

**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 7, 2020 at the Central Library, 515 Pine St., Green Bay, WI 54301.

Present: Supervisor Schadewald, Supervisor Murphy, Supervisor Vander Leest, Supervisor Hopkins
Virtually: Supervisor Peters

Also Present: County Clerk Patrick Moynihan, Deputy County Clerk Justin Schmit, Child Support
Administrator Maria Lasecki, Technology Services Director August Neverman,
Treasurer Paul Zeller, Director of Administration Chad Weininger, Corporation Counsel David
Hemery; Supervisor Megan Borchardt

I. Call to Order.

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

II. Approve/Modify Agenda.

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

III. Approve/Modify Minutes of December 3 and Special December 16, 2020.

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

1. Review minutes of:

a. *None.*

Comments from the Public *None.*

Communications – *None.*

Budget Adjustment Requests

2. Budget Adjustment Request (20-092): Any increase in expenses with an offsetting increase in revenue.

Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy Refer to Planning, Development & Transportation Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Legal Bills

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

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

County Clerk

4. Budget Status Financial Report for November 2020 – Unaudited.

Motion made by Supervisor Hopkins, seconded by Supervisor Vander Leest to receive and place on

file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Budget Adjustment Request (20-091): Any increase in expenses with an offsetting increase in revenue.**

The Clerk's office applied for and was approved for a grant, up to \$10,000, for COVID related election expenses through the CARES Act. In order to obtain the funds, a grant request and certification report were submitted to the Wisconsin Elections Commission on November 19, 2020 outlining what expenses were incurred and being requested reimbursement for. Allowable expenses needed to be a result from COVID-19's impact on the 2020 election cycle and needed to fall under the following categories: Ballot costs, Cleaning & PPE, Staffing, Communications, Space leasing, and Equipment.

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

6. **Review Positions in the County Clerk's Office. *Referred from October meeting.***

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to hold until the March meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Clerk's Report.**

Newly elected County Clerk Patrick Moynihan stated it was a pleasure to be back in county government. He was fortunate to serve on the County Board for nearly 19 years. He was looking forward to a great four-years in this role. As committee Chair, Schadewald welcomed him back and informed Moynihan was a Veteran and the County Board Chairman for a total of 10 years.

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

Child Support

8. **Budget Status Financial Report for November 2020 – Unaudited.**

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

9. **Director's Report.**

Child Support Director Maria Lasecki made the committee aware that they had three resignations and four positions open. The bilingual receptionist has been officially open for a year now. They were up to six phases of recruitment. They had people apply but had a no-show rate for interviews between 50-100%. They lost one of their extremely knowledgeable technicians to Milwaukee County.

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

Technology Services

10. **Budget Status Financial Report for November 2020 – Unaudited.**

Technology Services Director August Neverman stated it looked like they were over, they did not do the accounting pieces to get the COVID credits. Once they get those credits he believed they would be very close to breaking even.

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

11. Director's Report.

Neverman informed that Beth Rodgers, Enterprise Technology Project Manager, is retiring after 15 years. She has implemented most of their major systems. He noted there will be some big shoes to fill.

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

Treasurer

12. Review of Treasurer's Dept. Budget Performance Report for November 2020 - Unaudited.

Treasurer's comment on November 2020 BPR:

As of 11-30-2020 the Treasurer's Budget shows a Budget Deficit of \$ 75,524.42 as we approach year-end 2020.

As of 11-30-2019 the Treasurer's Budget showed a Budget Surplus of \$ 1,017,037.26.

Treasurer Zeller noted it wasn't just a matter of interest rates falling dramatically, it was a collapse of yields. They were fortunate that they had in place a renewal for their Banking Services Agreement which provided a floor to their interest rate. They did collect an outstanding delinquent property tax bill that came out of bankruptcy that will provide them with about \$50,000 in interest for December.

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

13. Discussion re: 2020 TAX RATE DETAIL Report.

Zeller informed he reported this to the committee annually and it was posted on their webpage.

No action required.

14. Discussion re: WI DOR "Allowable vs. Actual Debt By Municipality" Report (Brown County).

Schadewald noted this was for informational purposes.

No action required.

15. Discussion re: 2020 Brown County Foreclosure Case No. 2020CV001049.

Treasurer Zeller stated as a condition of the Travelers Insurance Company, the underwriter of the County Treasurer's bond, he was required to inform the County Board of the status and any action that they've taken to collect delinquencies, in this case, this was the foreclosure action. They had 78 parcels left. The redemption date was January 22, 2021 and then they go to Circuit Court, set for March 2nd on that hearing.

No action required.

16. Discussion and Possible Action re: 2021 Brown County Resolution of Depositories.

Zeller informed this was a formality, a statutory requirement that he presents to the committee and County Board, a list of financial institutions that the county has deposits with or is doing business with. He had to obtain their approval of those 6 financial institutions. In 2015, they had accounts with 17-financial institutions. They had made an effort to reduce it to 6 or fewer as it was completely unmanageable. When they had 17 different institutions they did not have the amounts above \$250,000 in those institutions collateralized. Institutions would hold government securities to back the remainder of the deposit in the bank. He put a policy in place in 2015 that all of their deposits

have to be collateralized by securities or by the Federal Home Loan Bank of Chicago. They had to be protected and they weren't.

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to direct staff to prepare a 2021 Brown County resolution for a Special Administration Committee meeting for Wednesday, January 20, 2021. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Treasurer's Report.

Zeller informed that with full service tax bill preparation, of the 104,644 bills, 6,267 were personal property tax bills which is a tax on businesses on the equipment that they use for producing income. Zeller spoke to samples of bills provided in their packets. He was trying to show the absurdity of the personal property tax in Wisconsin, there was an entire statute that has a list of personal property that was exempt. He has personally lobbied and continue to lobby, not on account of Brown County or on behalf of the Brown County Board, his State Assemblyman on the elimination of this personal property tax.

Zeller was willing to commit the 100+ hours and expense into producing, folding, sorting tax bills for 2021 but the agreement that Corporation Counsel was helping him draft would not include winter property tax collection. First installment property tax collection was a municipal Treasurer responsibility. Per Statute 74.11, the property tax is due to the municipality, not the county. It is their money to hold, use and distribute until January 15 and February 20. A county Treasurer in Wisconsin is statutorily required to collect the July final installment and all delinquent property taxes. Zeller can't emphasize enough that it makes no sense for the county to be in the middle of the payment stream. They're shouldering \$200 million dollars of transactional risk coming in and coming out of the Treasurer's office in 8-weeks. Brown County is incurring tens of thousands of dollars in banking fees, limited term employee labor and it's taking a toll on their 4-regular staff, who have their own day to day duties that they have to perform in addition to this at year end and for the month of January. He's not asking for more staff or a charge for tax collection. The bank branches that have assisted them through the years have no obligation and no contract to participate, they can and have pulled out and in 6-years he lost 4-different bank partners at the last minute within 30-60 days of property tax collection, and he has no control over that. Municipalities have 10+ months to prepare and there is software available out there for them.

Responding to Vander Leest, Zeller informed the tax bill prep services are being provided at no cost and shown as no cost to municipalities. The county paid \$8,400 for a mail expeditor to presort and obtain the best possible mailing rate for those municipalities. It took 123 hours of time of 3-people to do it this year. He can do the prep but he can't take 8 weeks of these people's time. Schadewald wants to come up with the best strategy on how to implement. Zeller added there were municipalities with facilities with big parking lots and staff, which the county doesn't have. He realizes it's a burden on the smallest of their municipalities but he does not think it was fundamentally fair to choose municipalities that get their services. He had an open mind on it.

Hopkins questioned if this was something they could do online? Zeller stated if they pay online, they pay a payment processor that they contract with. If they enter an incorrect number or a NFS check, the county has to reimburse the processor. Each municipality can decide if they wish to provide a payment by credit card ability and use their own provider. Accepting cash is also a huge problem, they are not a bank.

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

Administration and Human Resources

18. Budget Adjustment Log.

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

19. Director's Reports.

Director of Administration Chad Weininger informed with regard to Year End for Health, the county was doing very well. He believes a lot of surgeries and other things that were postponed. In additional, public vaccinations will also be a cost that will have to be factored in.

Sales Tax Year End, they were up a million dollars. Room tax was wiped out and will be for a while. They have to be mindful when planning for 2021 of any operating loss with the Resch Center. The Airport had money from the last stimulus. The NEW Zoo, no stimulus, and have to be mindful. Golf Course benefited significantly when the state opened up from the shutdown. Weininger will give a more detailed report next month as they will have better information as to where things stand. Schadewald would like to look at the Enterprise funds. In 2-3 months he'd like on the agenda the Reserve funds in their different accounts so the committee is knowledgeable and educated as to what is going on and they can educate anyone else who needs to know.

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

Corporation Counsel

20. Oral Report.

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

Other

21. Audit of bills.

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

22. Such other matters as authorized by law. Special Admin Meeting, January 20th at 6:45pm prior to the County Board to confirm members to the Rural Broadband Subcommittee and approve the Treasurer's resolution.

23. Adjourn.

Motion made by Supervisor Murphy, seconded by Supervisor Hopkins to adjourn at 6:34 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Administrative Coordinator