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, December 5, 2024 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Present: Chair Van Dyck, Vice Chair Coenen, Supervisor Vander Leest, Supervisor Peters, Supervisor Toellner

Also Present: IT Director Kirsten Holland, Child Support Director Maria Lasecki, Corporation Counsel David Hemery, County Clerk Patrick Moynihan, Jr., Director of Administration Chad Weininger, and other interested parties.

I. Call to Order.
The meeting was called to order by Chairman Van Dyck at 5:30 p.m.

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of October 10, 2024.

Motion made by Supervisor Toellner, seconded by Supervisor Peters to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public – None.

1. Budget Adjustment Log.

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

2. Audit of the bills.

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

Committee Appointments

3. Appointment of Allan Herman to the NEW Water Board.

Allan Herman was present and briefly outlined his background.

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

Information Technology

4. Director's Report.

IT Director Kirsten Holland provided copies of the IT Monthly Report (attached) and spoke to it. Director of Administration Chad Weininger answered questions regarding Bug Tussel.

Van Dyck questioned the status of the motion to direct the IT Director to work with the County Clerk and bring back a request for information (RFI) to the Administration Committee for approval to look at ADA compliance for meetings, livestreaming, social media and website development and bring

back to the December meeting. Holland was hoping to get info by the January meeting. Director of Administration Chad Weinginer noted Admin was also looking at redoing the website to include it, Corporation Counsel informed Appleton recently made their website all ADA accessible, and they will be contacting them as well to get information and get copy of their RFP responses.

February meeting, add under IT Report/Clerk item: Discussion and possible action regarding RFI for ADA compliance for meetings, livestreaming, social media and website development.

No action necessary.

Treasurer

5. Treasurer's Report.

a. Budget Status Financial Report through October 2024. *No action necessary*.

Child Support

6. Child Support Director's Report.

In addition to her written report, Child Support Director Maria Lasecki talked a little about the installation of their new printers.

County Clerk

7. County Clerk's Report.

a. Budget Status Financial Report through October 2024. *No action necessary*.

Administration & Human Resources

8. Director's Report(s). *No action necessary*.

Corporation Counsel

9. Oral Report.

Corporation Counsel Dave Hemery provided a fill in the blank resolution (attached) for when creating a new sub or ad hoc committee. He asked if they could come up with a purpose, how many members, and a few basic questions to help him draft it. Van Dyck asked the committee to give him their input and they'll have Hemery bring it back to the January meeting.

Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments

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

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

Other

11. Such other matters as authorized by law.

Admin Committee was moved to 1st Thursday of the month, next meeting January 2, 2025 @ 5:30 p.m.

12. Adjourn.

Motion made by Supervisor Toellner, seconded by Supervisor Peters to adjourn at 6:45 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Patrick W. Moynihan, Jr., Recording Secretary
Alicia A. Loehlein, Legislative Specialist - Transcriptionist

DEPARTMENT OF INFORMATION TECHNOLOGY
Brown County
111 N. JEFFERSON STREET
GREEN BAY, WI 54301
PHONE: (920) 448-4078 WEB: www.browncountywi.gov
Director of Information Technology: Kirsten Holland

IT Monthly Report for Administrative Committee
Meeting 12/05/2024

Bug Tussel Status Report:

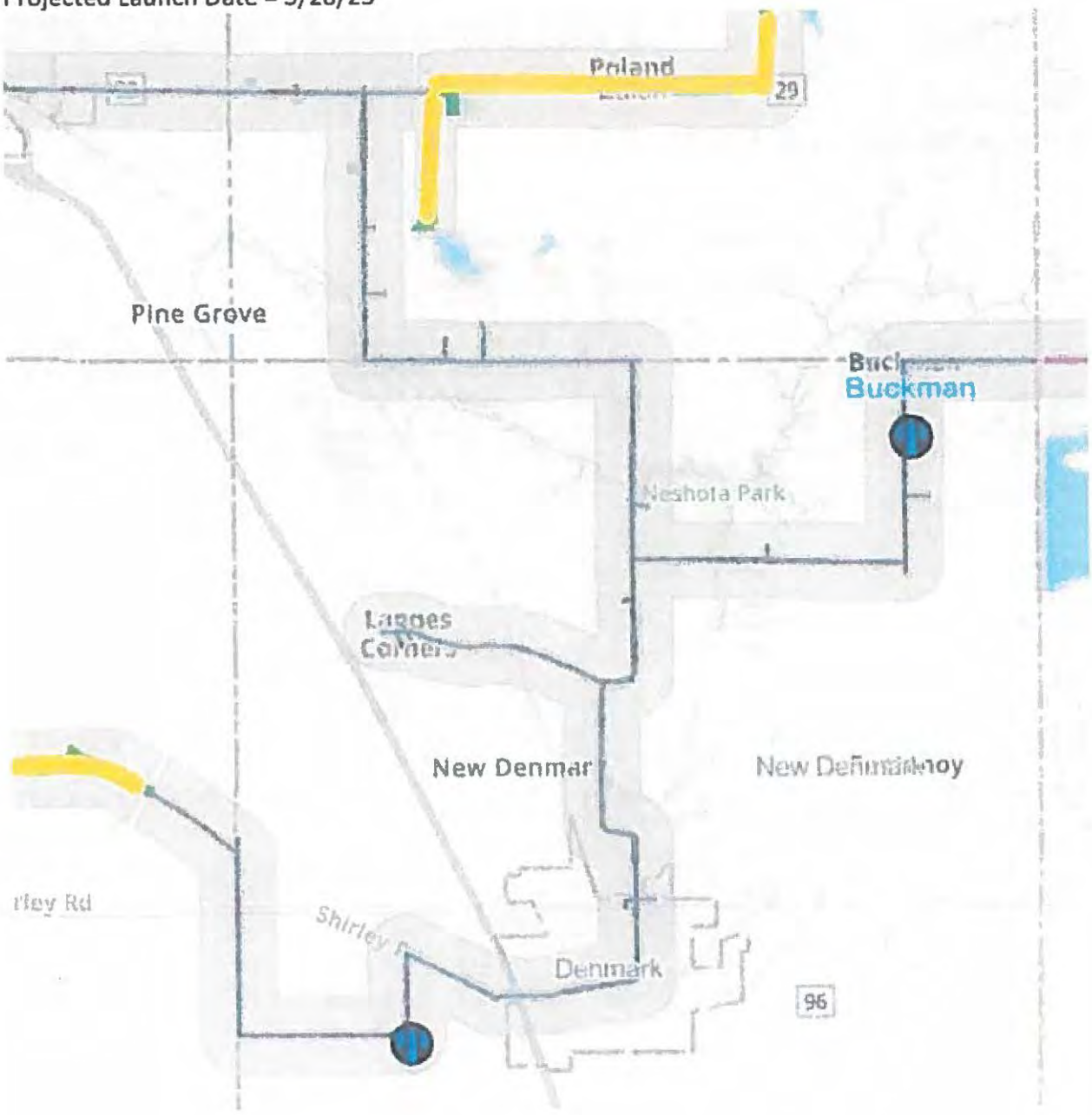
Current Loan usage as of 10/18/2024, last Draw approved #16.
Draw #17 in review as of 12/3/2024.

Bug Tussel Construction Loan
As of October 1, 2024

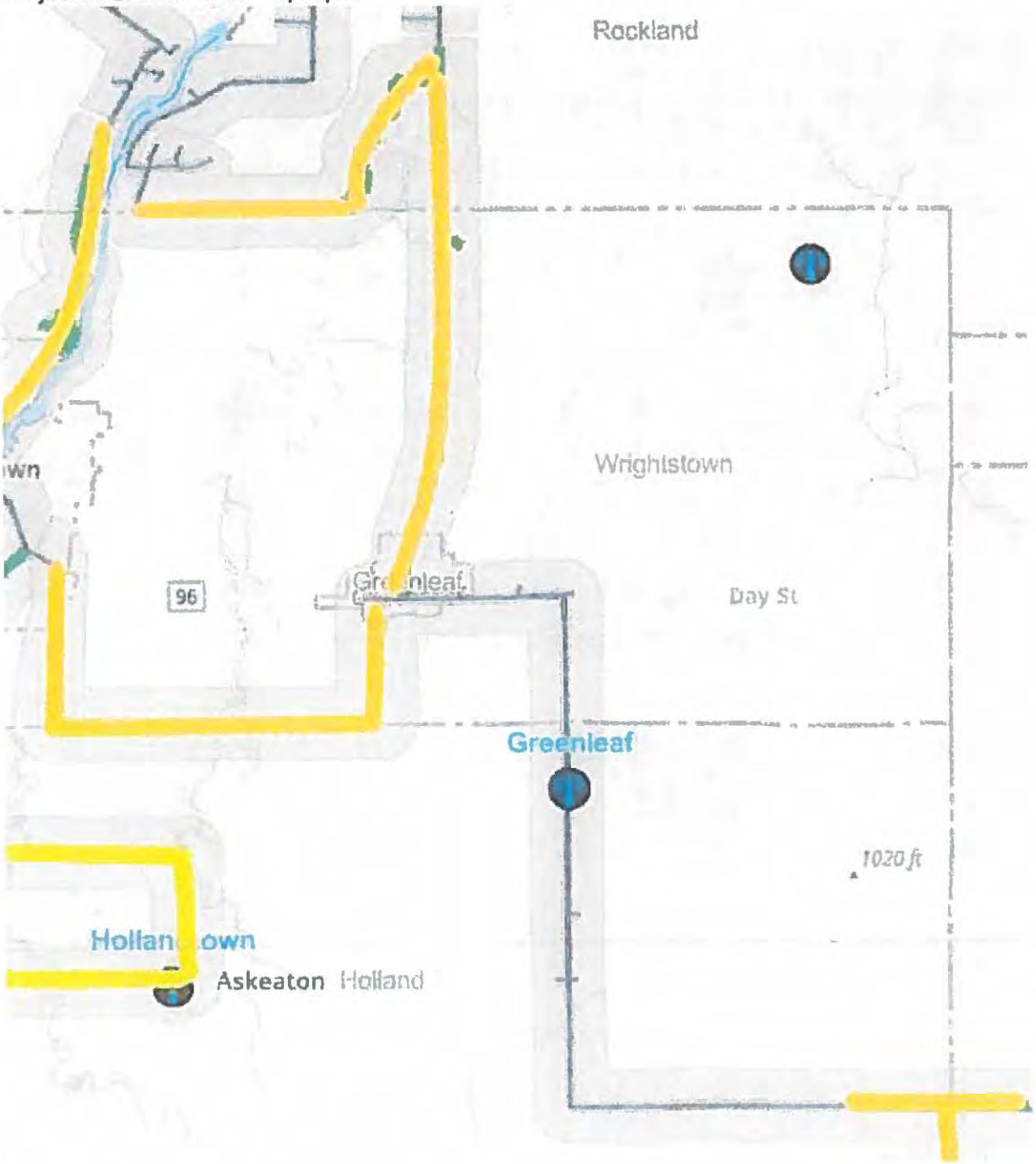
	Project Budget:			Draw #15 09/23/2024	Draw #16 10/18/2024	Total Draws	Remaining Funds Available
SA/R	Tower Construction		1,789,000.00				
CC/F	Site Acquisition / Regulatory	260,000.00				151,577.14	108,422.86
TM	Civil Construction / Foundation	525,000.00			24,114.00	265,702.16	259,297.84
	Tower Material	1,004,000.00				262,980.24	741,019.76
FWTE	Fixed Wireless Tower Equipment		611,000.00		(29,741.74)	233,661.81	377,138.19
WCE	Wireless Customer Equipment		396,000.00			-	396,000.00
CE	Cellular Equipment		120,000.00			20,251.10	99,748.90
BC	Backhaul Connectivity		425,000.00			33,172.67	391,827.13
	Fiber Optic Construction		21,015,105.00			-	
D/P	Design/Permits	287,040.00		8,958.75	3,700.00	85,867.03	201,172.97
CONST	Construction	12,710,530.20		183,890.39	2,085,936.99	4,726,384.07	7,984,146.13
MAT	Materials	6,291,502.80		68,734.11	76,813.39	5,508,851.13	782,651.67
ELEC	Electronics	955,482.00				841.82	954,640.18
SPLIC	Splicing	770,550.00				-	770,550.00
FOC	Fiber Optic Construction – FTTH		1,193,695.00			8,667.45	1,185,027.55
CR	County Reimbursement		300,000.00			-	300,000.00
DCE	Data Core Equipment		1,200,000.00			-	1,200,000.00
IC	Issuance Costs		150,000.00			156,953.00	(6,953.00)
	TOTAL BUDGET		27,200,000.00	261,583.25	2,160,822.64	9,027,276.19	18,172,723.81
			Submitted	9/20/2024	10/18/2024		
			IT/CCI Approval	10/8/2024	10/22/2024		
			Finance Approval	10/10/2024	10/22/2024		
			PMA Paid	10/11/2024			

Map Status:

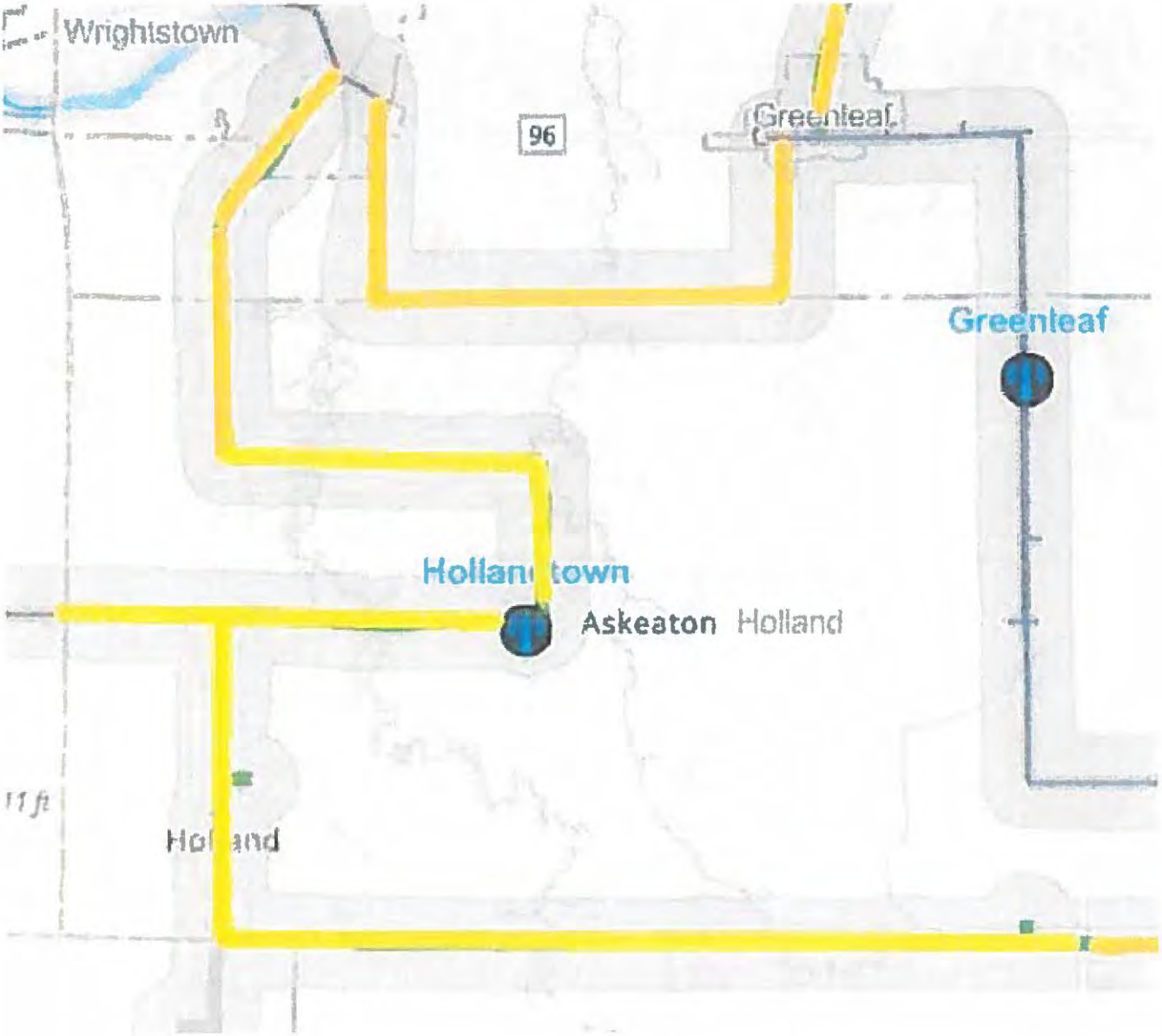
Buckman OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 3/28/25



Greenleaf OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 3/28/25



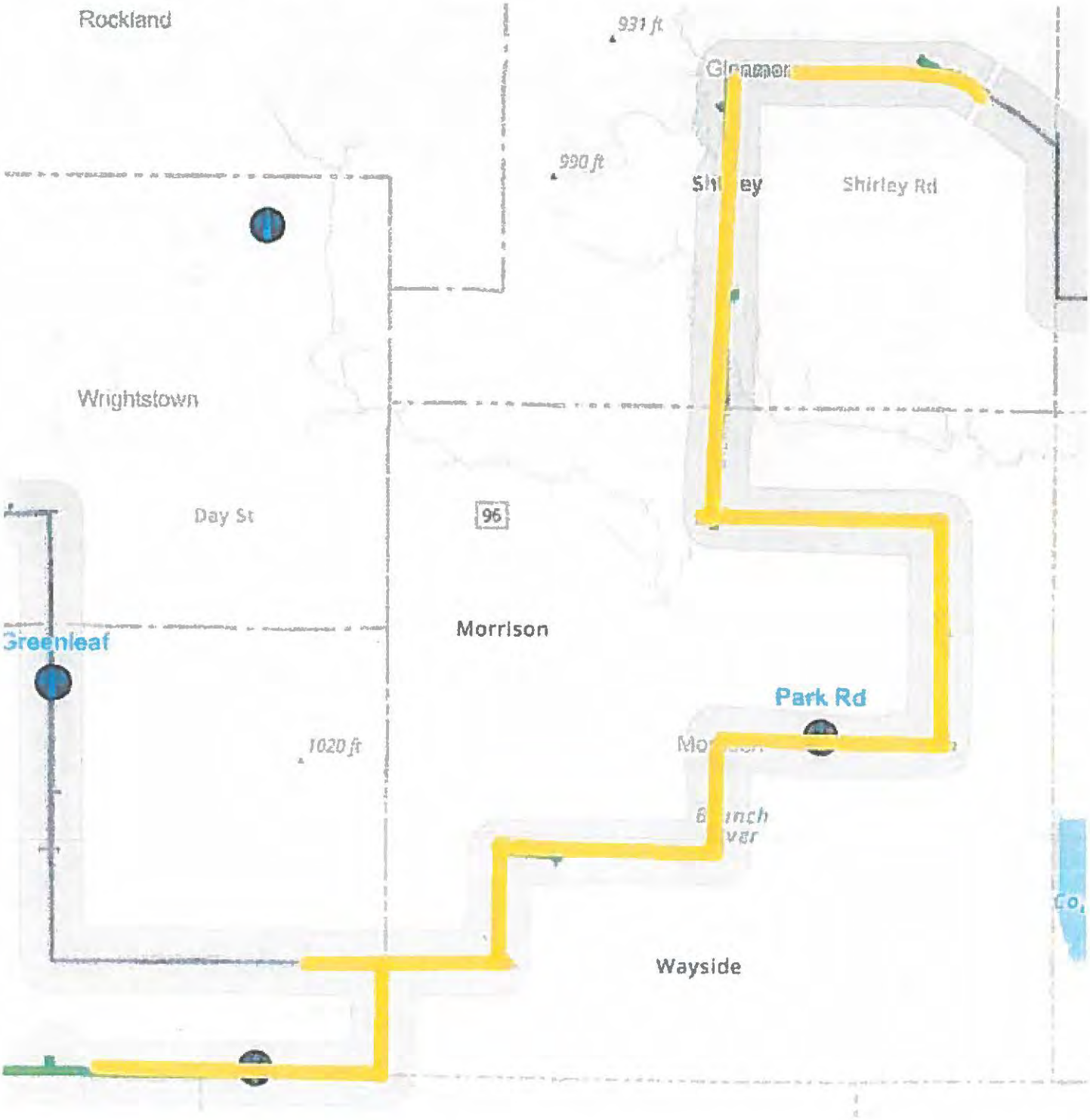
Hollandtown OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 3/31/25



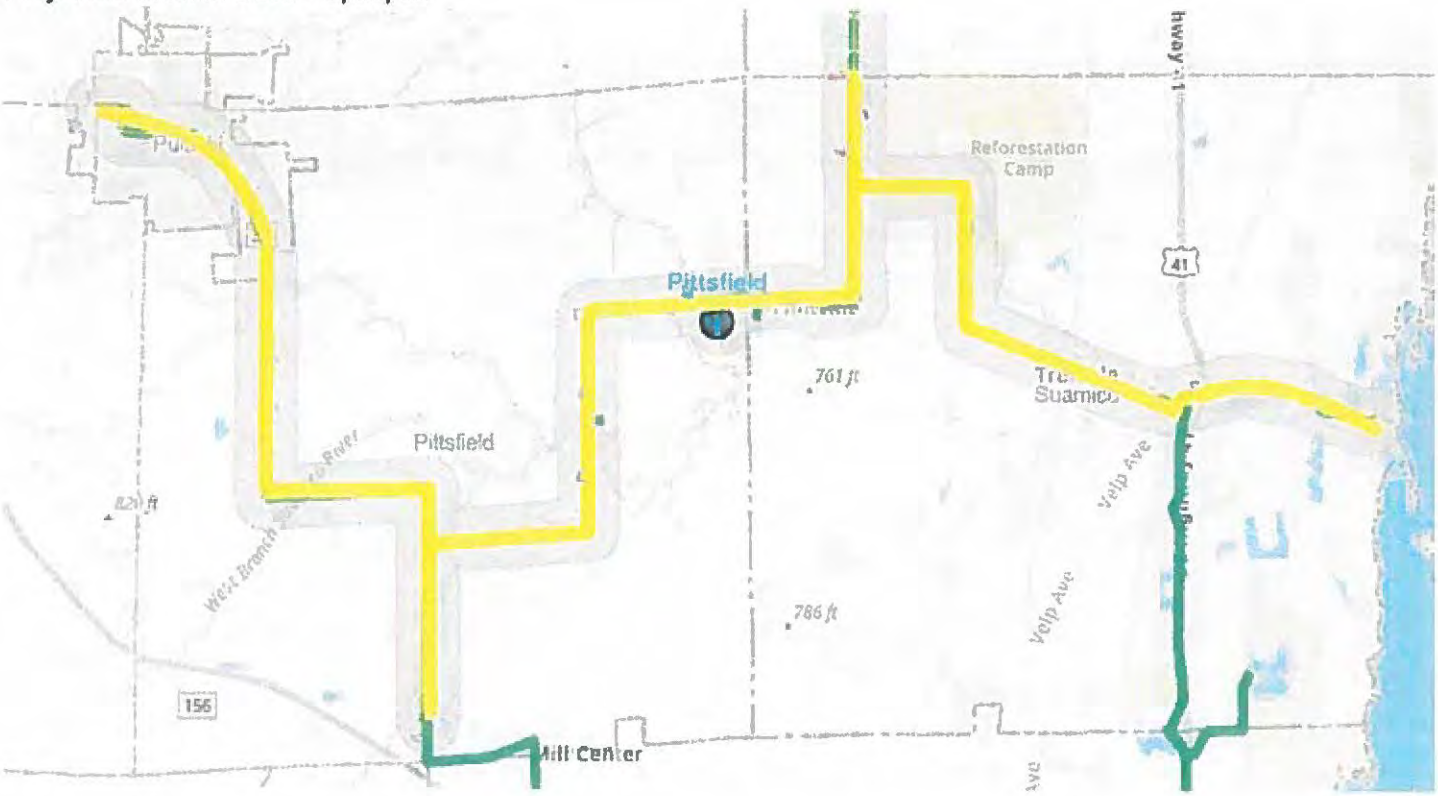
Humboldt OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 3/28/25

Overland OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 5/30/25

Park Road OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 2/28/25



Pittsfield OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 2/28/25



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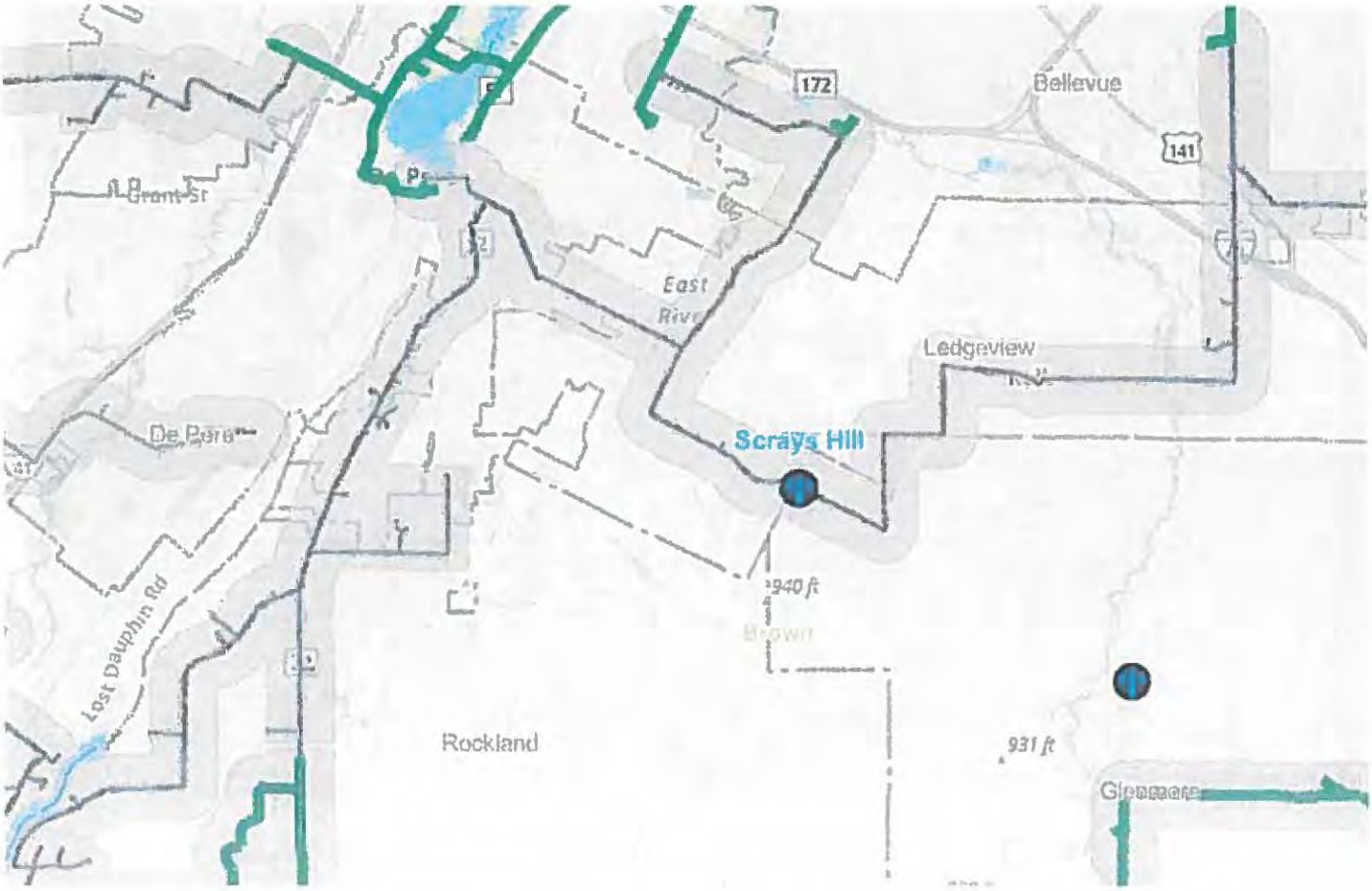
Scrays Hill OLT Map
Green = Fiber Segment Active
Yellow = Fiber Blown Complete
Orange = Conduit Complete
Projected Launch Date = 4/25/25



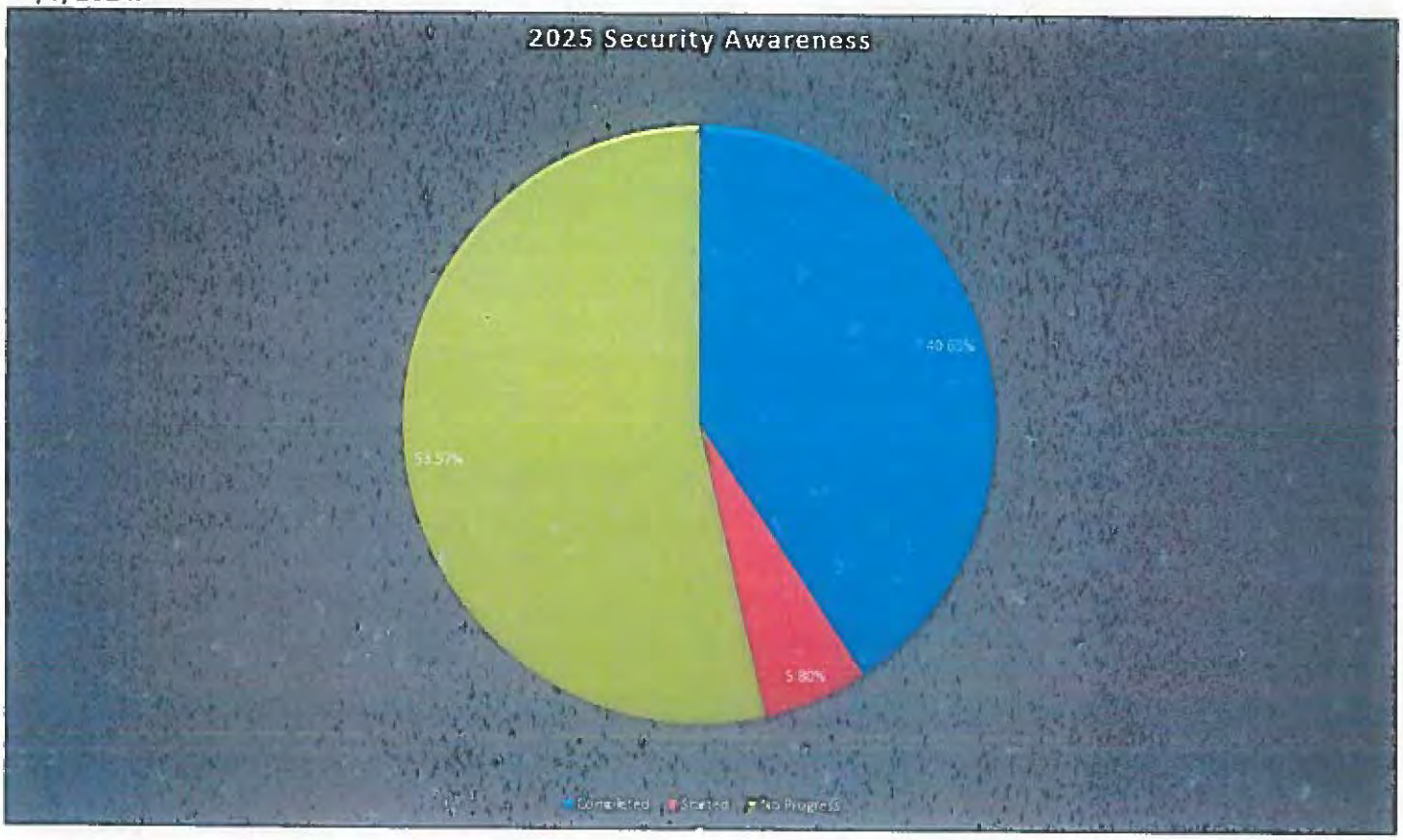
Project Audit:

Brown County has engaged the services of CCI Systems to audit the project.

- CCI has inspected the Pittsfield OLT area. Found issues with missing ground rods, hand hole cover bolts, and different hand hole types. Bug Tussel also inspected this area with similar findings. Bug Tussel working on a corrective action plan and reporting system.
- CCI has inspected the Park Road OLT area. This area has improved quality metrics when compared to Pittsfield.
- CCI & Bug Tussel have met to review the process and reporting structure. Bug Tussel project manager Cole Faucett has been assigned to review audit process and items found.
- CCI reviewing future draw requests based on bill of material, design staking drawings, and OLT road segments listed in requests.

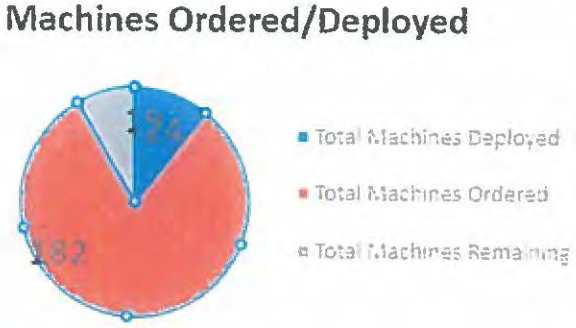
Security Awareness Training:

New Training released to entire county 11/1/2024. Authorized Users have 90 days to complete. Current status as of 12/3/2024.



Printer Refresh for the County:

Brown County has around 270 department/personal printers. As department needs evolve, we've reviewed our current setup to centralize equipment, understand print volumes, and assess new equipment needs. Personal printers are more costly per copy, so we're looking to minimize their use. This project is to evaluate the needs of Brown County and implement new printers at the lowest feasible cost.



2024 IT Annual

Available to meet with Admin Committee Supervisors and present.

XXXX XX, 202X

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

Ladies and Gentlemen:

RESOLUTION OF STANDING COMMITTEE
("XXX COMMITTEE")
TO CREATE NEW AD HOC COMMITTEE OR SUB-COMMITTEE
PER BROWN COUNTY CODE SECTION 2.05(8)
("XXX AD HOC OR SUB COMMITTEE")

WHEREAS, a Brown County Standing Committee desires to create a new Ad Hoc Committee or Sub-Committee, as follows:

1. Name and Type of Ad Hoc Committee or Sub-Committee (NOTE: *Ad Hoc Committees* only meet and exist until their purpose is accomplished, typically by submission of Findings and/or a Report to the Standing Committee, while *Sub Committees* meet and exist for an extended and indefinite amount of time): **XXX.**
2. Purpose of Committee: **XXX.**
3. Number of Members: **XXX.**
4. Selection of Members: **Appointed by XXX Committee Chair, Confirmed by XXX Committee Members.**
5. Special Member Criteria: Required members include: XXX.
6. Term of Members: **XXX Years.**
7. Selection of Officers: 1) a ***Chair*** to set the Agenda and run the Sub-Committee or Ad Hoc Committee; 2) A ***Vice-Chair*** to act in the Chair's stead when needed; and 3) a ***Secretary*** to prepare the Agenda at direction of the Chair and to take Minutes, and to timely forward both to the County Clerk's Office, shall be **nominated and selected by majority vote of the Sub-Committee or Ad Hoc Committee** at its first meeting each calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the XXX Ad Hoc or Sub Committee is hereby authorized and approved to be created and act as described above in this Resolution.

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

Respectfully submitted,

XXX COMMITTEE

Approved By:

_____

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed:_____

2X-XXX
Authored by: Corporation Counsel at Direction of XXX Committee
Approved by: Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL #_____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
ANTONNEAU	1				
DE WANE	2				
NICHOLSON	3				
JACOBSON	4				
THENO	5				
LEFEBVRE	6				
FRIBERG	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
GANNON	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
DAGNEAU	14				
VACANT	15				
KASTER	16				
VAN DYCK	17				
MCDONALD	18				
VACANT	19				
COENEN	20				
ZIRBEL	21				
PETERS	22				
WOLFE	23				
TOELLNER	24				
LUND	25				
PYLE	26				

Total Votes Cast _____

Motion: **Adopted** _____ **Defeated** _____ **Tabled** _____