

**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, February 7, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima  
**Also Present:** Tom Hinz, Fred Mohr, John Luetscher, Debbie Klarkowski, Sara Perrizo, Jenny Hoffman/Ian Agar-Human Services, Jerry Polus, Sunny Archambault, Supervisor Carole Andrews, Other Interested Parties

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- I. **Call Meeting to Order:**  
The meeting was called to order Chair Mary Scray at 6:32 p.m.
  
- II. **Approve/Modify Agenda:**  
Closed Session (#15) was moved ahead of #14 - Resolution from Aging & Disability Resource Center.  
  
**Motion made by Supervisor Lund, seconded by Supervisor Erickson to approve the agenda as amended. MOTION APPROVED UNANIMOUSLY**
  
- III. **Approve/Modify Minutes of January 3, 2011:**  
  
**Motion made by Supervisor Erickson, seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

**Communications:**

1. **Communication from Supervisor Krueger re: Request the Human Services Department report their amount of County patient revenue each month (or at least quarterly) to the Human Services Committee and to eliminate the "fund balance" Account. When funds are needed the County Board should be voting to pay these bills. *Held until February meeting:***

Supervisor Krueger was not present. In regard to his communication, Internal Auditor, Sara Perrizo, explained that if the fund balance is eliminated, it would be necessary to increase the undesignated level of the general fund as it has to be made up somewhere. She opined that the balance is within realm, noting that it is reviewed by external auditors each year and they have made no comments.

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

2. **Communication from Supervisor VanderLeest re: Request to move the Budget & Project Analyst position under the County Board jurisdiction to work on future taxpayer savings in budget preparations. *Held until February meeting:***

Supervisor VanderLeest was not present. Chair Scray indicated that in a conversation she had with VanderLeest, he asked that this matter be referred to the Internal Auditor for review. County Executive Hinz pointed out that the Budget & Project Analyst does many things other than working on budget preparation and he saw no need to make any transfer.

**Motion made by Supervisor Lund, seconded by Supervisor Erickson to refer to Internal Auditor.**

Supervisor Brunette asked what direction the Internal Auditor was being asked to take. Ms. Perrizo indicated that she is already working with the department and the analyst as part of her work plan with the goal of providing a solid recommendation.

**MOTION WITHDRAWN**

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

3. **Communication from Supervisor Buckley re: To review at the next Public Safety Committee incentives and penalty for the time of completion in reference to the S & L Building. *Held until February meeting:***

Supervisor Buckley was not present. Chair Scray explained that Buckley was concerned that the Sheriff's Department would not be able to move their vehicles to the new building by July and if so, what incentives and penalties would be available.

**Motion made by Supervisor Lund, seconded by Supervisor Evans to refer to Attorney Mohr to review the contract for liquidated damage language.**

Attorney Mohr stated that a liquidated damage clause is normal in most construction contracts.

*(Supervisor Zima arrived 6:41 p.m.)*

Zima indicated that in a discussion with Sheriff Gossage regarding the S&L building, he was informed that plans have been reviewed with Facilities. When asked if bids have been put out, Ms. Perrizo indicated that responses to the RFP are expected on Monday, 2/14.

Supervisor Andrews, who sits on Public Safety, informed the committee that an architect has been hired and contractors will be considered after responses to the RFP are received. She will be on the selection committee and stated she is confident that the building will be ready on time.

Further discussion resulted in the conclusion that a motion was not necessary, that Attorney Mohr could be directed to review the contract for liquidated damage language.

**MOTION WITHDRAWN**

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

4. **Communication from Supervisor Evans re: If there is no purchase, lease, or functional use of the old Mental Health Center by June 2, 2011, the facility will be torn down/razed. *Referred from December Executive Committee meeting:***

Executive Hinz reported that negotiations with Peter Roake of the Armitage House for purchase or lease of the Mental Health Center have fallen through as he was unable to secure financing. Hinz will continue to update the committee monthly on this matter.

**Motion made by Supervisor Evans, seconded by Supervisor Zima to refer to County Executive to update the committee on a monthly basis. MOTION APPROVED UNANIMOUSLY**

**Legal Bills:**

5. **Review and Possible Action on Legal Bills to be paid:**  
Supervisor Lund noted the County continues to receive invoices from Attorney Michael Best.

Corporation Counsel, John Luetscher, advised the committee that a Consent Decree has been agreed to by both insurance companies who indemnify the County, along with the US Department of Justice, and the State Department of Natural Resources. This Consent Decree, he explained, has to sit in the Federal Court for 60 to 90 days for inspection and comment by any interested parties. After that time, there is a right to appeal. Luetscher indicated that the Michael Best firm has completed a lot of work to get the County to this point and in fact, have obtained full payment from the two insurance companies. The majority of the bills that come before this committee have been reimbursed. Chair Scray asked that such records be made available to the committee, and Mr. Luetscher indicated they are available from the Finance Director and agreed to have this information at the March Meeting.

**Motion made by Supervisor Zima, seconded by Supervisor Evans to approve.  
MOTION APPROVED UNANIMOUSLY**

**Reports:**

6. **County Executive:**

Executive Hinz commented on the Super Bowl win by the Green Bay Packers, complimenting Green Bay fans on their behavior as there was little crime during or after the game.

A list of proposed bonding projects for Spring 2010 was distributed and is attached. (March agenda)

**Motion made by Supervisor Zima, seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY**

7. **Internal Auditor Report:**

a. **County-Wide Chart of Organization:**

Ms. Perrizo reported that she is working on a comprehensive County-Wide Table of Organization which will highlight the various levels of positions. Chair Scray requested that information be included in the document as to what positions are vacant and how long they have been vacant.

**Motion made by Supervisor Zima, seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY**

b. **Other:**

Ms. Perrizo informed the committee that the new County credit card system took effect January 1<sup>st</sup>. The process is now electronic and updates to the financial software, eliminating the need to key in data.

**Motion made by Supervisor Zima, seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY**

8. **Board Attorney Report:**

a. **Labor Negotiations:**

Attorney Mohr highlighted the following activities during the past reporting period:

- ACSME unit has agreed to their contract and will approval will come before the Board in March.
- The Sanitarians group has not yet settled but an offer has been made and it is in process.
- The Electricians unit is off cycle with other contracts and an attempt is being made to get them on the same cycle as other units.

Discussion of Governor Walker's recommendation regarding contributions to the State retirement fund resulted in a directive for Attorney Mohr to draft a resolution to send to other counties showing Brown County's support. It was suggested that a Special Executive Committee meeting be held before the March 16<sup>th</sup> County Board to approve this resolution.

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

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

9. **Circuit Court – Court Coordinator (vacated 01/03/11):**

Jason Beck, Clerk of Circuit Court, was present to explain this request to fill the Court Coordinator position which was vacated early this month. He stressed that the position is necessary in order to keep the assigned branch running properly and efficiently. Annual Fiscal Impact including salary and fringe benefits totals \$65,169.03.

**Motion made by Supervisor Lund, seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

10. **Corporation Counsel – Lead Staff Attorney (will vacate 04/15/11):**

John Luetscher explained that the Lead Staff Attorney is not only responsible for an existing caseload, but also is responsible for supervision of two other attorneys assigned to serve as a liaison between the Child Support Agency and the County court system. Luetscher indicated that 100% of the salary and fringe benefits for this position are reimbursed through the State by the Federal Government, with the County responsible for "overhead" only. Total Salary and Fringe Benefits totals \$103,153.00.

**Motion made by Supervisor Zima, seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

11. **Human Services – Economic Support Specialists (2 vacancies) (vacated dates of 1/24/11 & 2/14/11):**

Jenny Hoffman explained that the Economic Support Specialist position is State mandated with responsibilities to determine eligibility for low income families for food share, child care, and healthcare programs. Because of the economy, caseloads have increased dramatically in the past five years. This position is 75% State funded, and 25% County levy. Total Fiscal Impact is \$38,777.24.

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

12. **Human Services – Social Worker/Case Manager (vacated 1/10/11):**

Ian Agar, Child & Family Unit Manager, explained that this position is presently vacant and is State mandated. Brown County serves over 300 children on this program, with an average caseload in the 40-45 range. The position is already budgeted and generates Federal and State revenue through billing the waiver for case management time. Total Fiscal Impact is \$64,634.96.

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

13. **Veterans Services – Clerk Typist (vacated 12/31/09):**

Jerry Polus, Veterans Service Officer, explained that this position was recently reviewed and updated. He distributed "new activity reports" which demonstrate the performance activity of the position (attached). The Human Resource Department has developed a plan to upgrade

the position to a Benefits Clerk by 6/1/2011 which would allow the employee to work at a higher level. Funds are sufficient in the 2011 budget. Fiscal Impact totals \$49,912.29.

**Motion made by Supervisor Erickson, seconded by Supervisor Lund to approve.  
MOTION APPROVED UNANIMOUSLY**

**Motion made by Supervisor Lund, seconded by Supervisor Evans to modify the agenda and take #15 before #14.  
MOTION APPROVED UNANIMOUSLY**

**Closed Session:**

15. **Closed Session may be held pursuant to Wis. Stat. s. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (ADRC):**

**Motion made by Supervisor Evans, seconded by Supervisor Erickson to enter into Closed Session at 7:30 p.m. Roll Call: All Present (De Wane excused). Also Present: Luetscher, Mohr, Hinz, Andrews  
MOTION APPROVED UNANIMOUSLY**

*(Recording Secretary excused 7:35 p.m.)*

**Motion made by Supervisor Lund seconded by Supervisor Erickson to return to regular order of business at 8:15 p.m. Roll Call: All Present (De Wane excused). Also Present: Luetscher, Mohr, Hinz, Andrews  
MOTION APPROVED UNANIMOUSLY**

**Resolutions/Ordinances:**

14. **Resolution re: To authorize Aging & Disability Resource Center to Purchase Commercial Building at 331 South Adams Street, Green Bay, WI:**

**Motion made by Lund, seconded by Supervisor Zima to refer to Corporation Counsel to review the legal status of ADRC and its legal authority in relation to the County Board. MOTION APPROVED UNANIMOUSLY**

**Other:**

16. **Such Other Matters as Authorized by Law:**  
- A Special Executive Committee Meeting will be held before the February 16<sup>th</sup> County Board meeting in order to approve a Resolution regarding Brown County's support of Governor Walker's recommendation related to contributions to the State Retirement Fund (#8a)

**March Agenda:**

- Legal Bills – specifically those of Michael Best
- Spring Bonding (County Executive's Report - #6)

**Motion made by Supervisor Lund, seconded by Supervisor Erickson to adjourn at 8:30 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

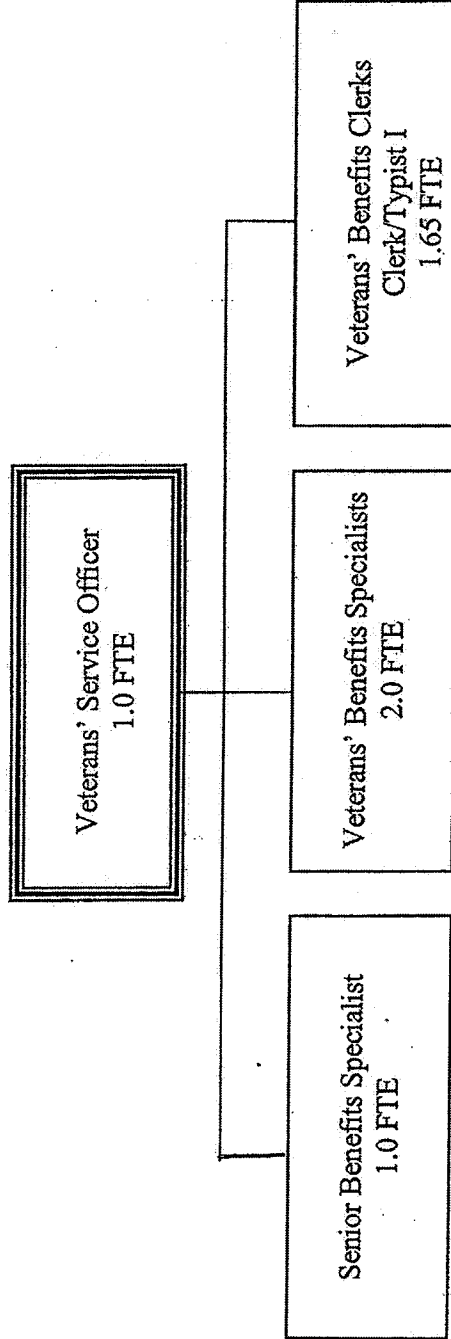
Rae G. Knippel  
Recording Secretary

#6

Department	Annual Cost	Proposed Bonding	Total Other
<b>Administration - County Clerk</b>			
1 Election Tabulation Equipment	600,000	600,000	
<b>Facility and Park Management</b>			
2 Courthouse Building Automation System/ HVAC Equipment Upgrades	160,120	120,000	40,120
<b>Highway</b>			
3 CTH AAA (Oneida St) Reconstruction	3,000,000	3,000,000	1,500,000
4 CTH KB (Wisconsin Avenue-Main St) Reconstruction	1,874,000	325,000	1,624,000
5 CTH H (South Broadway St) Bridge Replacement	775,000	85,000	690,000
6 CTH X (CTH PP to STH 57) Reconstruction	1,400,000	700,000	700,000
7 CTH T (Caledonia Drive to STH 57) Recondition	1,300,000	1,300,000	
8 CTH D (CTH Z to STH 96) Recondition	1,010,000	1,010,000	
9 CTH MM (CTH G to Shadow Lane) Recondition	760,000	760,000	
10 CTH D (CTH Z to Plum Creek) Recondition	460,000	460,000	
11 CTH DD (Van Dyke Rd - STH 96) Recondition	350,000	350,000	
Sub-Total	10,929,000	7,990,000	4,514,000
<b>Human Services</b>			
12 Financial/Human Services Management System - Electronic Medical Records (EMR)	1,850,000	1,850,000	
<b>Public Safety</b>			
13 Interoperable Two-Way Radio System - Phase II	5,000,000	5,000,000	
<b>TOTALS</b>	<b>18,539,120</b>	<b>15,560,000</b>	<b>4,554,120</b>

**CURRENT**

**BROWN COUNTY VETERANS SERVICE OFFICE**



(B)

**PROPOSED**

**BROWN COUNTY VETERANS SERVICE OFFICE**

