

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 Wednesday, May 2, 2019 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Schadewald, Supervisor Kneiszel, Supervisor Deneys, Supervisor Vander Leest
Also Present: Corporation Counsel Dave Hemery, Director of Administration Chad Weinger, Technology Services Director August Neverman, Child Support Administrator Maria Lasecki, Clerk of Courts John Vander Leest, and other interested parties.

I. Call to Order.

This meeting was called to order by Chair Tom Sieber at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Deneys, seconded by Supervisor Schadewald to amend agenda to take Item 10 after Comments from the Public. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of April 3, 2019 & April 17, 2019 (special).

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Review minutes of:

a. Housing Authority (February 18, 2019).

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

Comments from the Public

Supervisor Megan Borchardt thanked the committee for moving their meeting to Thursday night, it was very helpful as she's a member of Public Safety and they meet on Wednesday.

Although shown in proper format here, Item 10 was taken at this time.

Communications – None.

Veterans' Services

2. Resolution re: Table of Organization Change Veterans' Services Department Add/Delete Positions and Adjust and Fully Fund Salary.

Veteran Service Officer Joe Aulik was present; Director of Administration Chad Weinger spoke to the changes, which were detailed in the agenda packet material.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

3. Budget Adjustment Request (19-036): Reallocation between two or more departments, regardless of amount.

County Clerk Sandy Juno informed this was an opportunity they wanted to address several years ago but in the mist

of special elections it never took place. This year they only had two elections and a window of opportunity to take on a project. She hadn't budgeted anything for this project so a budget adjustment would allow them to start this year. Weininger informed this was their first request of contingency dollars of \$7,000 out of \$300,000.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

4. Budget Status Financial Report for February 2019 – Unaudited.

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

5. Departmental Openings Summary – April 2019.

Child Support Director Maria Lasecki informed they had a recent resignation of an Enforcement Specialist; recruitment was well underway. They had a current individual that was promoted from the department. They will be able to go through training collectively which helps a great deal and moves the process along.

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

6. Director Summary for April 2019.

Lasecki informed they received notice late yesterday that the Joint Finance Committee issued a memo indicating their intended actions and one was the repealing of the Birth Cost Elimination. The recovery of that was a huge income source for them; they recover \$.15 on every dollar and the GPR match was about \$363,000. She took the opportunity to testify with her counterpart from Door County at the Joint Finance hearing and met with Rep. John Nygren, who was very open and receptive and a great advocate for the Child Support program.

The Five Point Demonstration continued to move along, the application process was now closed and she was part of the review panel.

Lasecki informed the Wisconsin Counties Association magazine had an article featuring Child Support.

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

Technology Services

7. Budget Status Financial Report for February 2019 - Unaudited.

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

8. Hall of Fame Box Move. *Held until next meeting.*

Technology Services Director August Neverman informed there were no significant updates. He'd have to defer to Administration with regard to looking at properties, for the closed session discussion.

Weininger informed a few things transpired and noted that when the architect looked at the design, they were looking at expanding the top mezzanine area. They found out they didn't need additional space they built in for PMI for mechanical so they were able to take that space off and move them back into another space reducing the cost further. That was the latest on that piece as opposed to looking for other sites and alternatives. It made sense to take their box storage from ARMS to fund their own location because it will save the county money as long as they buy the building or construct it on to another county-owned building. It should be a cost savings and operational savings which will free up additional levy that was needed. Those things they were still going to do but right now they were so far down that process they had to have a place for the boxes.

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

9. Director's Report.

Neverman informed they had a turnover and they were recruiting for a replacement. Sorely missed.

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

Treasurer

10. Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 18CV1314:

<u>Parcel</u>	<u>Address</u>
AL-1094-3	347 Greene Ave
B-367-8	2476 Valley Heights Drive
HM-123	Finger Road
HM-124	425 S. Vandenberg Road
M-253-2	4550 Lark Road
M-332-2	3531 Park Road
M-760	3723 Wayside Road
R-235-1	Big Valley Road
R-319-1	Lasee Road
W-116	2569 Apple Creek Road
W-116-2	Apple Creek Road
1-936-B	1321 S. Broadway
1-950	827 Ninth Street
17-880	445 S. Baird St.
18-58	1117 Shea Ave.
20-400	Vanderbraak St.
20-413-7	1267 Weise St.
21-455-2	2221 Manitowoc Road
21-1614	1332 Klaus St.
3-40	852 Shawano Ave.

Treasurer Paul Zeller informed they began their foreclosure proceedings at the end of October every year. On November 1st they mail by certified mail the actual filing of foreclosure to all property owners and lien holders of those parcels. There was a redemption date on that communication stating the 2015 property taxes, interest, penalties and special assessments were due January 22, 2019. There was a hard date built into the filing. From that date if the taxes were not paid the property owner had the opportunity to go to a hearing before Circuit Court Judge Walsh on March 22, 2019. Six property owners did appear at hearing and were given 30 additional days. The remaining properties not represented (listed above) received a default judgement, a judgement for Brown County and the parcels ownership transferred to Brown County. The formal owners had the opportunity by statute and by county ordinance to request repurchase from this committee. He's not prone to recommend but it was in the ordinance. There was an individual present that would like to request repurchase. Throughout the foreclosure process, he was aided by Assistant Corporation Counsel Brent Haroldson; Haroldson was present for legal questions. Zeller informed that last year they did not do this because immediately after the judgement there were two requests to repurchase and they went to Judge Zuidmulder and he reversed the judgment and allowed repurchase, payment and taxes in full all years of those two properties. In this case there were no requests that came forward until last week.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Gordon Kane, Jr. - 4645 Stark Rd., Denmark, WI

Kane informed the property he was interested in was his ex-wife's (M-253-2 4550 Lark Road). Both of their names

were on the property. His divorce was final 5/22/14 and he paid all of 2014's taxes and she kept telling him things were fine. When he found out what was going on he met with Zeller. He would love to be able to purchase the property back and had a cashier's check with the full amount of the taxes due. Sieber questioned if they had proof the property was in both of their names, Kane agreed.

Zeller informed prior to the foreclosure proceedings, they did a title report that identified the owners by name and any liens, mortgages or any encumbrances on the property. They were required to identify those and mail the foreclosure notices to those parties, which they did. In this case, there were not mortgage or liens. It was an important fact in this case, there was not a mortgage holder to step in and foreclose before them so the property had been owned by the former owner free and clear.

Schadewald questioned if there were any problems with him making a motion to let Mr. Kane buy the property back, were there any legal liabilities. Haroldson responded the committee had the authority by statute and ordinance to do so, his only question was who the property was awarded to through the divorce judgment? Kane informed that he talked to his attorney and he was purchasing it from the county as it was in Brown County's name. Haroldson didn't believe it would put the county in the middle of a dispute, it would be between those two individuals. The county would be selling back to him and he was the one making the request, that's how he would execute any deed off the decision this committee made.

Zeller heard from Dawn Kane by phone and made her aware of the meeting date and time, the date and time change and that there was this opportunity. He also mailed the notice to her work address as she requested.

Zeller requested that the sale not be treated as a redemption of the 2015 taxes but as a full making of the county whole of the 2015-2018 taxes including interest and penalty and special assessments right through the fees they charged for newspaper ad and title work.

Kneiszel questioned the value of the property, noting they were potentially giving away revenue by the sale of the property as the county now owned it. Zeller informed the assessment on the land value was \$28,300 and the improvement value was \$35,500 with an estimated fair market value of \$70,600. It was called out in statute that preference may be given by the County Board for situations. Kneiszel understood that someone was notified of taxes being due for four years and it was ignored and court dates were ignored. Zeller informed the requirement upon the county was to send to the last known mailing address to which they sent the tax bills. He can document each attempt to deliver from the postal service in addition to the dozen or so attempts to deliver certified mail, at a minimum of 5 times per year they send a reminder to delinquency notices too so this property had received to the property address 25 reminders or notices over time. Mr. Kane was apparently not at that address but after the divorce the property still remained titled in both of their names so he was a former owner by definition.

Responding to questions from Sieber, Kane informed his ex-wife was staying at the property, including his 13-year old son and they would stay there. He didn't want to lose the property as he had a lot of money invested into it. Haroldson informed he would draft the deed to be typed solely into Mr. Kane's name since he was the individual here.

Schadewald stated if they sell it to Mr. Kane, he will get the future property tax bills. Zeller informed he was provided an address.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to allow the Treasurer to sell back Parcel M-253-2 for the amount of \$5,570.53. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to give the Treasurer the authority to continue processing the remaining properties. Vote taken. MOTION CARRIED UNANIMOUSLY

Back to item 2 at this time.

11. **Per Brown County Ordinance 3.06 (5)(c), Discussion and possible action on the sale back to Former Owner of the following tax deed parcel from the 30 DAY EXTENSION ORDER of Circuit Court Case # 18CV1314:**

<u>Parcel</u>	<u>Address</u>
3-1063-2	227 S Buchanan St.

Zeller informed this parcel was separate from the other 20 because it was granted 30 additional days to pay by the Judge because the story they were told, there was an attempt to sell and there were realtors involved and they failed to pull a deal together by April 22.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to give the Treasurer the authority to continue processing the property. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Discussion and possible action on the sale to adjoining property Owner of the following tax deed parcels from the Judgment of Circuit Court Case # 16CV1378:**

<u>Parcel</u>	<u>Address</u>
5-598-B	Dousman St.

Zeller provided a handout and explained it was a 1'x10' property. The owner was deceased. The total bill for tax purposes was \$9 over 4 years. The county owned it and it was up to this committee on who to sell it to. He sent a letter and spoke to Widmer Properties LLC who noted he'd be interested in it. Sieber suggested negotiating, even if they just take it to save paperwork and time as he wasn't worried about the \$9. Zeller informed he was fine with a loss on the property, even though there was gain or loss on sale of tax deeds. It would be \$9, \$3.33 of interest and penalties accrued and \$150 for legal notice and title work, etc.

Motion made by Supervisor Deneys, seconded by Supervisor Vander Leest to allow the Treasurer to negotiate the sale of the parcel to Widmer Properties LLC. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Review of Treasurers Dept. Final Budget Performance Report for 2018.**

Zeller informed they were solidly in a positive return. A quarter point difference in interest rates either up or down affected the portfolio return, the actual dollar return, about \$240,000. They positioned the portfolio last year to capture the higher interest rates. He would project that they may see a decrease in interest rates by the Feds but it won't hurt them 2019 but 2020.

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

14. **Budget Status Financial Report for Jan. - March 2019 – Unaudited.**

Zeller stated that the Internal Auditor informed him that March was not finalized so he will bring back next month.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Treasurer's Report.**

Zeller informed they had a maternity leave for 12-weeks; they were bringing in a former Treasurer's Department retiree for as many hours as she could give them but noted they will still be shorthanded.

As far as the property tax collection agreements; he felt they had been very accommodating for the municipalities but was still catching flack. The first installment property tax collection was a municipal duty in statute to collect their winter taxes. There were several municipalities that were exploring collecting their own taxes for this coming year. Corporation Counsel Hemery extended the deadline to June 30, 2019 for return. There were several municipalities that contacted the software company to determine how they could do it themselves.

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

Administration

16. Budget Status Financial Report for February 2019 – Unaudited.

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

17. 2018 Balanced Budget Adjustment.

Weininger informed this was their year-end bigger picture; overall in 2018 they finished the year extremely well, roughly \$3 million were unassigned fund balance but in 2019 they had a \$3 million expenditure making it net zero. Weininger briefly went over the budget overdraft and shortfall appropriations noted in the resolution.

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

18. Budget Adjustment Log.

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

19. Director's Report.

Sieber requested that an update on Health Insurance be on next month's Director's Report as it seemed to be the biggest budget item. Weininger informed by ordinance they are to bring something to the committee prior to the budget. Sieber would like a little more comprehensive update in June. Weininger informed they were projecting increases; they were basically about a million dollars short and had to come up with it and asked Associated to look at everything; were there better benefits, etc.

5-Year Capital Improvement Plan – Public Works Director Paul Fontecchio informed Weininger that CTH ZZ looks like it's going to fall off into the river, a large section and would require \$1.6 million in expenses this year which they did not have budgeted. Human Services Director Erik Pritzel informed that he doesn't believe he will need the full amount set aside but did need it in 2020 as opposed to 2021. He also spoke with Assistant Parks Director Matt Kriese that for the fairgrounds, he didn't need it in 2019 or 2020 but he needed it for 2021. There was a lot of ebb and flow and he may have to redo the CIP and bring it forward to the Executive Committee. He didn't like to do it this way but there were some other issues happening with 911 that need to be taken care of, etc. A lot of it was reshuffling of money which was extremely hard to do in a short period of time because they had to look at the cash flow of the year coming in but they had to take care of the issues that were before them. Schadewald stated the CIP was something this committee would like to know about and should be looking at because of the flow of the sales tax, the budget, etc. They should see the pieces moving as well. Weininger informed that was the intent, he had to work through numbers yet and will brief the committee.

Expo Center – They had a tentative agreement with PMI, a management agreement for the Expo and an updated lease agreement for the Resch Center. They will be bringing the agreements to Executive Committee and a Special Education and Recreation Committee before County Board.

2018 Year End Audit – They had the auditors here to go over everything.

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

Human Resources

20. Director's Report.

Class and Comp w/Clerk of Courts and Circuit Courts - They had employees work with their management team to submit job descriptions to HR. HR then reviewed those. They also sat down with the Judge's working group to help narrow some of the counties that were better comparable and pulled those. They now had a rough out for the

Judicial Assistants and Court Coordinators. He felt they were really close and were waiting to hear back from the Judges. As soon as those are done they will sit down with Clerk of Courts Vander Leest and go over it one more time.

**Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Other

21. Audit of bills.

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

22. Such other matters as authorized by law.

The July meeting fell on the 4th of July, a brief meeting will be scheduled on July 17th if pressing items may come up.

23. Adjourn.

**Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to adjourn at 7:00 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein
Administrative Coordinator

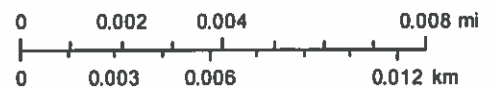
Part of Brown County Wisconsin



3/7/2019 10:05:29 AM

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- TaxParcel**
- Condominium
 - Gap; Overlap
 - Hydrography
 - Right of Way
 - TaxParcel
 - Undetermined



Brown County Municipalities
Brown County
Brown County WI