

## 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, June 7, 2010 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, Don Vanderkelen, Sara Perrizo, Debbie Klarkowski, Shelly Nackers, Bill Bosiacki, Sunny Archambault, Rebecca Lindner, Julie Duquaine, Chuck Larscheid. Supervisors Andrews, Tumpach. Other Interested Parties, News Media.

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I. **Call Meeting to Order:**

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

II. **Approve/Modify Agenda:**

**Motion made by Supervisor Lund and seconded by Supervisor Erickson to move item #9 after item #16. MOTION APPROVED UNANIMOUSLY**

III. **Approve/Modify Minutes of May 10, 2010:**

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

1. **Communication from Supervisor Lund – Look at the idea of establishing an ad hoc committee to examine possible sites for the Sheriff's department.**

Supervisor Lund stated that he had spoken with a couple real estate agents and they had stated that there were a lot of dilapidated or underused properties on the west side of Green Bay that could be potential sites for the Sheriff's department. He felt that there are a lot of experts in the field that would give up their time for a short while to investigate and give the county more leads on properties that are available. Lund would like to see the Sheriff's department stay close to Green Bay and possibly near the highway. He suggested putting a notice in the paper looking for people who are interested such as realtors, private party, developers, etc. He thought that they could receive grants to remove old buildings and bring the property up to a better value which would help the properties around it.

Scray responded that she agreed with Lund's idea of looking at other properties and noted that she had spoken to Brown County's Buyer's Agent Joe VanDeurzen. He had explained to her that he had been looking at other properties as well. This issue had also been brought up at the Facility Master Plan Sub-Committee.

Supervisor Evans suggested amending the motion to forward the request to look at other outlined properties to Mr. VanDeurzen as well.

Supervisor Andrews asked Attorney Mohr that if they moved forward, would it be in any way a conflict with the buyer's agreement in which Mohr replied, no. Lund interjected that people are willing to give information to help out the county without having to negotiate things on this.

**Motion made by Supervisor Erickson and seconded by Supervisor Lund to forward**

**this to the Facility Master Plan Sub-Committee and Brown County Buyer's Agent Joe VanDeurzen with the recommendation that they look at other outlined properties. MOTION APPROVED UNANIMOUSLY**

*Supervisor Zima arrived at 6:37 p.m.*

**2. Communication from Supervisor Fewell – Request to hire a Human Resources Director.**

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

Supervisor Zima suggested that out of respect for Supervisor Fewell, to hold this communication for one month. Lund felt that if Fewell did not contact Chair Scray to let her know that he was unable to attend Fewell could come forward with another communication. He noted that it had been addressed that if someone puts in a communication, they should be attending the meetings. Zima explained that Fewell had come forward to the Administration committee and made comments that he felt needed to be addressed. Attorney Mohr informed that he had done some preparation on this issue but after further discussions the committee decided it was important for Fewell to be available and to hold for one month.

Chair Scray stated that she could follow up with Fewell and if he would like this brought forward they could bring it back but if not this could be included in Attorney Mohr's report next month.

**Motion made by Supervisor Zima and seconded by Supervisor Evans to hold for one month. MOTION APPROVED UNANIMOUSLY**

**3. Communication from Supervisor Scray re: With fears of revenue from State and Federal sources being cut, I am asking each Department Head to decide ahead of time where they could cut another 10%, if needed, while doing their budget process. This may include mandated services that department heads feel are not beneficial to County and the penalties are not severe.**

Chair Scray stated that she was working with Executive Hinz on this but at this point she is asking that all department heads come to their standing committees two months prior to budget with a list of items in an order of what they would have to cut if there were shortfalls coming from the state and/or federal government up to 10%. This can include mandated services but the penalties, if they are not being performed, must be included. Scray stated that she had been working with Attorney Mohr on finding information regarding penalties but felt that department heads should know best within their departments on what they are. Scray would like penalty information passed on to Corporation Counsel.

Zima felt that this communication was to attempt to do a preemptive strike in a sense of looking at priorities long before the budget comes, in case the county is turned down in revenues. He felt the economy is not improving and the recession doesn't seem to be over. Zima felt this information could be provided as soon as August. This is to get a discussion going because the Boards priorities might not be the same as the department heads priorities. Zima felt that Corporation Counsel should be the ones to look at mandates, penalties, legal obligations, etc, not Attorney Mohr. He wanted it understood that they were talking about 10% reduction in levy costs. From a policy point of view, he is not asking to cut 10%, just asking departments what they would cut if they had to.

Evans stated that he would support the motion but the word "cut" makes him nervous. What he would like to see, which he will ask on the Human Services side, is a list of priorities. What Evans looks at at budget time are the services items that are provided for the people of Brown County and what are the department's priorities, needs, wants, etc. This would allow for the Board to make an appropriate budget decision. He didn't feel it was a difficult task, he appreciates that the County Executive puts together the budget but he sees this exercise as the County Board are the ones that establish the budget. The Board determines where the funds are going to be appropriated.

Andrews would like a history of what had been done in the past. A better understanding of what had been cut and how the departments are doing after the fact.

**Motion made by Supervisor Scray and seconded by Supervisor Zima to ask that all department heads come to their standing committees prior to the August County Board with a list of items in an order of what they would cut if there were shortfalls coming from the State and/or Federal Government up to 10%. MOTION APPROVED UNANIMOUSLY**

**Appointments by Executive Committee**

**4. Request for Members for the Legislative Sub Committee for 2010-2012 Session.**

Scray stated she was looking for Supervisors to contact her if they want to be appointed to the committee. Supervisors Fleck and Erickson were currently on. Supervisor Andrews stated that she would like to be included.

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

**Legal Bills**

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

**Motion made by Supervisor Zima and seconded by Supervisor Brunette to approve. Vote taken.**

**Ayes: 5 (Scray, Brunette, Erickson, Lund, Zima);**

**Abstain: 1 (Evans);**

**Absent: 1 (DeWane). MOTION APPROVED**

**Reports**

**6. County Executive Report.**

**a. Budget Status Financial Report for April 2010.**

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

**7. Internal Auditor Report.**

**a. Budget Status Financial Report for April 2010.**

Scray requested to have Internal Auditor Sara Perrizo get a list of benefits received from the Wisconsin Counties Association and have it included in her report next month.

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

**b. Human Services Audit Committee Update.**

Perrizo informed that she was asked to be a part of an internal audit committee in the Human Services department to handle recommendations they received from a preliminary audit in December. She is meeting with them biweekly and feels that by asking her she felt they were being proactive vs. reactive which is pleasing. Perrizo stated she will give an update monthly.

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

**c. Update on Human Resources Audit.**

Perrizo stated she is meeting monthly with staff and she periodically receives updated procedures from them. Instead of Perrizo going back with a major audit report with recommendations, she is keeping track of the changes they are making based on her recommendations. It is a little in reverse from how it is normally handled because of the magnitude of it.

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

**d. Other.**

Zima questioned if everything was good at the golf course, Perrizo responded that it was but she will follow up and report back next month. Supervisor Brunette reported that at the last Education and Recreation Committee meeting it was reported that the Steakhouse totals were right on and reported pretty consistent.

**#7e External Audit Contract Proposed Fees for 2010-2011**

Discussions ensued with regards to other firms and/or asking the current firm to work with a different lead auditor. Perrizo stated that she would be willing to go out for an RFP but typically for the first year with a new firm the costs are more because they have start up fees. Schenck knows the Counties books and she felt that there were always learning curves when dealing with a new firm. Perrizo felt these were reasonable prices and didn't know if they would get anyone lower.

**Motion made by Supervisor Zima and seconded by Supervisor Evans to refer back to Internal Auditor to negotiate the \$0 increase for 2010 and a \$1,000 increase in 2011. MOTION APPROVED UNANIMOUSLY**

**8. Labor Negotiator Report.**

Labor Negotiator Don Vanderkelen stated that his report in public session is that they are following the guidelines that were established for negotiations and maintaining a good faith of bargaining that the law requires.

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

*Although shown in proper format here, item #9 was taken after item #16.*

**9. Board Attorney Report.**

- a. **A closed session pursuant to sec. 19.85(1)(9e), Wis. Stats., regarding labor negotiations with represented County employees which require a closed**

*session for competitive or bargaining reasons.*

***Motion made by Supervisor Lund and seconded by Supervisor Erickson to enter into closed session. Vote taken. Roll Call: Lund, Erickson, Scray, Zima, De Wane, Evans, Brunette. MOTION APPROVED UNANIMOUSLY***

*The committee entered into closed session at 7:45 p.m.*

***Motion made by Supervisor Lund and seconded by Supervisor Erickson to return to regular order of business. Vote taken. Roll Call: Lund, Erickson, Scray, Zima, De Wane, Evans, Brunette. MOTION APPROVED UNANIMOUSLY***

*No action was taken once the committee came out of closed session.*

*The committee adjourned at this time.*

b. **Status Report on State-mandated Services.** *No discussion held.*

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

c. **Discussion and Approval or Amendment to the 2008 Service Agreement between Oneida Tribe of Indians of Wisconsin and Brown County.**

Board Attorney Fred Mohr briefly explained the two changes in the agreement that Assistant Corporation Counsel Rebecca Lindner worked directly on. The first change would be how Brown County is paid when moving land into trust. Under build agreement it was prorated. They agreed to pay for the full year regardless. It's a benefit to the county because it generates more revenue. The second change was a tweak in the language on services that they are going to provide such as zoning. Oneida will have their own zoning laws but they have to be more restricted than the county laws and they will do their own enforcing which will be reported back to the county. This will also reduce the manpower the county needs to monitor. It's similar to when they took over their own child support enforcement; it took the work burden off our department when they assumed the work themselves and freed up time for our staff to work on other cases. In both instances, it results in added revenue to the county or a savings in costs.

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

**Request to Fill Positions**

10. **Request to Fill Vacancy: Economic Support Specialist – Human Services.**

Supervisor Scray had questions about the Economic Support Specialist being almost fully funded by State Income Maintenance and Child Care Funding. Klarkowski replied that the position has already been budgeted for and if any of the salary is offset by state or federal funding the position would not be included in a fiscal impact calculation.

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

11. **MDS RN – CTC.**

Klarkowski stated that they were supporting the filling of the MDS RN position to keep the CTC in regulatory compliance. Evans questioned whether this was a vacant position. Klarkowski answered that it had been filled on an interim basis; however, the individual

that had held it had accepted another position. Evans then inquired as to whether there is currently a vacant RN position. Klarkowski answered that no, there was not, and that if there had been, it would have been a 24/7 position and would have been automatically approved.

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

12. **Secretary III – Planning.**

Supervisor Scray questioned whether this position is almost entirely funded using non-levy dollars. Klarkowski verified that yes, it is.

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

**Other**

13. **Discussion and possible action re: “Comments from the public regarding agenda items only” on the full County Board agenda.**

Supervisor Zima stated that while he feels the intention in having a time for the public to comment on agenda items is honorable, it has been misused. He suggested that the more appropriate time for comment would be while the agenda item is being discussed by the board. Zima felt that having a separate time set aside for this purpose would only create duplication of statements.

Supervisor Erickson stated that he agreed with Zima's thoughts on this matter. He added that the public is always welcome to speak and that the Planning, Development and Transportation Committee meetings this particular agenda item is never included. However, members of the public are always encouraged to speak as the topics come around. Erickson suggested that there be an area set aside at meetings with a form that could be filled out that would include the person's name, address, and the agenda item they wish to comment on; this could then be used by the board to recognize those wishing to speak at the appropriate time.

Supervisor Lund voiced concerns that the public may interpret the County Board removing this item from the agenda as the board not wanting anyone to speak at the meetings. Zima commented that this issue could be left up to the chairs of Executive Committee and they should do what they think is best. He also added that he did not mean to make a pointed political item out of this issue. Lund agreed that he also would not want that to happen.

Board Attorney Mohr then pointed out that the ordinance does not state that time for the public to speak must be provided. He added that this must have been something the Board added to the agenda on their own.

Supervisor Evans commented that for the Human Services Committee meetings, this item is not always included. He went on to say that when a topic of public interest, such as the wind turbines, is included on a meeting agenda a point is made to include a time for public comment as another agenda item. Evans stated that would support the idea of removing this agenda item, as the public is free to speak while the agenda item that is of interest to them is being discussed by the board.

Supervisor Zima suggested making a motion that instead of a specific agenda item setting aside time for public comment that the board agree to open the floor to interested

parties when appropriate. Lund interjected that instead of the agenda item, a notice could be listed in the meeting notes that the public is free to comment on agenda items as they come up. Zima agreed and stated that instead of the agenda item, the floor will be open as it is requested by members of the public wishing to speak. This will be noted at the end of the agendas.

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

**Resolution, Ordinances**

**14. Resolution re: Change in Table of Organization Aging & Disability Resource Center.**

Supervisor Scray referenced the packet material and stated that an I & A Specialist would capture Medical Assistance revenues of approximately \$65,000 when counseling clients along with grant funds to support the funding of this position. Klarkowski confirmed that the cost of the position would be completely offset by the Medical Assistance revenue. Scray questioned the additional \$6,776 cost if this change were to take place. Klarkowski answered that the Medical Assistance Revenue was not included in the fiscal impact calculations, but would cover the additional cost. Lund questioned if this position would then have zero impact. Klarkowski answered that technically the, I & A Specialist position would be \$6,776 more than the Benefits Assistant position that would be deleted from the ADRC's table of organization; however, this additional cost would be offset by the revenues the Specialist position would capture. Lund then asked if the Specialist position was required in order to earn to Medical Assistance revenues. Klarkowski said that as she understood it, yes.

Supervisor Zima questioned if the I & A Specialist position could be an Administrative position, or if it must be under ADRC. Klarkowski answered that the position must be part of the ADRC in order to collect the Medical Assistance revenue. Zima questioned the increase in salary, Klarkowski stated that this position will allow more flexibility and will assume a broader level of duties than the original position on the table of organization. Also noted in the packet material, Sunny Archambault, ADRC Director informed that this position required a four year degree verses the two year in order to perform Functional Screens.

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

**15. Resolution re: Change in Table of Organization Corporation Counsel.**

Klarkowski referred to the packet material and gave a brief summary regarding this item.

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

*Supervisor De Wane arrived at 7:41 p.m.*

**16. Resolution re: Change in Table of Organization Port and Solid Waste.**

Erickson noted that this item was approved at the last Planning, Development & Transportation committee meeting but at the current rate, with no increases, so the fiscal impact was zero.

**Motion made by Supervisor Erickson and seconded by Supervisor Brunette to approve at the current rate with a fiscal impact of zero. MOTION APPROVED UNANIMOUSLY**

*Item #9 was taken at this time.*

**Other**

17. **Such other matters as authorized by law.**

**Motion made by Supervisor Zima and seconded by Brunette to adjourn at 8:25 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary





**Schenck**  
Business Solutions  
BETTER PEOPLE. BETTER RESULTS.

May 3, 2010

Brown County Board of Supervisors  
c/o Ms. Cheryl Corbelle, Purchasing Manager  
Brown County  
Northern Building  
305 E. Walnut St., Room 580  
Green Bay, WI 54301

Dear Ms. Corbelle:

In accordance with our discussions, set forth below are proposed fees for a two-year extension of our auditing services contract. This extension will extend to Brown County and Schenck SC the same conditions and requirements included in our original proposal for audit services.

**Proposed Fees for Auditing Services**

Audit of Fund Financial Statements and Supplemental Information; including opinion on the County's state financial report.

Audit Year 2010	Audit Year 2011
\$79,300	\$80,900

If our proposal is accepted, Schenck SC would submit annual engagement letters to the County to detail the scope of the audit and to outline the responsibilities of each party.

We sincerely appreciate the opportunity to continue our relationship with the County. We currently provide auditing services to over 250 Wisconsin municipalities. Because of our experience and extensive background with County government, we believe the auditing services we deliver to our municipal clients provide benefits that exceed those provided by other CPA firms.

If you have any questions or desire any additional information, please don't hesitate to contact us.

Sincerely,

David L. Maccoux, CPA

The above proposed fees are accepted to extend the auditing services contract to the 2010 and 2011 audits.

BROWN COUNTY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



(7e)

	Parcel No.	Address	Value
	HB-829-16	Belmar Road	60,800
	HB-841	3200 Blk Jonas Circle	80,000
	HB-844	3260 S Pine Tree Road	181,000
	HB-844-1	*3270 S Pine Tree Road	
	HB-854	900 Blk W Mason Street	112,400
	HB-861	*3175 Jonas Circle	
	HB-87	600 Blk Florist Drive	206,200
	HB-97	*525 Airport Drive	
	HB-977	4314 Hillcrest Drive	180,000
	HB-99	559 Airport Drive	286,400
<b>VILLAGE OF HOBART TOTAL</b>			<b>\$ 21,483,581</b>

	Parcel No.	Address	Value
Township of Pittsfield	PI-574	5939 STH 29	5,220,000
	PI-580	STH 29	20,900
	PI-580-1	STH 29	2,300
<b>TOWNSHIP OF PITTSFIELD TOTAL</b>			<b>\$ 5,243,200</b>

	Parcel No.	Address	Value
Village of Ashwaubenon	VA-14	2100 Airport Drive	34,607,400
	VA-16	2020 Airport Drive	81,784,900
	VA-228-14-H-4	1724 View Lane	124,000
	VA-30	*2632 Packerland Drive	
	VA-35-33	Cypress Road	85,600
	VA-35-34	E Adam Drive	280,538
	VA-35-35	E Adam Drive	4,066,000
	VA-35-36	E Adam Drive	365,600
	VA-35-37	E Adam Drive	111,588
	VA-35-38	E Adam Drive	139,950
	VA-35-39	E Adam Drive	42,925
	VA-35-40	Cypress Road	14,125
	VA-35-41	Short Road	211,313
	VA-35-45	Glory Road	4,189,655
	VA-35-46	Cypress Road	177,625
	VA-35-47	Cypress Road	68,000
	VA-35-49	Short Road	176,300
	VA-35-50	Short Road	80,050
	VA-35-51	E Adam Drive	102,338
	VA-35-52	E Adam Drive	31,450
<b>VILLAGE OF ASHWAUBENON TOTAL</b>			<b>\$ 126,659,357</b>

### Brown County Totals

City of Green Bay	11,886,391
Village of Hobart	21,483,581
Township of Pittsfield	5,243,200
Village of Ashwaubenon	126,659,357
<b>TOTAL</b>	<b>\$ 165,272,529</b>

\*Government Property