

**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, July 25, 2024 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

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**Present:** Chair Van Dyck, Vice Chair Coenen, Supervisor Vander Leest, Supervisor Peters, Supervisor Toellner  
**Also Present:** Director of Administration Chad Weininger, Child Support Director Maria Lasecki, Interim Treasurer Chuck Mahlik, IT Director Kirsten Holland, County Clerk Patrick Moynihan, Jr., Deputy Corporation Counsel Steven Schaefer, and other interested parties.

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**I. Call to Order.**

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

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Peters, seconded by Supervisor Toellner to approve and modify and take Items 7b and 10 as one after Consent Agenda 2 and strike Item 8. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of June 27, 2024.**

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

**Comments from the Public** – None.

**Consent Agenda**

- 1. Budget Adjustment Log.**
- 2. Audit of the bills.**

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

*Although shown in proper format here, Item 7b was taken at this time.*

**Child Support**

- 3. Child Support Director's Report.**

Child Support Director Maria Lasecki spoke to the collection's handout, provided in the agenda packet and noted the cost-effectiveness of their program. Van Dyck would like to know what Brown County's collection numbers were compared to the state average.

No action required.

**Treasurer**

- 4. Director's Report.**

Interim Treasurer Chuck Mahlik stated they were in the thick of the second installment collections and are tracking fine but won't have a clear picture of 2022 delinquencies until after the August notices are mailed. He spoke to first installment collection contracts, their budget performance, and informed he submitted a Table of Organization change for 2025 budget that had no fiscal impact.

No action required.

### **Information Technology**

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

IT Director Kirsten Holland spoke to metrics. She informed IT completed their budget and made a change to methodology. They did a tabletop exercise with PSC and the Sheriff's Department and on top of that, did a planned outage with critical 24-hour services. Holland responded to questions regarding chargebacks.

No action required.

### **County Clerk**

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

Clerk Patrick Moynihan, Jr. spoke to absentee voting and partisan primary election dates. The two-phase ARPA project for the office has been signed off and RFPs sent out. The 1.0 FTE position has been posted, applications are coming in. They're working on the 2025 budget. Marriages are down 15 licenses through June compared to last year. Passports are down 170 from 2023 numbers.

No action required.

### **Administration & Human Resources**

#### **7. Director's Report(s).**

Director of Administration Chad Weininger informed they were working on the budget. He provided a verbal update regarding ARPA/Loss Revenue Fund and strongly suggested moving forward treating it like a budget rather than individual line items, to make it easier to manage. He suggested a motion or Communication to the Executive Committee to look at an update and potential discussion on reallocation of ARPA funds to talk bigger picture and policy on how that would look and how it would be distributed.

##### **a. Discussion and possible action re: County Land Overview.**

Weininger pulled up Brown County owned parcels using BrownDog, the official GIS map website of Brown County and spoke to potential future options for stagnant county parcels. Van Dyck requested putting this item back on next month to discuss particular parcels they find.

##### **b. Discussion and possible action re: CCI Contract.**

Weininger provided a copy of a contract (attached) with CCI and informed the Bug Tussel loan was the largest loan they had ever done and were looking for a group of experts in the field to help manage the project and task. He invited Rebecca Denman and Paul Carrick from CCI Systems to talk about their experience and managing the project.

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

### **Corporation Counsel**

#### **8. Oral Report.**

No report, no action required.

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

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

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

10. **Discussion and possible action re: Bug Tussel Management Contract.**

See action at Item 7b.

**Communications**

11. **Communication from Supervisor Evans: Request a break-down of the \$1,250,000.00 to be sent to all committees (NFL Draft Fund). Referred from July County Board.**

Van Dyck stated Evans was questioning how they came up with that number. Weininger responded they have \$1.2 million set aside in a fund. They have rough estimates, but it was too early to talk about a specific number. He further expounded on what they were working on but noted they'll have a robust package for the committee, and they can talk to departments about wants and impact.

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

12. **Communication from Supervisor Adams re: Clarification from Executive Office on appointments/reappointments. Request to make clear and available on website to community what appointments are nearing term limits and how can people apply for appointments/committees. Referred from July County Board.**

Motion made by Supervisor Coenen, seconded by Supervisor Toellner to refer to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Communication from Supervisors Antonneau and Theno: For your consideration, we seek approval by both the Administration Committee and the County Board of Supervisors to amend Brown County Code Chapter One (1.11 CODE OF ETHICS)(6)(a)(1) by striking "shall file their Initial Statements at the time they file their Nomination Signatures" and replace with "shall file their Initial Statements once they recite their Oath of Office as a duly elected County Office Holder".**

We find this directive unfair to those who seek elective office, especially since individuals are being asked to provide personal information without the guarantee of actually holding office. Whereas, political appointees and certain county employees are provided 30 days to file from the date of appointment or hire.

In the simplest terms, candidates for elective office should be afforded the same timelines as the aforementioned, unless they are amending their statements due to recent personal changes.

We humbly seek your consideration and approval. *Referred from July County Board.*

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to refer to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

**Closed Session**

14. **Closed Session – Discussion and Possible Action Regarding: 1) Sheriff's Office Non-Supervisory and Supervisory Labor Negotiations; and 2) Legal Advice Concerning Litigation.**

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding the Committee going into Closed Session pursuant to: 1) Wis. Stats. Sec. 19.85(1)(e), for purposes of conducting specified public business, whenever competitive or bargaining reasons require a closed session; and 2) Wis. Stats. Sec. 19.85(1)(g), for purposes of conferring with legal counsel for the governmental body who is rendering oral or written

advice concerning strategy to be adopted by the body with respect to litigation in which it is involved.

Motion made by Supervisor Vander Leest, seconded by Supervisor Coenen to convene into closed session. Vote taken. MOTION CARRIED UNANIMOUSLY

- b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Brown County Administration Committee shall convene into Closed Session pursuant to: 1) Wis. Stats. Sec. 19.85(1)(e), for purposes of conducting specified public business, whenever competitive or bargaining reasons require a closed session; and 2) Wis. Stats. Sec. 19.85(1)(g), for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved; and

Motion made by Supervisor Vander Leest, seconded by Supervisor Toellner to reconvene into open session. Vote taken. MOTION CARRIED UNANIMOUSLY

- c. Reconvene into Open Session: The Brown County Committee shall reconvene into Open Session for possible action regarding: 1) Sheriff's Office Non-Supervisory and Supervisory Labor Negotiations; 2) Legal Advice Concerning Litigation; and/or 3) to conduct any other business on the Agenda.

No action taken.

Other

15. Such other matters as authorized by law. None.

16. Adjourn.

Motion made by Supervisor Peters, seconded by Supervisor Toellner to adjourn at 7:13 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Patrick W. Moynihan, Jr.  
Recording Secretary

Alicia A. Loehlein  
Legislative Specialist - Transcriptionist



Monday, July 22, 2024

Chad Weininger

Director of Administration

Brown County

[Chad.Weininger@browncountywi.gov](mailto:Chad.Weininger@browncountywi.gov)

### Project Understanding:

CCI Systems, Inc. has been requested to provide Brown County with a proposal to support the Broadband Loan Compliance Consulting and Project Management requirements necessary as the Owner's Representative for the \$27 million-dollar Broadband Project Bug Tussel is constructing.

The purpose of this project is to provide the project management on Brown County's behalf to ensure that the Bug Tussel Broadband Project is on track for budgetary purposes and to oversee the invoices and verify the draws.

With the assistance from Brown County and Bug Tussel in providing the known project information and details, CCI Systems, Inc. will provide pricing for the consulting and project management to support the scope of work provided for this project.

### Scope of Work:

#### - Project Management

- o Track project costs and update budget tracker spreadsheet.
- o Manage Bug Tussel invoices and validate documentation.
- o Provide post inspection to verify construction placement, materials, and equipment invoiced.
  - The post inspection will be conducted at random to ensure project is in compliance with the contract in place between Brown County and Bug Tussel.
- o Schedule and oversee monthly progress and budget meetings with Brown County and Bug Tussel.
  - CCI will drive the agenda, provide the updated budget tracker spreadsheet, and provide an updated construction map showing the project progress based on the invoices and supporting documentation provided by Bug Tussel.

#### - OTDR Testing Performed

- o Dedicated on-site testing with support from our technology team for compilation/processing of the results with final documentation submitted to Brown County.



- o Back haul fiber – OTDR testing 1310/1550nm between tower cabinets using iOLM – Recommended 2 fibers/tube – 24 fibers – Random Sampling for Bi-Directional Analysis.
- o A 1000 meter launch box will be used for all testing.
- o Distribution fiber – OTDR testing 1310/1550nm using iOLM at the tap port if light is not present.
- o Power Meter Readings will be recorded if the circuit is turned up.
- o Random or directed (Brown County) inspection of the enclosure, trays, splitter placement, grounding, placement in ped, labeling of enclosure/cables and area is free from garbage/debris.
- o Digital pictures (Time and GPS Stamped) will be provided at every location to determine craftsmanship, quality, and manufactured recommendations are adhered to.

**Proposal Conditions:**

- Pricing based on the information provided.
- Proposed project management is based on 40 hours per month for a duration of 16 months, with the first (2) months supporting 60 hours per month in an effort for CCI's PM to get acclimated with the project.
- Proposed OTDR testing performed supports 1 test day every 2 weeks for 16 months, which would support a total of 32 trips.
- All rates are inclusive and include any necessary overtime.
- Rates proposed are valid for 4 weeks.

**Estimated Cost for the Services Detailed in this Proposal:**

- Project Management ..... **\$85,000.00**
  - o \$125/hr @ ~680 project hours
- OTDR Fiber Testing ..... **\$51,200.00**
  - o \$1,600/trip @ ~32 trips

**Total Estimated Cost ..... \$136,200.00**

Thank You,

*Rebecca Denman*  
**Business Development Manager**  
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**Approved By:**  
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