

**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 8, 2026 in Room 200, Northern Building, 305 E. Walnut St., Green Bay, WI.

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**Present:** Chair John Van Dyck, Vice Chair Devon Coenen, Supervisor John Vander Leest, Supervisor Ross Toellner, Supervisor Van Lanen

**Also Present:** Child Support Director Maria Lasecki, Corporation Counsel David Hemery, County Clerk Patrick W. Moynihan, Jr., County Treasurer Ray Suennen, Director of Administration Chad Weininger, Facility Director Chad Magnin; Vice Chair Kaster, Supervisor Pyle, Supervisor Przybelski, news media

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**I. Call to Order.**

The meeting was called to order by Chair Van Dyck at 5:30 p.m.

**II. Approve/Modify Agenda.**

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

**III. Approve/Modify Minutes of December 4, 2025.**

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

**Comments from the Public** None.

**Consent Agenda** None.

**Child Support**

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

Child Support Director Maria Lasecki referred to her written report in the agenda packet and noted their department was doing fine.

**Treasurer**

**2. Treasurer's Report.**

Treasurer Ray Suennen referred to his written report and briefly spoke to Property Tax Receipts (pg. 2), Investments and Foreclosures (pg. 3), a vacant parcel and delinquencies (pg. 4), and answered questions from the committee.

Responding to Van Dyck's questions, Suennen informed state statutes state property tax bills must be mailed, verses emailed, by the 3<sup>rd</sup> Monday in December. Until the statute changes, it was terminology. As for cashing Treasury Notes in early, you have that option but a few years ago, it turned out to be a loss situation. It's written as such, that you end up losing the early cash in fee associated with it. Van Dyck pointed out on page 4, under Parcel 2-HW, it should state developable land, not undevelopable. He questioned what option the county had to get these parcels off the books? Suennen contacted the parties on Parcel 1, informed them of the situation and encouraged them to work this out. It's not something they generally want to get in the middle of. Ultimately when they go to sell the property, it will be an issue for them. Regarding Courier & Deposit Services Contract on page 4, he can't answer in total detail where the cash was coming from but knew the

Highway Department bills out for different things to municipalities and they don't have a pickup every day. Weininger interjected there were some things they could purchase or if they get billed for something and they paid cash, they don't want to sit on the cash. Van Dyck questioned why they were accepting any payments or receipts at some of these locations, in certain instances, such as the airport, he was guessing 90% of the vendors out there don't accept cash. Weininger stated there were several departments cutting down on or eliminating Pedi cash. It was a legal tender, and they tried to be helpful. Van Dyck understood but felt it wasn't practical in a lot of instances anymore with the liability and loss, etc. When you make changes, people get used to it eventually. Weininger can have Finance run a report and see what they're dealing with and look at it.

### Information Technology

#### 3. Director's Report.

Weininger stated he's asked the committee to relook at the goals. They are going to meet as an administrative group to fine tune in what type of goals they want do to cross coordinate and make things more efficient. He touched on cyber security and team metrics, which will be in their report.

- i. **Broadcast Feasibility Ad Hoc Committee – OpenMeetings to present a formal proposal regarding broadcasting County Board meetings and standing committee meetings, to include all costs, including but not limited to the cost of video storage, per hour of video, at a specific resolution such as 1080P.**

Supervisor Toellner handed out an OpenMeeting Technologies contract (attached) and informed he had spoken to their Director and was informed that this was kind of their first go around of giving contracts for this service. He would like to sit down with Corporation Counsel and OpenMeetings to have further conversations, but he noted he was impressed with the price and services being offered for the county. He wasn't sure what the fourth year would look like and that was where he was struggling the most because the county had a seven-year retention. Further discussions ensued with how it would function.

Corporation Counsel would like to see what Exhibit A is attached to. It states unlimited storage but when they were here, they said maybe up to three years. He asked if they could come back today and be specific with contract language, how long was their storage and he didn't see the word captioning anywhere in the contract.

Further discussions took place during which additional questions were raised, and several items needing to be addressed. Weininger will talk with IT and get an update on the RFI and he will bring back something next month.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Coenen to hold for 30 days. Vote taken. MOTION CARRIED UNANIMOUSLY**

### County Clerk

#### 4. County Clerk's Oral Report.

- i. **Budget Status Financial Report through November 2025 – Unaudited.**

County Clerk Patrick Moynihan, Jr. informed end-of-the year 2025 totals for passports was 4,562 and marriage license was 1,462. Within the department, they completed Department of Workforce Policies which was approved by HR. Tuesday was the deadline for nomination paper submission. There will be three county primaries next month in Districts 2, 10 and 19 and 14 total contested races in April. Green Bay has two City Council primaries. Ballot programming will be completed next week after the Wisconsin Election Commission approvals.

**Administration & Human Resources**

**5. Director's Report(s).**

Director Chad Weininger alluded to his reports and answered questions from the committee.

**Corporation Counsel**

**6. Oral Report. *No report, no action required.***

**Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments**

**7. Approve Payment of Bills.**

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

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

**ii. Other County Bills –**

**<https://www.browncountywi.gov/departments/administration/finance/paid-bills-report/>**

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

**Other**

**8. Such other matters as authorized by law. None.**

**9. Adjourn.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Lanen to adjourn at 6:56 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted,

Patrick W. Moynihan, Jr.  
Recording Secretary

Alicia A. Loehlein  
Legislative Specialist - Transcriptionist

**TREASURER POLICY & PROCEDURES MANUAL  
LAST UPDATED – JANUARY 8, 2026**

**Printed - 1/8/26**

The purpose of this Treasurer Policy & Procedures Manual document is to provide guidance to a new treasurer, as well as being an ongoing reference manual for the existing treasurer.

This manual should be reviewed in total and updated at least once per year by the treasurer, and whenever new or changed information is identified.

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**Open Meeting Technologies LLC (OMT)**  
 PO Box 7306, St. Cloud, MN 56302-7306  
 (866) 668-0123

**Cost & Payment Summary for Approval**

The below information summarizes the cost of any software, software licenses, and services as well as to whom payments will be made. A signature from an authorized person is required to accept this quote.

**Organization Name: BROWN COUNTY, WI** **Issue Date: 1/7/2026**  
**Billing Contact: MR. ROSS TOELLNER**

ONE-TIME SET UP			
Description	Quantity	Unit Price	Total Amount**
No Setup Costs for Existing OMT Customers	0	\$ -	\$ -
<b>One-Time Setup Total:</b>			<b>\$ -</b>

ANNUAL SOFTWARE LICENSES (Year 1)			
<b>Streaming - Premium - PILOT</b> <small>Secure, reliable, ad-free, compliance-grade. Includes one stream, transcription, and unlimited storage. Existing agenda management users - public portal with video, interactive agenda, interactive packet and interactive minutes. Additional concurrent streams available for a fee.</small>	1	\$ 2,495	\$ 2,495
<b>Year 1 - Annual Licenses Total:</b>			<b>\$ 2,495</b>
<b>Year 1 - Total of One-Time Setup and Licenses:</b>			<b>\$ 2,495</b>

ANNUAL SOFTWARE LICENSES (Years 2+)			
Streaming - Premium	1	\$ 2,495	\$ 2,495
<b>Years 2+ - Annual Licenses:</b>			<b>\$ 2,495</b>

\* OpenMeeting Technologies reserves the right to increase license subscription rates up to 5% each year if not on a multi-year contract.  
 \*\* If all fees for a three (3) year term are paid in full upfront, pricing will be locked and guaranteed with no increases for the entire three-year period from the effective date of the agreement. All pricing provided in this quote is valid for ninety (90) days from the date of issuance. After this period, pricing and terms are subject to change without notice.

**3 Year Option - Total of One-Time Setup and 3 Years' Licenses \$ 7,485**

**Acceptance of Proposal:**  
 Please select and initial one of the payment/licensing options listed below. An authorized signature and organizational details are also required. By initialing and signing, you acknowledge and accept the pricing, product descriptions, and service terms outlined above. Upon receipt of this authorization, OpenMeeting Technologies (OMT) will issue an invoice. Payment is due upon receipt in order to begin the implementation process. The OMT service agreement will automatically renew for successive terms unless either party provides written notice of termination. A minimum of sixty (60) days' prior written notice is required to cancel renewal before the end of the current term.

Select and initial the preferred terms of payment and license subscription method.

<input style="width: 80px; height: 40px;" type="checkbox"/> 1 YEAR - Payment of the one-time set-up, plus 1 year licenses and support	<input style="width: 80px; height: 40px;" type="checkbox"/> 3 YEARS - Payment of the one-time set-up, plus 3 years licenses and support
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**Authorized Signature:** \_\_\_\_\_ **Date of Acceptance:** \_\_\_\_\_  
**Printed Name & Title:** \_\_\_\_\_