

**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 virtually on Thursday, May 7, 2020.

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

**Also Present:** Supervisors Borchardt, Buckley, Dorff, Deneys; Corporation Counsel Dave Hemery, Director of Administration Chad Weininger, Child Support Director Maria Lasecki, Technology Services Director August Neverman, Treasurer Paul Zeller; other interested parties.

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I. **Call to Order.**

The meeting was called to order by Senior Member Richard Schadewald at 5:30 pm.

II. **Approve/Modify Agenda.**

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

III. **Election of Chair.**

**Supervisor Vander Leest to nominated Supervisor Rick Schadewald for Chair.**

**Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to close the nominations and cast a unanimous ballot. Vote taken. MOTION CARRIED UNANIMOUSLY**

IV. **Election of Vice Chair.**

**Supervisor Peters nominated Supervisor John Vander Leest for Vice Chair.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Murphy to close the nominations and cast a unanimous ballot. Vote taken. MOTION CARRIED UNANIMOUSLY**

V. **Set date and time for regular meetings.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to hold the Administration Committee meetings on the first Thursday of the month at 5:30 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

VI. **Approve/Modify Minutes of March 5, 2020.**

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

1. **Review minutes of:**

- a. None.

**Comments from the Public** (None) For this Virtual Meeting, the public may access this meeting via phone, internet or in-person as described above, but (with the exception of members of the public who have made a timely Written Request to have real property sold back to the Former Owner as described above) public communication will only be one way (audio will go out to phone users, audio and video will go out to internet users, and in-person

public attendees will have access to audio and video in the Brown County Central Library Auditorium). This is based on guidance provided by the Wisconsin Counties Association (WCA) on 04-10-2020 that Virtual Meetings " ... should only allow observation and listening, not direct participation (by the public) in order to ensure an orderly meeting is held." There may be provisions for Public Comment via email, to be made part of the record, at future Virtual Meetings as circumstances and resources allow.

### **Communications**

- 2. Communication from Supervisor Schadewald re: I would request that all committees place an agenda item of Impact of COVID-19 on those departments they oversee on their May or June committee agendas for we can see a collection of impact statements in order to better prepare for the future. Referred from April County Board.**

Schadewald had talked to every committee and he will do as he recommended, to include as Chairman COVID-19 updates on all committee agendas for the foreseeable future.

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

- 3. Communication from Supervisors Schadewald and Borchardt re: This is our request to have these committees and administration review the potential for reduction of licensing and other fees for those businesses negatively affected by the COVID-19 pandemic. Referred from April County Board.**

Supervisor Borchardt informed the City of Green Bay was reducing the costs to bar, restaurant and business owners and she would like to work with the state and county to do that also with the times they were in right now. Schadewald stated they were all looking at doing this but right now when it came to licensing and fees for restaurants, Human Services Executive Director Erik Pritzl had already received one communication and he would encourage this committee to do the same, make a recommendation under this communication that fee collection was delayed until the September Administration Committee meeting and late fees are waive. The state was waiving until December but they did their budget on a different cycle than the county. The reason he suggested September, if they were going to have a number of businesses that weren't going to renew their licenses, they had to know their budget considerations by November. If things did not approve by September, they could still delay it. The understanding of what the reduction of licensing fees would be was something Administration and the Health Department was studying now.

Supervisor Buckley informed the state had been sending out their license renewals. He spoke to Supervisor Kaster's communication that went before the Human Services Committee. Restaurants were going to lose about 4-6 months of solid sales by the time they got their full sales back. He sat on the WI Restaurant Association Board, it was important that the fees were somewhat reduced, especially with restaurants being closed. It was a delicate balance to not short the county.

Borchardt asked that they look at what the Health and Human Services Board did.

Kaster informed when he turned in his communication for Human Services, he provided a list of fees that he picked out of the 2020 budget book that the county had jurisdiction over. He didn't think it was wise to lower a bunch of fees without carefully looking at them. Restaurants were hit very hard. Some had carryout in hopes to pay for the lights. They were being severely damaged. 20% were estimated not to reopen again. Bellevue got notification from a couple restaurants that can't wait around to reopen and by the time that may happen, they will get hit with licensing fees, etc.

Schadewald informed he sent the whole list of fees to the committee members, he didn't know there were so many health related fees. Even the restaurants fees were widely different and not a common fee. They were definitely going to look at the reduction of fees but they had to have more information. By delaying, no one was paying anything until they had more information.

Vander Leest informed the City of Green Bay moved forward with a \$50 fee across the board for bars and restaurants during the current situation.

Corporation Counsel Hemery noted a recommendation was appropriate. He shared the concern for what the restaurants and bars were going through, this should be looked at but he also felt the committee and the board needed to be aware what the fiscal affect waiving such fees would have. If it was a directive the committee and the board would need a resolution or possibly an ordinance temporality suspending those fees that had a fiscal statement on the bottom. He would have to look at if they could waive fees for one group. Given they were in a state of emergency, they can often do things they couldn't otherwise do.

Buckley was concerned with the impact of holding all fees. What other fees were affected by this that may have unintended consequences by holding and not charging. Schadewald stated there were a number of fees they weren't talking about, they were talking about those related to the communication, restaurants and those businesses closed during COVID-19. They were just making recommendations until they dive deeper into what fees they charge, who they affect, where they go, etc. The Human Services Committee was talking about certain fees that the Health Department identified negatively affected, there were a number of fees that weren't going to change.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to recommend that the Health and Human Services Director hold the collection of any fees to health related businesses during the COVID-19 pandemic and waive all late fees until September 1<sup>st</sup>. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Communication from Vice Chair Sieber re: To work with county administration to create an economic hardship program for businesses and citizens in regards to the COVID-19 pandemic. Referred from April County Board.**

Sieber informed businesses were hurting and there were not enough customers or business to go around. The counties that took care of and supported their businesses would be the ones that recover the fastest coming out of this pandemic. This was to ensure they don't run into a recession or depression, try to do their very best to do what they could to ensure that does not happen.

Sieber informed the City of De Pere and Green Bay already had programs established, if the county supported those programs it would be easier for the county. Another option would be to institute their own county-wide program to support some of the businesses, potentially citizens as well. With the unemployment benefits and the stimulus, most citizens should be in pretty good shape.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to refer to Administration to study and report back best ways to provide economic hardship support for businesses and citizens in regard to the COVID-19 pandemic. Vote taken. MOTION CARRIED UNANIMOUSLY**

- 4a. **Communication from former Supervisor Tran re: To consider a non-binding referendum for the November elections. Question to be asked on Ballot: Should the Wisconsin legislature create a nonpartisan procedure for the preparation of legislative and congressional district plans and maps? Referred from April 27<sup>th</sup> PD&T.**

Supervisor Dorff spoke in favor of putting this question to the voters on the November ballot. She believed it was an important step in helping to make state level politics less partisan. At the state level it would have to go through the legislature. In the State of Wisconsin you can't get enough people to sign on to a petition, people can really only have their voices heard at the county level. Similar referendums have passed in 17 other counties with very different partisan alignments.

Motion made by Supervisor Peters, seconded by Supervisor Schadewald to refer to Corporation Counsel to prepare a referendum and bring back to Committee for review and approval. Vote taken. Ayes: Hopkins, Schadewald, Peters; Nay: Vander Leest, Murphy. **MOTION CARRIED 3 to 2.**

- 4b. Communication from Chair Buckley re: Question the use of County funds and personnel to provide software and TS support to municipalities. *Action at March Public Safety meeting: To refer to staff for further study and bring back. Action at May Public Safety meeting: To refer to Administration Committee and Corporation Counsel to draft agreements on the issues outlined.*

Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy to refer to Administration and Corporation Counsel to draft agreements regarding providing software and TS support to municipalities and bring back to this Committee. Vote taken. **MOTION CARRIED UNANIMOUSLY**

#### **Legal Bills**

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

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to pay the legal bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

#### **Budget Adjustment Request**

6. Budget Adjustment Request (20-039): Reallocation between two or more departments, regardless of amount.

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

#### **Resolutions & Ordinances**

7. 2019 Balanced Budget Adjustment.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to approve the 2019 Balanced Budget Adjustment. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to suspend the rules to take Item 12 at this time. Vote taken. **MOTION CARRIED UNANIMOUSLY**

#### **Child Support**

8. Budget Status Financial Report for March 2020 – Unaudited.

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

9. Director Summary.

Child Support Director Maria Lasecki congratulated and welcomed the committee supervisors.

She informed her report was so fluid right now, by the time it was issued there were other things that needed to be on it.

She wanted to make the committee aware that their call center was inundated with questions and concerns regarding things that were outside of their control. Stimulus checks followed federal tax intercept guideline criteria which meant that if there was a certified child support debt, it was being intercepted for child support payments. It was a federal decision and they were charged with the responsibility of enforcing it. There was a component that made it more complex called injured spouse. There was also an issue with unemployment compensation. Two withdrawals were taking place for child support, one from the state issuance and now that the \$600 was being issues, child

support was coming out of that as well. The state was working with unemployment compensation trying to figure out how to fix it. It was being pushed to Child Support incorrectly and the challenge was how to fix it.

A lot was going on in their department, 90% of their staff was offsite working remotely and keeping the ship afloat.

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

### **Technology Services**

10. **Budget Status Financial Report for March 2020 - Unaudited.**

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

11. **DoTS, Monthly Report for May.**

TS Director August Neverman gave a shout out to his team, who were working extremely long hours since March 13<sup>th</sup> due to COVID. Many of the staff have not had weekends off. They moved over 600 people home in that timeframe.

Deneys understood their department ran very lean and noted if they needed temporary help, this committee could take action to keep their people from going under. Neverman gave a brief overview of their staffing levels, they did fill a few positions and were looking to bring in temp staff on various projects.

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

### **Treasurer**

12. **Discussion/Action regarding Former Owners of Real Property (Real Estate), that was acquired by the County through the delinquent tax collection enforcement procedure (a/k/a the 'In Rem' procedure), and that have made timely Written Requests to have the Administration Committee sell such Real Property back to its Former Owner.**

#### **#1 – Timothy Reynolds**

**Motion made by Supervisor Murphy, seconded by Supervisor Peters that Parcel 7-474 be sold back to former owner, Timothy Reynolds, in the amount of \$6,918.20 by Monday, May 11, 2020 and that payment be by certified funds.**

**Friendly amendment to make payment by Wednesday, May 13, 2020 and made in Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **#2 - Craig Durkee**

**Motion made by Supervisor Peters, seconded by Supervisor Hopkins to sell Parcel 18-782G back to the former owner, Craig Durkee, in the amount of \$6,678.64 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **#3 – Adam Adler**

**Former Owner – Atlantica LLC**

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to sell Parcel 21-3103 back to the former owner, Atlantica, LLC, in the amount of \$4,765.51 by Monday, May 11, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY

#4 – Anthony Douglas Boutin

Motion made by Supervisor Hopkins, seconded by Supervisor Vander Leest to sell Parcel VH477-1 back to the former owners, Anthony D. Boutin and Mary Jo Boutin, in the amount of \$16,394.33 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to sell Parcel VH477-back to the former owners, Anthony D. Boutin and Mary Jo Boutin, in the amount of \$2,240.64 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY

#5 - John and Ronald Berna

Motion made by Supervisor Peters, seconded by Supervisor Murphy to sell Parcel 21-1338-1 back to the former owners, John Berna and Ronald Berna, in the amount of \$32,328.18 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY

#6 – Jennifer C. Francois

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to sell Parcel 7-141 back to the former owner, Jennifer C. Francois, in the amount of \$7,264.16 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY

#7 – Jason Braun – not in attendance

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to sell Parcel HB-1696–23 back to the former owner, Jason C. Braun, in the amount of \$3,045.42 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY

#8 – David Johnson

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to sell Parcel 18-1355 back to the former owner, David H. Johnson, in the amount of \$10,882.91 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY

#9 – Gregory A. Beyer, Herbert W. Beyer and Gregory A. Beyer

**Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to sell Parcel M-548 back to the former owners, Gregory A. Beyer, Herbert W. Beyer and Gregory A. Beyer in the amount of \$3,118.18 by Wednesday, May 13, 2020 and that payment be made in certified funds and payable to Brown County Treasurer and dropped in the Treasurer's drop box at 100 North Adams Street. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Peters seconded by Supervisor Vander Leest for VH-230-7 to be held for one month. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**13. Review of Treasurer's Dept. Budget Performance Report for March 2020 YTD - Unaudited.**

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

**14. Treasurer's Report.**

**a. Oral Discussion - Second Installment Property Tax Collection.**

Zeller informed that under normal circumstances, branch banks throughout Brown County assist in property tax collection. If the branches were physically not open, he was notified that their banking partners will not collect property taxes through the drive through facilities. That would impact them considerably in terms of the number of payments that may be brought into their office. Historically banks have collected about 25% of their second installment July 31 due property taxes. He was converting two glass panels that separate their office from the lobby into service windows for the protection of the public and staff. Work will start next week Thursday. He was attempting to pay for that out of their Travel and Training and misc. expense accounts. They were also going to encourage payment by mail or electronic online means, alternate payment methods were based on that they can't handle the volume of people in the lobby of the Northern Building.

**b. Oral Discussion and Attachment - Act 185 Excerpt.**

Zeller stated this was passed by the legislature and the Governor signed with regard to overall relief efforts for overall state relief. They addressed interest on late property tax payments. He was not suggesting that they move forward with this resolution, there was a flaw in the act that placed financial burden squarely on counties. It would impact 20,000 or so parcels. The ultimate due date for the second installment would also be pushed out and due October 8<sup>th</sup>, interest and penalty free. If the county passed the resolution, each 24 municipalities would have to pass the same resolution for the interest and penalty waiver to occur. This act would maintain the August 20<sup>th</sup> settlement date for those payments that they received by July 31<sup>st</sup> but it would require the county to settle for all taxes on September 20<sup>th</sup> which meant the county would be on the hook for the entire tax role even though they would not be due October 8<sup>th</sup>. The county would potentially have to front \$20 to \$50 million dollars for settlement to municipalities. The underlying tax jurisdictions would get paid after September 20<sup>th</sup>; the school districts, the technical college, along with the municipalities.

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

**Administration and Human Resources**

**15. Budget Adjustment Log.**

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

**16. Budget Status Financial Report for March 2020 - Unaudited.**

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

17. **Director's Reports.**

Director of Administration Weininger spoke to his written reports.

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

18. **COVID-19 Fiscal Update.**

Weininger informed Finance was helping track the cost of COVID-19 for the resolution that the board approved giving the emergency powers. As of 4/20/20, \$231,909.00 were expended. The COVID-19 expense sheet in the packet outlined those funds. As of today the number had grown to roughly \$320,000.00. They did a rough estimate and for every month going forward would be an additional \$200,000.00 in expenses, not including personnel cost.

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

19. **Near Site Clinic & Virtual Care Coverage.**

Weininger explained the contract was not created in time, he will put it on the agenda when ready.

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

**County Clerk – No agenda items.**

**Other**

21. **Audit of bills.**

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

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

23. **Adjourn.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to adjourn at 9:43 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein  
Administrative Coordinator