

**PROCEEDINGS OF THE BROWN COUNTY  
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Brown County Administration Committee** was held on Thursday, April 15, 2021 at the Central Library, 515 Pine St., Green Bay, WI 54301.

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**Present:** Supervisor Schadewald, Supervisor Murphy, Supervisor Vander Leest, Supervisor Hopkin, Supervisor Peters  
**Also Present:** Supervisors Coenen, Borchardt, Landwehr, Lund; Corporation Counsel Dave Hemery, and Director of Administration Chad Weininger

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**I. Call to Order.**

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

**II. Approve/Modify Agenda.**

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

**Comments from the Public** None.

**Resolution (Tax Collection)**

**1. RESOLUTION SUPPORTING CONSOLIDATED PROPERTY TAX COLLECTION THROUGH THE BROWN COUNTY TREASURER'S OFFICE.**

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

**Ordinances**

**2. AN ORDINANCE TO AMEND SECTION 1.11(6) OF CHAPTER 1 OF THE BROWN COUNTY CODE OF ORDINANCES (DISCLOSURE OF CERTAIN FINANCIAL INTEREST).**

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

**3. AN ORDINANCE TO AMEND SECTION 3.15, AND TO REPEAL SCHEDULE A, OF CHAPTER 3 OF THE BROWN COUNTY CODE OF ORDINANCES.**

- a. INFORMATIONAL DOCUMENT - Wisconsin Public Records Board *Guidance Document – County Records Retention and Disposition Schedule.***
- b. INFORMATIONAL DOCUMENT - Wisconsin Public Records Board *County Records Retention and Disposition Schedule.***

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

**Closed Session**

**4. Misappropriation of Equipment in the Department of Technology Services (DOTS) and Related Legal Issues (Handout will be Provided Regarding *Confidential Internal Controls Assessment Report*)**

- a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into Closed Session pursuant to: 1) Wis. Stats. Sec. 19.85(1)(f) for purposes of considering financial, medical, social or personal histories or disciplinary data of specific**

persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems; 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 or is likely to become involved.

Motion made by Supervisor Peters, seconded by Supervisor Murphy to enter into closed session. Roll call. MOTION CARRIED UNANIMOUSLY.

- b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into Closed Session pursuant to 1) Wis. Stats. Sec. 19.85(1)(f) for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems; 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 or is likely to become involved.
- c. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into Open Session for possible voting and/or other action regarding Misappropriation of Equipment in the Department of Technology Services (DOTS) and Related Legal Issues.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to reconvene into Open Session. Roll call. MOTION CARRIED UNANIMOUSLY.

Resolution (Information Technology Consulting Contract)

5. RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT ENTITLED: "INFORMATION TECHNOLOGY CONSULTING CONTRACT" (HEREAFTER REFERRED TO AS THE "CONTRACT") (NOTE: Contract will be provided prior to the Special Administration Committee Meeting).

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

6. Such other matters as authorized by law. None
7. Adjourn.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Peters to adjourn. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein  
Administrative Coordinator