

**PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS**  
**DECEMBER 18, 2013**

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, December 18, 2013, at 6:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 6:00 p.m.

Invocation.

Pledge of Allegiance to the Flag.

Present: Sieber, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Robinson, Clancy, Campbell, Moynihan, Steffen, Carpenter, Lund

Excused: Vander Leest

Supervisor Nicholson arrived at 6:08 pm.

Supervisor Fewell arrived at 6:15 p.m.

Supervisor Buckley arrived at 6:24 p.m.

Supervisor De Wane arrived at 6:40 p.m.

Supervisor Jamir arrived at 6:42 p.m.

Total Present: 25                      Total Excused: 1

**No. 1 -- ADOPTION OF AGENDA**

A motion was made by Supervisor Kaster and seconded by Supervisor Katers **“to adopt the agenda as amended by removing Resolution #10a from the agenda.”** Voice vote taken. Motion carried unanimously with no abstentions.

**No. 2 -- COMMENTS FROM THE PUBLIC: NONE**

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board’s role is to listen and not discuss comments nor take action of those comments at this meeting.

**No. 3 -- APPROVAL OF MINUTES OF NOVEMBER 6, 2013.**

A motion was made by Supervisor Nicholson and seconded by Supervisor Hoyer **“to approve the minutes of the November 6, 2013 meeting”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.**

Supervisor Sieber announced that Blanketing in Brown County for United Way will take place from January 7<sup>th</sup> thru January 28<sup>th</sup> and encourages all to donate slightly used or new blankets for the needy in Brown County.

Supervisor Hopp wished everyone a Merry Christmas and wanted to remind all that the 2014 Winter Blast sponsored by Syble Hopp will be held February 7<sup>th</sup> at Riverside Ballroom and invited all to help support Syble Hopp School. The money is used to fund their extracurricular activities. For tickets you can contact Syble Hopp School or Riverside Ballroom.

Supervisor Evans wished everyone a Merry Christmas and announced the groundbreaking took place on December 5<sup>th</sup> for the KI Expansion Project. Mr. Evans wished to thank Executive Streckenbach, Dick Resch and the County Board for their support in making the expansion possible.

Supervisor Erickson thanked everyone who brought food for the Salvation Army and announced that anyone who wanted to make a monetary donation should see him. Mr. Erickson wished everyone a Merry Christmas and a Happy New Year.

**No. 5 -- COMMUNICATIONS. NONE**

**Late Communications:**

**5a. FROM VICE CHAIR LUND RE: TO SEE IF IT WOULD BE POSSIBLE TO LOWER THE SPECIAL TAXES FOR BROWN COUNTY RESIDENTS WHEN THEY RENT A CAR IN BROWN COUNTY.**

Refer to Planning, Development and Transportation Committee.

**5b. FROM VICE CHAIR LUND RE: SUPPORT COLLABORATIVE EFFORT TO INCREASE PARKING AT THE BROWN COUNTY BOAT LAUNCH IN SUAMICO AND TO DREDGE THE MOUTH OF THE SUAMICO RIVER FROM FUNDING FROM THE STATE OF WISCONSIN AND LOCAL RESOURCES.**

Refer to Education and Recreation Committee.

**5c. FROM SUPERVISOR ROBINSON RE: THAT A REPORT ON THE RESULTS OF THE COUNTY BOARD LISTENING SESSIONS BE GIVEN AT THE JANUARY EXECUTIVE COMMITTEE MEETING AND THAT A DISCUSSION ALSO TAKE PLACE ON PRIORITIES FOR FUTURE COUNTY ACTION BASED ON THOSE RESULTS AT THE SAME MEETING.**

Refer to Executive Committee.

**No. 6 -- APPOINTMENTS.**

**No. 6a -- APPOINTMENT OF LORI RASMUSSEN AND CORRIE CAMPBELL AND REAPPOINTMENT OF BARBARA ROBINSON, PAT HICKEY, LISA VAN DONSEL AND MARVIN RUCKER TO THE AGING & DISABILITY RESOURCE CENTER**

A motion was made by Supervisor Nicholson and seconded by Supervisor La Violette “**to approve the above appointments**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 6b -- REAPPOINTMENT OF TOM MEINZ TO THE GREEN BAY METROPOLITAN SEWERAGE DISTRICT BOARD**

A motion was made by Supervisor Steffen and seconded by Supervisor Nicholson “**to approve the above appointment**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 6c -- REAPPOINTMENT OF BERNIE ERICKSON, BRYAN HYSKA AND JOHN HANITZ TO THE HARBOR COMMISSION**

A motion was made by Supervisor Dantine and seconded by Supervisor Sieber “**to approve the above appointments**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 6d -- REAPPOINTMENT OF KEVIN KUEHN TO THE MUSEUM BOARD OF DIRECTORS**

A motion was made by Supervisor La Violette and seconded by Supervisor Hoyer “**to approve the above appointment**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 7a -- REPORT BY COUNTY EXECUTIVE.**

County Executive Streckenbach announced Doug Hartman, Park Manager, will be retiring at the end of the year. Mr. Streckenbach wished Mr. Hartman all the best and thanked him for his years of service and dedication to the Brown County Parks.

Executive Streckenbach talked about the KI Expansion Project and stated the County Board should be proud of their support of this project. The expansion of the KI Center will have a positive economic impact on Brown County in the future.

County Executive Streckenbach stated that he, Jennifer Hoffman, Sheriff Gossage, and District Attorney Lasee testified before Committee on a Bill authored by Representatives Jacques and Weininger regarding Counties receiving incentives to investigate against fraud in their Counties.

Executive Streckenbach announced the razing of the Old Mental Health Center and how Supervisors Erickson and Sieber participated in the destruction of the building. Mr. Streckenbach stated now Brown County can move on in making the acreage a more profitable site.

County Executive Streckenbach wished everyone a very Merry Christmas and a Happy New Year.

**No. 7b -- REPORT BY BOARD CHAIRMAN.**

Chairman Moynihan apologized for not sending out Christmas Cards this year but wished everyone a very Blessed Christmas and a Happy New Year.

Mr. Moynihan invited the Supervisors to the C Street establishment after the meeting tonight, where refreshments would be served compliments of Chairman Moynihan and Vice Chairman Lund.

**No. 8 --        OTHER REPORTS.   None.**

**No. 9 --        STANDING COMMITTEE REPORTS:**

**No. 9a --      REPORT OF ADMINISTRATION COMMITTEE OF DECEMBER 9, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on December 9, 2013 and recommends the following motions:

1.     Child Support - Budget Adjustment Request (13-116) Category 5: Increase in expenses with offsetting increase in revenue – SPSK grant. To approve.
2.     Dept of Admin/TS - Budget Adjustment Request (13-120) Category 5: Increase in expenses with offsetting increase in revenue – Suamico School District BC Network. To approve.
3.     Audit of bills. To approve.

A motion was made by Supervisor Steffen and seconded by Supervisor Nicholson “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9b --      REPORT OF EDUCATION & RECREATION COMMITTEE OF DECEMBER 5, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on December 5, 2013 and recommends the following:

1.     Review minutes of:
  - a.     Library Board (September 19, 2013). Receive and place on file.
2.     Report by Brown County Fair Association on 2013 Brown County Fair. Receive and place on file.
3.     Museum - Budget Status Financial Report for September and October, 2013. Receive and place on file.
4.     Neville Public Museum Attendance and Revenue for September and October, 2013. Receive and place on file.
5.     Neville Public Museum Attendance – 5 Year Span. Receive and place on file.
6.     Museum - Sales Report. Receive and place on file.
7.     Museum - November Director’s Report and December Interim Director’s Report. Receive and place on file.
8.     Library - Budget Status Financial Report for September and October, 2013. Receive and place on file.
9.     Library - Strategic Plan, 2013. Receive and place on file.
10.    Library - Director’s Report. Receive and place on file.
11.    Parks Budget Status Financial Report for October, 2013. Receive and place on file.

12. Park Mgmt - Discussion re: Formation of the Friends of Reforestation Camp Ski Trails. Receive and place on file.
13. Parks Division - Assistant Director's Report. Receive and place on file.
14. NEW Zoo Budget Status Financial Report for October, 2013. Receive and place on file.
15. Zoo - Budget Adjustment Request (13-107) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
16. Zoo - Budget Adjustment Request (13-121) Category 5 – Increase in expenses with offsetting increase in revenue. To approve.
17. Zoo - Operations Report for October, 2013.
  - i. Admissions, Revenue, Attendance Report.
  - ii. Gift Shop, Mayan Zoo Pass Revenue Report.Receive and place on file.
18. NEW Zoo Education & Volunteer Programs Report. Receive and place on file.
19. Zoo Animal Collection Report for November, 2013. Receive and place on file.
20. Zoo Activity/Director's Report. Receive and place on file.
21. Golf Course - Budget Status Financial for October, 2013. Receive and place on file.
22. Golf Course - Closed Session: Consideration of the negotiations and bargaining of the Golf Pro contract. Pursuant to Wis. Stat. §19.85(1)(e) for 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. *No closed session held.*
23. Golf Course - Closed Session: Consideration of the negotiations and bargaining of the Clubhouse Restaurant contract. Pursuant to Wis. Stat. §19.85(1)(e) for 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. *No closed session held.*
24. Golf Course - Open Session: Consideration and possible decision on the Golf Pro contract.
  - i. That if the contract were to end before the year was over the pro would have to return a prorated portion of the retainer to the County.
  - ii. To approve as amended.
25. Golf Course - Open Session: Consideration and possible decision on the Clubhouse restaurant contract. To approve.
26. Golf Course - Superintendent's Report. Receive and place on file.
27. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex. Receive and place on file.
28. Audit of bills. To pay the bills.

A motion was made by Supervisor Katers and seconded by Supervisor Van Dyck **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF DECEMBER 9, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on December 9, 2013 and recommends the following motions:

1. Communication from Supervisor Buckley re: Clean the desks in City/County Board meeting rooms. Receive and place on file.
2. Vacant Budgeted Positions - Administration – Accounts Supervisor - Vacated 1/3/14. *See Item 12.*
3. Vacant Budgeted Positions - Airport – Maintenance Mechanic - Vacated 11/16/13. *See Item 12.*
4. Vacant Budgeted Positions - Child Support – Child Support Specialist – Enforcement - Vacated 10/22/13. *See Item 12.*
5. Vacant Budgeted Positions - Clerk of Circuit Court – Court Coordinator - Vacated 1/3/14. *See Item 12.*
6. Vacant Budgeted Positions - CTC – Clerk II - Vacated 11/4/13. *See Item 12.*
7. Vacant Budgeted Positions - District Attorney – Legal Assistant I - Vacated 11/8/13. *See Item 12.*
8. Vacant Budgeted Positions - Health – Health Aide - Vacated – late December 2013 (depends on who is selected to fill Lab Technician vacancy). *See Item 12.*
9. Vacant Budgeted Positions - Health – Lab Technician - Vacated 12/2/13. *See Item 12.*
10. Vacant Budgeted Positions - Human Resources – Human Resources Analyst - Vacated 11/8/13. *See Item 12.*
11. Vacant Budgeted Positions - Human Services – Economic Support Specialist (x4) - Vacated 10/21/13, 11/1/13, 11/25/13 & 12/10/13. *See Item 12.*
12. Vacant Budgeted Positions - Human Services – Social Worker Supervisor - Vacated 11/25/13.
  - i. Suspend the rules to take Items 2-12 together. Approved 6-1.
  - ii. Approve Items 2-12. Approved 6-1.
13. Legal Bills - Review and Possible Action on Legal Bills to be paid. Pay the bills.
14. County Executive Report. *No report, no action taken.*
15. Internal Auditor Report.
  - a) Board of Supervisors Budget Status Financial Report for October, 2013. Receive and place on file.
  - b) Neville Public Museum of Brown County Monetary Receipts, Disbursements and Deposits Audit. To approve and go forward on recommendations.
16. Update on the Room Tax Stabilization Fund and Request by City for disbursement regarding the KI Expansion. Receive and place on file.
17. Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. To refer back to Human Services Committee. Approved 6-1. *See Resolutions, Ordinances December County Board.*
18. Resolution re: Change in Table of Organization Sheriff's Department Patrol Officer. To approve. *See Resolutions, Ordinances December County Board.*
19. Resolution re: Change in Table of Organization Clerk of Courts Deputy Clerk of Courts I. To approve. *See Resolutions, Ordinances December County Board.*
20. An Ordinance to Create Sections 2.03(4)(h) of the Brown County Code Entitled, "Meetings, Agendas". To approve. *See Resolutions, Ordinances December County Board.*

Closed Session:

21. \*\* Update, discussion on classification of correction officers.
22. \*\* Update, Discussion and possible action of Correction officers and bargaining.
23. Update, discussion and possible action on bargaining with Highway and Airport Labor Unions.
24. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract.

25. Update, discussion and possible action on Labor negotiations regarding the Medical Examiner's Labor Contract.
26. Discussion and possible action on Labor negotiations regarding the Sheriff Department Supervisory Employee Contract
27. Discussion and possible action on labor negotiations regarding the Human Services Professional and Para – Professional Employees contract.

Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above numbers 21 thru 27, as authorized pursuant to Section 19.85 (1)(e) and (1)(g) of the Wisconsin Statutes, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session for the purpose of:

- a) 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. Wis. Stat §19.85 (1)(e)
- b) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. Wis. Stat § 19.85 (1)(g)
  - i. To enter into closed session.
  - ii. To return to regular order of business.

Reconvene in Open Session for Possible Action:

21. \*\* Update, discussion on classification of correction officers and bargaining. *See Item 22.*
  22. \*\* Update, Discussion and possible action of Correction officers and bargaining. To receive and place on file Items 21 and 22. Approved 6-1.
- \*\* Items #21 and #22 above are referred back to Executive Committee and January 15, 2014 County Board Meeting for discussion and possible CLOSED SESSION.**
23. Update, discussion and possible action on bargaining with Highway and Airport Labor Unions. To forward recommendation to full County Board.
  24. Discussion, strategy, representation and possible action regarding Interest arbitration for the Non-Supervisory Deputy Sheriff's Labor Contract. *See Item 27.*
  25. Update, discussion and possible action on Labor negotiations regarding the Medical Examiner's Labor Contract. *See Item 27.*
  26. Discussion and possible action on Labor negotiations regarding the Sheriff Department Supervisory Employee Contract. *See Item 27.*
  27. Discussion and possible action on labor negotiations regarding the Human Services Professional and Para – Professional Employees contract. Receive and place on file 24-27.

A motion was made by Supervisor Evans and seconded by Supervisor Clancy **“to adopt”**. Supervisor Evans requested items #21 and #22 be taken separately. Supervisor Sieber requested item #16 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Items #21 and #22

Item #21 -- Update, discussion on classification of correction officers and bargaining. COMMITTEE ACTION: See Item 22.

Item #22 -- Update, discussion and possible action of correction officers and bargaining. COMMITTEE ACTION: To receive and place on file items #21 and #22. Approved 6-1.

Supervisor Evans discussed items #21 and #22 regarding the County Board has the final authority to change correction officers from protective to non protective classifications. Mr. Evans explained that an audit is being performed but no information is available at this time.

Corporation Counsel Ruenzel explained the powers of the County Board and further discussion took place.

A motion was made by Supervisor Lund and seconded by Supervisor Nicholson **“to refer items #21 and #22 to January County Board Meeting and Executive Committee with possible closed session if needed and no change designation in the interim for corrections officers”**.

Following discussion, a motion was made by Supervisor Sieber and seconded by Supervisor Robinson **“to suspend the rules to allow interested parties to address the Board”**. Voice vote taken. Motion carried unanimously with no abstentions.

Mark Zeratsky, Corrections Officer, 3030 Curry Lane, spoke on Corrections Officers gaining Protective Status in 2001 and the repercussions of being placed back in Non Protective Status.

Following discussion and questions asked of Mr. Zeratsky by the County Board a motion was made by Supervisor De Wane and seconded by Supervisor Sieber **“to return to the regular order of business”**. Voice vote taken. Motion carried unanimously with no abstentions.

Vote taken on Supervisor Lund’s motion **“to refer items #21 and #22 to January County Board Meeting and Executive Committee with possible closed session if needed and no change designation in the interim for corrections officers”**. Voice vote taken. Motion carried.

Item #16 -- Update on the Room Tax Stabilization Fund and Requests by City for disbursement regarding the KI Expansion. COMMITTEE ACTION: Receive and place on file.

Supervisor Sieber asked questions of Corporation Counsel Ruenzel on this issue. A motion was made by Supervisor Sieber and seconded by Supervisor De Wane **“to receive and place on file”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9d -- REPORT OF HUMAN SERVICES COMMITTEE OF NOVEMBER 26, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:



The HUMAN SERVICES COMMITTEE met in regular session on November 26, 2013 and recommends the following motions:

1. Review Minutes of:
  - a) Aging & Disability Resource Center of Brown County Board Meeting (October 24, 2013).
  - b) Aging & Disability Resource Center of Brown County Nominating & Human Resources Meeting (October 24, 2013).
  - c) Children With Disabilities Education Board (October 22, 2013)
  - d) Veterans Recognition Subcommittee (October 15, 2013).
    - i. Suspend the rules and take Items 1 a – d together.
    - ii. Receive and place on file Items 1 a – d.
2. Communication from Supervisor Hoyer re: Staff provide comprehensive statistics about the use of County funds used to prevent and mitigate homelessness in Brown County – focusing on the dollars spent on Brown County citizens vs. individuals from outside of our community. Put these data into a presentation to be given to the entire board. Receive and place on file.
3. Health Dept. - Budget Adjustment (13-113): Reallocation between budget classifications other than 2b or 3b adjustments. To approve.
4. Health Dept. - Director's Report. *No report.*
5. Human Services - Resolution re: On helping families move from homelessness to self-sufficiency. Hold for one month. See Resolutions, Ordinances December County Board.
6. Human Services - Resolution re: Reclassification of Position Certified Nursing Assistant Human Services – Community Treatment Center. To approve. See Resolutions, Ordinances December County Board.
7. Human Services - Executive Director's Report. Receive and place on file.
8. Human Services - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
9. Human Services - Statistical Reports.
  - a) Monthly Inpatient Data – Community Treatment Center.
  - b) Monthly Inpatient Data – Bellin Psychiatric Center.
  - c) Child Protection – Child Abuse/Neglect Report.
  - d) Monthly Contract Update. Receive and place on file Items 9 a – d.
10. Human Services - Request for New Non-Continuous Vendor. To approve.
11. Human Services - Request for New Vendor Contract. To approve.
12. Audit of bills. To pay the bills.

A motion was made by Supervisor La Violette and seconded by Supervisor Robinson “**to adopt**”. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9e -- REPORT OF PLANNING, DEVELOPMENT, & TRANSPORTATION COMMITTEE OF NOVEMBER 25, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in regular session on November 25, 2013 and recommends the following motions.

1. Review minutes of:
  - a. Harbor Commission (August 6, 2013).
  - b. Planning Commission Board of Directors (October 2, 2013).
  - c. Planning Commission Board of Directors Transportation Subcommittee (September 6, 2013 and October 21, 2013).
  - d. Solid Waste Board (September 16, 2013).
    - i. Suspend the rules and take Items 1a, b, c and d together.
    - ii. Receive and place on file Items 1a-d.
2. Communication from Supervisor Buckley re: After the recent LAX shooting, review the active shooter training and protocol for the airport security guards. As well as the Sheriff's Dept. officers and other local agencies responding. Receive and place on file.
3. Communication from Supervisor Moynihan re: Appeal on behalf of Mr. Ricky Lemmen – Addition to Residential Property located at 2352 Dorn Drive. To hold until the next PD&T meeting for up to date drawings.
4. Communication from Supervisor Moynihan re: \$20,000 allocation in 2014 Annual Brown County Budget – Ms. Lynn Austin/Wise Women Gathering Place (Fiscal Agent).
  - i. To refer to staff in addition to the Ed & Rec Committee for their review. Failed 2-3.
  - ii. To reconsider November 2013 Board action to approve \$20,000 allocation in 2014 Annual Brown County Budget – Ms. Lynn Austin/Wise Women Gathering Place (Fiscal Agent) Failed 2-3.
  - iii. To approve original motion – to refer to staff in addition to the Ed & Rec Committee for their review. Approved 3-2.
5. Communication from Supervisor Erickson re: Clarity of terms and reporting methods of funds to Ms. Austin. Example: Provide quarterly with receipts presented to March, June, September, and December PD&T. Receive and place on file.
6. Airport - Jet Air Pollution Liability Coverage. Receive and place on file.
7. Airport - Contract Extension. To approve. Approved 3-2.
8. Airport - Budget Status Financial Report for October, 2013. Receive and place on file.
9. Airport - Director's Report. Receive and place on file.
10. Port and Resource Recovery - Budget Adjustment Request (13-114) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
11. Register of Deeds - Budget Status Financial Report for October, 2013. Receive and place on file.
12. Register of Deeds - Ordinance Amending Section 3.27 of the Brown County Code Entitled "Register of Deeds Documentation Reception Time Cut-Off". To approve. See Resolutions, Ordinances December County Board.
13. UW-Extension - Budget Adjustment Request (13-104) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
14. UW-Extension - Budget Adjustment Request (13-115) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
15. UW-Extension - Director's Report. Receive and place on file.
16. Planning and Land Services - Update regarding development of the Brown County Farm Property – standing item. Receive and place on file.
17. Planning Commission - Budget Status Financial Report for October, 2013. *See Item 19.*
18. Property Listing – Budget Status Financial Report for October, 2013. *See Item 19.*
19. Zoning – Budget Status Financial Report for October, 2013.
  - i. To take Items 17-19 together.
  - ii. Receive and place on file Items 17, 18, 19.
20. Public Works - Summary of Operations. Receive and place on file.

21. Public Works - Update from staff re: inventory of existing space, costs of moving, and comparable properties on the market to house the Brown County Health Department.
  - a. Closed Session to discuss possible bargaining, negotiations and costs pursuant to Wis. Stat. §19.85(1)(e) which allows a closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session.
    - i. Enter into closed session. Approved 4-1.
    - ii. Return to regular order of business.
    - iii. No action taken.
22. Public Works - Director's Report. Receive and place on file.
23. Audit of bills. Audit the bills.

A motion was made by Supervisor Erickson and seconded by Supervisor Kaster **“to adopt”**. Supervisor Hoyer requested item #4 be taken separately. Supervisor Landwehr requested item #7 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Item #4 -- Communication form Supervisor Moynihan re: \$20,000 allocation in 2014 Annual Brown County Budget – Ms. Lynn Austin/Wise Women Gathering Place (Fiscal Agent). COMMITTEE ACTION: i. To refer to staff in addition to the Ed & Rec Committee for their review. Failed 2-3. li. To reconsider November 2013 Board action to approve \$20,000 allocation in 2014 Annual Brown County Budget – Ms. Lynn Austin/Wise Women Gathering Place (Fiscal Agent). Failed 2-3. lii. To approve original motion – to refer to staff in addition to the Ed & Rec Committee for their review. Approved 3-2.

Supervisor Hoyer discussed the above item #4. Following discussion, a motion was made by Supervisor Hoyer and seconded by Supervisor Campbell **“to approve”**. Voice vote taken. Motion carried.

Item #7 -- Airport – Contract Extension. COMMITTEE ACTION: To Approve 3-2.

Supervisor Landwehr discussed the above item #7 and made a motion **“to refer back to Planning, Development and Transportation Committee”** which was seconded by Supervisor Nicholson.

Discussion followed, with questions by the Board to Airport Director, Tom Miller. Following discussion, a vote was taken on Supervisor Landwehr's motion **“to refer back to Planning, Development and Transportation Committee”**. Roll Call #9e7(1):

Ayes: De Wane, Nicholson, Buckley, Landwehr, La Violette, Jamir, Robinson, Campbell, Moynihan, Steffen, Carpenter, Fewell  
 Nays: Sieber, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Dantine, Katers, Kaster, Van Dyck, Clancy, Lund  
 Excused: Vander Leest  
 Total Ayes: 12                      Total Nays: 13                      Excused: 1  
 Motion failed.

A motion was made by Supervisor Sieber and seconded by Supervisor Erickson **“to approve item #7”**. Voice vote taken. Motion carried with Supervisor De Wane voting nay.

**No. 9ei -- REPORT OF "SPECIAL" PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE OF DECEMBER 16, 2013 AND DECEMBER 18, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in special session on December 16, 2013 and recommends the following motions.

1. Port & Resource Recovery - Solid Waste and Recycling Transfer Station Hauling Contract. To approve Great American Disposal for Contract 1739
2. Port & Resource Recovery - Fox River Fiber Sludge Hauling Contract. To approve E&G Trucking, LLC in Suamico for 5 years, Fox River Fiber Sludge Hauling to Outagamie County Landfill, Project #1743.
3. Port & Resource Recovery - Recycling Compactor Analysis. To approve moving forward with the Recycling Compactor Analysis and bring back to PD&T.
4. Port & Resource Recovery - Resolution Authorizing the Sale of Bay Port Property Owned by Brown County to Northeast Asphalt, Inc. and its Subsidiary, Bay Port Holdings, LLC. Motion to hold until Wednesday, December 18, 2013 at 5:45pm for a Special PD&T meeting, prior to the County Board meeting.

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in special session on **December 18, 2013** and recommends the following motions.

1. Port & Resource Recovery - Resolution Authorizing the Sale of Bay Port Property Owned by Brown County to Northeast Asphalt, Inc. and its Subsidiary, Bay Port Holdings, LLC. To approve the Resolution to sell the property, 7.57 acres to Northeast Asphalt, Inc. for purchase price of \$75,700.

A motion was made by Supervisor Dantine and seconded by Supervisor Hoyer "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9eii -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF NOVEMBER 25, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The LAND CONSERVATION SUB COMMITTEE met in regular session on November 25, 2013 and recommends the following motions.

1. Budget Status Financial Report for September 30, 2013. Receive and place on file.
2. Presentation by John Kennedy of NEW Water regarding "Dead Zones in Green Bay" *No action needed.*
3. Director's Report. Receive and place on file.

A motion was made by Supervisor Sieber and seconded by Supervisor Dantine "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE OF DECEMBER 4, 2013**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on December 4, 2013 and recommends the following motions.

1. Review minutes of:
  - a. Fire Investigation Task Force General Membership (September 5, 2013). Receive and place on file.
  - b. Traffic Safety Commission (July 18, 2013). Receive and place on file.
2. Communication from Supervisor Fewell re: I would like a full report why the 911 Center was inoperable? Why the backup plan took so long to implement? Why law enforcement was not notified immediately? What is being done to plan for this in the future, so that this does not occur again? Receive and place on file.
3. Communication from Supervisor Nicholson re: Review a possible contract between Brown County Sheriff's Department and Brown County Housing Authority/ICS to assist with Home Inspections with possible action. To hold until February.
4. Communication from Supervisor Buckley re: After the recent LAX shooting, review the active shooter training and protocol for the airport security guards. As well as the Sheriff's Dept. officers and other local agencies responding. To hold until February meeting.
5. District Attorney - Budget Adjustment Request (13-117) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
6. Medical Examiner - Budget Adjustment Request (13-93) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
7. Emergency Management - Resolution Adopting the "Brown County All Hazards Mitigation Plan". To approve. See Resolutions, Ordinances December County Board.
8. Public Safety Communications - Budget Status Financial Report for September, 2013. To approve.
9. Public Safety Communications - Director's Report. Receive and place on file.
10. Sheriff - Budget Adjustment Request (13-112) Category 5: Increase in expenses with offsetting increase in revenue. To approve.
11. Sheriff - Budget Adjustment Request (13-118) Category 4: Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund). To approve.
12. Sheriff - Resolution Supporting Participation in 2014 County-Tribal Law Enforcement Grant. To approve.
- 12a. Sheriff - Resolution for Approval of Police Services Contract with Village of Howard. To approve.
- 12b. Sheriff - Resolution regarding Change in Table of Organization Sheriff's Department Patrol Officer. To approve.
- 12c. Sheriff - Budget Adjustment Request (14-01) Category 5: Increase in expenses with offsetting increase in revenue. To approve.

13. Sheriff's Report. Receive and place on file.
14. Circuit Courts, Commissioners - Budget Status Financial Report for October, 2013. Receive and place on file.
15. Clerk of Courts – Budget Status Financial Report for October, 2013. Receive and place on file.
- 15a. Clerk of Courts - Resolution regarding Change in Table of Organization – Clerk of Courts – Deputy Clerk of Courts I. To approve.
16. Audit of bills. To pay the bills.

A motion was made by Supervisor Clancy and seconded by Supervisor La Violette **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 10 -- Resolutions, Ordinances:**

**No. 10a -- AN ORDINANCE AMENDING SECTION 38(4)(2)(a)(ii) OF THE BROWN COUNTY CODE ENTITLED “PUBLIC HEALTH NUISANCE” WAS REMOVED FROM THE AGENDA.**

**No. 10b -- RESOLUTION RE: HELPING FAMILIES MOVE FROM HOMELESSNESS TO SELF-SUFFICIENCY**

A motion was made by Supervisor Hopp and seconded by Supervisor Robinson **“to refer to Human Services Committee”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 10c -- RESOLUTION RE: RECLASSIFICATION OF POSITION CERTIFIED NURSING ASSISTANT HUMAN SERVICES – COMMUNITY TREATMENT CENTER**

A motion was made by Supervisor Evans and seconded by Supervisor Hopp **“to receive and place on file”**.

Following discussion, a motion was made by Supervisor Landwehr and seconded by Supervisor Haefs **“to refer back to Human Services Committee”**. Voice vote taken. Motion failed.

Vote taken on Supervisor Evans motion **“to receive and place on file”**. Roll Call #10c(1):

Ayes: De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Steffen, Carpenter, Lund, Fewell  
 Nays: Sieber, Buckley, Landwehr  
 Excused: Vander Leest

Total Ayes: 22                      Total Nays: 3                      Excused: 1

Motion carried **“to receive and place on file”**. Following, Supervisor Sieber informed the County Clerk that his intention was to vote “aye” but was recorded as “nay”.

**No. 10d -- AN ORDINANCE TO CREATE SECTIONS 2.13(4)(h) OF THE BROWN COUNTY CODE ENTITLED "MEETINGS, AGENDAS"**

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES ORDAIN AS FOLLOWS:

**Section 1** - Subsection 2.13 (4)(h) MEETINGS, AGENDAS is created as follows:

(h) Any item appearing on a committee meeting agenda may be taken up by the County Board at the next regularly scheduled Board meeting following said committee meeting. Any closed session item listed on a county committee meeting agenda for the month shall be placed on the following Brown County Board regularly scheduled meeting agenda following said committee meeting.

(i) This ordinance shall be published on all full Brown County Board agendas. \*\*

**Section 2** - This Ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,  
EXECUTIVE COMMITTEE

\*\* Amended to add (i) above as per the County Board on December 18, 2013.

Final Draft Approved by Corporation Counsel

**Fiscal Impact:** This Ordinance does not require an appropriation from the general fund.

A motion was made by Supervisor Lund and seconded by Supervisor Kaster **"to adopt."**

A motion was made by Supervisor Sieber and seconded by Supervisor Nicholson **"to amend the motion by adding '(i) This ordinance shall be published on all full Brown County Board agendas'."**

Following discussion, a vote was taken on Supervisor Sieber's amendment. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor De Wane and seconded by Supervisor La Violette **"to adopt the resolution as amended"**. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive          

Date: 12/20/2013

Approved by:           \s\ Sandra L. Juno, County Clerk          

Date: 12/26/2013

Approved by:           \s\ Patrick Moynihan, Jr., Board Chairman          

Date: 12/27/2013

No. 10e -- RESOLUTION RE: AUTHORITY TO EXECUTE A 2014 LABOR AGREEMENT WITH THE BROWN COUNTY AUSTIN STRAUBEL INTERNATIONAL AIRPORT EMPLOYEES

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**BE IT RESOLVED** by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Austin Straubel International Airport employees for the year 2014 effective January 1, 2014.

**BE IT FURTHER RESOLVED** that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. Article 2 WAGE SCHEDULE

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2014:  
1% increase in total base wages as calculated and defined by the WERC  
Calculation rules

2. DURATION OF AGREEMENT

One (1) year agreement (2014)

Respectfully submitted,  
EXECUTIVE COMMITTEE

Fiscal Impact: This Resolution does not require an appropriation from the General Fund. The increase of total base wages of \$7,866.02 is included in the 2014 Budget.

Final Draft by Administration and approved by Corporation Counsel.

A motion was made by Supervisor Sieber and seconded by Supervisor Katers "to adopt." Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive           Date: 12/20/2013

No. 10f -- RESOLUTION RE: AUTHORITY TO EXECUTE A 2014 LABOR AGREEMENT WITH THE BROWN COUNTY HIGHWAY DEPARTMENT EMPLOYEES

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**BE IT RESOLVED** by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor



agreement on behalf of Brown County with the Brown County Highway Department Employees for the year 2014 effective January 1, 2014.

**BE IT FURTHER RESOLVED** that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. **Article 2 WAGE SCHEDULE**

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2014:  
1% increase in total base wages as calculated and defined by the WERC calculation rules

2. **DURATION OF AGREEMENT**

One (1) year agreement (2014)

Respectfully submitted,  
EXECUTIVE COMMITTEE

Fiscal Impact: This Resolution does not require an appropriation from the General Fund. The increase of total base wages of \$38,099.94 is included in the 2014 Budget.

Final Draft by Administration and approved by Corporation Counsel.

A motion was made by Supervisor Sieber and seconded by Supervisor Fewell **“to adopt.”** Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive           Date: 12/20/2013

**No. 10g -- RESOLUTION RE: AUTHORITY TO EXECUTE A 2013 LABOR AGREEMENT WITH THE BROWN COUNTY HUMAN SERVICES PARA-PROFESSIONAL EMPLOYEES ASSOCIATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE  
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**BE IT RESOLVED** by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Human Services Department Para-Professional Employees Association for the year 2013 effective January 1, 2013.

**BE IT FURTHER RESOLVED** that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. **Article 2 WAGE SCHEDULE**

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2013:

0% increase in total base wages as calculated and defined by the WERC calculation rules

**2. DURATION OF AGREEMENT**

One (1) year agreement (2013)

Respectfully submitted,  
EXECUTIVE COMMITTEE

Fiscal Impact: This Resolution does not require an appropriation from the General Fund.

Final Draft by Administration and approved by Corporation Counsel.

A motion was made by Supervisor Erickson and seconded by Supervisor Sieber **“to receive and place on file.”** Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Hopp and seconded by Supervisor Sieber **“to reconsider the motion to receive and place on file”.** Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Fewell and seconded by Supervisor Hopp **“to adopt”.** Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive                                Date: 12/20/2013

**No. 10h -- RESOLUTION RE: AUTHORITY TO EXECUTE A 2013 LABOR AGREEMENT WITH THE BROWN COUNTY HUMAN SERVICES PROFESSIONAL EMPLOYEES ASSOCIATION**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE  
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**BE IT RESOLVED** by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Human Services Department Professional Employees Association for the year 2013 effective January 1, 2013.

**BE IT FURTHER RESOLVED** that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

**1. Article 2 WAGE SCHEDULE**

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2013:

0% increase in total base wages as calculated and defined by the WERC calculation rules

**2. DURATION OF AGREEMENT**

One (1) year agreement (2013)

Respectfully submitted,  
EXECUTIVE COMMITTEE

Fiscal Impact: This Resolution does not require an appropriation from the General Fund.

Final Draft by Administration and approved by Corporation Counsel.

A motion was made by Supervisor Sieber and seconded by Supervisor Katers **“to receive and place on file.”** Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Hopp and seconded by Supervisor Jamir **“to reconsider the motion to receive and place on file”.** Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Fewell and seconded by Supervisor Hopp **“to adopt”.** Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive                                Date: 12/20/2013

**No. 10i -- ORDINANCE AMENDING SECTION 3.27 OF THE BROWN COUNTY CODE ENTITLED “REGISTER OF DEEDS DOCUMENTATION RECEPTION TIME CUT-OFF”**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1 -** Section 3.27of Chapter 3 of the Brown County Code entitled “Register of Deeds Documentation Reception Time Cut-off” is hereby amended as follows:

Pursuant to Section 59.20, Wis. Stats. (1997-98), the cut-off reception time for filing and recording of documents is hereby advanced by one-half hour in any official business day during which time the Register of Deeds office is open to the public, except for the Register of Deed’s last official business day of the year whereby the cut-off reception time for filing and recording of documents shall hereby be advanced by one hour, in order to complete the processing, recording and indexing to conform to, the day of reception.

**Section 2 -** This ordinance shall become effective upon passage and publication.

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

Final Draft Approved by Corporation Counsel

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

A motion was made by Supervisor Dantine and seconded by Supervisor Landwehr **“to adopt.”** Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive                    Date: 12/20/2013  
Approved by:           \s\ Sandra L. Juno, County Clerk                            Date: 12/26/2013  
Approved by:           \s\ Patrick Moynihan, Jr., Board Chairman                    Date: 12/27/2013

**No. 10ii -- RESOLUTION AUTHORIZING THE SALE OF BAY PORT PROPERTY OWNED BY BROWN COUNTY TO NORTHEAST ASPHALT, INC. AND ITS SUBSIDIARY, BAY PORT HOLDINGS, LLC.**

A motion was made by Supervisor Erickson and seconded by Supervisor Sieber **“to adopt”**.

Following discussion a motion was made by Supervisor Fewell and seconded by Supervisor Buckley **“to refer back to Planning, Development and Transportation Committee”**. Vote taken. Roll Call #10ii(1):

Ayes: De Wane, Hoyer, Hopp, Haefs, Buckley, La Violette, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Steffen, Carpenter, Fewell  
Nays: Sieber, Nicholson, Erickson, Zima, Evans, Landwehr, Dantine, Katers, Kaster, Lund  
Excused: Vander Leest

Total Ayes:           15                   Total Nays:           10                   Excused:           1

Motion carried **“to refer back to Planning, Development and Transportation Committee”**.

**No. 10j-- RESOLUTION ADOPTING THE “BROWN COUNTY ALL HAZARDS MITIGATION PLAN”**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Brown County recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save taxpayer dollars; and

WHEREAS, an adopted all hazards mitigation plan is required as a condition of future grant funding for mitigation projects.

NOW, THEREFORE BE IT RESOLVED, that the County Board of Brown County, Wisconsin, hereby adopts the *Brown County All Hazards Mitigation Plan* as an official plan; and

BE IT FURTHER RESOLVED, that upon approval of the *Brown County All Hazards Mitigation Plan*, the Brown County Emergency Management Department will submit the adopted plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval, as required under the Hazard Mitigation Grant Program.

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Clancy and seconded by Supervisor Campbell **“to adopt.”** Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive           Date: 12/20/2013

**No. 10k -- RESOLUTION SUPPORTING PARTICIPATION IN 2014 COUNTY-TRIBAL LAW ENFORCEMENT GRANT**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE  
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Wisconsin Department of Justice will make available an estimated \$35,000 for a joint County-Tribal Law Enforcement grant to be shared between Brown County and the Oneida Nation; and

WHEREAS, the grant would allow both agencies to work together in a spirit of cooperation and sharing of resources which allow the agencies to address issues in law enforcement and public safety that affect Brown County as a whole and the Native American population and other minority populations; and

WHEREAS, approximately half of the grant funds would be used to purchase law enforcement equipment for the Sheriff’s Office, as designated in the 2014 budget; and

WHEREAS, remaining funds would be used for items deemed reasonable and necessary by the Oneida Nation for public safety purposes.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that Brown County will continue working cooperatively with the Oneida Nation in the area of public safety and law enforcement and will participate in the 2014 County-Tribal Law Enforcement Grant.

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE

Authored by: Sheriff’s Department

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. The joint County-Tribal Law Enforcement grant is included in the 2014 budget

A motion was made by Supervisor La Violette and seconded by Supervisor Nicholson **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive           Date: 12/20/2013

**No. 10I -- RESOLUTION FOR APPROVAL OF POLICE SERVICES CONTRACT WITH VILLAGE OF HOWARD**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE  
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Village of Howard ("Village") pursuant to Wisconsin Statutes §61.65 (1)(a), is required to provide police protection services to the Village; and,

WHEREAS, the Village, pursuant to Wisconsin Statutes §61.65 (1)(a) 2., may provide for the police protection services by contracting for said services with a county; and,

WHEREAS, the Village has contracted with Brown County ("County") in the past for police protection services, which contract is dated November 12, 2013, and said contract for 2013, 2014 and 2015 was approved by the County Board, which contract the Village now desires to add the services of an additional officer to commencing March of 2014; and

WHEREAS, the County is able to furnish police protection services to the Village and desires to continue to provide said services under the contract with the Village, as well as the services of an additional officer pursuant to the Village's request to commence March 2014.

WHEREAS, the Village shall pay the County on a quarterly basis for said police services the cost of the police services including the additional office shall be assumed by the Village, which cost for the additional police officer is annualized at a cost of \$103,149.01, prorating the cost for 2014, commencing in March, will result in the cost for 2014 being \$85,957.51, with a 2% increase of the annualized cost for 2015. Any overtime shall be billed separately on a quarterly basis; and,

WHEREAS, the changes to the Police Services Contract with the Village expanding said services are reflected in the attached Addendum, and the cost of services are amended and reflected in Amended Appendix A, as well as Amended Attachment B of the Contract; and,

WHEREAS, it is desirable for the County to amend the current Police Services Contract with the Village incorporating the attached Addendum and Amended Appendix A and Amended Attachment B into Brown County Police Services Contract with the Village.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the County approve the Addendum to the Village of Howard's Police Services Contract with Brown County, which contract is dated November 12, 2013, by adding the services of an additional officer to Village of Howard's Police Services Contract as reflected in the attached Addendum to commence March 2014, at the amended costs reflected in Amended Appendix A and Amended Attachment B.

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE

Authored by: Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund.

A motion was made by Supervisor Steffens and seconded by Supervisor Fewell **“to adopt”**.  
Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:       \s\ Troy Streckenbach, County Executive      

Date: 12/20/2013

## **ATTACHMENT TO RESOLUTION #10L**

**ON THE FOLLOWING PAGE**

## **Addendum to Brown County Police Services Contract**

### **With the Village of Howard**

This Addendum dated this 18<sup>th</sup> day of December 2013, is hereby agreed to by and between Brown County (hereinafter "COUNTY") and the Village of Howard (hereinafter "VILLAGE"), (collectively "PARTIES") and shall be incorporated into and become a part of the original Police Service Agreement (hereinafter "SERVICE AGREEMENT") between the PARTIES, dated November 12, 2013.

WHEREAS, the Parties entered into a Service Agreement for a three (3) year term commencing January 1, 2013 and ending December 31, 2015; and,

WHEREAS, the VILLAGE is requesting additional services under the SERVICE AGREEMENT in the form of an additional officer for the years of 2014 and 2015; and,

WHEREAS, the Parties desire to add this addendum to that Service Agreement reflecting the VILLAGE'S request for additional services.

NOW THEREFORE, in consideration of the mutual covenants and promises stated below the parties agree as follows:

1. Contract terms: The original SERVICE AGREEMENT between the parties is for a three (3) year term commencing January 1, 2013 and running through December 31, 2015. It is the intent of the PARTIES that this Addendum shall add the services of one additional deputy for the years of 2014 and 2015.
2. This Addendum expands the services agreed to between the PARTIES at an annualized cost of \$103,149.01 for 2014 with a 2% increase in 2015. Due to the position beginning on 3-1-14, the prorated expanded amount for the remainder of 2014 is \$85,957.51.
3. Appendix A, as well as Attachment B of the SERVICE AGREEMENT are amended to reflect the change in the costs to the VILLAGE, as attached Amended Appendix A and Attachment B. It is understood that any reference to Appendix A in the SERVICE AGREEMENT shall be replaced with the "Amended Appendix A," and any reference to Attachment B in the SERVICE AGREEMENT shall be replaced with the "Amended Attachment B."
4. It is the intent of the PARTIES that this Addendum is incorporated into the original SERVICE AGREEMENT and in all respects, all the terms and conditions of the original SERVICE AGREEMENT dated November 12, 2012 shall remain in full force and effect.

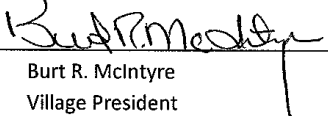


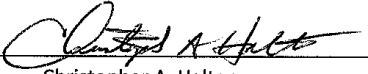
5. The provisions of this Addendum are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Addendum shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Addendum.

6. All parties have contributed to the drafting of this Addendum. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.

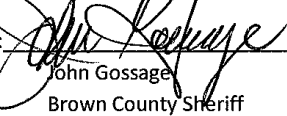
7. The persons signing this Addendum warrant that they have been authorized to enter into this Addendum by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Addendum.

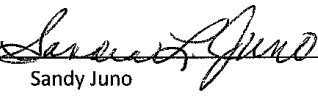
VILLAGE OF HOWARD

By:   
Burt R. McIntyre  
Village President

By:   
Christopher A. Haltom  
Village Clerk

COUNTY OF BROWN

By:   
John Gossage  
Brown County Sheriff

By:   
Sandy Juno  
Brown County Clerk

**AMENDED APPENDIX A – Summary of Contract Costs**  
**Village of Howard**  
**Years 2014 and 2015**

Per Attachment B, as of 3-1-14, the formula computed total costs for 2014-2015 is \$3,068,905.18 .

2014*	\$1,519,259.99
2015	\$1,549,645.19

\*The actual total amount due in 2014 will be \$1,502,068.49 due to the position not starting until 3-1-14.

Police Serv  
Comp. 2013-15  
Howard Rev. for  
add'l DEO

**BROWN COUNTY SHERIFF'S DEPARTMENT**  
**Village of Howard Police Services Contract Computations**  
**For 2013-2015**

**Amended Attachment B**  
11/15/2013

1 DEO 1 and 2 DEO 2s  
5 shifts per day

**Patrol Officers:** (cost for officer on an hourly basis)

Hourly Patrol Officer base pay rate	\$	30.8809	(A)
Add: Estimated hourly amount for longevity	\$	-	(B)
Add: Estimated hourly amount for shift differential	\$	0.4300	(C)
Add: Estimated hourly amount for holiday "premium" pay	\$	0.7382	(D)
Sub-total	\$	32.0491	

Add: Fringes at most recent annual Patrol Division fringe rate	49.8769%	\$	15.9851	(E)
Add: Estimated hourly amount for training		\$	0.1515	(F)
Add: Estimated hourly amount for uniform allowance		\$	0.2390	(G)
Total - Hourly Patrol Officer Pay Rate		\$	48.4248	

Times: Base annual hours worked per labor agreement			2,008
Annual Patrol Officer Cost		\$	97,237.00

Hours contracted per shift	8		
Times shifts contracted per Day	5		(H)
Times days contracted per week	7		(I)
Hours contracted per week	280		
Hours Contracted per year	14,560.00		
Average annual hours worked per FTE	1,700.13		(J)
Computed number of FTEs to fill contracted hours *			8.56
Costs for Contracted Patrol Officer FTEs		\$	832,743.87

\* works out to shift relief factor of 1.71

**Patrol Supervision:** (allocation of Patrol Sgts.)

Hourly Sergeant pay rate	\$	34.0553	(K)
Add: Estimated hourly amount for longevity	\$	-	(L)
Add: Estimated hourly amount for shift differential	\$	0.4300	(M)
Add: Estimated hourly amount for holiday "premium" pay	\$	0.8141	(N1)
Sub-total	\$	35.2994	

Add: Fringes at most recent annual Patrol Division fringe rate	49.88%	\$	17.6063	(E)
Add: Estimated hourly amount for training		\$	0.1515	(F)
Add: Estimated hourly amount for uniform allowance		\$	0.2390	(G)
Total - Hourly Patrol Sergeant Pay Rate		\$	53.2962	

Times: Base annual hours worked per labor agreement			2,008
Annual Patrol Sergeant Cost per FTE		\$	107,018.80

Total Patrol Sergeants in Sheriff's Dept.		9	(O)
Total Patrol Officer FTEs in Dept.		68	(P)
Ratio of Patrol Sergeants to Patrol Officers		0.132352941	
Computed number of FTEs to fill contracted hours	<i>adjusted for only 3 shifts</i>	5.138438	
Patrol Sergeants allocated to Contract		0.680	
Patrol Sergeant Cost for above FTEs		\$	72,782.13

**TOTAL PATROL COSTS** \$ 905,526.00

<b><u>Investigative Personnel:</u></b>			
Hourly Investigative Sergeant pay rate	(used same as Patrol)	\$ 34.0553	
Add: Estimated hourly amount for longevity		\$ -	(Q)
Add: Estimated hourly amount for shift differential		\$ -	(R)
Add: Estimated hourly amount for holiday "premium" pay		\$ 0.9824	(N2)
Sub-total		\$ 35.0377	
Add: Fringes at most recent annual Investigative Div. fringe rate	49.76%	\$ 17.4332	(S)
Add: Estimated hourly amount for training		\$ 0.1515	(F)
Add: Estimated hourly amount for uniform allowance		\$ 0.2390	(G)
Total - Hourly Investigative Sergeant Pay Rate		\$ 52.8615	
Times: Base annual hours worked per labor agreement		2,040	
Annual Investigative Sergeant Cost per FTE		\$ 107,837.38	
Total Invest. Sergeants in Sheriff's Dept.		8	(T)
Times Percentage of Investigative case assignments (2009-2011 average)		26.10%	(U)
Investigative FTEs charged to contract		2.088	
			\$ 225,164.45
<b>TOTAL PATROL AND INVESTIGATIVE COSTS</b>			<b>\$ 1,130,690.45</b>
<b>DIRECTED ENFORCEMENT OFFICERS</b>			
Deputy at Annual Patrol Officer cost		\$ 97,237.00	
Assuming three DEOs for 2013 -2015		\$ 3.00	
		\$ 291,711.01	
Add'l pay for DEO II Rate (diff. between sgt. rate and top patrolman rate + fringes)		\$ 9,781.79	
<b>TOTAL PATROL, INVESTIGATIVE AND DEO COSTS</b>			<b>\$ 1,432,183.25</b>
<b><u>Administrative and Other Costs:</u></b>			
Percent of total Patrol and Investigative Division Costs to cover:		4%	\$ 57,287.33
Human Resources functions			
Administrators ("chief," captain, lieutenants)			
Policies and procedures maintenance			
Payroll/accounting functions			
Records/clerical staff			
Training Section officers			
Training materials and ammunition			
Internal investigations/backgrounds/hiring			
Evidence technicians			
Evidence/property storage			
Computer/technology upgrades and maintenance			
Back-up vehicles/squads (as needed)			
			<i>Original with 2 DEOs</i>
CONTRACT TOTAL COSTS FOR 2013 (Excluding OT & Traffic Team)		\$ 1,489,470.58	\$ 1,388,344.10
CONTRACT TOTAL COSTS FOR 2014 (Excluding OT & Traffic Team) - Based on 2% increase		\$ 1,519,259.99	\$ 1,416,110.98 \$ 103,149.01
CONTRACT TOTAL COSTS FOR 2015 (Excluding OT & Traffic Team) - Based on 2% increase		\$ 1,549,645.19	\$ 1,444,433.20 \$ 105,211.99
<b>GRAND TOTAL FOR THREE YEAR PERIOD (Excluding OT and Traffic Team)</b>		<b>\$ 4,558,375.77</b>	<b>\$ 4,248,888.28</b>

**Footnotes:**

(A)	Hourly Patrol Officer base pay rate: (using avg. of all patrol)			
	Projected average rate for officers in Patrol Division 2012	\$	30,727.3	
	Est. wage adjustments - assume 1/2%	0.50%	100.50%	
	Est. average pay rate for officers			\$ 30,880.9
(B)	Estimated hourly amount for longevity:			
	Avg. annual longevity for officers in Patrol Div. At 12/31/10	\$	n/a	incl. above
	Div. by annual contractual hours for 6&3 officers		2,008	
	Est. hourly amount for longevity for officers in Patrol Division			\$ -
(C)	Estimated hourly amount for shift differential (assumes even distribution):			
	Shift diff. - A shift	\$	-	
	Shift diff. - B shift	\$	0.55	
	Shift diff. - C shift	\$	0.74	
	Average			0.4300
(D)	Estimated hourly amount for "Premium Pay" for holidays:			
	Estimated number of holidays scheduled to work		6	
	Times hours per holiday (shift)		8	
	Times hourly patrol officer base pay rate above	\$	30,880.9	
		\$	1,482.28	
	Div. by annual contractual hours for 6&3 officers		2,008	
	Estimated hourly amount for shift differential			\$ 0.7382
(E)	Fringes at most recent annual Patrol Division fringe rate:			
	Total actual Patrol Div. Fringes per Gen. Ledger 2011	\$	2,998,580.30	
	Add: re-allocation of Workers Comp. Ins. (incl. above in 2011)	\$		
	Total Patrol Div. Adjusted fringes	\$	2,998,580.30	
	Patrol Div. Overtime per Gen. Ledger 2011	\$	548,904.00	
	Less: Estimated fringes on overtime at 25%	\$	137,226.00	
	Estimated fringes on regular and paid leave	\$	2,861,354.30	
	Patrol Div. Regular wages per G/L 2011	\$	4,590,901.57	
	Patrol Div Paid leave earnings per G/L 2010	\$	1,145,929.07	
	Total Patrol Div. Wages & Pd. Leave earnings	\$	5,736,830.64	
	Adj. Fringes at most recent annual Patrol Div. Fringe rate (excl. OT)			49.88%
(F)	Estimated hourly amount for training			
	Travel/training per Gen. Ledger 2010 (gross less St.reimb.)	\$	46,809.69	
	Add: ammunition/range supplies per Gen. Ledger 2011	\$	43,550.68	
	Total training costs for 2010	\$	90,360.37	
	Div. By Sworn and Correctional Officer FTEs for 2011		297	
	Average training cost per Sworn & Correctional officers		304,243.67	
	Div. by annual contractual hours for 6&3 officers		2,008	
	Estimated hourly amount for training			\$ 0.1515

(G)	Estimated hourly amount for uniform allowance			
	Contractual annual allowance	\$	480.00	
	Div. by annual contractual hours for 6&3 officers		2,008	
	Estimated hourly amount for uniform allowance	\$		0.2390
(H)	Shifts contracted per day:			5
(I)	Days contracted per week:			7
(J)	Average annual hours worked per FTE:			
	Contractual hours per year (6&3 officers)		2,008.00	
	Less: Avg. vac. hours 2011 - Patrol Div. Deputies		(261.49)	
	Less: Avg. sick leave hours 2011 Patrol Deputies			
	Less: Est avg. workers comp. Patrol Deputies		(6.38)	
	Less: Avg. casual leave hrs. 2011 all sworn officers		(40.00)	
				1,700.13
(K)	Hourly Sergeant pay rate:			
	Hourly weighted avg. rate for sgts. in Patrol Division for 2011	\$	33.8859	
	Est. cost of living factors (n/a)	0.50%	100.50%	
	Est. pay rate for sergeants in Patrol Division	\$		34.06
(L)	Estimated hourly amount for longevity:			
	Avg. annual longevity for sgts. in Patrol Div. At 12/31/11	\$	-	incl. above
	Div. by annual contractual hours for 6&3 officers		2,008	
	Est. hourly amount for longevity for sgts. in Patrol Division	\$		-
(M)	Estimated hourly amount for shift differential (assumes even distribution):			
	Shift diff. - A shift	\$	-	
	Shift diff. - B shift	\$	0.55	
	Shift diff. - C shift	\$	0.74	
	Average			0.4300
(N1)	Estimated hourly amount for "Premium Pay" for holidays:			
	Estimated number of holidays scheduled to work		6	
	Times hours per holiday (shift)		8	
	Times hourly Patrol Sgt. pay rate	\$	34.06	
		\$	1,634.66	
	Div. by annual contractual hours for 6&3 officers		2,008	
	Estimated hourly amount for premium pay	\$		0.8141
(N2)	Estimated hourly amount for "Premium Pay" for holidays:			
	Estimated number of holidays scheduled to work		6	
	Times hours per holiday (shift)		10	
	Times hourly Investigator pay rate	\$	34.0553	
		\$	2,043.32	
	Div. by annual contractual hours for 6&3 officers		2,080	
	Estimated hourly amount for premium pay	\$		0.9824
(O)	Total Patrol Sergeants in Patrol Division			9
(P)	Total Patrol Officers in Patrol Division - 2012 budget			68

(Q)	Estimated hourly amount for longevity:			
	Avg. annual longevity for sgts. in Invest. Div. At 12/31/10	\$		incl in hrly rate
	Div. by annual contractual hours for 6&3 officers		2,008	
	Est. hourly amount for longevity for sgts. in Invest. Division	\$		-
(R)	Estimated hourly amount for shift differential (assumes even distribution):			
	Estimated hourly amount for shift differential (no shift diff now)	\$		-
(S)	Fringes at most recent annual Investigative Division fringe rate:			
	Total actual Invest. Div. fringes per Gen. Ledger 2011	\$	706,492.32	
	Add: re-allocation of Workers Comp. Ins. (incl. above in 2010)	\$		
	Total adjusted Invest. Div. Fringes	\$	706,492.32	
	Invest. Div. Overtime per Gen. Ledger 2011	\$	132,937.31	
	Less: Estimated fringes on overtime at 25%	\$	33,234.33	
	Estimated adjusted fringes on regular and paid leave	\$	673,257.99	
	Invest. Div. Regular wages per G/L, 2011	\$	1,093,133.50	
	Invest. Div. Paid Leave earnings per G/L 2011	\$	259,997.32	
	Total Invest. Div. Wages & Pd. Leave earnings	\$	1,353,130.82	
	Adj. Fringes at most recent annual Invest. Div. Fringe rate (excl. OT)			49.76%
(T)	Total Sergeants in Invest. Division (exc. 2 prop/ID, 1 fraud invest. & 1 juv.)			8
(U)	Percentage of Investigative cases for municipality	2009-2011 average percent		26.10%
				(Howard %)

**No. 10m -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION SHERIFF'S DEPARTMENT PATROL OFFICER**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, an Addendum to the Brown County Police Services Contract with the Village of Howard was approved adding the services of an additional 1.00 FTE Patrol Officer effective March 1, 2014 through December 31, 2015; and

WHEREAS, the cost of the additional Patrol Officer will be fully funded by the Village of Howard; and

WHEREAS, should the funding end, the position will end and be eliminated from the Sheriff's Department table of organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the addition of 1.00 FTE Patrol Officer to the Sheriff's Department table of organization effective March 1, 2014 through December 31, 2015 to fulfill the approved addendum to the Brown County Police Services Contract with the Village of Howard.

BE IT FURTHER RESOLVED, should the funding end, the position will end and be eliminated from the Sheriff's Department table of organization.

<b><u>Partial Budget Impact 03/01/14 – 12/31/14</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Patrol Officer	1.00	Addition	\$46,157	\$27,185	\$73,342
<b>Partial Budget Impact*</b>			<b>\$46,157</b>	<b>\$27,185</b>	<b>\$73,342</b>

\*The Addendum agreement with the Village of Howard includes payment of a pro-rated amount of \$85,957.51 for the position beginning March 1, 2014.

<b><u>Annualized Budget Impact</u></b>	<b><u>FTE</u></b>	<b><u>Addition/ Deletion</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Patrol Officer	1.00	Addition	\$55,388	\$32,622	\$88,010
<b>Annualized Budget Impact**</b>			<b>\$55,388</b>	<b>\$32,62</b>	<b>\$88,010</b>

\*\*The Addendum agreement with the Village of Howard includes payment of an annualized amount of \$103,149 with a 2% increase in 2015.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE  
EXECUTIVE COMMITTEE



Authored by: Human Resources

A motion was made by Supervisor La Violette and seconded by Supervisor Buckley "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:     \s\    Troy Streckenbach, County Executive     Date: 12/20/2013

**No. 10n -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION CLERK OF COURTS DEPUTY CLERK OF COURTS I**

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, due to a retirement, a 1.00 FTE Automation Specialist position in the Clerk of Courts table of organization will be vacant as of December 3, 2013; and

WHEREAS, the Human Resources department in conjunction with the Clerk of Courts conducted a thorough study of the duties and requirements of the position as well as the needs of the department; and

WHEREAS, the Automation Specialist position had assumed additional duties during the implementation of a large computer system upgrade and that upgrade is now complete; and

WHEREAS, it was determined the duties and requirements of the position are aligned with the Deputy Clerk of Courts I position; and

WHEREAS, as a result of the study, Human Resources in conjunction with the Clerk of Courts recommends the deletion of (1.00) FTE Automation Specialist and the addition of 1.00 FTE Deputy Clerk of Courts I to reflect the duties of the position and to align it with the other Deputy Clerk of Courts I positions; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors the deletion of (1.00) FTE Automation Specialist position and the addition of 1.00 FTE Deputy Clerk of Courts I position to the Clerk of Courts table of organization.

**Annual Budget Impact**

Clerk of Courts 1,950 Annual Hours Courthouse Pay Table	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Automation Specialist	(1.00)	Deletion	\$(39,624)	\$(22,076)	\$(61,700)
Deputy Clerk of Courts I	1.00	Addition	\$ 36,309	\$ 21,569	\$ 57,878
<b>Annual Budget Impact</b>			<b>\$( 3,315)</b>	<b>\$( 507)</b>	<b>\$( 3,822)</b>

**Fiscal Note: This resolution does not require an appropriation from the General Fund.**

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE  
EXECUTIVE COMMITTEE

Authored by: Human Resources  
Final Draft Approved by Corporation Counsel

A motion was made by Supervisor Clancy and seconded by Supervisor Hoyer “to adopt”.  
Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:     /s/    Troy Streckenbach, County Executive    

Date: 12/20/2013

## **ATTACHMENT TO RESOLUTION #10N**

### **BROWN COUNTY POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	DEPUTY CLERK OF COURTS I
<b>REPORTS TO:</b>	CLERK OF COURTS
<b>DEPARTMENT:</b>	CLERK OF COURTS
<b>BARGAINING UNIT:</b>	COURTHOUSE

#### **JOB SUMMARY:**

Performs moderately complex and responsible legal and clerical work dealing with all areas of the Courts.

#### **ESSENTIAL DUTIES:**

Assists in maintaining and drawing jurors for jury panels.

Maintains record system on juror's service.

Prepares vouchers for payment for interpreters, attorneys, court reporters, and expert witnesses.

Collects fees and writes receipts.

Prepares reports on court activities and submits to proper state authorities.

Verifies and answers inquiries of a non-restricted nature regarding criminal and civil records.

Prepares a variety of legal papers such as commitments, judgments, warrants, orders of transfer, notices of case rescheduling, appeals.

Files legal papers.

Provides back-up duties in the Court area.

#### **NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma, plus two years of office experience, with at least one year in a legal environment; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certificates:**

None.

**Knowledge, Skills, and Abilities:**

Knowledge of legal documents and legal terminology.

Knowledge of English grammar and spelling.

Knowledge of simple bookkeeping practices.

Knowledge of office procedures.

Knowledge of and ability to use a computer and required software.

Ability to learn and apply specialized knowledge and skills in the department.

Ability to perform full data entry functions at a rate of 90 net keystrokes per minute.

Ability to take accurate minutes of legal proceedings.

Ability to maintain accurate legal records.

Ability to learn, interpret and apply policies, regulations, procedures and laws which relate to departmental operations.

Ability to accept responsibility and exercise independent judgment.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 01/05

Revised: 10/10

**No. 11 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.**

**Late Communications:**

**No. 11a -- FROM SUPERVISOR DE WANE RE: REQUEST TO SEEK ANOTHER LOCATION OF THE EMERGENCY SIREN ON CASS STREET AND GOODELL STREET AS PER ALDERMAN TIM DE WANE, CITY OF GREEN BAY**

Refer to Public Safety Committee.

**No. 12-- BILLS OVER \$5,000 FOR PERIOD ENDING OCTOBER 31, 2013 AND NOVEMBER 30, 2013**

A motion was made by Supervisor Jamir and seconded by Supervisor Clancy **“to pay the bills for the period ending October 31, 2013 and November 30, 2013”**. Voice vote taken. Motion carried unanimously with no abstentions.

**No. 13 -- CLOSING ROLL CALL.**

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Buckley, Landwehr, Dantine, La Violette, Katers, Kaster, Van Dyck, Jamir, Robinson, Clancy, Campbell, Moynihan, Carpenter, Steffen, Lund, Fewell

Excused: Vander Leest

Total Present: 25                      Total Excused: 1

No. 14 -- ADJOURNMENT TO WEDNESDAY, JANUARY 15, 2014, AT 7:00 P.M.,  
LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET,  
GREEN BAY, WISCONSIN.

A motion was made by Supervisor Fewell and seconded by Supervisor Van Dyck “**to adjourn to the above date and time**”. Voice vote taken. Motion carried unanimously with no abstentions.

Meeting adjourned at 9:01 p.m.

ls\ Sandra L. Juno

SANDRA L. JUNO  
Brown County Clerk