

## PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, December 10, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

---

**Present:** Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Bernie Erickson, Pat Evans, Steve Fewell, Tim Carpenter, John Vander Leest  
**Excused:** Pat Buckley, Pat Wetzel  
**Also Present:** Supervisors Williams, Dantine, Van Dyck, Zima. Executive Streckenbach, Brent Miller, Lynn Vanden Langenberg, Dan Process, David Hjalquist, Molly Hillmann, Juliana Ruenzel, Chuck Lamine, other interested parties

---

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

III. **Approve/modify minutes of October 29, 2012.**

**Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

### Communications

1. **Communication from Supervisor Dantine re: To change the Land Conservation Subcommittee to a Committee. *Referred from October County Board.***

Supervisor Dantine informed that Land Con did a lot of different things, it oversaw department heads and their budgets, and they had millions of dollars in grants. He wanted to make sure that they could actually do all of those things, subcommittees don't do those things, they report to parents committees which then go to County Board. Land Conservation reports to County Board. He questioned what they had been doing, was it the right way?

Erickson agreed 100%. There was no parent committee that Land Conservation reported to. They don't have to add another night of meetings; they could say it that it would meet concurrently with PD&T as it does now. The only thing he felt would change was that it wouldn't be listed as a subcommittee and the chairman would be on Executive Committee. Erickson recommended a motion to change the status of subcommittee to committee.

*Supervisor Vander Leest arrived at 5:33pm.*

Evans noted that there were non-supervisor members on the committee and stated that if they were going to change it to a committee than they would have to remove the nonelected members. He believed that there would be some State Statutes that they would have to look at and budgeting issues, approval of budgets, etc. He informed that he would not be in favor of adding someone to Executive Committee. He appreciated where Dantine was coming from but felt the arguments weren't great. He felt that the status quo was working fairly well, it was a functioning subcommittee. Evans suggested dissolving the Land Conservation Subcommittee and putting all the work that's done on PD&T.

Moynihan believed they needed further research due to the State Statutes, etc. Dantine responded that that's what he was asking. He wanted to make sure they were following the right process.

Vander Leest informed that he had served on this committee for two years and they operated differently than other committees. He felt the right motion would be to refer to Corporation Counsel for research. Erickson added that other subcommittees do not make any decisions that don't also have to go to a parent committee. This committee made all the decisions and was responsible to no one, then goes to the County Board or occasionally Executive Committee. It makes its own monetary decisions with no input from anyone. Erickson believed at one point Land Con was a committee but was changed during the realignment of the five operating committees. Because of the importance of it, it wasn't designed to be merged into something, but it was important enough to be on its own.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to refer to Corporation Counsel to review the structure, the autonomy, etc. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**2. Communication from Supervisor Vander Leest re: Request lower cost alternatives to bring greater access to Brown County citizens of County government meetings. *Referred from October 29<sup>th</sup> Executive Committee meeting and October County Board.***

Vander Leest informed that he had spoken with Executive Directors for Wisconsin and they had talked about the cost factors, and decision points such as if they wanted to be live or delayed, etc. They basically stated to determine how elaborate it should be and how much they want to spend, the quality, etc. From Vander Leest's perspective, he knows that technology has improved and can't justify \$75,000-\$80,000 when he had never had a constituent request to see a live proceeding of the committee or County Board. He agreed with the sentiment but would like to keep the cost down.

Erickson informed that he had agreed with Vander Leest. He suggested during elections placing a question on the ballot for feedback or on the County website.

Moynihan suggested a motion to receive and place on file. No second was made.

Vander Leest offered to further research ideas and come back with alternatives but felt that they needed to decide what level of sophistication they wanted. Moynihan informed that they would be doing that next week. Vander Leest responded that he didn't agree with the RFP. He furthered that minutes still needed to be created. He didn't believe there was a per-say savings but a way to be more transparent to the public.

IS Director David Hjalmsquist informed that the purpose of the RFP was not for live streaming but the back end infrastructure to record and have audio for the room. He explained that it was similar to Hennepin County, they video tape their meetings and along with that side by side they have the agenda and the minutes and on the agenda, if someone didn't want to watch through the whole meeting they could click on the agenda item and it would take them to the particular item. The live streaming, which could also be available, he agreed, the county didn't need the live streaming. The County Board staff will be able to take the recording, with a foot pedal, start and stop the recordings as it goes and tie the video with the audio, it would be the job of the recording secretary.

Zima stated he liked the idea of accountability but believed there should still be minutes and have a permanent record. The discussion was the history and what went into developing their policies.

Evans agreed with Zima, he didn't have a problem with greater access to the public but the dollars

were high. Hjalmsquist responded that the amount was for rewiring, putting in audio and back infrastructure to be able to store all the data that would be recorded. They would also have to do the video equipment and put in cameras, etc. The video stream would be stored for forever as it was compressed and didn't take up much storage. When they redo the council chambers and the courtrooms, they would be able to centralize the entire infrastructure. The chambers are targeted to be done by the end of April, courtrooms by the end of March.

Vander Leest informed that some committees met offsite and felt there would be a disconnect. His general feeling was you could spend money and make more elaborate plans but they had to come back with more cost options and reiterated his previous comments.

*Supervisor Fewell arrived at 6:00 p.m.*

**Motion made by Supervisor Vander Leest, seconded by Supervisor Evans to refer to IS. Vote taken. Nays: Fewell, Carpenter, Moynihan. MOTION APPROVED 4 to 3.**

3. **Communication from Supervisor Vander Leest re: Request to pass a resolution to the WI Legislature and Governor Walker requesting additional State funding for Assistant District Attorney Positions. This resolution would be sent to other Wisconsin Counties. *Referred from October County Board.***

Vander Leest informed that the State had taken over the payment for the Wisconsin District Attorney's expenses. Statewide there was a shortage of several hundred positions. It would be nice if they would be able to provide some assistance to the county to get more help. Vander Leest informed that the budget was not complete yet, it was still being worked on and the legislature could still amend it.

Director of Administration Brent Miller provided a sample resolution to the committee (attached).

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to submit the resolution provide to Corporation Counsel to have it put in Brown County form for the December County Board meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

4. **Communication from Supervisor Williams re: To change the starting time of the County Board meeting from the current 7 p.m. to 6 p.m. hereafter. *Referred from October County Board.***

Williams informed that parent committee meetings currently met between 5pm and 6pm and in speaking with supervisors, people who attend meetings, the general public, and administrative staff, he was informed that moving it up would give people a better opportunity to come. He believed people made the time and alterations in their schedules to show up at committee meetings, and felt they should also make it accommodating for them. Moynihan agreed with Williams's sentiment, at one point the meeting was held at 7:30 and it was moved up to 7pm. He believed a lot of the staff carried over from their day job to attend the meeting and it would be a lot more comparable for then and the citizens and media to attend. There had been a lot of late meetings and communications couldn't get out in that respect. He fully supported the 6pm start time.

Vander Leest stated that the City of Green Bay changed their meeting times from 7:30pm to 7pm and they felt meetings only got longer. He didn't necessarily support moving it up.

Erickson stated he would go along with whatever was proposed but noted that there might be issues with timing if an emergency committee meetings gets called before the board met. He felt they needed to allow time for those meetings.

Fewell agreed that there will be times where they will need to have emergency meetings and believed it was also an ordinance change.

**Motion made by Supervisor Moynihan to amend the ordinance to starting time of 6pm. Motion failed, No second.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Evans to receive and place on file. Vote taken. Nay: Moynihan. MOTION APPROVED 6 to 1.**

5. **Communication from Supervisor Hopp re: Request the monthly minutes of the Lean Steering Committee be entered into the record of the Executive Committee. *Referred from October County Board.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to hold until January meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

6. **Communication from Supervisor Robinson re: That all Board Committee Budget Meetings have public comments as an agenda item starting in 2013. *Referred from October County Board.***

Lund informed that Robinson was unable to attend tonight's meeting and asked for a motion on Items 6 through 9. *See Item #9's motion.*

7. **Communication from Supervisor Robinson re: All Board Committees make an opportunity for public comment on issues not on the agenda a regular part of each meeting agenda, as the full Board agenda does. *Referred from October County Board.***

8. **Communication from Supervisor Robinson re: Clarification of RFP process and the Board's participation including 1) A written policy of when the Board has final approval of agreements through RFP process and 2) A policy that a resolution for approval of an RFP by the Board clearly indicates whether the awarding of the agreement comes back to the full Board for approval. *Referred from October County Board.***

9. **Communication from Supervisor Robinson re: That the County Board establish a policy stating a minimum fund balance for unrestricted funds in all enterprises and special funds, departments, etc. *Referred from October County Board.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to hold items 6, 7, 8 and 9 until January meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

10. **Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete "and discuss pertinent to the subject matter". *Referred from October 8<sup>th</sup> Executive Committee meeting.***

Moynihan stated that the Board would be acting on the RFP for the audio and video for Room 200 so until the Board had made a decision he would like to hold this item until January.

Evans stated he was not in support of holding. He informed that he liked the written discussion and believed there would no longer be discussion, just motions. It was a historic record and it would erase transparency. He could appreciate upgrades in technology but felt there were a lot of people that still liked a copy of the minutes.

Vander Leest stated he has had to review previous minutes and there had been practical things where they needed the detail. Sometimes it was mundane things and some things were needed for

the future. He felt you always needed more information, not less, especially the detail in the minutes. He felt it helped the counties position with the last negotiations with the Resch, they used the minutes as a bargaining tool. This was a good example on why a record should be kept. You don't know when you might need the information.

Moynihan stated that if you looked at the City of Green Bay, Village of Ashwaubenon, City of De Pere, all actions were in motions, they don't have all the verbiage. All this extra money was intertwined with expansive narratives. After a recording secretary has sat through a three hour meeting, they had to go back and listen to the meeting all over again typing out word for word. That was the reason he wanted to hold this, until the Board made a decision about the video and audio, the IS Director indicated that you could look at an agenda, click on the item and there was your record. It was always there and you still had the hard copy of the motions, seconds and the action of the committee and or the board.

Zima believed Moynihan was trying to create greater efficiency but informed where he disagreed, in the past they had the exact opposite complaints. There were complaints that some of the minutes of some of the meetings that were being taken were strictly motions and you didn't get the reasoning's or arguments of the people and it created longer Board meetings because they weren't keeping that record as well as they could. When he was Chairman, there were discussions about how much the recording secretaries should be typing. He informed error on the side of having more than having less because every person believed their point was pertinent. He felt it was important for the historical record and for the efficiency of the Board meetings. He felt they should have a permanent record that people can listen to and they can read it if they wanted to. Zima believed those records were important and people had to be willing to stand by what they say and be more careful of what they say. Moynihan interjected that Zima just argued his point to have the audio and visual RFP approved. Zima stated he wasn't against it and was glad to see what the costs were. Moynihan stated another entity, Brown County, their own clerk, if you ever look at her minutes; it was the motions and the actions. Zima stated that that was the exact next point he was about to make. The Brown County Clerk's office didn't keep any minutes at all; he felt that was bad because there were people that make discussion at the County Board meeting that wasn't made at committee meetings so things were being sent back. He felt the Clerk's office minutes were too sparse for too long and there should be some discussion included. Zima stated let's look at what the costs are, he felt it was a worthy discussion.

Streckenbach stated that when examining the discussion of keeping the minutes in record, format, the audio and visual aspect would give you the best historical record of what was taking place and transpiring at that moment in time. The question about handwritten minutes, he felt there was merit in that discussion. When looking at the overall ability to maintain the integrity of the discussion, the opportunity to keep that record as complete as possible, there is that opportunity to have that available for the public but more importantly the future to come.

Fewell doesn't disagree with Zima, but he felt that the written record reflected what someone thought was important. He believed that not every statement made in a meeting was recorded. He didn't have a problem with recording every word that was said but as far as recording it for video, that set a lot of things in motion where you actually see what the demeanor was and what the arguments were and you see clearly what was going on, there was no debate about it. When reading the minutes, it was up to who wanted to wordsmith that down, etc. They had been through that. He believed it was very clear what was being said when you have the video. He felt video streaming was extremely transparent and would make people more cautious about what they say.

Lund believed there were a lot of people that liked to read and not listen to something. He said he would like both options but wouldn't want to get rid of the written minutes.

**Motion made by Supervisor Fewell, seconded by Supervisor Carpenter to hold until January meeting. Vote taken. MOTION APPROVED.**

11. **Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Referred from October 8<sup>th</sup> Executive Committee meeting.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to hold until January meeting. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Legal Bills**

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

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

**Referred from October 8, 2012 Executive Committee Meeting**

13. **Discussion of the Chapter 4 modifications and the effects on departments that operate 24hours per day, seven days per week. *June Motion: To approve Chapter 4 as amended and have the County Executive continue to work with the Sheriff/Communication Center Director with the 24/7 operations.***

Streckenbach informed that the operations were running. Vanden Langenberg felt that the problem that was coming up was due to staffing. They hired 10 people and they were in training. The waiting list will be established with the next round of hiring. Since the staffing levels were up they haven't had any complaints.

Erickson questioned if Human Resources was looking at the individuals and recommending the hiring of these people. Vanden Langenberg informed that there was a time when HR was not involved, as of August they were involved in the screening and interviews. Erickson questioned if the IS Director could sit down and create a schedule to work with, put it in a program. Hjalmsquist stated he would have to defer to do more research. Erickson asked if he could come back with a draft.

Vander Leest questioned if they were using part time and weekend help. Vanden Langenberg responded, yes and some were being promoted to full time when vacancies occur. If people leave Brown County employment and they are available for on call, they were also filling spots. Lund informed that companies hire specifically for weekend help but every other weekend. You could essentially do that and the complaints with the 5/2 schedule would be gone. Overtime would be reduced and there would be money saved. There would be people willing to do it and you wouldn't have the burnout. Vander Leest questioned how long the training was, Vanden Langenberg informed that they start out with five weeks of classroom and then they get them on the floor to try and compress it a little bit and they were evaluating the effectiveness of it. There was a team of staff and supervisors from the 911 Center and HR that were looking at different options. Vander Leest suggested providing information to the Executive Committee every 3-6 months.

Williams stated he was involved in scheduling at a papermill and has worked there for over 30 years. He stated there were so many opportunities out there. He believed there would never be a Sunday through Saturday schedule and offered his services to help this move forward. Van Dyck concurred with Williams noting that he had work in the industry for 13 years. He questioned if this was an issue any longer and if it was, it an HR Department issue, not an IS issue. HR can work it out and tell IS what they wanted programmed.

Streckenbach informed that the biggest issue facing the 24/7 operations was outside of Act 10, moving beyond it and addressing how they interrelate with their department staff. First there was a

disconnect with management and their staff. Staff has a lot of good ideas that could have been brought forward to help resolve some of the issues they were facing. Second thing was they were experiencing staff shortage. Staff shortage was one of the things that they were hoping to be able to examine over time with the overall structure of how the 911 Center operated. The goal was to standardize procedures. First and foremost was ultimately to get staffing in place, figure out protocols and continue to engage with the staff, find efficiencies, working with them on the best schedules, etc.

Zima felt management does have a lot more flexibility and options to operate their departments than they used to. They should be able to have flexible work pools that they could plug in for vacations. Why not explore getting weekend shifts. He felt those were things they could explore and should. Time for management to take the management options they have, but feel free to share with the frontline employees. They don't have to have the burnout and unhappy employees.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Evans to have a quarterly report for the 911 Communication Center. Vote taken. Nay: Moynihan. MOTION APPROVED 6 to 1.**

### Reports

#### **14. County Executive Report.**

Streckenbach informed that a team had driven down to Madison to meet with the Governor's budget team to discuss with them Brown County initiatives that were in place and they were hoping that they could take them into considerations. They talked about the importance of a decision on how Family Care was going to be handled, the importance of recognizing the fraud issue Brown County had and that they could be a benefit to the consortia, of the economic support in their initiatives, the importance of funding the GPA, the bridges and fully funding their public works to make sure they can take care of the infrastructure. They discussed the issue regarding alternatives to incarceration, how important it was to help save cost to the state and the county. They talked about the importance about supporting the funding to Child Support, and how Child Support brought benefit to county and state and helped their fraud unit in giving them protection. They talked about the importance of the Federal Inspection Station, the research tech park along with the importance of the Governor reintroducing a rail ramp in the Brown County area to help the area manufacturers.

Overall it was a decent discussion; they weren't there to give answers but there to listen to specifics of what Brown County was up to and where they could be of assistance in the future.

They were in process of contacting each of the Supervisors to schedule meetings hoping they would sit down to discuss initiatives they would like Administration to work on for 2013 and talk about 2014 and beyond. Their goal was to continue to work with County Department Heads to discuss day to day operations and move into more annual and long term planning and to get information out in a timely manner.

Their overall budget for 2012, they will be coming in budget overall and they will look to see what happened in 2012 at the beginning of the year to see what departments could return money to the general fund.

Currently they were working on the County Department Head initiatives for 2013 along with 2014. They will be bringing those initiatives forward.

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**15. Internal Auditor Report.**

- a) **Budget Status Financial Report for October, 2012.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

- b) **2013 Audit Plan.**

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

**16. Energy Oversight Committee.**

- a) **Request for Proposals (RFP) Energy Consulting Services Project 1628.**

Risk Manager Barb West informed that they were thinking about hiring a consultant to determine if there was a better way to purchase natural gas, find a savings.

Vander Leest informed that the Library had an energy consultant come through and identify where they could save money. The Ed & Rec Committee suggested rolling this out county-wide as a way to look at consumption for all county buildings. He knew it cost money up front but the payback was 2-4 years.

Van Dyck questioned before hiring a consultant he knew there were a number of companies that would come in and do this for nothing because they would try to sell the natural gas. He suggested looking into this option. West informed that they had looked at reversed auctions and have people bid on the usage. The committee decided that they wanted to hire a consultant first.

**Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Vacant Budgeted Positions (Request to Fill)**

17. **District Attorney – Clerk/Typist I, Vacated on 11/21/12.**
18. **Human Services/CTC – Clinical Social Worker/Pro Counselor/Case Manager, Vacated on 11/25/12.**
19. **Human Services/CTC – Medical Transcriptionist, Vacated on 10/06/11.**
20. **Human Services – Accountant Supervisor, Vacated on 11/27/12.**
21. **Information Services – IS Client Support Specialist, Vacated on 11/11/12.**
22. **Public Works/Facility Management – Housekeeper I, Vacated on 11/05/12.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to suspend the rules to take 17-22 together. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Carpenter to approve 17-22. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Resolutions, Ordinances**

23. **Resolution re: Change in Table of Organization Land and Water Conservation Technician LTE.**

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

- 24. Ordinance to Amend Sections 2.05(15) and 3.12 of the Brown County Code Entitled, Respectively, as "Committees of the County Board" and "Grant Application Approval".**

Molly Hillmann informed that department heads were coming to the committees stating that they already applied for grants which was an after the fact, she informed that she looked back at the history and there had never been a grant that was denied.

**Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

*Although shown in proper format, item 26 was taken at this time.*

**Closed Sessions**

- 25. Discussion and Possible Action re: Contract Negotiations.**  
a) **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.**
- 26. Discussion and Possible Action re: an Offer to Purchase from Cardinal Capital Management, Inc., and/or its Assigns, approximately eight acres of Brown County owned land (part of a larger parcel known as Parcel # 21-283 and #21-282).**  
a) **Closed Session pursuant to Wis. Stat. § 19.85(1)(e) 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.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Vander Leest to enter into closed session. Vote taken. Roll call: Erickson, Lund, Moynihan, Carpenter, Vander Leest, Fewell. Nay: Evans. MOTION APPROVED.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Vander Leest to return to regular order of business. Vote taken. Roll call: Evans, Erickson, Lund, Moynihan, Carpenter, Vander Leest, Fewell. MOTION UNANIMOUSLY APPROVED.**

**Motion made by Supervisor Vander Leest, seconded by Supervisor Carpenter to approve offer to purchase. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Other**

- 27. Such other matters as authorized by law.**
- 28. Motion made by Supervisor Evans, seconded by Supervisor Erickson to adjourn at 9:08 p.m. Vote taken. MOTION UNANIMOUSLY APPROVED.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary

## Budget Impact Calculation

**Department:** Administration  
**Position:** Accountant Supervisor (HS)

**Partial Budget Impact:** I do not project this position being filled prior to January 2013, so no partial impact.

Salary

Fringe Benefits

\_\_\_\_\_

**Annualized Budget Impact:**

Salary \$ 65,666.00

Fringe Benefits \$ 25,989.00

\$ 91,655.00

Note: this position is in the 2013 budget

**Position vacated:** 11/27/2012

**Budgeted hourly wage rate:** \$31.57

**Total Number of FTEs Budget for this position title in budget:** 1

**Number of FTEs filled with this position vacant:** 0

**Percent of this position staffed:** 0%

Analyst Recommendation: This position is essential to the Human Services Departments budget process. I recommend approval.