting the Statute. Zeller continued that he sought out how to get an opinion of value without having to pay for a full blown appraisal and he found a person who is an appraiser who also serves as an assessor for many of the county's municipalities and he is willing to provide an opinion of value for properties. Fewell felt that a realtor was not appropriate to do this and that what was needed was an appraiser as there needs to be some confidentiality and some criteria. He felt that this should be put out in an RFP to be fair rather than selecting one person. Fewell has always felt this way when it comes to services. Zeller stated that he is fine with an RFP, but noted that there are currently a dozen homes that have for sale signs and he is trying to get them sold as the County is paying to heat the homes and keep the water on. Zeller felt that these homes have been owned too long already and the longer the County is the owner of these properties the more money it costs. He stated that he is fine with not using an opinion of value if the Committee directs him to set a starting price at all taxes owed and all other costs. Fewell stated that he did not have a problem with that as the County would be getting their money back. Schadewald stated that the County is only getting their money back if it is less than the opinion of value, but no one will pay the back taxes and other expenses if the property is not worth that amount. Fewell stated that he had recently reviewed the Treasurer's webpage and looked at the tax properties and there were only three properties listed. He does not see any buildings listed on the website that are incurring costs for heat and water. Zeller responded that in order to start selling a property, there has to be a sealed bid process or the online auction process could be used. The three properties that are listed on the website are properties that have been through numerous offerings and have not sold. Zeller continued that they are at the point that the properties that are County-owned need to have a starting evaluation established to use as the auction minimum bid or the minimum bid accepted in a sealed bid type arrangement.

Weininger noted that if you use the amount owed in back taxes, typically the house is not worth what is owed so the owner walks away and then the homes are purchased by someone, fixed up and sold for a higher amount. He would caution putting the sale price too high and having the County stuck with the properties.

Maria Lasecki stated that she has bid on properties in the past and some of them have gone for much higher than she expected and that is the chance one takes when they bid. She continued that she does appreciate the fact that the properties are sold in the current manner because she feels that she is not competing with LLCs or other out-of-state entities. She will say as an employee of Brown County, using the online services may bring higher bids and she may be apt to bid higher.

Weininger noted that usually what they do in Purchasing is get a list of qualified bidders for services and then make a qualified pool so they are all being used. Schadewald noted that if \$150 was spent to get a point of value and the bid was set at that, and it is less than the taxes, there would be a shot at selling the property. If it would be more, he does not have a problem with starting at the taxes.

Fewell wanted to be clear that whatever process is used has to have parameters to be fair to all. He understands there are professional standards, but he felt that whatever is possible has to be done to avoid the appearance that somehow the County is cutting deals. He noted that the person that Zeller referenced may be someone they wish to use however, he is insistent that there be a fair process to select him. Fewell continued that he does not have a problem with temporarily using Zeller's suggestion to get moving on

selling the properties, as long as it is ultimately RFPd out. He feels that there are professionals in the community that do this type of work and he believes that they should all have the opportunity to compete for the work and the dollars.

Schadewald asked how long it would take to put an RFP out. Weininger responded that he does not know the current workload in the Purchasing Department, but he felt that work could be done in three or four days to get something out to establish a pool of qualified candidates. Zeller stated that a differentiation would have to be made between a realtor and an appraiser and Weininger stated that those parameters could be set when it goes out for bid. Fewell indicated that he does not have a problem using an appraiser as he felt they were more independent and there seems to be more credibility.

Schadewald stated it appears that Zeller is trying to get rid of the properties and move forward, and then the Committee says that they want to go through the RFP process. Schadewald noted that this does not need to be done tomorrow, even though that is probably what Zeller wants. Schadewald asked Weininger if he felt that a pool could be put together in two weeks and Weininger reiterated that he does not know the current workload in Purchasing, but he thought that it was definitely possible. Schadewald indicated that he is trying to help Zeller, but he is also trying to protect the Committee and the Board.

Zeller asked the Committee if this can be pulled together, if he could take the low bidder and move forward without waiting until the next meeting. The Committee did not have any objection to this and Fewell urged Zeller to set parameters and move forward.

### **iii. Offer property to Brown County Departments first, then to Municipality**

Zeller noted that the current inventory of homes and vacant lots that are included in the agenda packet have been offered to every County department head. The deadline to get back to him was today and Zeller has not heard from anyone and he is now asking if he can move to the next step which would be offering the properties to the municipality in which they are located. He noted that there is some interest in some of the municipalities in some of the parcels. Past practice is that parcels are sold to the municipality for taxes owed. The net amount that they would sell the parcels to the municipalities for would be all delinquent taxes through and including 2014 and Zeller would like to continue with that practice. He noted that there is nothing in the Statutes that indicates what price he needs to offer the property to the municipalities at. Zeller also stated that if the County gets more than all of the outstanding taxes, penalties and interest, they are by Statute required to return the excess to the former owner if it was a homestead and the owner lived in the homestead at any time in the last five years. Zeller stated that it is difficult to track down the previous owners in many cases.

Zeller continued that there is one municipality waiting to hear from him regarding a parcel as they are interested in the property for redevelopment. Schadewald stated that he wanted to see Zeller follow procedures and state law and Fewell agreed and added that as long as the process is fair that is all that is required.

Schadewald asked what the next step is after a parcel is offered to a municipality. Zeller stated that the next step is to offer the property for sale, either by the sealed bid method or a method using an auction type service for nothing less than the appraised value. If the property is not purchased at or above the appraised value, then the next round of bidding for the property can start at no minimum bid. Schadewald asked if adjacent property owners are notified that the property is available. Zeller responded that 10 – 20 percent of the properties that he found on file that had sold within the last several years had letters to the adjacent property owners, but he noted that this is not required by Statutes. Schadewald felt it would be worth a stamp to send a letter to the adjacent property owners advising them that the property was available. Zeller did not have any objection to notifying adjacent property owners and he can start to do this.

Fewell stated that other counties list multiple pictures of available property on their websites and noted that the Brown County website does not have anything more than one line and he felt that when looking to raise visibility to sell the property, having pictures to reference would be helpful.

**iv. Current Inventory List**

Zeller provided details on several properties that the County currently owns. With regard to the Clark Station at the corner of Irwin and University Avenues, a request had been received through Supervisor Nicholson for the adjacent school to use the property for parking. Zeller indicated that he prohibited that for liability reasons. He also noted that in July, 2014 that property was offered to the school district for the price of taxes owed and no response was received.

**v. Possible use of Wisconsin Surplus Online Auction**

Zeller reported that Deputy Treasurer Mary Reinhard had informed him of the Wisconsin Surplus Auction site which is a site on the internet where municipalities can sell surplus vehicles, equipment, real estate, etc. Zeller has researched this and has also spoken with four of the eight counties who are currently using the site and has received nothing but positive feedback. There are currently 52,000 registered bidders affiliated with the site and there are 1.6 million visitors per month to the site. Responses Zeller has received from other counties indicate they are getting far, far more interest and action on the real estate than they had in the past. Zeller stated that he intends to try listing property on this site for sale.

Maria Lasecki asked if the County cannot keep the money over and above the amount that is trying to be recouped for costs, why there is concern to get a higher bid for the property as it would seem that this then becomes a liability for the Treasurer in time and effort spent trying to track down the former owner to reimburse them the excess. Zeller responded that the problem is that his office is trying to get the delinquent taxes and interest and penalties and they are not even typically getting that out of a property. He felt that using the Wisconsin Surplus Auction would allow for a pool of interested buyers to see the properties and recover more of the costs they are not currently getting. Zeller stated that there is no benefit to the County in getting more than all of their costs if there is a homesteader that would be owed the excess costs. He continued that if the homeowner cannot be found, the unclaimed property then becomes the County's however he indicated that that is not his intent. He is simply interested in getting all of the County's costs and expenses out of the properties. Fewell asked if the excess funds go to an unclaimed property fund if Zeller is unable to find the homesteader. Zeller stated that it would go to an unclaimed property fund and if it is not claimed, the unclaimed dollars go to the County's general fund.

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

**Corporation Counsel**

6. **Monthly Reports for November, 2014 and December, 2014.**

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

**County Clerk**

7. **Budget Status Financial Report for October, 2014.**

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

**Child Support**

8. **Budget Status Financial Report for November, 2014.**

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

9. **Departmental Openings Summary.**

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

10. **2014 Child Support Agency Annual Report.**

Child Support Administrator Maria Lasecki stated that her annual report contained in the agenda packet is a synopsis of everything that has been done in her department with regard to performance, funding and the value of child support to the community which goes far beyond the dollars and cents.

Schadewald congratulated Lasecki and her department on their accomplishments and success in their department over the last year.

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

11. **Director's Report for December, 2014 and January, 2015**

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

**Human Resources**

12. **Budget Status Financial Report for December, 2014.**

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

13. **Activity Report for November, 2014 and December, 2014.**

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

14. **Departmental Openings Summary.**

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

15. **Director's Report.**

Chad Weinger reported that a new Human Resources Director should be hired soon and he also indicated that they will be hiring a Human Services Director and Health Services Director soon. Human Resources will wait for direction from the Public Safety Committee and the Board before moving forward with hiring a Medical Examiner. He indicated that a presentation will be made with regard to this at the March Public Safety Committee meeting and he indicated that this meeting will probably be held in the evening.

Fewell stated that in the past when a Library Director was needed, a significant amount of money was spent to hire a headhunter to locate a Director. Fewell felt that it might be worth the money to have a professional approach to finding a Medical Examiner, especially if a forensic pathologist is what they are looking for. Weinger agreed and stated that technically they cannot post the job to hire, but they have put a post out for qualified applicants and have received one application to date but noted that this person is

not qualified for the position. Fewell felt it may take professional staff that deals with medical professionals on a regular basis to help locate a qualified person. Schadewald agreed with this.

Weininger continued by presenting information with regard to employee turnover as this is a subject that gets discussed quite often. Fewell felt the turnover really shows up when you see all the turnover in department heads and this raises red flags for the Board. Weininger noted that several of the department heads vacancies are the result of retirements.

Weininger continued that overall turnover for 2012 is 1.06% and 2013 is 1.12% and the national average for county and local governments for November was 1.6%. Brown County is trending under these averages. Jamir pointed out that this is for the total employee base and not key personnel such as department heads. Fewell stated that when there are multiple key position turnovers in an organization, this becomes a concern to him and should also be a concern to the organization as well. Weininger stated that the County takes this very seriously. Schadewald stated that Supervisors are elected to represent their constituents but also have a duty to Brown County as a whole and he does not see it to be a good thing that Brown County department heads are leaving at a higher percentage than the national average. Weininger agreed and stated that these numbers were provided as a point of information and it was not his intent to infer anything else.

Weininger felt that in the past there had been some internal appointments for the HR Director, but this time they went out into the marketplace to find an HR professional to help the HR staff develop. Fewell agreed and stated that in the past there were combined HR departments with the City of Green Bay and, also, there had, in the past been politically driven appointments which did not work out. Fewell felt that there has not been a qualified HR director for quite some time for a corporation the size of Brown County. Schadewald stated that he would like to see what strategies could be developed now to create an environment or situation where we have people that come in and stay longer. He felt that this may even be done by looking at local colleges to see if they are developing personnel that want to work and stay in Brown County. Schadewald also felt that information contained in exit interviews would be useful. Weininger stated that the way exit interviews had been conducted in the past was not as effective as it could have been and this is one of the processes that will be changed under the new Director. Weininger also noted that each department will now be providing their oversight committees with a list of open positions including the reason the position is open so that concerns can be addressed.

Schadewald was happy to see that the issue of turnover is being looked at. He does not think that constituents are being served to the best of the County's ability if department heads continue to change. He stated that he gets frustrated when he sees department head vacancies. Fewell agreed and stated that what he felt was part of the fundamental problem was that the Board has to get a grip on doing things the way that they have been asked to do them. There should be an evaluation every two years of salaries and compensation. Fewell stated that since he has been on the Board there have been administrative salary freezes until recently. He stated that by going several years without an increase, it does not take long to no longer be competitive. Fewell felt the Board needed to do some things to improve processes and work with HR to improve some of the processes currently in place. He felt that the pending class and comp study will show that the professional positions are the ones that are underpaid. Weininger commented that the class and comp will be set back a little bit since Lynn Vanden Langenberg left. Weininger continued that he has worked with HR staff over the last few weeks and they have a plan of action to make sure that they have a finished package for the study which will hopefully be brought forward to the Board in early April. The plan will show both where everyone falls within the study as well as how changes can and should be implemented.

Fewell also brought up the hiring process and stated that when the County Board approves the budget and positions, the position is approved for the entire year, but then they have to come back and go through a month or two process to actually get a key employee hired because the Board has to reapprove even though it has already been approved. Fewell felt that the directors are not being trusted to direct and manage and do their job. He felt that if the directors are treated as well as they can be treated, they in turn will treat



their employees below them as well as they can be treated who will then serve the public as well as they can. Overworking employees to fill in for open positions is not appropriate and does not give good results. Fewell felt the County needs to give the department heads every opportunity to succeed and he does not feel this is currently being done.

Schadewald agreed with Fewell and felt that a discussion on the Board floor may be appropriate to help determine how we got to the currently policy. Weinger stated that the current hiring process has been in place for a number of years and one of the reasons it may be handled the way it is is to save money by taking longer to hire for a position. Weinger is not saying that this works or is appropriate. Schadewald would like to see the resolution that created the hiring policy as he has no problem in changing the procedure to make it work better. Fewell agreed and Weinger stated that he will try to have this information ready for the February meeting. Schadewald indicated that he will put a communication in at the County Board meeting to look at this process further.

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

**Department of Administration:**

**16. Budget Status Financial Report for December, 2014.**

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

**17. 2014 Budget Adjustment Log.**

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

**18. Director's Report.**

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

**Technology Services**

**19. Budget Status Financial Report for November, 2014.**

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

**20. Budget Adjustment Request (14-106): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.**

This budget adjustment represents a request to use unspent funds in copy center office supplies to purchase document center storage racks for \$11,600. The racks are needed to add floor storage and for safety purposes. These are normally purchased in smaller quantities, so this volume was considered an outlay.

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

**21. Technology Services Monthly Report, January, 2015.**

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

**22. Brown County Technology Services 2014 Annual Report.**

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

Other

23. **Audit of bills.**

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

24. **Adjourn.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to adjourn at 7:11 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio  
Recording Secretary