

**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 3, 2022 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Present: Supervisor Schadewald, Supervisor Murphy, Supervisor Vander Leest
Excused: Supervisor Peters, Supervisor Hopkins
Also Present: Child Support Administrator Maria Lasecki, IT Director Kirsten Holland, BCCAN Chief Operating Officer August Neverman, Treasurer Paul Zeller, Director of Public Safety Communications Cullen Peltier, Corporation Counsel David Hemery, Director of Administration Chad Weininger, Supervisor Lindsay Dorff, Supervisor Keith Deneys, County Board Chair Patrick Buckley

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 Murphy, seconded by Supervisor Vander Leest to move Item 3 after Item 21, strike Item 5, move Items 6, 7 and 8 until after Item 14. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 6, 2021.

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

Comments from the Public None.

1. Review Minutes of:

a. Rural Broadband Subcommittee (January 17, 2022).

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

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

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

Although shown in proper format here, Item 4 was taken at this time.

ARPA Funds

3. ARPA Funds Discussion.

Director of Administration Chad Weininger provided a handout (attached) re:2023 ARPA Allocation Process Overview Sheet. He spoke to the Overview of ARPA Allocations, noting the county's total award was roughly \$51 million dollars, \$23,828,408 of which was allocated in the 2022 budget, leaving \$27,555,774 available. Part of the remaining available funds were used for the Cofrin 911 Tower and Library boardroom, leaving \$24,255,774 available to be split up equally between the

oversight committees. Weinger also talked about the process and timeline for appropriating the remaining allocation as set forth on the handout.

No action needed.

Item 22 was taken at this time.

Communications

4. Communication from Supervisor Dorff to discuss an immediate solution for recording Board meetings. Referred from Executive Committee.

Supervisor Dorff knew this was a topic that has been looked at before by the board, but it was something that has come up from multiple constituents of hers. The sense that she had been getting from following conversations on social media, was that the county was very much coming across as looking behind other municipalities, and that people feel like there is less accessibility to access county meetings when they're not able to attend in person. She thinks the county does a really good job in terms of being very careful stewards of taxpayer money and they were all very contentious and she thinks that they deserve to give their taxpayers and constituents the ability to see that they are doing that. She knew there was some discussion about technicalities, and it was a really big technical ask, but it was her impression from the people she's talked to, that if there's something that they could get more immediately, but might be slightly lower quality, they'd prefer that over waiting for the perfect situation and perfect setup that took 2-years to get to. She would really emphasize expediency over having things absolutely perfect. She knew it's been a big task to set up meetings with COVID, and being in alternate spaces, but if there's anything they can do to get this taken care of sooner than later, that's her impression, from what she's heard from her constituents, on how they'd prioritize.

Schadewald informed their committee was in charge of the Information Technology (IT) Department, which would be the department that would handle this, and suggested a motion to refer this to the IT Department. Dorff believed that would be a great next step.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to refer this to the IT Department. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions and Ordinances

~~**5. Resolution Regarding Table of Organization Change for the Public Safety Communications Department – Director, Assistant Director and Administrative Communications Supervisor.**~~

6. Resolution Regarding Table of Organization Change for the Public Safety Communications Department – Telecommunication Operators Tiers and Communications Supervisors and Leads Pay Increase.

Public Safety Communications Director Cullen Peltier informed the goal of the TO was to create tiers within their department. They had about 15-different positions right now and this would bring it down to three. The goal was to move the starting pay up because they were not competitive with their neighbors. They are having a really hard time with recruitment and retention. They were down 12 positions right now, out of 74; however, they were managing because of the people they have and their willingness to work and help their peers.

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

7. Resolution Regarding Establishing the Salaries of Certain Elective Officials Clerk of Courts and Sheriff.

Public Safety Committee Chairman Keith Deneys provided a handout re: Brown County Clerk of Court by resolution in 2018 (attached) and informed the Public Safety Committee ran numbers and this was what they settled on. In the last 4-year stretch, there was \$1,500 in 2021 and \$1,500 in 2022 given to the Clerk of Courts. The other thing they looked at was Wisconsin Clerk Salaries (attached).

Motion made by Supervisor Murphy, seconded by Supervisor Schadewald to separate. Vote taken. MOTION CARRIED

Motion made by Supervisor Murphy, seconded by Supervisor Schadewald that the Clerk of Court's increase be \$83,620 for 2023, \$85,585 for 2024, \$87,597 for 2025, and \$89,656 for 2026. Vote taken. Abstain: Supervisor Vander Leest. MOTION CARRIED

Deneys provided a 'Salary Forecast' handout and a '2021 Actual Wages Paid' handout (attached), which were shared during the Public Safety Committee meeting, and noted the concern with the Sheriff's salary was compression to his administrators. Captains can make overtime, get union pay raises, and employer-paid holiday pay, which the Sheriff and Chief Deputy do not get.

Buckley informed a former Sheriff was given a raise but the 4-years following, his wage remained the same, which put the position way behind. Now they are trying to get it back within market range. All while Captains and Event Staff received 2.5-3% increases, creating a huge compression issue. At some point they'll have to adjust the Chief Deputy, which will probably put that position over what the Sheriff makes right now. The Sheriff was a professional position, handling 380 employees, and given the nature of the jail and patrol, the position commands a higher wage than it used to. You can't compare the Clerk's position verses the Sheriff's position as far as a percentage increase.

Deneys also provided a 'Wage Compression County Directors – Asst./Deputy' handout, noting most of the numbers were from the budget book. Director of Administration Chad Weininger responded that some of the comparable are completely different positions and the Chief Deputy makes \$106k not \$113k. Chair Schadewald asked the committee to disregard the handout.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest that the Sheriff's wage increases by \$3,700 for the next four years; \$119,070 for 2023, \$122,770 for 2024, \$126,470 for 2025 and \$130,170 for 2026. Vote taken. MOTION CARRIED

8. A Resolution Authorizing and Approving an Amendment to Lease Relating to the Issuance of Refunding Bonds for the Brown County Resch Center Project by the Community Development Authority of the Village of Ashwaubenon, Wisconsin, and other Details with Respect Thereto.

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

Item 15 was taken at this time.

Child Support

9. Director's Report.

Also noted in her written report, Child Support Director Maria Lasecki informed she was excited about the additional \$103,482 in General Purpose Revenue (GPR) that they were notified that they were going to receive.

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

Information Technology

10. Budget Adjustment Request (21-117): Reallocation between two or more departments, regardless of amount.

This budget adjustment transfers funds from the County-wide Financial System Construction Misc. account to the Time & Attendance Construction Misc. account, as requested by IT. These funds are related to the Sheriff's Telestaff project.

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

11. Director's Report.

Director of Information Technology Kirsten Holland spoke to her written report in the agenda packet material and touched on supply issues, which greatly impacted their 2021 refresh and will affect 2022, so they are looking to place orders as soon as possible to get on the 9-month waiting list. No relief on the horizon but they are staying on top of it, they keep in touch with affected users and are expecting refreshes and communicate regularly. They are doing a good job with the inventory they have and can allocate and look for alternatives that they can implement. They're reaching out to other vendors but noted even other businesses have gone to Costco or Sam's and wiped out their inventory because they are so desperate.

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

BCCAN

12. Business Plan.

BCCAN Director August Neverman informed they were basically documenting operation procedures to formalize the rules so they are out in the open as to who can use it and how it can be used.

No action needed.

13. Resolution in Support of Broadband Grant Funds for Spectrum Mid-America, LLC.

Neverman informed the resolution was almost exactly the same as the last time. Spectrum is trying again for the 2022 WI-State PSC Broadband Grant, allocating \$500,000 of \$8.9 million set aside to PSC grant request.

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

14. Director's Report.

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

Items 6, 7 and 8 were taken at this time.

Treasurer

15. Review of Treasurer's Dept. Budget Performance Report for November 2021 (unaudited).

Treasurer Paul Zeller informed as of November 2021, they had a surplus of \$647,000.

No action needed.

16. Discussion – Senate Bill SB-829.

Zeller informed there was a Senate Bill introduced by 6-Senators and cosponsored by 8-Representatives. This would materially affect the revenue line Item 4960 – Gain or Loss on Sale – Tax Deeds, in which be briefly explained. It's at the committee level but passage is anticipated this calendar year.

No action needed.

17. Discussion / Action – 2022 Property Tax Bill Preparation Agreement and 2022/2023 Property Tax Collection Agreement.

Last year, they offered to the towns, the ability to pay for property tax collection and the Village of Allouez and Wrightstown chose to hire Brown County for tax collection. The two agreements are going to offer property tax bill preparation to all municipalities as they have in the past. Zeller's plan at this point was to offer the collection agreements to the towns that did hire them this past year. He was undecided on the Village of Allouez and Wrightstown in terms of extending that offer to them.

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

18. Resolution Designating County Depositories for the Deposit of County Funds, as Required by Wisconsin Statutes Section 59.61(2)(a).

A year ago, when Zeller brought this to the committee, they had 7-designated county depositories to collect property taxes. They're down to 4-institutions. Associated Bank was their primary banking partner for Brown County. US Bank was their custodial bank, they hold all their bonds, CDs, DNR funds, etc. The State of WI DOA Local Govt Investment Pool was where sales tax revenues were deposited, and the county draws off of. Syble Hopp School has established accounts at Nicolet National Bank, NA using the county's tax identification number. The County Treasurer has no oversight of those accounts. They are operating autonomously. Nicolet National Bank was not on the resolution last year but needs to be approved by this body as a depository.

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

19. Treasurer's Report.

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

County Clerk

20. Clerk Report.

No report, no action.

Administration and Human Resources

21. Budget Adjustment Log.

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

Item 3 was taken at this time.

22. Director's Reports.

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

Corporation Counsel

23. Oral Report.

No report, no action.

Other

24. Audit of bills.

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

25. Such other matters as authorized by law.

26. Adjourn.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to adjourn at 6:43 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

**Alicia Loehlein
Legislative Specialist**

2023 ARPA Allocation Process Overview Sheet

Overview of ARPA Allocations		
Total Award		51,384,182.00
2022 Budget Allocation		23,828,408.00
Remaining		27,555,774.00
<i>Budget Adjustments</i>		
Cofrin 911 Tower	PS	2,200,000
Library Boardroom	Exec	1,100,000
<i>Remaining</i>		
	1/31/2022	24,255,774.00
Committees		
	PS	2,392,629.00
	E&R	4,592,629.00
	Admin	4,592,629.00
	PD&T	4,592,629.00
	HHS	4,592,629.00
**Emergency Funds	Exec	3,492,629.00
		24,255,774.00
<small>*2nd ARPA Allocation in June</small>		
<small>**Emergency Fund Reserve Outside Allocation Process</small>		

Timeline of ARPA Appropriation Allocation	
February	Process Overview
March	External Review of ARPA Requests
April	<i>Spring Elections</i>
May	Presentation of Requests to Oversight Committee <i>Public Input & *APRA Request Form Review</i>
June	Committee Ranking of Requests
July	Final Outside Review of Ranked Requests
August	Committee Approval of Requests Budget Submission Inclusion
October	Committee Budget Approval Process
November	County Board Budget Approval
<small>* All ARPA requests require 'ARPA Request Form' and all requests are processed through oversight department & oversight committee.</small>	

Brown County Clerk of Court by resolution in 2018				2023	2024	2025	2026
2019	2020	2021	2022				
				\$ 1,919.95	\$ 1,965.07	\$ 2,011.25	\$ 2,058.51
\$78,700.00	\$78,700.00	\$80,200.00	\$81,700.00	\$ 83,619.95	\$ 85,585.02	\$ 87,596.27	\$ 89,654.78
	0%	2%	2%	2.35%	2.35%	2.35%	2.35%

Wisconsin Clerk Salaries
Counties with Population over 100,000
Sorted by Population

County Name	# Judges	# staff	Population	2019	2020	2021	2022
Brown	8	30	260,000	\$78,700.00	\$78,700.00	\$80,200.00	\$81,700.00
Eau Claire	5	19	101,438	\$75,846.72	\$77,777.18	\$81,517.00	\$83,555.00
Walworth	4	34.93	102,593	\$85,906.00	\$87,195.00	\$88,503.00	\$89,831.00
Fond du Lac	5	24	103,403	\$76,650.00	\$77,416.00	\$78,190.00	\$78,972.00
Sheboygan	5	25	115,569	\$75,955.36	\$77,231.00	\$78,776.00	\$80,351.00
La Crosse	5	15	118,274	\$80,875.00	\$83,301.00	\$84,967.00	\$86,666.00
Washington	4	29.2	134,296	\$81,500	\$83,312.00	\$84,978.00	\$86,678.00
Marathon	6	32	135,428	\$87,000.00	\$87,000.00	\$87,000.00	\$87,000.00
Rock	7	28	162,320	\$77,627.58	\$78,791.99	\$80,367.83	\$81,975.52
Kenosha	8	36	167,757	\$87,068.00	\$89,463.00	\$91,923.00	\$94,451.00
Winnebago	6	28	169,511	\$81,986.00	\$83,216.00	\$84,464.00	\$85,731.00
Outagamie	7	30	183,245	\$86,374.00	\$87,670.00	\$88,985.00	\$90,320.00
Racine	10	50	200,000	\$81,706.00	\$82,932.00	\$84,176.00	\$85,439.00
Waukesha	12	64	380,000	\$83,317.00	\$84,983.00	\$86,683.00	\$88,417.00
Dane	17	103	542,364	\$107,342.00	\$108,952.00	\$111,132.00	\$113,354.00
Milwaukee	47		951,252	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00

Salary Forecast

Brown County Sheriff Salary by resolution in 2018

Year	2018	2019	2020	2021	2022	2023	2024	2025	2026
Adjustment		1500	1500	1500	1500	3700	3700	3700	3700
Sheriff Salary	\$ 109,370	\$ 110,870	\$ 112,370	\$ 113,870	\$ 115,370	\$ 119,070	\$ 122,770	\$ 126,470	\$ 130,170
% increase		1.37%	1.35%	1.33%	1.32%	3.21%	3.11%	3.01%	2.93%

	2020	2021	2022	2023	2024	2025	2026
Union Deputy Raise	2%	2% (negotiated by contract)					
Chief Deputy	**	\$ 110,607	\$ 113,151	\$ 115,414	\$ 117,722	\$ 120,077	\$ 122,478
		Projected adj.	2.30%	2.00%	2.00%	2.00%	2.00%
% diff to Sheriff		3%	1.96%	3.17%	4.29%	5.32%	6.28%
Captain	***	\$ 109,268	\$ 111,453	\$ 113,682	\$ 115,956	\$ 118,275	\$ 120,641
		Projected adj.	2%	2%	2%	2%	2%
% diff to Sheriff		4%	4%	5%	6%	7%	8%

(** actual salary paid in 2021)

(*** lowest wage paid to Capt in 2021)

2021 Capt actual pay

8493 SANDBERG, DANIEL O	\$ 119,467.82
9070 POTEAT, DAVID P	\$ 112,213.95
6785 MICHEL, HEIDI J	\$ 110,682.83
15487 ROUSSEAU, JOHN W	\$ 109,364.26
9466 LEMMENS, JODY L	\$ 109,268.19

Average \$ 112,199.41

Average w/o high \$ 110,382.31

Average w/o 2 high \$ 109,771.76

9882 BRODBECK, BRADLEY T	\$ 110,607.44
Difference from Average w/o high	\$ 225.13
Difference from Average w/o 2 high	\$ 835.68

8637 DELAIN, TODD J	\$ 113,392.92
Difference from Chief Deputy	\$ 2,785.48
% Difference	2.5%

2021 Actual wages paid over \$100,000

1	5445 KNURR, CHRISTOPHER E	\$ 150,454.71
2	6623 JOHNSON, TIMOTHY J	\$ 150,160.55
3	7195 ZEIGLE, THOMAS A	\$ 125,960.11
4	8493 SANDBERG, DANIEL O	\$ 119,467.82
5	5441 KOWALKOWSKI, JAMES N	\$ 118,631.07
6	7015 BAIN, JOHN M	\$ 118,611.22
7	12948 NERAT, NICHOLAS R	\$ 118,146.49
8	9246 MCAULY, JASON L	\$ 117,743.65
9	7306 FROST, ERIC W	\$ 117,709.92
10	320 HALASI, MICHAEL C	\$ 116,117.19
11	5368 LIND, RANDAL S	\$ 116,069.30
12	8491 BERNER, MARK G	\$ 115,686.53
13	10285 BURESH, WILLIAM W	\$ 115,538.32
14	8637 DELAIN, TODD J	\$ 113,392.92
15	9070 POTEAT, DAVID P	\$ 112,213.95
16	10601 JANSEN, MICHAEL P	\$ 112,193.11
17	6785 MICHEL, HEIDI J	\$ 110,682.83
18	9882 BRODBECK, BRADLEY T	\$ 110,607.44
19	11996 ROUSH, GARETT J	\$ 110,189.99
20	9998 KATERS, JASON J	\$ 110,155.53
21	15487 ROUSSEAU, JOHN W	\$ 109,364.26
22	9466 LEMMENS, JODY L	\$ 109,268.19
23	7192 STEENBOCK, GREGORY L	\$ 108,878.26
24	9896 VANDE VOORT, SCOTT J	\$ 108,425.85
25	10078 SNOVER, ALAN M	\$ 108,096.07
26	10263 BERNKLAU, TIMOTHY M	\$ 107,898.55
27	10233 ARONSTEIN, ROMAN B	\$ 107,169.44
28	11230 PETERSON, DUSTAN	\$ 106,109.80
29	9946 RONK, MATTHEW D	\$ 105,167.43
30	13755 GIESLER, PAUL A	\$ 104,434.15
31	12851 DOW, DOUGLAS J	\$ 104,212.93
32	9656 SLINGER, BRIAN R	\$ 103,604.21
33	9069 DELEBREAU, NORBERT D	\$ 103,553.73
34	5 BULTMAN, MICHAEL J	\$ 103,226.89
35	9963 BILGO, TREVOR C	\$ 102,037.94
36	13288 KAZIK, JOSEPH E	\$ 101,689.96
37	13668 VALLEY, JAMES M II	\$ 101,384.95
38	11806 PATENAUDE, JOSEPH M	\$ 101,345.15
39	7016 SINCLAIR, KEVIN C	\$ 101,182.33

Wage Compression County Directors - Asst./Deputy

Elected	Title	Wages	Difference	% Difference
X	Sheriff Chief Deputy	\$115,370 \$113,151	\$ 2,219	2%
X	County Clerk Chief Deputy County Clerk	\$ 77,214 \$ 62,296	\$ 14,918	19%
X	Treasurer Deputy Treasurer	\$ 77,214 \$ 62,296	\$ 14,918	19%
X	Clerk of Courts Chief Deputy Clerk of Courts	\$ 81,700 \$ 60,653	\$ 21,047	26%
X	Register of Deeds Asst Register of Deeds	\$ 77,214 \$ 55,702	\$ 21,512	28%
X	Executive Deputy Executive	\$100,252 \$ 70,990	\$ 29,262	29%
	Corp Counsel Deputy Corp Counsel	\$131,290 \$ 83,429	\$ 47,861	36%
	IT Director Infrastructure & Applications Leads	\$109,470 \$ 81,640	\$ 27,830	25%
	Register in Probate Chief Deputy Register in Probate	\$ 74,589 \$ 52,936	\$ 21,653	29%
	PSC Director Asst PSC Director	\$ 98,197 \$ 79,976	\$ 18,221	19%
	ADRC Director Asst ADRC Director	\$105,404 \$ 82,840	\$ 22,564	21%
	Golf Course Superintendent Asst Superintendent	\$ 75,338 \$ 59,509	\$ 15,829	21%
	Library Dir Deputy Dir	\$107,682 \$ 74,568	\$ 33,114	31%
	Museum Dir Deputy Dir	\$ 82,763 \$ 66,518	\$ 16,245	20%
	Airport Dir Asst Airport Dir	\$127,213 \$ 86,902	\$ 40,311	32%
	County Conservationist Asst County Conservationist	\$ 81,453 \$ 69,701	\$ 11,752	14%
	Director of Port Asst Director of Port	\$109,472 \$ 83,471	\$ 26,001	24%

Source 2022 Annual Budget