

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular and budget meeting of the **Brown County Executive Committee** was held on Thursday, November 3, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima
Also Present: Troy Streckenbach, Fred Mohr, Deb Klarkowski, Brian Shoup, Jean O'Leary, Tim Schmitt, Judy Friederichs, Mary Johnson, Chuck Lamine, Fred Monique, Supervisors Andrews, Fleck, Kaster, Schuller, Tumpach, VanVonderer
Finance – Sara Perrizo, Carolyn Maricque, Paula Kazik, Andrea Konrath, Other Interested Parties, Media

I. **Call Meeting to Order:**

The meeting was called to order by Chair Mary Scray at 6:30 p.m.

ii. **Approve/Modify Agenda:**

Request to move 16a – Closed Session forward after #1.

Motion by Supervisor Erickson, seconded by Supervisor DeWane to approve the agenda as amended. MOTION UNANIMOUSLY APPROVED

III. **Approve/Modify Minutes of October 3, 2011:**

Motion by Supervisor Lund, seconded by Supervisor Evans to approve. MOTION UNANIMOUSLY APPROVED

1. **Review of Minutes:**

a. **Facility Master Plan Subcommittee (October 20, 2011)**

Motion by Supervisor Brunette, seconded by Supervisor DeWane to receive and place on file. MOTION UNANIMOUSLY APPROVED

16a. **Closed Session: Pursuant to Wis. Stats. 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Health Insurance):**

Motion by Supervisor Lund, seconded by Supervisor Erickson to enter into closed session @ 6:32 p.m. Roll Call: All Present. MOTION UNANIMOUSLY APPROVED

Motion by Supervisor Zima, seconded by Supervisor Erickson to return to regular order of business @ 7:35 p.m. Roll Call: All Present. MOTION UNANIMOUSLY APPROVED

Communications:

2. **Communication from Supervisor VanderLeest re: Request to include a commitment of future excess Room Tax Monies in Brown County toward the Resch Center, Shopko Hall, and Arena Complex Capital needs. This would be included in our resolutions related to supporting the KI Expansion. *Motion to hold one month with a request that the County Executive and supervisor VanderLeest bring back information related to future maintenance costs for the arena complex.***

Chair Scray pointed out that the County Board has passed a resolution that they will support the KI expansion, however, are waiting for financial data before final approval.

Motion by Supervisor Lund, seconded by Supervisor Evans to hold. (*Supervisor VanderLeest not present*) MOTION UNANIMOUSLY APPROVED

- 2a. **Communication from Supervisor Pat Evans re: To have a Brown County Board of Supervisors Plan based on 10 Supervisory Districts:**

Motion by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file.

Ayes: Brunette, DeWane, Erickson, Lund, Scray, Zima

Nays: Evans

MOTION APPROVED

Legal Bills:

3. **Review and Possible Action on Legal Bills to be Paid:**

Motion made by Supervisor Erickson, seconded by Supervisor Lund to approve payment of legal bills. MOTION UNANIMOUSLY APPROVED

Reports:

4. **County Executive Report: None**

5. **Internal Auditor Report:**

- a. **Budget Status Financial Report for September 2011:**

Motion by Supervisor DeWane, seconded by Supervisor Lund to receive and place on file. MOTION UNANIMOUSLY APPROVED

- b. **Budget Adjustment Request (11-144): Increase in expenses with offsetting increase in revenue:**

This request relates to a \$750 donation from Tweet Garrot to offset increase in Special Events expenses (Veteran's Recognition Subcommittee) for the Brown County Fair Veteran's Day events.

Motion by Supervisor Erickson, seconded by Supervisor DeWane to approve. MOTION UNANIMOUSLY APPROVED

c. **2012 Audit Plan:**

The Internal Auditor presented her 2012 Audit Plan consisting of ten projects.

Supervisor Zima inquired about the status of placing long-term contracted employees into the County Table of Organization which action was passed by the County Board. Perrizo indicated that she was working with the Administration Department to accomplish this, however, at the direction of the County Executive the process has halted.

Zima stated that this committee had decided that any positions short term or a single only project would continue under contract services, while those on an ongoing basis (more than a year) are services that should be put in the Table of Organization.

County Executive Streckenbach stated he would like to see this action in the form of a resolution, although Zima stated that every committee report passed by the County Board is a resolution.

Ms. Perrizo was again directed to move forward. Carolyn Maricque informed the committee that corrected information will be in the final budget book, along with any other changes.

Motion by Supervisor DeWane, seconded by Supervisor Lund to approve the 2012 Audit Plan and direct the Internal Auditor to move forward with updating the Table of Organization.

MOTION UNANIMOUSLY APPROVED

Vacant Budgeted Positions (Request to Fill):

6. **District Attorney – Legal Assistant II (vacated 9/15/11):**
7. **Highway Department – Highway Laborer – 2 vacancies (Vacated 7/7/11 & 11/1/11):**
8. **Human Services/CTC – Nutritional Services Manager (vacated 1/14/11):**
9. **Human Services – Account Clerk I (vacated 9/1/11):**
10. **Human Services – Social Worker/Case Manager (LTC Dev. Dis. Svcs) (Vacated 8/11/11):**
11. **Human Services – Staff RN (MA & Personal Care) (vacated 8/26/11):**
12. **Medical Examiner – Office Manager 1 (vacated 10/13/10):**
13. **Health Department – Nurse Manager, Health Dept. (vacated 9/15/11):**
14. **Human Services – CTP Worker (vacated 8/5/11):**
15. **Human Services – Receptionist (vacated 10/3/11):**

Motion by Supervisor Lund, seconded by Supervisor Evans to approve #'s 6 to 15. MOTION UNANIMOUSLY APPROVED

(From Administration Committee)

Motion by Supervisor Lund, seconded by Supervisor Evans to grandfather employees that currently receive more vacation days than outlined in the revised Chapter 4 dated October 2011 – No levy impact

Supervisor Zima asked for clarification and Ms. Klarkowski indicated this action involves 76 employees who will lose 1 to 5 days. Present caps are 25 days of vacation, 5 casual days, 7.5 holidays, and 4 personal days.

Ayes: Evans, DeWane, Lund

Nays: Brunette, Erickson, Scray, Zima

MOTION FAILED 4-3

Attorney Mohr added that the day after Thanksgiving is vacation for non-represented employees, with union employees required to work. There have been requests to close a few of the smaller offices on this day.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to close all offices the Friday after Thanksgiving at the discretion of management. MOTION UNANIMOUSLY APPROVED

Resolutions/Ordinances:

16. Resolution re: Change in Table of Organization Sheriff's Department Records Specialist (Electronic Monitoring):

A potential need for jail expansion due to limited space at the Brown County Jail has led to an initiative by the Sheriff's Department to explore cost effective alternatives, one being to have more inmates monitored at external locations via electronic monitoring devices. Review by Human Resources has resulted in a recommendation to hire a Records Specialist (Electronic Monitoring) position. The cost of this position will be offset by the deletion of a Co-op/Student Intern and revenues generated by fees collected from the additional participants managed in the program resulting in a net positive budgetary impact.

Supervisors Zima and Erickson expressed concern with a raise in fee for inmates to \$23 per day or \$161 a week pointing out that in the past collection has been unsuccessful with a small percentage of inmates able to pay.

Supervisor Lund stated he was in favor of raising the fee, however, would like consideration of a sliding scale. Supervisor DeWane indicated that Public Safety has conducted a study and opine that the \$3 raise is reasonable.

Motion by Supervisor DeWane, seconded by Supervisor Lund to approve the resolution to hire a Records Specialist in the Sheriff's Department.

Ayes: Brunette, DeWane, Evans, Lund, Scray

Nays: Erickson, Zima

MOTION APPROVED 5-2

BUDGET REVIEW

Non-Divisional Budgets:

17. **County Executive – Review of 2012 Department Budget:**

Following discussion under 16a above (Closed Session) regarding health benefits for County Board Supervisors, the following action was taken:

Motion made by Supervisor Zima, seconded by Supervisor DeWane to add \$127,755 to the 2012 budget for health coverage for supervisors with a 5% increase in contribution (total 30%).

Ayes: DeWane, Erickson, Evans, Scray, Zima

Nays: Brunette, Lund

MOTION APPROVED 5-2

The County Executive stated that he is recommending a reduction in the contribution to Advance from \$40,000 to \$25,000.

Fred Monique of Advance was present and distributed “Program Highlights and Economic Impact” data. He explained that the Manufacturing Center Incubator, the Culinary Kitchen, and the Micro Loan Program have all been successful with a total impact to Brown County of \$19,685,732. (See attached for details).

Further discussion by the committee on the merits of the program resulted in a consensus to recommended a contribution of \$50,000.

Motion by Supervisor Evans, seconded by Supervisor Zima to budget \$50,000 to Advance, an increase of \$25,000 over the Executive’s proposal.

MOTION UNANIMOUSLY APPROVED

Chair Scray questioned the \$750 allotted for a lobby license and a previous plan to partner with Outagamie and Winnebago Counties. The County Executive explained that this idea did not go forward as it was questioned whether the plan would work because of differing positions between the counties.

Motion by Supervisor Zima, seconded by Supervisor Evans to remove \$750 from the Executive budget for a lobbyist license.

MOTION UNANIMOUSLY APPROVED

The County Executive requested a Deputy Executive Assistant position (formerly called Legal Assistant) in his office. This position would be fully funded at Grade 24. At this time he has only an Administrative Assistant.

Several suggestions were discussed, the first being to eliminate the request for a Deputy Executive Assistant and hire a Legislative Assistant. A request was made for separation.

Motion made by Evans, seconded by Lund to delete a proposed Deputy Executive Assistant position at a savings of \$92,779 (including salary and fringes). MOTION UNANIMOUSLY APPROVED

Motion by Evans, seconded by Lund to add a Legislative Assistant position at a cost of \$68,963 (including fringes).

Motion by substitution by Supervisor Zima to eliminate the proposed Deputy Executive Assistant position and replace with an Administrative Executive Assistant at Grade 16 - a cost of \$68,693 (with fringes).

Ayes: Evans, DeWane, Erickson, Scray, Zima

Nays: Brunette, Lund

MOTION DEFEATED 5-2

A suggestion to add an Administrative Assistant, similar to what already exists in the office was addressed.

Motion by Supervisor Lund, seconded by Supervisor DeWane to add an Executive Administrative Assistant position – Grade 13 at a salary of \$59,097 with fringes.

Ayes: Lund

Nays: Brunette, DeWane, Erickson, Evans, Scray, Zima

MOTION DEFEATED 1-6

Motion by Supervisor Zima, seconded by Supervisor Lund to approve the 2012 County Executive Department Budget as amended.

MOTION UNANIMOUSLY APPROVED

Non-Divisional Budgets:

18. **Board of Supervisors – Review of 2012 Department Budget:**

Motion by Supervisor Zima, seconded by Supervisor Evans to add charge backs of \$43,200 for the Board Attorney to the 2012 Department budget.

MOTION UNANIMOUSLY APPROVED

Motion by Supervisor Evans, seconded by Supervisor DeWane to make a technical adjustment to remove \$10,500 from the 2012 Board of Supervisors Budget for contracted services, and to adjust wages and fringes for the Board Office reorganization and Internal Auditor reclass already approved at the October Board meeting –net change of \$1,606.

MOTION UNANIMOUSLY APPROVED

Motion by Supervisor Erickson, seconded by Supervisor Lund to approve the 2012 Board of Supervisors Department Budget as amended.

MOTION UNANIMOUSLY APPROVED

Resolutions/Ordinances

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve #'s 19, 23, 24, 26, 28, 29, 30, 21, 34, 35 as presented (no changes).

MOTION UNANIMOUSLY APPROVED

19. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Administration – Admin Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED

20. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Child Support – Admin Committee):**

Motion by Supervisor Evans, Seconded by Supervisor DeWane to approve with a \$1,791 decrease to the 2012 budget. MOTION UNANIMOUSLY APPROVED

21. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Corporation Counsel – Admin Committee):**

Motion by Supervisor Evans, Seconded by Supervisor Erickson to approve with a \$66,877 decrease to the 2012 budget. MOTION UNANIMOUSLY APPROVED

22. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Facility Management – Admin Committee):**

Motion by Supervisor Lund, Seconded by Supervisor DeWane to approve with a study to follow in 2012 – increase of \$59,901 for CTC Maintenance Workers. MOTION UNANIMOUSLY APPROVED

23. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Human Resources – Admin Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED

24. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (N.E.W. Zoo – Ed & Rec Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED

25. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Facility Management/Highway Department Merger – Admin Ed & Rec, and PD&T Committees):**

Motion by Supervisor Erickson, Seconded by Supervisor Lund to delete an Officer Manager I position, add a Clerk/Typist II position, decrease the Public Works Director salary by \$8,779 and decrease the Business Manager salary by \$4,187 for a net savings of \$21,573. MOTION UNANIMOUSLY APPROVED

26. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (N.E.W. Zoo and Park Management Merger – Ed & Rec Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED
27. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Executive's Office – Executive Committee):**

Motion by Supervisor Evans, Seconded by Supervisor DeWane to receive and place on file. (See #17 above). MOTION UNANIMOUSLY APPROVED
28. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process Aging & Disability Resource Center – Human Services Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED
29. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Health Department – Human Services Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED
30. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Veteran Services – Human Services Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED
31. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Human Services – Community Programs – Human Services Committee):**

Motion by Supervisor Evans, Seconded by Supervisor DeWane with changes passed at committee – delete 1.0 Staff Psychologist and add 1.0 Clinical Social Worker for a zero impact. MOTION UNANIMOUSLY APPROVED
32. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Community Treatment Center – Human Services Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED
33. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Land & Water Conservation – Land Con Committee):**

**Motion by Supervisor Evans, Seconded by Supervisor Erickson to approve with the addition of a 1,0 FTE Technician at an increase of \$68,963.
MOTION UNANIMOUSLY APPROVED**

34. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Planning & Land Services – PD&T Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED

35. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (U.W. Extension – PD&T Committee):**

Motion by Supervisor Lund, seconded by Supervisor DeWane to approve as presented. MOTION UNANIMOUSLY APPROVED

36. **Resolution re: Approving New or Deleted Positions during the 2012 Budget Process (Sheriff's Dept – Public Safety Committee):**

**Motion by Supervisor Evans, Seconded by Supervisor Erickson to approve as presented - \$7,820 levy increase over the committee recommendation.
MOTION UNANIMOUSLY APPROVED**

TOTAL BUDGET IMPACT - \$ 111, 852

Other:

37. **Such Other Matters as Authorized by Law:**
None

Motion made by Supervisor Erickson. seconded by Supervisor DeWane to adjourn at 10:10 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary



ADVANCE
GREEN BAY AREA
ECONOMIC DEVELOPMENT

Advancing Economic Development in Brown County

2010-2011 Program Highlights
and Economic Impact

Advance Business & Manufacturing Center Incubator

Incubator Stats

Total Incubator tenants:	34
Total Incubator tenants Employees:	109
Total Incubator tenants Payroll:	\$4.18 Million*
Recent Incubator Graduates:	10 (1/1/2010- 9/30/2011)
Incubator Graduates Employees:	54
Incubator Graduates Payroll:	\$7.2 Million

Economic Impact of Incubator Tenants

Estimated Spending:	\$18.9 M*
Est. County Sales and other tax:	\$41,416
Est. County Property Tax (homes):	\$101,823
Est. County Property Tax (business):	\$86,975
Total Impact:	\$19.1M

Brown County Culinary Kitchen

Kitchen Stats

Number of Tenants:	9
Tenant Employees:	11
Tenant Payroll*	\$*

Economic Impact of Kitchen Tenants

Estimated Spending*	\$*
Est. County Sales and other Tax:	\$2,812
Est. County Property Tax (homes):	\$6,914
Est. County Property Tax (business):	N/A
Total Impact:	\$9,726

Advance Brown County Micro Loan Program

Microloan Program Stats

Loans Approved:	7
Total Amount:	\$246,000
Jobs Created/Retained:	13
Total Payroll:	\$366,622

Economic Impact of Micro Loan Recipients

Estimated Spending:	\$608,592
Est. County Sales and Other Tax:	\$3,323
Est. County Property Tax (homes):	\$8,171
Est. County Property Tax (business):	\$3,360
Total Impact:	\$623,446

Total Advance Program Economic Impact

Estimated Spending:	\$19,508,592*
Estimated County Sales and Other Tax:	\$47,551
Estimated County Property Tax (homes):	\$116,908
Estimated County Property Tax (business)*:	\$90,335

Total Impact: \$19,685,732

*Not all data was available or provided.

Based on data from DWD and IMPLAN modeling software

(17)