

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, November 17, 2011 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Robert Miller, Mark Tumpach, Kris Schuller, Tony Theisen
Also Present: Troy Streckenbach, John Luetscher, Jeff Oudeans, Bill Dowell, Doug Marsh, Carolyn Maricque

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 6:03 p.m.

II. **Approve/Modify Agenda:**

Chair Lund stated that Item 25 of the agenda could be removed as this was approved at the October 19, 2011 meeting.

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to approve the agenda as modified. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of October 19, 2011, October 27, 2011 and November 7, 2011.**

Motion made by Supervisor Schuller, seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. **Review Minutes Of:**

- a. Facility Master Plan Subcommittee (October 20, 2011).

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

Communications

2. **Communication from Supervisor Theisen re: Request to establish a probationary wage for all new county employees. *Referred from November 7, 2011 County Board meeting.***

Supervisor Lund stated that he had spoken with Debbie Klarkowski, Human Resources Director, with regard to this communication. Klarkowski will come back at the December, 2011 meeting with a recommendation.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk.

3. **Resolution Supporting the 2012-2013 Memo of Understanding Between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).**

4. Resolution Supporting the 2012- 2013 Memo of Understanding Between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
5. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
6. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).
7. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Morrison for the Statewide Voter Registration System (SVRS).
8. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
9. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).
10. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
11. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
12. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
13. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).
14. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS).
15. Resolution Supporting the 2012 – 2013 Memo of Understanding Between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).

Motion made by Supervisor Tumpach, seconded by Supervisor Miller to suspend the rules and take Items 3 through 15 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Theisen, seconded by Supervisor Schuller to approve Items 3 through 15. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

16. Resolution re: To Authorize Use of Funds to Retain Outside Counsel. *Referred back from November 7, 2011 County Board meeting.*

Corporation Counsel John Luetscher provided some background with regard to this resolution. He stated that the resolution pertains to the solid waste management services agreements between the Solid Waste Department and numerous municipalities in Brown County as well as a separate agreement involving private waste haulers. The municipal agreements that are currently in existence expire at the end of this year and therefore this is time sensitive.

Part of the solid waste management services agreement is an addendum that deals with the Oneida Seven Generations Waste Gasification project. Depending on how that project emerges, there may be a need for assistance with respect to waiver of sovereign immunity by the Tribe and this is one of the reasons Luetscher brought this resolution forward. The solid waste management services agreements that they are attempting to negotiate with the municipalities have other complex legal issues, including anti-trust concerns, and Luetscher needs to have this reviewed by a private law firm regardless of what happens with the Seven Generations project. Luetscher went on to say that the agreements deal with numerous municipalities and are for a 10 year term and could involve hundreds of millions of dollars changing hands over the course of the contracts and he felt that having outside counsel review these contracts is a good expenditure of money. Luetscher stated that the funds needed should not exceed \$10,000.

Supervisor Miller stated he brought this back from the County Board meeting because he thought this was solely in connection with the Seven Generations project. He stated that he had made an open records request to Wisconsin Economic Development and was advised that they were unable to provide the contract until it had been signed. Miller stated that he had heard from sources close to the Tribe that they were supposedly not interested in moving forward.

County Executive Troy Streckenbach stated that he had received a communication from Seven Generations indicating that they received federal authorization to move forward. Streckenbach stated it is his assumption that they are in a holding pattern and their tentative plan start date is December, 2012. Miller did not understand why Seven Generations would not move forward in collecting the two million dollars from the State and Streckenbach confirmed that they did not. However, Streckenbach did not feel this stopped the progress and he felt the project is still moving forward. Streckenbach went on to say that he agreed with Corporation Counsel in that even if the Seven Generations project does not advance, the overall solid waste management agreements should be reviewed, especially if there are addendums that deal with insovereignty.

Luetscher stated that even if the Seven Generations project was not an issue, he would still be asking for approval of the resolution because the agreements are of such a large magnitude and the complexity of what is being negotiated is such that he felt outside counsel would be beneficial and he noted again that time is of the essence.

Miller asked what the difference was between the pending agreements and previous agreements and Luetscher stated that the previous agreements had the same issues and were actually drafted by a private law firm. He noted that the anti-trust laws may have changed since the previous agreements were executed.

Streckenbach stated that even with the Seven Generations project out of the picture, right now there is a whole industry that is being created through waste as a commodity and the reality is that there is going to be constant interest in the waste stream in the new emerging economy. Streckenbach stated that he felt there was a very good argument here as far as anti-trust and he felt there would be a valid argument for this resolution.

Motion made by Supervisor Miller, seconded by Supervisor Tumpach to authorize use of funds to retain outside counsel not to exceed \$10,000. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

17. Activity Report for October, 2011.

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

18. Director's Report.

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

Department of Administration

19. 2011 Budget Adjustment Log.

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

20. Director's Report.

Interim Director of Administration Carolyn Maricque provided the Committee with Financial Statement Results – Unaudited along with her Director's Report, copies of which are attached. She stated that three financial systems are scheduled to go live on January 1, 2012 and also stated that the resolution and additional information for the implementation GASB 54 will be brought to the Committee at the next meeting.

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

Facility & Park Management

21. Budget Adjustment Request (11-150): Increase in expenses with offsetting increase in revenue.

Facility and Park Management Director Bill Dowell stated that this budget adjustment relates to the repairs to the ice making system at the arena. The work was approved at a previous meeting and a contract had been awarded. The funds will be transferred to complete the project from the arena renovation fund.

Motion made by Supervisor Theisen, seconded by Supervisor Miller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Budget Adjustment Request (11-151): Increase in expenses with offsetting increase in revenue.

Bill Dowell stated that this budget adjustment relates to the vacant Mental Health Center property and these are the funds necessary to pay the utility bills and security bills on the building. There will be no increase in the levy as these expenses will be covered by money received from the sale of furniture and fixture from the building.

Motion made by Supervisor Schuller, seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Discussion re: Syble Hopp Pool Cover.

Bill Dowell stated that the funding for the proposed pool cover at Syble Hopp is coming from the wind farm energy revenue. The bids will be presented at the next meeting.

Engineer Doug Marsh advised the Committee that based on a Department of Energy calculator for pool covers, they can reduce the energy usage at Syble Hopp by 59% which would result in approximately \$18,000 in savings annually. Water consumption would also be decreased by over 72,000 gallon (66%) for a savings of approximately \$700 annually. Marsh estimated the pool cover and deployment system to be in area of \$27,200 and there would also be some costs for electric work in an unknown amount.

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

24. Discussion re: Resch Centre Maintenance.

Bill Dowell stated that Facilities is continuing to work on this and will bring forth a recommendation at a future meeting. Dowell stated that there is a standard percentage of maintenance that is recommended in the industry of 2 – 4%, both for routine maintenance and systems upgrades. Brown County is currently not using that percentage as a planning tool, although he felt it was a good tool and is used by many facility organizations. Dowell stated that the three buildings that make up the arena complex have a replacement value of 56 million dollars. If using the 2 - 4% formula, the value would be 1.1 – 2.4 million dollars annually for the complex. Dowell stated that a plan would have to be put together with PMI as they are responsible for the routine day-to-day maintenance while the County is responsible for the capital upgrades. Dowell stated that he had learned from discussions with PMI that they are spending roughly \$400,000 annually on routine maintenance while the County spends approximately \$160,000 annually on capital projects. There are additional funds that PMI has in depreciation that goes to equipment.

Supervisor Schuller asked what the revenue source was to fund projects for the complex and Dowell responded that the only source of revenue is the rent received from PMI of \$160,000 annually. Supervisor Theisen inquired if any portion of the room tax went to a maintenance fund and Dowell answered that it did not. Supervisor Miller brought up the idea of adding a surtax on ticket prices as a source of funding as it was his opinion that the users of the facilities should pay for the upkeep. A question was then raised by Supervisor Tumpach if this could be done under the current contract. Dowell stated that he would have to review the current contract to see if this would even be a possibility.

County Executive Troy Streckenbach stated that in 2006 the \$800,000 contingency fund was used to put on a new roof, however, this fund was never rebuilt. Streckenbach felt that the opportunity to relook at the complex and the maintenance of it lies in the County's ability to renegotiate the contract with PMI and he felt that PMI may be willing to take the \$850,000 that they have been giving to the Visitor and Convention Bureau and apply it to the maintenance and upkeep as well as investing in new technology. In order to reach this point, however, the Visitor and Convention Bureau would need to find a new funding mechanism.

Chair Lund wished it be noted that the County Board was never told that the Resch Center was underfunded and this was confirmed by Supervisor Theisen. Lund said that they found out last

year in the media that the Resch Center was underfunded. He also noted that the County Board had always paid for all the projects that needed to be done.

Supervisor Schuller questioned the ability to take any excess from the room tax and set it aside to fund maintenance of the facilities. Streckenbach stated they would have to look at the stabilization fund and whether it is at the amount that was set which is approximately 5 million dollars. He noted that the cooperative agreements state only four reasons you can utilize excess money from the stabilization fund and these are 1) retire debt; 2) tourism activities; 3) capital improvements and 4) expansion. Streckenbach stated that maintenance is a gray area and he did not believe routine maintenance fell under any of these four categories.

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

25. Approval of Bid re: Security Fencing at Jail.

This item was not discussed as this bid was approved on October 19, 2011.

26. Director's Report.

Facility Director Bill Dowell stated that they are continuing to work to conclude projects by the end of the year, however, there are some projects that will be carried over to 2012. He also continues to work with the public works committee on the Facilities transition into a public works organization.

Dowell advised the Committee that November 30 will be his last day with Brown County. Doug Marsh and Jeff Oudeans will be involved in the interim plan to move into the public works organization. Lund and the Committee thanked Dowell for his years of service.

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

Child Support Agency - No agenda items.

Information Services – No agenda items.

Treasurer – No agenda items.

Other

27. Audit of bills.

Motion made by Supervisor Theisen, seconded by Supervisor Schuller to approve bills. Vote taken. MOTION CARRIED UNANIMOUSLY

28. Such other matters as authorized by law.

Motion made by Supervisor Theisen, seconded by Supervisor Tumpach to adjourn at 6:50 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Therese Giannunzio
Recording Secretary

Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount
As of 9/30/2011

Department	Account	Property Tax		Comments on Adjustments		
		2011 Levy	Actual Need		Adjustments (Over) / Under under = savings	
Human Services						
Community Programs	201-076	13,998,062	10,856,148	- 3,141,914	Savings continue to be recognized in contracted services for adult, child, and adult mental health divisions due to utilizing lower cost preventive programs.	
Community Treatment Center	630-056	2,380,007	3,042,709	(880,353)	217,651	Depreciation of \$385,077. An adjustment was made for a revenue accrual that was made backwards. The revenue accrued should have been \$247,638.
Health	100-060	1,581,753	1,602,832	-	(21,079)	
Aging & Disability	900-093	702,598	702,598	-	-	
Syble Hopp	230-038	2,273,819	2,356,523	(82,704)	-	Balance is retained by Syble Hopp. State grant and aid recognized in 2010.
Veterans Services	100-084	304,335	276,811	-	27,524	Savings in wages and fringe.
Total Human Services		21,240,574	18,837,620	(963,057)	3,366,010	
Planning, Development & Trans						
Land & Water Conservation	100-048	371,243	357,169	-	14,074	DATCP grant revenue is earned in the first half of the year to cover a portion of wages.
Planning, Prop Listing, Zoning	100-066	488,059	400,899	-	67,160	Revenue for the Private On-site Waste Treatment System is received in the first half of the year. Unbudgeted revenue of \$26,000 was received from a wind turbine farm.
Register of Deeds	100-072	(362,681)	(270,484)	-	(92,197)	Due to market trends, revenue is still down in 2011.
UW - Extension	100-083	322,303	370,646	-	(48,343)	Expected donations have not been received and the transfer has not been completed to reimburse expenditures for the Madison fund programs.
Highway	660-044	-	166,625	(166,625)	-	Fund balance was budgeted to be used by the Highway.
Highway Capital Projects	440	1,093,718	(4,679,612)	5,773,330	-	Balance is retained to fund highway projects.
Highway County Roads/Bridges	240-044	-	(2,591)	2,591	-	Fund balance was budgeted to be utilized. Second quarter highway aids are not received until July.
Total PD&T		1,892,641	(3,657,348)	5,609,296	(59,307)	
Public Safety						
Circuit Courts	100-010	1,677,071	1,472,144	166,786	38,142	Adjusted to reflect Circuit Court Support funding received for entire year. Savings in witness and juror costs.
Clerk of Courts	100-012	757,151	714,343	-	42,808	Savings in wages, fringe, attorney fees, and guardian ad litem fees.
Public Safety Communications	100-013	4,376,800	4,362,862	-	13,938	
Medical Examiner	100-014	190,262	124,718	-	65,544	Autopsies are still trending lower than expected.
District Attorney	100-024	974,123	952,508	-	21,615	Includes a \$27,753 approved transfer from the General Fund to cover shortfalls.
Sheriff	100-074	21,307,822	20,742,196	25,000	540,625	Savings in fringe for Patrol and Jail. Additional Jail boarding revenues have been recognized.
Total Public Safety		29,283,227	28,368,770	191,786	722,671	
TOTALS		\$ 53,699,279	\$ 48,277,835	\$ 2,643,445	\$ 2,777,999	

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Brown County

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November 17, 2011

TO: Administration Committee

FROM: Carolyn Maricque
Interim Director of Administration

SUBJECT: November Director's Report

Financial System Implementation Project

Human Resource and Payroll Logos Implementation

- The HR/PY modules continue to be on task for go-live on January 1, 2012.

Chemspro Implementation

- The Highway Systems Project is currently paralleling the labor entries in Chemspro for billing calculations. Kronos time keeper trainings have been conducted and is scheduled for implementation at the Highway on January 1, 2012.

ADRC Logos Implementation

- The ADRC implementation is expected to go live on January 1, 2012.

Departmental Updates

Fund Balance Policy

- The resolution and additional information for the implementation of GASB 54 will be brought to the Committee in December to ensure that the County Board's intentions are properly reflected in the calculations of fund balance constraints.

Interoperability Equipment Financing

- The funding required for the agencies participating in the loan has reduced to roughly \$750,000. The County will be listed as a Co-Borrower for the participating agencies. The resolutions for the Tax Exempt Term Note will be brought to the Administrative Committee in December.

Quarterly Financial Status

The third quarter financial report is attached for your review. The following are highlights from the report.

- The Treasurer's Department continues to trend higher than expected due to additional interest and penalties on taxes.
- The General Government has been adjusted to reflect the shared revenue payment that is expected to be received in November. The remaining deficit in General Government represents the use of fund balance that was budgeted.
- Community Programs continues to recognize savings in contracted services for adult, child, and adult mental health divisions.
- The Sheriff's Office has recognized savings in insurance and retirement contributions. Additional Jail boarding revenues have also been recognized.

If you have any questions, please feel free to contact me at 448-4046.

cc: Troy Streckenbach – County Executive