

**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, February 22, 2024 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

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**Present:** Supervisor Schadewald, Supervisor Lund, Supervisor Vander Leest, Supervisor Lefebvre  
**Excused:** Supervisor Peters  
**Also Present:** Corporation Counsel David Hemery, Interim Treasurer Chuck Mahlik, Child Support Director Maria Lasecki, Director of IT Kirsten Holland, County Clerk Patrick Moynihan, Jr., Register of Deeds Cheryl Berken

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**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 Lund, seconded by Supervisor Vander Leest to approve with the modification to move Items 9 & 10 after Comments from the Public. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of January 25, 2024.**

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

**Comments from the Public None.**

*Although shown in proper format here, Items 9 & 10 were taken at this time.*

**Consent Agenda**

**1. Administration – Budget Adjustment Log.**

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

**2. Audit of the bills.**

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

**Treasurer**

**3. Director's Report.**

Interim Treasurer Chuck Mahlik informed they received their February settlement payments from municipalities, as expected. They mailed out the delinquent notices last week and are starting to get payments. The number of notices was the same as last year. They did include a flyer about Wisconsin Help for Homeowners, unfortunately the program is ending soon but they can still apply through March 8, 2024. Lefebvre noted she was looking into this, but she heard there was a county that offers work to the elderly, to work off some of their tax dues.

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

#### **Child Support**

**4. Child Support Director's Report.**

Child Support Director Maria Lasecki informed all was still going well with her work with Oconto County. It was a lot, but she was happy to help.

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

#### **Information Technology**

**5. IT Director's Report.**

IT Director Kirsten Holland stated she hired a new IT Infrastructure Manager, who will help get some of their projects. She has more vacancies; she was desperately looking to fill five positions with certain skillsets. It's not slowing them down; they were making do and working with professional services to make sure they were hitting their marks.

Holland informed they updated a tabletop, an instant response plan, which was critical. You must monitor and update it yearly at minimum. She grabbed the previous one, updated it, and it's being distributed. It's a great template that all departments can use in the event of a non-IT event. They were very excited about it. She read the Executive Summary that she shared with the IT Security Committee from their tabletop testing exercise, which states they surpassed expectations.

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

#### **County Clerk**

**6. County Clerk's Report.**

County Clerk Patrick Moynihan, Jr. reported the primary was held on February 5, 2025; 3,760 voters countywide. Their office conducted a canvas and completed it with no findings. Following their perfect score from the state audit, regarding passport application processing, their office received a nice letter from Chicago. The Clerk's office assisted in two sessions of election training for local towns. Copiers have been ordered as of today and they will have their machines for the ballots. The Clerk's office had a resignation, so he may be coming back with a reorganization.

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

#### **Administration & Human Resources**

**7. Discussion regarding departmental class and comp request.**

Chairman Schadewald stated they heard people speak at last night's County Board meeting, he wanted to respond factually and objectively. The only thing that disturbed him was the idea that they kept saying someone had to resign to get a raise. He talked with the Director of Administration, and he will explain at the next meeting.

No action taken.

**8. Director's Reports.**

Director of Administration Chad Weininger was not present; however, Chairman Schadewald

referred to the information provided in the agenda packet. Supervisor Lund informed that the ARPA funds that were passed will come back to this committee next month.

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

**Corporation Counsel**

**9. Oral Report.**

No report, no action needed.

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

*Back to Item 1 at this time.*

**11. Admin & HR - Discussion and possible action regarding ARPA project #42 (Emergency Allocation Fund) requests.**

A handout was provided prior to the meeting (attached), Chairman Schadewald stated boxes were moved up to Iron Mountain, they want to bring them back which will save \$24,977.00 a year and they will get their payback in two years.

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to direct Administration to create a Budget Adjustment to APRA Project #42 for the moving of records. Vote taken. MOTION CARRIED UNANIMOUSLY**

**12. Resolution Approving Budget Carryover Requests from 2023 Budget to 2024 Budget.**

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

**13. Resolution Establishing the Salaries of Certain Elective Officials – County Clerk, County Treasurer and Register of Deeds (24-012R). *Motion at October 2023 Admin budget meeting: To refer to February Admin meeting and referred from October 2023 County Board meeting.***

Supervisor Lund provided figures if they went up by 3% each year.

Register of Deeds Cheryl Berken stated Brown County is the 4<sup>th</sup> largest county in the state and they were number 20 by comparison to salaries in 2024. Larger counties mean more work and they also must keep track of all their legislation that's going to affect their offices and believed they were department heads. Schadewald responded at least in Brown County, they had always thought of the position as a position they elected to run for verses a department head. He's not saying it's perfect or right but for example, County Supervisors didn't get a raise for at least 16 years, as they felt elected officials are somewhat different. In 2005, they took 15% off the Treasurer for no other reason than politics. If they are looked at as department heads, they would have many other factors to consider such as employees, etc. She'll have a chance to bring it up before the entire board.

Schadewald added they've been doing this for a long time and had years of experience. What they try to do is maintain some balance between all the constitutional officers and they gave the other group 2.35% last time. There were a couple times where they were given 0%, which he voted against. They're trying to compare constitutional officers within their own county.

Lund reiterated much of Schadewald's comments and stated he looked at what was going to be the fairest for the taxpayers and the constitutional officers. He looks at the 3% as a pretty good compromise and would be in favor of it. Schadewald added there were many factors that came with the 3% and he felt it was pretty fair and noted it was more than what they've given for years.

**Motion made by Supervisor Lund, seconded by Supervisor Vander Leest to approve the 3%. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**14. Such other matters as authorized by law.** Regarding ARPA funds, Schadewald stated they should be pushing for them to be properly processed, to spend all their money and prudently. Lund agreed, they had to get contracts and get things done or do something else or it's an opportunity lost.

**15. Adjourn.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Lefebvre to adjourn at 5:58 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Respectfully Submitted,**

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

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

**RECORDS STORAGE  
IRON MOUNTAIN vs. BROWN COUNTY**

Number of Boxes Stored (Probate, DA, CoC)	4,141
Iron Mountain Storage Cost	\$ 24,977.00
BC Annual Storage Cost	\$ 14,493.50
Annual Levy Savings	\$ 10,483.50
Annual Salary Savings (Levy Offset)	\$ 14,493.50
<b>Total Yearly Levy Savings</b>	<b>\$ 24,977.00</b>

One Time Storage Movings Costs	
# of Boxes	4,141
Delivery/Pick-Up (1x IM cost)	\$41,858.00
Transport Truck & Trailer (\$100/hr) (est 24hrs)	\$2,400.00
<b>One Time Moving Charge</b>	<b>\$44,258.00</b>

*note: Does not include Iron Mountains yearly storage fee increase*

# MOTION FOR #13

March 20, 2024

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

Ladies and Gentlemen:

**RESOLUTION ESTABLISHING THE SALARIES OF CERTAIN ELECTIVE  
OFFICIALS - COUNTY CLERK, COUNTY TREASURER AND REGISTER OF DEEDS**

WHEREAS, State of Wisconsin Statutes require that compensation for certain elective County officials be established by the Brown County Board of Supervisors prior to the earliest time for filing nomination papers for such elective offices, and the Brown County Board of Supervisors now desires to set the compensation for the County Clerk, County Treasurer and Register of Deeds.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby sets the total annual compensation for the County Clerk, County Treasurer and Register of Deeds, to be effective the first day of the term of office that begins after the date this resolution is adopted, as follows:

Year	County Clerk	Register of Deeds	Treasurer
2024 (Rate approved by resolution on 4/4/20)	\$80,333	\$80,333	\$80,333
2025	82,743	82,743	82,743
2026	85,225	85,225	85,225
2027	87,782	87,782	87,782
2028	90,416	90,416	90,416

; and

BE IT FURTHER RESOLVED that each elective official named in this Resolution: 1) is entitled to participate in the Wisconsin Retirement System ("WRS") as authorized by law; and 2) is required to pay his or her share of the total WRS required contribution for the position. Brown County will only pay its share of the total required WRS contribution, the amount elected