

**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 26, 2023 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Present: Supervisor Schadewald, Supervisor Lund, Supervisor Lefebvre, Supervisor Vander Leest
Excused: Supervisor Peters
Also Present: Director of Administration Chad Weininger, Corporation Counsel David Hemery, BCCAN Chief Operating Officer August Neverman, Child Support Director Maria Lasecki, Director of IT Kirsten Holland, County Clerk Patrick Moynihan, Jr., Cullen Peltier; other interested parties

I. Call to Order.

The meeting was called to order by Chair Schadewald at 5:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Lefebvre, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of December 8, 2022.

Motion made by Supervisor Lund, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

Consent Agenda

- 1. Administration - Budget Adjustment Log.**
- 2. Administration – Budget Status Financial Report thru November 2022 – Unaudited.**
- 3. Child Support – Budget Status Financial Report thru November 2022 – Unaudited.**
- 4. County Clerk - Budget Status Financial Report thru November 2022 - Unaudited.**
- 5. Treasurer – Budget Status Financial Report thru November 2022 – Unaudited.**

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

Child Support

- 6. Director’s Report.**

No discussion, no action required.

Information Technology

- 7. Director’s Report.**

IT Director Kirsten Holland highlighted items on her written report, provided in the agenda packet.

No action required.

BCCAN

8. Director's Report.

Broadband and BCCAN Director August Neverman was looking for direction from the board regarding charging municipalities for connectivity. He briefly informed of the options and noted there was some confusion on billing municipalities, because it was based on verbal direction from the board from years ago. There was a mix of some paying and some not paying. Also, a mix of some 911 participation charges, and no 911 participation charges. He questioned if they were going to bill, just at a high level yes/no and if they are, are they going to bill for just non-911 related stuff or all related services?

Schadewald stated the committee will need the actual amounts, the municipalities, and the different options. The decision was does Brown County pay for this for some and not others and is it fair and, do they run a deficit by taking this over? Neverman informed that information was in the packet for review and would like action in the next couple of months to notify the municipalities.

DOA Weininger informed they brought Neverman in to clean this up, as they had a lot of contracts, and they were trying to standardize it. This was supposed to be an enterprise fund and generate enough revenue to cover the operational costs, and they cannot make a profit. They also want to be good partners.

Responding to Lund's concerns, Weininger stated the key was to make sure they had a standard billing methodology so it's fair for all. However, it was a little more complicated and there were conversations that still needed to be addressed. There was a larger picture here and part of it was making sure everyone was treated fairly, they provide a standard level, and everyone knows what it is and there's a cost to that level. They are making contracts for everyone, even if it's \$0.

Neverman stated the basis of operations had originally been operating and capital, but nothing happened that way. It was only operating so they're not recovering capital. There was also some confusion related to the capital because of the large amount of monies involved that were in effect donated or grant money. The county didn't spend the money so they're trying to recover capital from money they didn't spend.

Lastly, for the fiber installation, they did get some of the prices back on bids and the bid prices were significantly higher. The cost has gone up 50%-70%. It was related to the Oneida 911 tower that they were a few months away from closing. They're not the only ones seeing it. One thing to mitigate that, was try and bundle projects so they do more work with each project they will have less set up and tear down expenses. He'll be submitting paperwork to correct that and also adjusting any new ARPA requests to make sure they don't have overages.

No action required.

County Clerk

9. Clerk's Report.

County Clerk Patrick Moynihan, Jr. informed that he participated in various election and campaign finance webinars.

Moynihan has been working with IT Director Kirsten Holland, Library Facility Manager Curt Beyler, and Corporation Counsel David Hemery, Chairman Buckley and Supervisor Van Dyck on the layout and scope of the County Board/Community Room in the lower level of the Central Library.

In conjunction with Director Holland and Corporation Counsel Hemery, Moynihan was creating contractual parameters for the Open Meetings Software which will be utilized for board meetings and subsequently the six-standing committee meetings.

Lastly, he was fortunate to attend a six-session, 22 hours of instruction of the UWGB program “Supervisor Leadership” and received certification.

No action required.

Administration & Human Resources

10. Director’s Reports.

Director Chad Weininger noted the only thing not in his report this month was the ARPA expenditures, which showed the most up to date info. Sales tax was doing well which had a lot to do with inflation. Room tax was still doing well so they’re not as worried as they used to be.

No action required.

Corporation Counsel

11. Oral Report.

Corporation Counsel David Hemery provided an update regarding Bug Tussel. Schadewald proposed giving Hemery until the February Admin meeting to work on the proposal so they can vote on it at the March County Board meeting. At the February County Board meeting, Schadewald will inform the board that they’re going to do an analysis on Nsight’s proposal and costs that they received last month. Further discussions ensued regarding if it’s a loan, pay millions, or wait but who knows what the costs will be or when it will be done.

No action required.

Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments

12. Legal Bills - Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Lund, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Administration/HR - Budget Adjustment Request (22-137): Any allocation from a department’s fund balance.

Weininger informed this was the employee event fund balance, using another fund balance to do a nice thing for new employees. Buy a lanyard and cup when they start at the county. It’s what the employees wanted to do.

Motion made by Supervisor Lefebvre, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Administration/HR – Budget Adjustment Request (23-032): Reallocation between two or more departments, regardless of amount.

Weininger asked that they amend 23-032 to include a budget adjustment request in use of contingency funds. He was asking to add \$20,696 to go towards 911 as part of their grant match. This budget adjustment will go to the Public Safety Committee, but they don’t control the contingency fund, Administration Committee does.

Motion made by Supervisor Lund, seconded by Supervisor Lefebvre to approve Budget Adjustment 23-032 with the addition to increase State Grant Revenue and associated expenses for the Chapter DMA 2 PSAP Grant, requesting \$20,696 from the contingency fund to support the 20% matching requirement from the State of Wisconsin to provide funding towards equipment upgrades and advanced training necessary for the Next Generation 9-1-1 implementation. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Information Technology – Budget Adjustment Request (23-018): Any increase in expenses with an offsetting increase in revenue.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Lund to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Information Technology – Discussion and request for approval of RFP for Multi-Function Device (MFD) Replacement and Maintenance Program, Project #2504.**

Weininger informed they wanted to go back out to the market and make sure they're getting the best deals.

Motion made by Supervisor Lund, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Resolution Regarding Table of Organization Change for the County Clerk's Office – Deputy Clerk Positions.**

Clerk Moynihan Jr. provided a handout (attached) with prepared remarks, in which he briefly spoke to.

Motion made by Supervisor Lund, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Resolution Requesting that Wisconsin Increase the Level of State Aid it Provides to Counties and Municipalities. *Referred from Exec Cmte.***

Motion made by Supervisor Lund, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Resolution Approving New or Deleted Positions During the 2023 Budget Process in the Veterans Services Department – Veterans Benefit Specialist Position. *Referred from December County Board.***

Motion made by Supervisor Lund, seconded by Supervisor Vander Leest to hold for one month to get more information. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

20. **Communication from Supervisors Deneys and Coenen re: The board consider the resolution titled: Resolution Requesting the State of Wisconsin to Ensure Internet Service Providers Offer Sufficient Coverage in Municipalities to Enable them to Transmit Election Results to their County Clerk. *Referred from December County Board.***

Motion made by Supervisor Lefebvre, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Communication from Supervisor Nicholson re: I request that Corporation Counsel prepare a resolution requesting that the State of Wisconsin pass legislation to end this Green Bay Press Gazette monopoly, and to provide counties with more choices regarding which newspapers to public notices in. *Motion at Exec: To refer to Administration Committee to look at options.***

Corporation Counsel David Hemery informed that Supervisor Nicholson asked him to speak on his behalf. His communication states he would like a resolution but instead he asked that the committee make a motion to direct Corporation Counsel to author an letter to email to state representatives and senators. The thinking was that they get a lot of resolutions but felt they'd take more note if it was on legal paper. To summarize, Weininger informed they had to follow the state statute and it

was created a long time ago when there were two daily papers, and now there is only one and it's not even a daily paper. He believed Nicholson felt that they are forced to go with the Press Gazette, it was a monopoly and everyone else has a bid process that's fair. He wants it to be fixed so there is a bidding process, and the board can choose whoever the low bidder is.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to send a letter.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Treasurer – No additional agenda items.

Other

22. Audit of bills.

Motion made by Supervisor Lefebvre, seconded by Supervisor Vander Leest to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

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

24. Adjourn.

**Motion made by Supervisor Lund, seconded by Supervisor Vander Leest to adjourn at 6:22 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted,

**Patrick W. Moynihan, Jr.
Recording Secretary**

**Alicia A. Loehlein
Legislative Specialist - Transcriptionist**

BUDGET ADJUSTMENT REQUEST

23-051

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: <ul style="list-style-type: none"> • 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 up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). | Admin Comm |
| <input type="checkbox"/> | 5 b) Reallocation of <u>more than 10%</u> of the funds originally 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 checked="" type="checkbox"/> | 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board <i>DM</i> |
| <input type="checkbox"/> | 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| | 9 Any allocation from the County's General Fund (<i>requires separate Resolution</i>)
<i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i> | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

This 2023 Budget Adjustment is to increase State Grant Revenue and associated expenses for the Chapter DMA 2 PSAP Grant. This budget adjustment will also request \$20,696 from the contingency fund to support the 20% matching requirement from the State of Wisconsin. This grant will provide funding towards equipment upgrades and advanced training necessary for the Next Generation 9-1-1 implementation.

Contingency Fund Balance: \$285,000 **Fiscal Impact*: \$ 20,696**

**Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 013 001 4302	State Grant Revenue	\$ 82,781
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 013 001 9004	Intrafund Transfer In	\$ 20,696
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 090 9005	Intrafund Transfer Out	\$ 20,696
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 090 5394	Contingency	\$ 20,696
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 013 001 5306.100	Maintenance Agreement Software	\$ 20,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 013 001 5708	Professional Services	\$ 32,700
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 013 001 5340	Travel and Training	\$ 2,840

Cullen Peltier
Digitally signed by Cullen Peltier
 Date: 2023.01.25 15:02:12
 -06'00'

Signature of Department Head

Department: PSC

Date: 1/25/2023

AUTHORIZATIONS

Troy Streckenbach
Troy Streckenbach (Jan 26, 2023 04:31 CST)

Signature of DOA or Executive

Date: Jan 26, 2023

ISSUE/BACKGROUND INFORMATION

The County Clerk continues to evaluate the structure, needs, and salaries of each employee in his or her charge. In this instance, the County Clerk has identified four positions requiring modification. All four conduct for the following duties: The position shall continue to issue marriage licenses, Wisconsin Child Labor permits, process United States Passport applications, issue county alarm permits, boat launches, state trail passes, and golf course permits/passes as well as other customer service-related duties. However, each position has specific tasks which differentiates itself from the other. The following is the chronological detail to convey the necessary T. O. changes.

First, the County Clerk has determined that one Deputy County Clerk of Administrative Services (1.0 FTE) position may reflect a reduction to (0.80) FTE position status. With four fulltime staff (including the County Clerk) present on a daily basis, the County Clerk deems the lessened number of hours for this position shall have no ill effects on the administering of duties and shall continue to meet its mission.

With the aforementioned change, the County Clerk has determined and requests that the other Deputy County Clerk of Administrative Service (0.75) FTE position reflect an increase to (0.80) FTE status. The rationale for this change would reflect that this particular employee completes a full business day (8a-4:30p). Presently, the employee departs at 4 pm on each of the four scheduled workdays per week. This change shall ensure customer service is provided throughout the business day. This slight increase shall be funded by the aforementioned staffing reduction T.O. (reduction of 0.20 hrs) of the other Deputy Clerk of Administrative Services position.

Next, the Deputy County Clerk of Communications (1.0) position in addition to the duties as described in the first paragraph offers other customer service-related duties such as but not limited to the authoring of election-related legal notices, ordinance legal notices, and county board-related work product. Again, with the reduction of (.20 hrs) for one of the two Deputy Clerk of Administrative Services positions, I as County Clerk believe that it is incumbent of me to seek a rate of pay increase for this position due to increased counter service time (both Deputy Clerk of Administrative Services work four-day schedules with separate mid-week, days off). This modest increase affirms the importance of this role, (though not meeting Classification "H" mid-point) and enhances employee retention as well.

Lastly, the Deputy Clerk of Elections position (1.0 FTE) who in addition to the duties as described in the first paragraph offers other responsibilities such as the creation of all election-related programming, ballot creation, and various other services for the 24 municipalities within Brown County. Further, the individual who holds this position is also the lone Spanish-speaking employee within the Clerk's Office. As such, the individual conducts all counter work for non-English, typically Spanish speaking customers. This individual has also been called upon to interpret for other county departments. With the reduction of (.20 hrs) from one of the two Deputy Clerk of Administrative Services positions within the County Clerk's Office, I as County Clerk believe that it is incumbent of me to seek a rate of pay increase for this position due to increased counter service time (both Deputy Clerk of Administrative Services work four-day schedules with separate days off). This modest increase affirms the importance of this role and meets the Classification "H" mid-point. Further, this modification enhances employee retention as well.