

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, February 24, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Mark Tumpach, Tony Theisen, Kris Schuller
Excused: Jack Krueger
Also Present: Tom Hinz, Kerry Blaney, Bob Heimann, Debbie Klarkowski, Mary Scray, Ellen Sorensen, Randy Schultz, Bill Dowell

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

There was a correction in the numbering of the agenda.

Although shown in proper format here, Item #2 was received until the arrival of Supervisor Scray.

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

III. **Approve/Modify Minutes of January 27, 2011:**

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

Review of Minutes:

1 a. Brown County Housing Authority, January 17, 2011

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

Communications:

2. **Communication from Supervisor Scray re: Review and possible action regarding policy and penalties on delinquent taxes. *Held from January meeting.***

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

Supervisor Theisen arrived at 5:34 p.m.

Supervisor Scray indicated that this was a follow-up to the discussion at the January meeting regarding penalty on delinquent real estate taxes. Treasurer Blaney provided the Committee with a handout showing the current outstanding taxes (attached). Blaney explained that the current interest rate on delinquent taxes is 1% per month through the month of July. A letter is sent to taxpayers in the early part of August for taxes that remain delinquent, showing the interest if paid in August as 7%. The letter also states that if not paid by August 31, the extra ½% penalty goes into effect, retroactive to February 1.

As a result of the delinquent letters being sent out in August, 2010, the sum of \$1,787,707 was collected prior to August 31. It is clear that by informing tax payers of the additional ½% penalty, the County does receive a considerable amount of delinquent taxes. Blaney indicated that 42 of Wisconsin's 72 counties impose the additional half percent penalty.

Blaney then explained the second sheet of his handout which shows that in 2010 the sum of \$758,196.00 was collected in penalties. If the additional ½% penalty is eliminated, a shortfall of \$758,196.00 would have resulted in 2010.

Chair Lund asked Scray what her position would be knowing that eliminating the additional penalty would create a considerable hole in the budget. Scray indicated that she was agreeable to receiving and placing on file. She was pleased with the response to delinquent notices by people paying in August. Chair Lund indicated that he did not feel that there was any place in the budget to recoup this amount in general taxes. Blaney indicated that approximately 95 percent of taxpayers pay in a timely manner.

Supervisor Schuller questioned what the County's foreclosure policy was as pertains to delinquent taxes. Blaney indicated that the Treasurer's office works with taxpayers as much as possible before a foreclosure action is commenced.

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

Carry-overs:

3. **Administrative Services Division 2010 to 2011 Carryover Funds.**
Ellen Sorensen, Director of Administration, explained the carryover process. The carryover funds are for projects that were begun in 2010 and not completed. Funds are carried over to the next fiscal year to allow projects to be completed.

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

Resolutions:

4. **Initial Resolution Authorizing the Issuance of Not to Exceed \$[15,750,000] Corporate Purpose General Obligation Bonds or Notes of Brown County, Wisconsin in One or More Series at One or More Times.**

Ellen Sorensen explained that this bond was for all projects approved by the County Board under the 2011 budget. A discussion followed regarding the public safety portion of the bond.

Chair Lund indicated that the bid for the radio project was approved at the February County Board meeting. Sorensen indicated that the \$5,000,000 listed for this project is for completion of the infrastructure. The original amount budgeted was \$7,000,000 and there is already \$12,000,000 that has been bonded. This \$5,000,000 would be the last bonding for the completion of the infrastructure. Supervisor Schuller wished to confirm that the bid approved at the February County Board meeting was approved contingent on bonding. Chair Lund stated that it was contingent on bonding. Supervisor Tumpach stated he would not support this as he felt that the proper analysis was not done on this project.

Motion made by Supervisor Schuller and seconded by Chair Lund to approve bonding resolution. Vote taken. Ayes: Lund, Schuller; Nays: Theisen, Tumpach. MOTION FAILED

Facility & Park Management:

5. Director's Report.

Facility and Park Management Director Bill Dowell stated that he checked the budget recently and his department is significantly under budget for the year.

Dowell also provided an update on the S & L project. He indicated that good progress is being made and the general contractor, SMA Construction, has been selected. Several meetings with the contractor have already been held and the final details of the contract are being worked on. References for SMA Construction have been checked and show that they are a good, reputable company. There will be a meeting next week at the Law Enforcement Center to kick off the project and will include the general contractor, some of the subcontractors, the architect, and representatives of the Sheriff's Department and Facilities Management.

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

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to reconsider Item #2. Vote taken. MOTION CARRIED UNANIMOUSLY

Item #2 was taken at this time.

Department of Administration:

6. 2011 Budget Adjustment Log

Ellen Sorensen wished to point out that several of these adjustments are for unanticipated revenue as a result of donations to the NEW Zoo.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **2011 Grant Application Approval Log**

Ellen Sorensen wished to point out that these were unanticipated grants that were given to the UW Extension and Emergency Management Department.

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

8. **2010 Vehicle Purchase Log**

Captain Schultz of the Brown County Sheriff's Department accompanied Ellen Sorensen with regard to this matter to address some of the concerns previously raised with regard to the vehicle purchase log.

Supervisor Theisen indicated that he had spoken with Captain Schultz several times with regard to this log. The purpose of the log is to keep track of the cost of operating Sheriff Department vehicles for future reference. Theisen also pointed out that most of the vehicles on the log are Crown Victorias which the County would not be purchasing in the future because they are being discontinued.

Theisen also brought up the fact that there are industry publications such as *Consumer Reports* and *Kiplinger's* to provide data. He shared that he had recently reviewed an article in *Kiplinger's* which listed the 10 cheapest vehicles and the Prius was not among the top 10. It was Theisen's suggestion that in the future, industry data be relied up instead of the vehicle purchase log. He stated that the Prius was purchased without relying on industry data as this data did not show the Prius as a car you would purchase based on cost.

Chair Lund did not feel it should be a burden on the Sheriff's Department to keep the log if the information could easily be obtained through industry publications. He went on to say that he appreciated seeing an inventory of the vehicles the Department has, but he did not feel that monthly data showing the costs associated with each individual vehicle was necessary.

Theisen asked Schultz if the Prius in the Sheriff's Department fleet could be used elsewhere in the County. Schultz responded that the Prius had already been transferred to Facilities. Theisen asked Sorensen if she felt from an administrative view that there were advantages to maintaining the log and she indicated she felt the industry data could be relied upon in the future.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to terminate the vehicle purchase log. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **December, 2010 Vehicle Listing.**

Chair Lund suggested that perhaps the vehicle listing could be presented to the Committee semi-annually. Supervisor Schuller asked what the purpose of the vehicle listing was and it was stated that it was to have an overall view of what the County has for vehicles including their condition, mileage, etc. It was questioned if there was any sort of policy with regard to vehicle replacement and it was indicated that there really is not a policy. Sorensen agreed that a

policy on this would be beneficial. She felt that policies in general help with understanding expectations and realities of situations as well as fiscal efficiency.

With regard to the Prius' in Facilities, Theisen asked if these vehicles were purchased for a specific use that could not have been accomplished by purchasing less expensive vehicles. Sorensen was not able to speak to that as she was not with the County at the time the Prius' were purchased. Executive Hinz, however, indicated that one of the reasons the Prius' were purchased was to help reduce the carbon footprint and he felt the County should try out a hybrid. Hinz also indicated that the rebate offered on the Prius' at the time of purchased was factored into the decision. Theisen indicated that according to *Kiplingers*, none of the ten most economical vehicles to operate is a hybrid. He felt that in the future the most economical car available should be purchased if it will be used primarily for driving one or two people around within the County.

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

10. **Director's Report.**

Ellen Sorensen indicated that the Financial System Implementation Project could be significantly impacted with the Governor's proposed budget as it relates to Human Resources. She will meet with the HR director to discuss the possibility of reallocating resources based upon whatever is implemented at the State level as this will affect the work load in HR which in turn will affect the Logos project and payroll processing. Sorensen indicated that she felt it would not be cost effective to begin the new generation of Logos until we see how the Governor's proposed budget affects HR.

Klarkowski indicated that the WRS portion of the Governor's Bill would take effect the first pay period after March 13, 2011. She further stated that it may be retroactive, but that will not be known until the Governor signs the budget. Chair Lund questioned if it was retroactive, how the County would recoup the money from the affected employees. Klarkowski said that if the amount was large, HR would spread it out over a period of time. Chair Lund then asked about employees who are still under contract and Klarkowski answered that this would not take affect for those people until their contracts are up.

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

Human Resources:

11. **Human Resources Activity Report for January, 2011.**

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

12. **Human Resources Annual Report for 2010.**

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

13. Director's Report.

Human Resources Director Debbie Klarkowski provided three updates:

-Last year a motion was made to gather health insurance information for County Board Supervisors throughout the State. This information should be available by the April meeting.

-Vacation data from public and private sector jobs should be available at the next meeting. This information was requested at the January meeting.

-With regard to the data requested for the reclass regarding the Clerk of Courts, Klarkowski has spoken with Clerk of Courts Jason Beck and they are in the process of gathering information and it should be available for next month's meeting.

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

Information Services:

14. Budget Status Financial Report for December, 2010.

IS Director Bob Heimann indicated that his Department is well under budget for the year.

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

15. Resolution re: Change in Table of Organization – Information Services Department (Addition of Limited Term Position).

Heimann asked Debbie Klarkowski to explain this. Klarkowski stated that this is for a limited term employee that is going to be added to IS's Table of Organization for the medical records project that Human Services is working on. It is anticipated that this individual will be needed through the second quarter of 2012.

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

16. Director's Report.

Heimann recapped his Director's Report by stating that everything in his department is going well. He did wish to clarify the large increase of help desk tickets in January, 2011. This is due to the implementation of new help desk software which reports the total number of tickets created during that month versus the number of tickets still open during the month.

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

Corporation Counsel – No Agenda Items

Child Support – No Agenda Items

County Clerk – No Agenda Items

Treasurer – No Agenda Items

17. Audit of Bills:

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve audit of bills. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Such Other Matters as Authorized by Law:

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to adjourn at 6:30 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

BROWN COUNTY TAX COLLECTION POLICY

Brown County assesses 1% monthly interest on delinquent taxes for the current year. Installment payments are due Jan 31st and July 31st annually per State Statutes. If the first installment payment amount is not paid by Jan 31st, the remaining unpaid taxes are subject to 1% interest charge through the month of August.

For the current year any taxes balances due at the end of July are delinquent. Delinquent tax notices are sent out in early August. Tax balances due in August are subject to 7% interest rate charge. That is 1% per month from February through August. In September there is ½ %penalty charge that is assessed to balances and is retroactive to February 1st.

Delinquent notices sent out in early August will list the charges due for August Payment and for September Payment Amounts. A brief example is listed below.

Tax Payer XYZ you are delinquent on property taxes. You have principal tax balance of \$1,000 due. Payment balances due are listed below.

AUG PAYOFF AMOUNT \$1,000 + \$ 70 INT CHARGE = \$1,070.00 (7%)

SEP PAYOFF AMOUNT \$1,000 + 120 INT/PEN CHARGE= \$1,120.00 (12%)

There is a great incentive for delinquent tax payers to pay up taxes in full in August. We do receive most of delinquent payments during this month.

Payment received September and later are assessed 1 ½% per month from February 1st.

July-10 Outstanding Current Year Tax Bal:	\$15,451,292
Aug-10 Outstanding Current Year Tax Bal:	\$13,663,585
Amount collect on Aug 10 prior to Sep rate incr:	\$ 1,787,707

42 Counties have the ½ % Penalty on delinquent taxes. Oconto County just recently approved the penalty.

INTEREST AND PENALTIES ON DELINQUENT TAXES

YEAR	INTEREST	PENALTY	TOTAL
2010	1,868,167	758,196	2,626,363
2009	1,464,823	579,847	2,044,670
2008	1,279,986	531,271	1,811,257
2007	1,196,577	483,387	1,679,964
2006	934,312	357,912	1,292,224
2005	893,120	331,812	1,224,932
2004	948,772	346,382	1,295,154
2003	865,918	327,626	1,193,544
2002	977,877	343,687	1,321,564
2001	735,327	241,677	977,004

MANY DELINQUENCIES ARE DEVELOPERS AND REPEAT PROPERTY OWNERS THAT PAY MINIMUM YEAR TAXES TO AVOID ANNUAL FORECLOSURE

PENALTY PHASE OUT OVER A 3 YEAR PERIOD

2011	250,000
2012	85,000
2013	35,000

DELQ TAXES	AMOUNT	% CHANGE
DEC 2010	9,350,925	(1.89)
DEC 2009	9,530,734	31.53
DEC-2008	7,245,877	33.92
DEC-2007	5,410,578	4.73
DEC-2006	5,166,046	

BROWN COUNTY FORECLOSURE FILINGS

2010	402
2009	272