

**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, March 8, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Pat Evans, Bernie Erickson, Tom Lund, Andy Nicholson, Mary Scray, John VanderLeest, Guy Zima  
**Also Present:** Tom Hinz, Jayme Sellen, Fred Mohr, Debbie Klarkowski, Don VanderKelen, Bob Heimann, Terry Watermolen, Lynn Stainbrook  
Supervisor Pat Moynihan

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I. **Call Meeting to Order:**

The meeting was called to order Chair Mary Scray at 6:04 p.m.

II. **Approve/Modify Agenda:**

**Motion made by Supervisor Lund and seconded by Supervisor Zima to approve the agenda. MOTION APPROVED UNANIMOUSLY**

III. **Approve/Modify Minutes of February 8, 2010:**

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to approve the minutes. MOTION APPROVED UNANIMOUSLY**

**Comments from the Public/Such Other Matters as Authorized by Law:**

**Communications:**

1. **Communication from Supervisor Fewell and Supervisor Clancy: Requesting an April 6, 2010 Advisory Referendum on purchasing the S&L Auto Dealership Building for the Sheriff's Department and additional space for the Highway Department. (Referred from February County Board):**

On behalf of Supervisor Fewell who could not attend the meeting, Supervisor Erickson requested this item be held for 30 days. Supervisor Lund, however, asked that the item be received as there is not enough time to have an advisory referendum on the April 6 voter's ballot. Chair Scray indicated she would include it on the April agenda for comments by Supervisor Fewell.

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

*(Supervisor Nicholson arrived 6:07 p.m.)*

2. **Communication from Supervisor Johnson re: Request for two representatives on the Brown County Transportation Coordinating Committee: (Referred from February County Board):**

Jayme Sellen explained that this appointment will be made by the County Executive.

**Motion made by Supervisor Zima and seconded by Supervisor Evans to refer to the County Executive's office.  
MOTION APPROVED UNANIMOUSLY**

*(Supervisor VanderLeest arrived 6:09 p.m.)*

**Legal Bills:**

3. **Review and Possible Action on Legal Bills to be paid:**  
Supervisor Zima pointed out that the present format which crosses off numbers is confusing. A request was made to change the format in the future so that there is better clarity.

**Motion made by Supervisor Zima and seconded by Supervisor Lund to approve payment of legal bills with a request that a different reporting format be developed. MOTION APPROVED UNANIMOUSLY**

**Reports:**

4. **Internal Auditor Report:**  
No Report
5. **County Executive Report:**  
No Report
6. **Labor Negotiator Report:**  
Report in Closed Session
7. **Board Attorney Report:**
  - a. **Report on Stadium Tax:**  
Attorney Fred Mohr explained that statutes provide for the present .5% stadium tax to end at the time that one of two things happen. The first is that under the unset law 28 years pass, with the second being that the Stadium Board makes a certification to the Department of Revenue that the bonds have been paid and the maintenance fund is fully funded. Mohr explained that the original amount in the maintenance fund was \$3.4 million, increasing by 3% per year for employee salaries, and 2% for other expenses. The prediction is that the tax for bonding and funding the maintenance fund will end in approximately four years.

If there is any interest in extending the sales tax, Mohr stated it cannot be adopted or implemented until the city tax is done, however, an ordinance would enact an extension. Supervisor VanderLeest indicated for the record he would not support an extension of the tax.

Discussion of how the money in the maintenance fund is spent resulted in Supervisor Zima directing Attorney Mohr to review six months of bills and report back to committee.

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer to the Brown County Board of Supervisors.  
MOTION APPROVED UNANIMOUSLY**

b. **Discussion and Possible Action re: County Meal Reimbursement  
(Referred back to Committee as per February County Board):**

This item was referred back to committee by the County Board. Supervisor Lund indicated that the committee had set meal reimbursement/contribution for County employees at \$8 for breakfast, \$10 for lunch, and \$15 for dinner, not to exceed \$33/day. Supervisor Zima, however, noted that some supervisors were of the opinion that if the employee did not spend the \$10 for lunch, it could go toward the evening meal. The consensus of the committee was to keep the standards that were set, noting that receipts are required for reimbursement.

**Motion made by Supervisor Lund and seconded by Supervisor Zima that meal reimbursement for County employees be set at \$8 for breakfast, \$10 for lunch, and \$15 for dinner, not to exceed \$33/day and that receipts be provided. MOTION APPROVED UNANIMOUSLY**

c. **Discussion regarding Modification to Section 2.03 (3)(e)  
(Referred from January meeting):**

This item, originally from Supervisor Julie Knier, relates to Section 2.03(3)(e) of the ordinance which requires any consulting or attorney contracts to come before committee and the Board before approval. Supervisor Knier expressed concern that in an emergency situation this might not be possible. Attorney Mohr indicated there are emergency procedures in place and anything beyond that would be a rare occurrence.

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

**Standing Item:**

8. **Review Brown County requirements of ID when applying for any Social Services from the County:**

Chair Scray indicated that this is an ongoing process. Meetings have been held and another scheduled. She will continue to keep the item on the agenda.

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer to April meeting. MOTION APPROVED UNANIMOUSLY**

**Other:**

**9. Discussion re: Agenda deadlines and Possible Action if items not received on time:**

The County Board office has expressed issues with response from department heads and others regarding receipt of agenda items in a timely fashion. Supervisor Moynihan suggested that the Chairman of the committee sign the agenda so that he is aware of everything on it ahead of time. Further discussion resulted in the recommendation that a uniform format be set for all committee chairs. Erickson indicated he approves his committee agenda with the Board Secretary by phone and has not encountered any problems. Because of new committee setup after the April election, it was suggested that further discussion be held until after May.

**Motion made by Supervisor VanderLeest and seconded by Supervisor Evans to hold discussion until after the May meeting because of April election and the appointment of a new committee.**

**MOTION APPROVED UNANIMOUSLY**

**Request to Fill Positions:**

**Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to suspend the rules and approve 10, 11, and 11a together.**

**Request by Supervisor Zima for "Privilege" and a request to consider each separately.**

**10. Request to Fill Vacancy: Account Clerk I/Budget Counselor – Human Services:**

Debbie Klarkowski explained that as of 2/16/2010 the full-time Account Clerk I Budget Counselor position was moved to Long Term Disability status. Based on the 1901 MHC contract, the position can be filled when a team member moves into this status. In order to maintain quality and needed services for the 125 consumers on the case load, Klarkowski stated it is critical to fill the position. At this time there are approximately 20 consumers on a waiting list.

**Motion made by Supervisor VanderLeest and seconded by Supervisor Evans to approve. MOTION APPROVED UNANIMOUSLY**

**11. Request to Fill Vacancy: Purchasing Manager – Administration:**

Because of the resignation of Kurt Hogarty effective 2/19/2010, Ms. Klarkowski stated it is critical to fill the Purchasing Manager position to meet County needs. She highlighted the duties of the position, specifically RFP's issued or in progress, County assignments to save money and streamline operations, system implementation etc.

**Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY**

11a. **Notice to Fill Facilities Manager at the Library:**

Library Director, Lynn Stainbrook, explained that the Library has been without a Facilities Manager since October of 2009. The Maintenance Mechanic has been operating in an interim capacity, attempting to do both his job and the manager's as well. She added that as the Library moves forward with various projects, a staff member with expertise and resources is needed. The Library Board has reviewed the position and its relationship to the hiring freeze and has approved filling the position. (Information attached)

**Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY**

Supervisor Lund expressed frustration with these requests because of a supposed County hiring freeze. Chairman Scray noted that the requests do fit the policy that the Board set for the hiring freeze, i.e., that requests first go through HR for review to determine need, then on to committee. Lund asked for a monthly report of frozen positions. County Executive Hinz explained that the procedures that are in place require department heads and managers to provide justification which has actually improved the process.

**Resolutions to Consider:**

12. **Oppose Legislation Allowing Counties to Prohibit Name Searches to the General Public:**

Ms. Sellen explained that this legislation has no impact on Brown County as the County already prohibits name searches to the general public.

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

13. **Oppose Legislation Requiring Custody Study Reports Prior to Hearing:**  
County Executive Assistant, Jayme Sellen, stated it appears this bill has not yet been introduced.

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

**Resolutions/Ordinances:**

14. **Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal". *Motion at Public Safety: To hold until next month:***

It was confirmed that the document included in packet material is the most current.

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

15. **Resolution re: Change in Table of Organization department of Administration/Information Services re: Programmer/Analyst II:**

This resolution will change the Table of Organization as it relates to the Programmer/Analyst II position presently in the Department of Administration, moving it under the Department of Information Services

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

16. **Resolution re: The Reclassification of the Director of Public Safety Communications Position:**

After a review of other comparable public safety centers, a recommendation was made that the salary range for the position of Director of Public Safety Communications be reclassified to Pay Grade 28, with a salary range of \$78,899 to \$93,978.

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

**Closed Session:**

17. **A closed session under Sec 19.85 (1)(e), Wis. Stats., to deliberate bargaining strategies regarding represented County employees:**

**Motion made by Supervisor Erickson and seconded by Supervisor Lund to enter into closed session. Roll Call: All Present MOTION APPROVED UNANIMOUSLY**

*(Recording Secretary excused 7:20 p.m.)*

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to return to regular order of business. Roll Call: Ayes: 6 (Scray, Zima, Lund, Vander Leest, Erickson, Evans); Nay: 1 (Nicholson). MOTION APPROVED**

**Other:**

18. **Such Other Matters as Authorized by Law:**

**Motion made by Supervisor Erickson and seconded by Supervisor Nicholson to adjourn at 8:05 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary

## Library Facilities Manager

The Library has been without a Facilities Manager since October 30, 2009. The Library's Maintenance Mechanic has been operating as an Interim Manager, attempting to do both his job and the manager's job at the same time. Obviously, some required work is being backlogged and the backlog will continue to grow.

As the Library moves forward

- with implementation of Energy Conservation Methods recommended through a recent energy audit,
- with review and resolution of issues raised with engineering assessments on five of the Library buildings,
- and works with an architect on a pre-design and cost analysis,

we need to have a staff member with the expertise and resources dedicated to the completion of these projects.

In November, the Library, Human Resources and County Facilities reviewed the possibility of the nine Library buildings being managed by the County Facilities department. It was determined that this would be a more expensive alternative than the Library continuing to have its own Library Facilities Manager and department.

The Library Board reviewed the position in relationship to the hiring freeze and deemed it essential and approved filling this position at its February 18, 2010 meeting.

