

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS

July 18, 2012

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, July 18, 2012, at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 7:00 p.m.

Invocation.

Pledge of Allegiance to the Flag.

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzell, Moynihan, Steffen, Lund, Fewell

Excused: Buckley, La Violette, Carpenter

Total Present: 23 Total Excused: 3

No. 1 -- ADOPTION OF AGENDA.

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

No. 2 -- COMMENTS FROM THE PUBLIC:

- 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.

Lyle Wilquet, 1942 Ziese St., Green Bay spoke on his concerns with the materials obtained at the Brown County Library.

No. 3 -- APPROVAL OF MINUTES OF JUNE 20, 2012 COUNTY BOARD MEETINGS

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane **“to approve the minutes of June 20, 2012.”** Voice vote taken. Motion carried unanimously with no abstentions.

No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.

Supervisor Dantine announced that July 20 through July 22 is the Denmark Lions Annual Picnic and July 29th is St. Louis' Church Picnic in Dykesville. Mr. Dantine invited all to attend.

Supervisor Sieber announced that the Arnie Wolff Soccer Complex is having a fund raiser Wolff Classic at the Woods on July 21st for \$20.00 per person and invited all to attend.

Supervisor Erickson announced that the Brown County Veterans Appreciation Day Ceremony will be held on August 18, 2012 at the Brown County Fair from 6:00 p.m. to 7:00 p.m. Tickets are free to Veterans and their wives at the Brown County Veterans Services Office.

Supervisor Wetzel announced the next Education and Recreation Committee meeting will be held at the Brown County Fair on August 16th.

Supervisor Fewell announced that Pulaski Polka Days are this weekend in Pulaski. There will be lots of food, refreshments and entertainment and encouraged everyone to attend.

A motion was made by Supervisor Lund and seconded by Supervisor Wetzel **“to suspend the rules to take Items #11a through #11d after Items #8a and #8b”**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Erickson and seconded by Supervisor Landwehr **“to move Item #9c before Items #11a through #11d”**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Sieber and seconded by Supervisor De Wane **“to move Item #10j after Items #11a through #11d”**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Sieber and seconded by Supervisor De Wane **“to adopt the agenda as amended in sequence of Items #8a, #8b, #9c, #11a through #11d, #10j, #9d, and return to regular order #9a”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 5 -- COMMUNICATIONS.

LATE COMMUNICATIONS.

No. 5a -- FROM SUPERVISOR ROBINSON RE: REQUEST THAT THE HUMAN SERVICES COMMITTEE CONSIDERING MERGING THE HUMAN SERVICES COMMITTEE AND HUMAN SERVICES BOARD.

Refer to Human Services Committee and Human Services Board.

No. 6 -- APPOINTMENTS.

Board of Supervisors Committee as a Whole:

No. 6a -- CONFIRMATION OF APPOINTMENT OF DANNY PROCESS AS INTERNAL AUDITOR

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

Appointments by County Executive:

No. 6b -- REAPPOINTMENT OF RICHARD HUXFORD TO THE ADJUSTMENT BOARD

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

No. 6c -- APPOINTMENT OF MARY HANSEN TO THE COP COMMITTEE

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

No. 6d -- APPOINTMENT OF PAT WILLIAMS AND VICKY VAN VONDEREN TO THE LIBRARY BOARD

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

No. 6e -- APPOINTMENT OF TOM SIEBER TO THE MUSEUM BOARD OF DIRECTORS

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

No. 6f -- APPOINTMENT OF KRIS SCHULLER TO THE SOLID WASTE BOARD

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

No. 6g -- APPOINTMENT OF ANDY NICHOLSON TO THE BROWN COUNTY HOUSING AUTHORITY

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

No. 7a -- REPORT BY COUNTY EXECUTIVE.

County Executive Streckenbach announced that Brown County is recognized by the Economic Consulting Firm that Brown County is ranked fourth in the United States as one of the best counties for development and growth.

Executive Streckenbach stated the 2013 budget is \$3.5 million cost to continue. Executive Streckenbach encourages Supervisors to contact him with any input.

County Executive Streckenbach commented on the RFP for the Library Renovation. Mr. Streckenbach asked the Board to table the Resolution stating that time is needed to review the Public Works Director's plans and to work with the Library Board.

Executive Streckenbach requested the Board Chair put together a Task Force to look at the future of the Library.

County Executive Streckenbach announced the September WCA Conference and encouraged the County Board Members to attend.

Executive Streckenbach expressed his appreciation to the County Board members that volunteered to serve on Committees. There are still vacancies that need to be filled.

No. 7b -- REPORT BY BOARD CHAIRMAN.

Chairman Moynihan announced the WCA Conference and requested the Supervisors make arrangements to attend.

Chairman Moynihan thanked the Board for confirming Mr. Process as the Internal Auditor. Mr. Process' starting date will be July 30, 2012. Chair Moynihan thanked Supervisors Lund and Miller for reviewing the applications and interviews to fill this position.

No. 8 -- Other Reports.

A motion was made by Supervisor Zima and seconded by Supervisor De Wane **"to suspend the rules to take Items #8a and #8b as one vote"**. Voice vote taken. Motion carried unanimously with no abstentions

No. 8a -- TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH 2012

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH 2012

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of March 31, 2012:

Associated Bank and Chase Bank	\$4,791,994.80
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$233,800.45
Emergency Fund	(\$66,815.80)

NSF Checks Redeposited	\$344.14
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$14,737.56)
UMR Sweep Account	(\$279,344.24)
Bank Error(s)	\$0.00
Total	\$4,665,241.79
Less Outstanding Checks	(\$2,767,816.08)
Other Reconcilable Items	\$0.00
Balance Per County	\$1,897,425.71

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of March 31, 2012:

	2011	2012
Year-to-Date Interest Received	\$242,038.50	\$130,791.64
Interest Received-Current Month	\$61,803.17	\$175,858.78
Year-to-Date Interest Unrestricted Funds	\$303,841.67	\$306,650.42
Working Capital Reserves Invested	\$134,700,162.36	\$143,622,860.88
Restricted Investments	\$26,863,810.74	\$19,378,200.59
Total Funds Invested	\$161,563,973.10	\$163,001,061.47
Certificates of Deposits	\$14,600,000.00	\$5,600,000.00
Treas-Gov't Agencies	\$45,494,962.31	\$47,019,361.86
Commercial Paper		
Money Mkt-Pool	\$101,469,010.79	\$110,381,700.61
Total	\$161,563,973.10	\$163,001,062.47
Rate of Return:	0.821%	5.760%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of March 31, 2012.

\s\ Kerry M. Blaney
Kerry M. Blaney, County Treasurer

Submitted by Administration Committee:
Final draft approved by Corporation Counsel.

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

No. 8b -- TREASURER'S FINANCIAL REPORT FOR THE MONTH OF APRIL 2012

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF APRIL 2012

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of April 30, 2012:

Associated Bank and Chase Bank	\$1,944,764.72
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$277,276.44
Emergency Fund	(\$15,526.61)
NSF Checks Redeposited	(\$28,358.73)
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$28,121.94)
UMR Sweep Account	(\$343,876.67)
Bank Error(s)	\$0.00
Total	\$1,806,157.21
Less Outstanding Checks	(\$2,315,734.89)
Other Reconcilable Items	\$0.00
Balance Per County	(\$509,577.68)

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of April 30, 2012:

	2011	2012
Year-to-Date Interest Received	\$303,842.67	\$306,650.42
Interest Received-Current Month	\$108,324.93	\$126,545.97
Year-to-Date Interest Unrestricted Funds	\$412,167.60	\$433,196.39
Working Capital Reserves Invested	\$127,234,248.39	\$135,137,855.12
Restricted Investments	\$23,431,555.71	\$18,240,455.75
Total Funds Invested	\$150,665,804.10	\$153,378,310.87
Certificates of Deposits	\$14,600,000.00	\$6,100,000.00
Treas-Gov't Agencies	\$46,021,030.35	\$46,611,899.09
Commercial Paper	\$0.00	\$4,996,130.00
Money Mkt-Pool	\$90,044,773.75	\$95,670,281.78
Total	\$150,665,804.10	\$153,378,310.87
Rate of Return:	0.859%	0.590%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of April 30, 2012.

 \s\ Kerry M. Blaney
Kerry M. Blaney, County Treasurer

Submitted by Administration Committee:
Final draft approved by Corporation Counsel.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 7/23/2012

TAKEN OUT OF ORDER: Nos. 9c; 11a-d; 10j; 9d

No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF JULY 9, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on July 9, 2012 and recommends the following motions:

1. Appointment of Supervisor Tom Sieber to Land Information Council. To approve.
2. * Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors.
To refer to Corporation Counsel for disposition of communication.
- * Refer item #2 to Corporation Counsel as per the County Board on 7/18/2012.
3. Communication from Supervisor Steffen re: Nomination signature threshold for candidates seeking the office of County Supervisor to lower to 50 and 100 signatures.
Receive and place on file. Approved 6-1.
4. Communication from Supervisor Steffen: Review, discuss and take action on requiring standardized, staff reports for public policy items and monthly reports. To send to County Board Chairman Moynihan and County Board Vice-Chairman Lund and work in concert with Administration.
5. Communication from Supervisor Robinson re: Request that the County Board (1) hold a special visioning session or series of visioning sessions and (2) consider putting together a Master Plan to guide the work of County Government. *Held for one month to bring back additional information.* To hold for one month.
6. Communication from Supervisor Sieber re: To have Human Resources include their rationale for the salary assigned to any new department head in the packet which the County Board receives prior to confirmation vote.
 - i. To receive and place on file.
 - ii. To reconsider Communication #6.
 - iii. To refer to next month's Executive Committee to have staff provide their point factoring information.
7. Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete "and discussion pertinent to the subject matter". To hold for 60 days.
8. ** Request for Approval - Public Works Director's Report on Central Library Maintenance Assessment. Receive and place on file.
- ** Amended by the County Board on 7/18/2012 as follows: To approve the Public Works Director's Report on Central Library maintenance and proceed with the maintenance using the \$1.5 million already bonded for by the County Board (Approved 14-9). Proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works maintenance assessment not to exceed \$1.5 million (Approved 23-0).

9. Request for Approval - Central Library RFP.
 - i. To approve.
 - ii. To approve with the addition of adding building new as an option in the RFP. MOTION PASSED 5 - 2.
10. Review and Possible Action on Legal Bills to be paid. Pay the bills.
11. County Executive Report.
 - a) Budget Update. Receive and place on file.
12. Labor Attorney Report.
 - a) Healthcare Plan 2013. To approve adopting the high deductible plan for 2012.
 - b) Discussion of Chapter 4 Revisions. *See item #23.*
13. Vacant Budgeted Positions - Child Support – Accounting Technician – vacated 6/2012. *See #19.*
14. Vacant Budgeted Positions - County Clerk – Account Clerk – vacated 6/2012. *See #19.*
15. Vacant Budgeted Positions - Human Services/CTC – Clerk III – vacated 5/2012. *See #19.*
16. Vacant Budgeted Positions - Human Services/CTC – Food Service Supervisor (.5 FTE) – vacated 6/2012. *See #19.*
17. Vacant Budgeted Positions - Human Services – Social Worker/Case Manager – Adult LTC – vacated 5/2012. *See #19.*
18. Vacant Budgeted Positions - Human Services – Social Worker/Case Manager – Child Protection Intake/Ongoing x2 - vacated 3/2012 & 6/2012. *See #19.*
19. Vacant Budgeted Positions - Public Works/Facility Management – Clerk Typist II – vacated 6/2012.
 - i. To suspend the rules to take items #13 through #19 together. MOTION PASSED 6 - 1.
 - ii. To approve items #13 through #19. MOTION PASSED 6 - 1.
20. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Human Services Professional Employees Association. To approve. See Resolutions, Ordinances July County Board.
21. Resolution re: Authority to Execute a 2012 Labor Agreement with the Brown County Human Services Para-Professional Employees Association. To approve. See Resolutions, Ordinances July County Board.
22. Resolution re: the Reclassification of the Director of Port and Solid Waste Position. To approve. See Resolutions, Ordinances July County Board.
23. Ordinance to Amend Chapter 4 of the Brown County Code entitled “Personnel Rules and Regulations”. To approve Chapter 4 as presented and have Administration provide the fiscal impact under 4.57 in regard to “forced” overtime and have those numbers be presented at the next regular Executive Committee meeting. See Resolutions, Ordinances July County Board.
24. Resolution re: Change in Table of Organization Information Services – Delete Technology Services Manager / Add Server, Storage and Virtualization Specialist. To approve. See Resolutions, Ordinances July County Board.
25. Resolution re: Change in Table or Organization Human Services – Delete Administrative Assistant I / Add Clerk IV. To approve. See Resolutions, Ordinances July County Board.
26. Resolution to Authorize Use of Funds to Retain Outside Counsel. To approve. See Resolutions, Ordinances July County Board.

A motion was made by Supervisor Zima and seconded by Supervisor Fewell **“to adopt”**.

Supervisor Erickson requested Item #8 be taken separately; Supervisor Haefs requested Item #2 be taken separately and Supervisor Steffens requested Item #3 be taken separately. Voice vote taken on remainder of report. Passed unanimously with no abstentions.

Item #2 -- Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. COMMITTEE ACTION: To refer to Corporation Counsel for disposition of communication.

A motion was made by Supervisor Zima and seconded by Supervisor Fewell **“to adopt by referring to Corporation Counsel”**. Voice vote taken. Motion carried with Supervisors Haefs, Kaster and Dantine voting nay.

Item #3 -- Communication from Supervisor Steffen re: Nomination signature threshold for candidates seeking the office of County Supervisor to lower to 50 and 100 signatures. COMMITTEE ACTION: Receive and place on file. Approved 6-1.

A motion was made by Supervisor Kaster and seconded by Supervisor Van Dyck **“to adopt”**.

Following discussion, a motion was made by Supervisor Steffens and seconded by Supervisor Robinson **“to adjust the number of signatures to 50 signatures”**. Vote taken. Roll Call #9c3(1):

Ayes: Robinson, Wetzel, Steffen

Nays: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Clancy, Moynihan, Lund, Fewell

Excused: Buckley, La Violette, Carpenter

Total Ayes: 3 Total Nays: 20 Excused: 3

Motion defeated.

Item #8 -- Request for Approval – Public Works Director’s Report on Central Library Maintenance Assessment. COMMITTEE ACTION: Receive and place on file.

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

Ben Schenkelberg, 3309 Spur Lane, an experienced area architect, stated he reviewed the Library and \$17-\$23 million is the price tag. He supports looking at the Library in a totally different way. Mr. Schenkelberg thinks there are ways to fix things without ripping the whole building apart. For \$17-\$23 million we should have a new building.

A motion was made by Supervisor Erickson and seconded by Supervisor Zima **“to return to the regular order of business”**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Zima and seconded by Supervisor Kaster **“to approve the Public Works Director’s Report on Central Library maintenance and proceed with the maintenance using the \$1.5 million already bonded for by the County Board”**.

Following discussion, a motion was made by Supervisor Van Dyck and seconded by Supervisor Lund **“to amend Supervisor Zima’s motion by adding: proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works Maintenance Assessment not to exceed \$1.5 million”**.

A motion was made by Supervisor Steffens and seconded by Supervisor Hopp **“to refer Item #8 back to Committee”**. Vote taken. Roll Call #9c8(1):

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

Total Ayes: 7 Total Nays: 16 Excused: 3

Motion defeated.

A motion was made by Supervisor Zima and seconded by Supervisor Erickson **“to approve Supervisor Van Dyck’s amendment to Supervisor Zima’s motion by adding: proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works Maintenance Assessment not to exceed \$1.5 million”**. Vote taken. Roll Call #9c8(2):

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

Total Ayes: 23 Excused: 3

Motion carried unanimously with no abstentions.

A motion was made by Supervisor Zima and seconded by Supervisor Van Dyck **“to approve Supervisor Zima’s motion with Supervisor Van Dyck’s amendment as follows: To approve the Public Works Director’s Report on Central Library maintenance and proceed with the maintenance using the \$1.5 million already bonded for by the County Board. Proceed with safety concerns, the high priority and planned maintenance items identified in the Public Works Maintenance Assessment not to exceed \$1.5 million”**. Vote taken. Roll Call #9c8(3):

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

Total Ayes: 14 Total Nays: 9 Excused: 3

Motion carried.

No. 11a – 11d -- RFP FOR CENTRAL LIBRARY FINAL DESIGN

- a) **Planning, Development and Transportation Committee:** To hold for 30 days for more information. Motion failed 1-4; To approve, Motion passed 4-1.
- b) **Administration Committee:** To approve a draft RFP for the Central Library to include a base cost with options with associated cost per option.
- c) **Education & Recreation Committee:** To approve the RFP for the Library Renovation Final Design as amended with the deletion of the dollar amount. Passed 4-1.
- d) **Executive Committee:** To approve with the addition of adding building new as an option in the RFP.

A motion was made by Supervisor Lund and seconded by Supervisor Zima “to have the Brown County Executive and Board Chairman select 5 County Board members to serve on an Ad Hoc Committee to work with members of the Library Board to create an RFI for future needs of the Brown County Central Library”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 10j -- ORDINANCE TO AMEND CHAPTER 4 OF THE BROWN COUNTY CODE ENTITLED “PERSONNEL RULES AND REGULATIONS”

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

SECTION 1 - **Sections:** 4.02 4.25, 4.28, 4.40, 4.49, 4.51, 4.54, 4.56, 4.57, 4.59, 4.65, 4.68, 4.69, 4.71, 4.72, 4.74, 4.78, 4.85, 4.86, 4.88, 4.90, 4.91, 4.92, 4.93, 4.94, 4.102

4.02 PURPOSE. The purpose of this chapter shall be to establish a uniform County personnel policy which shall apply to all employees of the County. This chapter is not an employment contract between Brown County and its employees.

EMPLOYMENT SELECTION PROCESS

4.25 POLICY. Brown County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Brown County complies with applicable state and local laws governing non-discrimination in employment in every location in which the Company County has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

4.28 JOB POSTING. Existing position vacancies will be posted internally and/or externally when deemed advisable by the Human Resources Department to allow qualified applicants to apply. There may be circumstances a department, upon approval from the Human Resources Department, shall post vacancies internal to the department prior to posting to all County employees or to the public.

4.40 NEPOTISM. (1) No person shall be employed, promoted, or transferred to any department or agency within Brown County government or to a division or section thereof when, as a result, he or she would be directly supervising or receiving direct supervision from a member of his or her immediate family or working directly above the

relative's immediate superior or directly for the relative's immediate supervisor. Immediate family is defined as wife, husband, father, mother, guardian, sister, brother, children of employees, aunt, uncle, grandchildren, grandparents, father-in-law, mother-in-law, sister-in-law or brother-in-law.

(2) No person shall be employed, promoted, or transferred to any department or agency within Brown County government employment when a member of the person's immediate family is already employed within that department or agency.

(3) The Human Resources Manager will determine ~~that if~~ such employment, promotion or transfer would be detrimental to the best interests of Brown County.

4.49 EXTRA PAY.

(1) Shift Differentials. Regular part-time and full-time non-exempt employees in positions that are scheduled to work on multiple shifts will receive ~~may be eligible for~~ additional pay for working ~~non-standard hours 2nd or 3rd shifts. Positions that require 24 hours/7 day coverage will receive shift differential for hours worked between 5:00pm to 7:00am~~ Shift differentials for other departments depend on the job classification of the employee and will be paid in accordance with an approved County or ~~Department~~ policy.

(2) Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, upon approval of the Department Head. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.

(3) Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Human Resources Manager and notification to the County Executive. The Human Resources Manager will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Human Resources Manager.

(4) Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification:

(a) Foreman or leaderworker duties: If employees assume these duties and work at least one (1) full day at that level.

(b) Training Officer Pay: Perform on the job training and evaluations of new hired employees. (Telecommunicator and Correctional Officer)

4.51 STATUS CHANGES

(1) LTE to Regular Employee. An employee working in a limited term position, who then becomes a regular County employee, in the same classification, shall have time worked as a limited term employee credited toward the appropriate ~~probationary period~~ initial employment period and years of service.

(2) Part-time to Full-time Employee. An employee who transfers from part-time or full-time in the same classification will be placed at the same step. In certain

circumstances the hours of existing part-time employees may be increased in lieu of other limited term employment options.

(3) Regular to LTE Employee. A regular employee, who transfers to a limited term position in the same classification, will be placed at the same step.

(4) Promotion. When promoted, an employee's pay shall be increased to a step of the pay grade for the class to which the employee is being promoted. If the employee's present pay is already above step 1, he/she shall be placed in a step of the pay grade for the class to which the employee is being promoted which will provide a pay increase based on qualifications.

(5) Demotion. When an employee is demoted for any reason, the Human Resources Manager shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay grade of the job to which the employee is demoted.

(6) Retirement. The normal retirement age for County employees shall be determined by appropriate Wisconsin Statute. For employees who terminate employment, the last day of employment is the last day the employee is physically on the job.

4.54 BREAKS. (1) If department scheduling requires unpaid breaks, an unpaid break of ~~20 to~~ 30 minutes will be scheduled approximately midway in a standard workday and may be staggered to accommodate department needs. Unpaid time amount is based on the needs of the department.

(2) Break times are to be arranged between employee and the supervisor or Department Head. Employees may ~~also not~~ leave their workstations area for paid breaks. ~~If employees take for~~ two unpaid paid 15 minute breaks per day they may leave their workstations area. Breaks not taken are lost and may not be scheduled or combined to create a 30 minute break, extend a mid-day break, or shorten the work day at either the start or end. It is the Department Head's responsibility to assure that lunch periods and breaks are scheduled so that adequate staff coverage is provided at all times.

4.56 EXEMPT EMPLOYEES. Exempt employees (including Department Heads, supervisors, managers, professionals) under as defined in the Fair Labor Standards Act (FLSA) are expected, ~~to work a normal full-time work week in addition to performing the duties of their positions, and to also~~ be available for special and regular meetings and events ~~outside of normal hours~~ and may be subject to structured work schedules. In return for these services, these employees may take time off when the workload of their department permits.

OVERTIME AND COMPENSATORY TIME

4.57 POLICY. (1) Each position is designated as either Non-exempt or Exempt from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in non-exempt positions shall be compensated or receive compensatory time at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. Pay for non-worked hours (vacation, casual, holiday, etc.) are not considered hours worked. Per FLSA, some exceptions to the 40 hours per week standard apply under special circumstances to sheriff and hospital and nursing home employees. Exceptions to this

~~include but are not limited to hospitals/health care field, law enforcement, and emergency services personnel.~~ All time worked is subject to rounding rules.

(2) All overtime or compensation time must be authorized by the Department Head or supervisor and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime or compensatory time calculations. All overtime and compensatory time accruals will be reviewed periodically by the Human Resources Manager. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.

(3) No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.

(4) In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work.

4.59 EXEMPT EMPLOYEES. (1) Exempt employees are expected to work without regard to overtime. Exempt employees are not eligible for payment of overtime or compensatory time. Department Heads, supervisors, managers, professionals and other exempt employees may be subject to structured work schedules as set by their superiors and are required to receive prior approval to be absent from or leave the work area during work hours.

(2) Exempt employees are paid on a salary basis. Being paid on a salary basis means an employee regularly receives a predetermined amount of compensation each pay period. The salary paid by Brown County to salaried employees is specifically intended to compensate for their service to the County. Subject to limited exceptions, an exempt employee receives their full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. However, such salary includes requiring the employee to charge his/her absences to paid leave accruals.

~~(3) exempt employees who are absent from the workplace for less than one day normally shall deduct the length of the absence from the appropriate paid leave account (i.e., sick or vacation leave). It is recognized, however, that in certain circumstances, the fulfillment of an employee's responsibilities require longer or more irregular hours than in other situations. In such instances, the employee's superior may allow an employee the flexibility to attend to personal business away from work during normal work hours without requiring the use of accrued leave. Exercising this flexibility shall not amount to compensating the employee on an hour off for an hour worked basis. Such time away from the workplace that is not being deducted from leave accruals shall not be reported on the employee's time and attendance records.~~

~~(4)(3) Exempt employees who are absent from the work place for part of a week and do not have enough accrued leave to cover the absence, shall not have their salaries reduced for that portion of the absence that is not covered by paid leave. Exempt employees may be disciplined for abusive leave time (absences or tardiness). Therefore, Departments may and are encouraged to keep informal accounts of employee's use of leave that is not recorded on time and attendance forms should documentation be necessary due to misuse, or disciplinary issues.~~

4.65 HOLIDAYS. (1) Eligible employees who have been employed for a period of thirty (30) days shall receive a full day's pay for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, ~~Christmas Eve~~, Christmas Day and New Year's Eve. ~~In addition to these holidays, the last half of the workday (4 hours) of Christmas Eve, New Year's Eve, and Good Friday shall also be observed as holidays for pay.~~ For employees who work Monday through Friday schedules, if any of the above mentioned holidays fall on Saturday, the preceding Friday will be observed and if the holiday falls on Sunday, the following Monday will be observed or as determined by the County. ~~For compensation for the half day holiday, employees must first work the first half of their work day before holiday pay commences.~~

(2) ~~Non-exempt hourly and exempt salaried employees scheduled to work and who actually work on the observed holiday will receive compensation at two times (double) their regular rate of pay for actual hours worked.~~ Non-Exempt Employees will receive one and ½ times their normal pay rate for the hours worked on the holiday. All eligible employees will receive paid holiday equal to their normal schedule up to 8 hours per holiday.

~~(3) When a non-exempt hourly and exempt salaried employee is required to work on an observed holiday that falls on their regularly scheduled day off, these employees will be paid at twice their regular rate of pay per hour for actual hours worked. The number of hour paid for the holiday is equal to the number of hours the department would have normally scheduled an employee to work had it not been a holiday. When an exempt employee is required to work on a holiday, the employee will be paid holiday pay and for the actual hours worked.~~

~~(4)(3) For purposes of compensation of holidays under this section, regardless of shift, holidays will be deemed to commence and end at midnight, for employees that do not work 24/7 schedules. For employees in 24/7 positions, the holidays will commence at the beginning of the first shift which occurs on the holiday and end at the completion of the last shift which commences on the day of the holiday. (for example, those employees who work 7a-3p, 3p-11p, and 11p-7a will receive holiday pay between 7am on the holiday to 7am on the day after the holiday)>~~

~~(4)(5) Personal Days.~~

(a) Eligible employees who have been employed for a period of thirty (30) days who work Monday through Friday schedules, twenty-four (24) hours personal time [twenty-two and one-half (22.5) hours for employees regularly scheduled to work seven and one-half (7.5) hour days] shall also be observed as a holiday, to be taken as mutually agreed upon between the employee and supervisor. In addition, the day after Thanksgiving will be observed as a personal day with pay.

(b) For employees who follow a seven (7) day schedule, thirty-two (32) hours of personal time shall be observed as holidays, subject to prior approval by supervisor or manager.

(c) Unused personal time shall be lost at the end of the calendar year.

4.68 BEREAVEMENT LEAVE. (1) Whenever a death occurs to a member of the immediate family of an employee, the County shall compensate the employee for any time lost from work during the next ~~five (5) three (3)~~ work days. The ~~five (5) three (3)~~ work days must be taken within the period starting with the date of death and one of the days must be used to attend the funeral. Should such death occur during the employee's vacation or use

of other paid time off, he/she shall receive the additional time off with pay at another time mutually agreed upon by the employee and department. Should the funeral or interment occur at a delayed date (example: winter death, spring interment) the employee may use one (1) of the ~~five (5)~~ three (3) days to attend the funeral or interment. Compensation shall be at the regular hourly rate of said employee for a normal work day.

(2) Immediate family is defined as: wife, husband, father, mother, guardian, sister, and brother, child of employee, grandchildren, grandparents, father-in-law, mother-in-law, step-children, or stepparents.

(3) Employees will be entitled to compensation for one (1) day to attend the funeral of the spouse's grandparents or of a son-in-law or daughter-in-law, brother-in-law or sister-in-law, aunt or uncle of the employee or spouse. In the event an employee is required to act as a pallbearer at the funeral of someone outside of his/her immediate family, he/she shall be granted one (1) day ~~off to do so~~ with bereavement pay.

~~(4) Regular part time employees are eligible for bereavement days off as stated above, beginning on the succeeding calendar days starting on the date of death. If during this leave the employee has to work days, the employee will be paid for those scheduled work days and hours only. The employee will not be paid for any of these days which are non-scheduled work days. Should any death occur during an employee's vacation he/she shall receive additional time off with pay for any scheduled work day affected at a time mutually agreed upon by the employee and department.~~

~~(5) Department heads shall consult with the Human Resources Director for any exceptions.~~

4.69 WORKER'S COMPENSATION. ~~An employee who is absent due to injury or illness caused during the course of his/her duties shall receive first day coverage at 75% of regular pay during the first 180 calendar days, and payments to hospital, doctors, and to employee for lost time shall be made in accordance with the Worker's Compensation Act of Wisconsin. If during this 180 day period the employee receives Worker's Compensation, he/she shall endorse and turnover said check to the County Treasurer and receive his/her regular pay in return. All employees are expected to conduct themselves in such a manner that they do not cause injury to themselves or others. If an injury does occur during working hours, an employee shall:~~

~~(1) Regardless of severity, report such injury to his/her supervisor or designated authority and complete an "Accident Report Form" which will be furnished by the Insurance Department.~~

~~(2) If the injury is such that the employee is unable to complete an "Accident Report Form", said form shall be completed by the person in the employee's department designated to complete the form.~~

~~(3) Accident reports supported by a certificate of a licensed physician setting forth the nature and extent of the injury and the probable period of disability, must accompany requests for leave.~~

The County follows the requirements of state law.

4.71 SHORT-TERM DISABILITY LEAVE. ~~(1) Employees who have completed 180 calendar days of service shall be eligible for disability leave pay as follows:~~

~~————— (a) — On the job accidents or injuries of the employee — first day coverage at 75% of regular pay for the duration of short term disability, up to a maximum of 180 days. The employee is responsible for applying for long term disability coverage. — (Doctor Certificate required).~~

~~————— (b) — Sickness or an off the job accident or injury of the employee — coverage after three (3) work days at 75% of regular pay.~~

~~————— (2) — Eligible part-time employees shall receive disability leave benefits on a pro rata hourly basis based on scheduled work hours.~~

Employees who have completed 6 months of employment shall be eligible for disability leave pay per County policy in effect.

4.72 LONG TERM DISABILITY. ~~Brown County's Long Term Disability (LTD) Plan provides for eligible employees, (excluding seasonal, limited term employees, temporary and summer), to receive two thirds pay after 180 days of disability to age 65 with offsets for Social Security disability benefits, Wisconsin Retirement System disability benefits, and Worker's Compensation benefits. Part-time employees who work at least 50% of full-time hours are eligible for long-term disability on a prorated hourly basis, based on scheduled work hours.~~

~~————— (1) — LTD begins after 180 days of disability; however, the offsetting benefits must be requested by the disabled employee within 30 days of beginning LTD.~~

~~————— (2) — The Wisconsin Retirement System requires that the Employer certify that all earnings, including service and pay for vacation and sick leave, have been paid and that the employee is on a leave of absence and not expected to return to work, or has been terminated because of a disability. Therefore, once it has been determined on the basis of a report from the employee's doctor that an employee is not reasonably expected to return to work, the employee will be terminated from the payroll and paid all appropriate accrued benefits. If the employee is expected to be able to return to work, the employee will be granted a leave of absence up to two years but not to exceed his/her length of service with the County.~~

~~————— (3) — When the employee is able to return to work after being on LTD, the employee will be reinstated to an available position for which s/he is qualified. Such determination will be made by the employer on a case-by-case basis. While on LTD, the employee will continue to accrue seniority for job-posting purposes only. Seniority for other purposes will be frozen at the beginning of the LTD leave and shall begin accruing upon the employee's return to work.~~

Employees who have exhausted Short Term Disability benefits shall be eligible for disability leave pay per County policy in effect.

4.74 LEAVES OF ABSENCE.

(1) Policy. The Human Resources Manager in collaboration with the Department Head may grant a regular employee leave without pay for a period not to exceed six (6) months. A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military or personal reasons. If an employee finds that he/she must be out of work for more than three (3) days, he or she should contact the Human Resources Department to determine if a LOA may be necessary.

(2) Eligibility. (a) All regular employees employed by Brown County may be eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Leave without pay shall be granted only when it is in the best interests of the County to do so. The interests of the employee shall be considered when he/she has shown by his/her record to be of more than average value to the County and when it is desirable to return the employee to service even at some sacrifice. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave, an acceptable physician's certificate shall be included.

(b) Requests for unpaid personal leave may be denied or granted by Brown County for any reason or no reason and are within the sole discretion of the County. Approvals of the immediate supervisor, department director and the Human Resources Department are required.

(3) Unauthorized Absence. It is recognized that there may be extenuating circumstances for unauthorized absence, and due consideration shall be given each case. However, an employee who is absent from duty without approval may be considered as having abandoned his/her position, depending on the circumstances.

4.78 ~~INITIAL EMPLOYMENT PERIOD PROBATIONARY~~—EMPLOYEE EVALUATIONS. Department Heads, or their designee, shall evaluate ~~probationary~~ initial employment period employees during the midpoint of the initial ~~probationary~~ employment period.

CORRECTIVE ACTION, LAYOFFS, TERMINATION

4.85 ~~CORRECTIVE DISCIPLINE-ACTIONS.~~ The purpose of ~~discipline~~ corrective action is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. ~~Discipline-Corrective action~~ shall be administered in compliance with this Chapter and rules and standards shall be consistently applied. Penalties shall be appropriate to the circumstances. Persons administering corrective discipline shall systematically document the case. ~~Disciplinary~~ Corrective actions shall be in writing and include a full description of the alleged infraction and a statement informing the employee of his/her rights under the grievance procedure contained in these Ordinances. Records of verbal ~~reprimands~~ Corrective actions shall be maintained in the department files. Copies of written reprimands, suspensions, and terminations shall be provided to the employee, the Human Resources Manager, to the employee's supervisor and kept in the department files. Suspensions and terminations shall be discussed with the Human Resources Manager before such actions are taken and records shall be provided to the Human Resources Manager for retention in the employee file. The County Executive will be informed of suspensions and terminations by Human Resources. Corrective actions, with the exception of suspensions and terminations, are not subject to the Grievance Process. Suspensions and terminations are subject to the Grievance Process and employees

4.86 GROUNDS FOR CORRECTIVE ACTION OR DISCIPLINE. The following shall be grounds for discipline ranging from a warning to immediate discharge depending upon circumstances and the seriousness of the offense in the judgment of management: (The listing provided below is illustrative, and is not intended to be all-inclusive)

- (1) Dishonesty or falsification of records.
- (2) Unauthorized use or abuse of County equipment or property.

- (3) Theft or destruction of County equipment or property.
- (4) Work stoppages such as strikes or slow-downs.
- (5) Insubordination or refusal to comply with the proper order of an authorized supervisor.
- (6) Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when such conduct impairs the efficiency of the County service.
- (7) Habitual tardiness, unauthorized or excessive absence.
- (8) Use of official position or authority for personal profit or advantage.
- (9) Disregard or repeated violations of safety rules and regulations.
- (10) Drunkenness, including drinking during working hours or being under the influence of alcohol or drugs during working hours, or bringing intoxicants or drugs into the workplace.
- (11) Failure to adequately perform assigned job duties.
- (12) Failure to follow duly established work rules, policies and procedures.
- (13) Professional unethical conduct or behavior.
- (14) Abuse of a Client or Patient.
- (15) The disclosure of confidential information in violation of federal or state law or county ordinance.

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

4.88 LAYOFFS. (1) The Department Head may lay off an employee or employees as a result of a shortage or stoppage of work or funds, functional reorganization, or the abolishing of positions. Before implementing a proposed layoff, the Department Head shall confer with the Human Resources Manager in order to assure compliance with the provisions of Ordinances, Personnel Rules, applicable labor contracts, and labor laws.

(2) The department shall first give consideration to the layoff or termination of employees with limited-term, trainee, and probationary status in the department, division, and classification affected. If further reductions are necessary, employees holding regular full-time and regular part-time positions shall be laid off. `

(3) Layoffs shall be based upon departmental needs after considering the efficiency and economy of the workplace. When determining the employee to layoff, Department Heads should consider an employee's length of service, the ability of remaining employees to satisfactorily perform the available work, and the historical job performance of the affected employees. Where job performance is relatively equal among the employees in a class subject to layoff, seniority shall prevail.

~~(4) Within the sole discretion of the County, in some cases employees scheduled for layoff may bump employees in the same classification and within the same department, provided that the employee to be bumped has less seniority and the bumping employee has equal or greater qualifications for the position into which the employee is bumping. A bumped employee may be placed in a position within the department in the same or lower classification within the sole discretion of the Human Resources Manager in consultation with the Department Head.~~

~~(5)(4) The Human Resources Department shall notify each person laid off of all his/her rights including reinstatement eligibility. Regular employees shall receive at least fourteen (14) day notice prior to layoff. Layoff plans shall be approved by the Human Resources Manager before they are implemented. The rehiring of employees that have been laid off shall be determined by the Human Resources Department and the Department Head based on its need for the most qualified person to perform the available work.~~

GRIEVANCE PROCEDURE

~~**4.90 POLICY.** It is the policy of the County to treat all employees fairly and equitably in matters affecting their employment. Any employee who feels he has not been treated fairly and equitably has a right to present a grievance to the appropriate management official pursuant to the procedures as set forth herein. The filing of a grievance by an employee shall not reflect unfavorably on the employee's standing, performance or loyalty and shall be without fear of reprisal.~~

~~**4.91 DEFINITION OF A GRIEVANCE.** A grievance is a formal complaint by an employee other than a Department Head regarding unsafe working conditions, unjust application of discipline, termination, the unfair application or violation of the personnel rules and regulations of this chapter. For purposes of this procedure, termination includes a discharge from employment for rule violations, poor performance, or other acts of misconduct. Termination does not include layoff, retirement, job abandonment or termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties. Unsafe working conditions hereunder shall be limited to violations of state and federal regulations on health and safety standards in the workplace.~~

~~**4.92 ADMINISTRATION.** The Human Resources Manager shall supervise and administer the grievance procedure. Supervisors and Department Heads shall immediately inform the Human Resources Manager of any formal grievance filed hereunder and shall cooperate with the Human Resources Manager in the scheduling and just disposition of any grievance. The Human Resources Manager may adopt additional rules and requirements in furtherance of the Grievance Procedure set out here.~~

~~**4.93 GRIEVANCE PROCEDURE.** A formal grievance of an employee shall be handled in accordance with the following procedure:~~

~~**Step 1.** The employee shall prepare a written statement setting forth the grievance. The grievance statement shall include a summary of the pertinent facts, the date the event occurred, what steps the employee has taken to informally resolve the grievance, and the remedy requested. The statement should be given to the employee's Department Head. Upon receipt of the written statement, the Department Head shall immediately forward the grievance to the Human Resources Manager. Within five (5) working days thereafter, the Department Head shall meet with the employee and make a reasonable effort to resolve the grievance. If the Department Head is unable to resolve the grievance after the meeting with the employee, the Department Head shall immediately prepare a~~

~~written response denying the grievance and setting forth the reasons for such denial. The Department Head shall forward the written response to the Human Resources Manager and provide the employee with a copy of such response.~~

~~Step 2. If the employee is not satisfied with the Department Head's resolution of the grievance, the employee may, within five (5) working days, present the grievance in writing to the Human Resources Manager. The Human Resources Manager or the Manager's designee shall arrange to meet with the employee and his/her representative, if any, to ascertain the facts surrounding the dispute and shall reply in writing to the employee within five (5) working days thereafter. The decision of the Human Resources Manager shall be final except grievances that address employee terminations, employee disciplines, or workplace safety.~~

~~Step 3. In the event the decision of the Human Resources Manager does not satisfy the employee, the employee may, within five (5) working days, present a written request to the Human Resources Manager, for a hearing before an impartial hearing officer. If the grievance involves an employee termination, employee discipline, or workplace safety, the Human Resources Manager shall select an impartial hearing officer by mutual consent with the grieving employee. If the Human Resources Manager and the grieving employee are unable to agree to an impartial hearing officer, the Human Resources Manager shall request a list of available staff arbitrators from the Wisconsin Employment Relations Commission. The Human Resources Manager shall then select an arbitrator from the panel provided by the WERC. The selected arbitrator or mutually agreeable impartial hearing officer shall thereafter hold a hearing on the grievance. The County and the employee may produce witnesses and other evidence at the time of hearing before the arbitrator or impartial hearing officer. After considering the evidence presented, the arbitrator or impartial hearing officer shall issue a written decision. An arbitrary and capricious standard of review shall be used by the arbitrator or impartial hearing officer.~~

~~Step 4. Within five (5) working days of receipt of the written decision of the arbitrator or impartial hearing officer, either the employee or the Human Resources Manager may appeal the decision of the arbitrator or impartial hearing officer to the Executive Committee of the County Board. The Executive Committee shall thereafter review the written record of the case and allow the employee or his/her representative and the Human Resources Manager or his/her designee, to make oral arguments before the Executive Committee on the merits of the case. The Executive Committee shall thereafter deliberate and issue a recommendation in writing either affirming or reversing the decision of the arbitrator or impartial hearing officer. In the event that the Executive Committee recommends a reversal of the decision of the arbitrator or impartial hearing officer, the Executive Committee may include a recommendation as to an alternate solution to the grievance. The Executive Committee shall forward its recommendations to the full County Board. The full County Board shall consider the recommendations of the Executive Committee and allow the grievant and the Human Resources Manager or designee to make arguments to the full Board. After argument, the full County Board shall deliberate and consider the recommendations of the Executive Committee and arguments of the parties before making a final decision on the appeal.~~

~~**4.94 REPRESENTATION.** An employee is entitled to be represented in each step of the grievance procedure by a representative of his/her choice. The Human Resources Manager may delegate, within his/her sole discretion, responsibilities as set forth in Step 2 to the Human Resources legal advisor, or Corporation Counsel. Upon mutual agreement the employee and the Human Resources Manager may extend or waive any time limits contained in this procedure. Nothing contained herein shall diminish any legal rights an employee may be entitled to under the law.~~

GRIEVANCE PROCEDURE

4.90 POLICY. It is the policy of the County to treat all employees fairly and equitably in matters affecting their employment. Employees who believe they have not been treated fairly and equitably in matters have a right to present a grievance to the appropriate management official pursuant to the procedures as set forth herein. This grievance procedure is intended to provide employees with a fair means to seek administrative redress for alleged violations, misinterpretations or inequitable applications of County policies, rules and expectations of conduct relative to employee discipline, termination, or workplace safety. The filing of a grievance by an employee shall not reflect unfavorably on the employee's standing, performance or loyalty and shall be without fear of reprisal. Nothing contained herein shall diminish any legal rights an employee may be entitled to under the law.

4.91 DEFINITIONS.

Termination: a separation from employment by reasons other than resignation, layoff or reduction in force.

Employee Discipline: an employment action that results in disciplinary suspension, with or without pay, disciplinary termination, or disciplinary demotion. Employee discipline does not include oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension with or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignment, action taken pursuant to an ordinance created under s. 19.59(1m), or other non-material employment actions.

Employee: shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, elected officials, and independent contractors.

Workplace Safety: shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. Workplace Safety means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. Workplace safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family, or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

4.92 TIMELINES AND GRIEVANCES

Written Grievance Submission: An employee must file a written Grievance within ten (10) working days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue. The Grievance must be in writing and must be filed with Human Resources and with a copy to the department director. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, and documentation related to the Grievance in possession of the Grievant, all reasons why the actions of the administration should be overturned, and the

remedy that should be issued. A Grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated, if applicable.

Administrative Response: The Human Resources Manager, or other administrator appointed by the County Executive, shall meet with the Grievant within fifteen (15) working days of receipt of the written Grievance to discuss voluntary resolution of the Grievance. If those discussions do not resolve the Grievance, then the administrative officer shall provide a written response to the Grievance within five (5) working days of the meeting. The written response shall contain a statement of the date the meeting between the administrative officer and the Grievant occurred, the decision to sustain or deny the Grievance, and the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer.

Impartial Hearing Officer: The decision of the Administrative Officer shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with Human Resources within ten (10) working of the Administrative Response. The Impartial Hearing Officer shall file a written response within fifteen (15) working days of the close of the hearing.

Appeal for Review: The non-prevailing party may file a written request for review by the County Board within ten (10) working days of receipt of the Impartial Hearing Officer's written response.

Decision of the County Board: The County Board shall make a decision regarding whether or not a meeting will be held within thirty (30) working days of the appeal. A decision by the County Board will be made within sixty (60) working days of the filing of the appeal unless the County Board extends this timeframe.

Importance of Timelines and Process: A Grievance will be processed pursuant to the established timelines. A Grievant may advance a Grievance to the next step if a response is not provided within the designated timeframes. A Grievant may not file or advance a Grievance outside of the designated timeframes. The Administration may advance a Grievance to the next step at the written request of either the Grievant or the Administration. The timelines may be modified by mutual agreement of the Grievant and Administration. The failure of the Grievant to follow the timelines and other requirements in this policy shall result in the Impartial Hearing Officer not having jurisdiction over this matter and shall terminate the Grievance Procedure for that Grievance. The Impartial Hearing Officer shall have the authority to determine whether the Impartial Hearing Officer has jurisdiction, which may be subject to review by the County Board.

Scheduling: Grievance meetings and hearings will typically be held during the Grievant's off-duty hours. Time spent in Grievance meetings and hearings will not be considered as compensable work time. Upon mutual agreement the employee and the department head of Human Resources may extend or waive any time limits contained in this procedure.

Individual claim: Any Grievance filed regarding workplace safety must relate to issues personal to the Grievant filing the Grievance and may not relate to, without limitation by enumeration, safety of property or third parties. A Grievance filed regarding workplace safety must be filed by the Grievant claiming he or she has been personally affected by the alleged workplace safety violation.

Selection of Hearing Officer: Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Administration shall provide the name of the person who shall serve as an Impartial Hearing Officer.

Pre-Hearing Conference and Timelines: The Administration, Grievant and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing not more than forty-five (45) working days from the date of the appeal. The Impartial Hearing Officer shall assign dates for preliminary matters that may arise prior to the hearing.

Conciliation: Prior to the Hearing, the parties and Impartial Hearing Officer may engage in conciliation meetings to resolve the dispute. In cases involving allegations of workplace safety, the conciliation meeting shall be mandatory and shall occur not more than ten calendar/working days after assignment to the Impartial Hearing Officer. The Impartial Hearing Officer's involvement in any conciliation process shall not disqualify the Impartial Hearing Officer from hearing the merits of any Grievance unless all parties agree to replacing the Impartial Hearing Officer.

Representation: The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative shall not be a material witness to the dispute. The County Executive, within his sole discretion, may assign responsibilities to administer this grievance procedure to the department head of Human Resources, its legal advisor, Corporation Counsel, or other administrative officers. Upon mutual agreement the employee and the department head of Human Resources may extend or waive any time limits contained in this procedure. Nothing contained herein shall diminish any legal rights an employee may be entitled to under the law.

Record of Proceedings: The Impartial Hearing Officer shall conduct the proceedings and make a record of the proceedings. Following the issuance of the decision, the record shall be provided to the Brown County Human Resources for preservation.

Burdens of Proof and Production: The Grievant shall bear the burden of production and burden of proof. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence. Not less than ten days prior to the hearing, the Grievant and the Administration shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.

4.93 THE POWERS AND RESPONSE OF THE IMPARTIAL HEARING OFFICER

Written Decision: After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written decision. The Impartial Hearing Officer may request oral or written arguments and replies. The decision shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was arbitrary or capricious?

Powers of the Hearing Officer: The Impartial Hearing Officer shall have the power to sustain or deny the Grievance. The Impartial Hearing Officer shall have no power to issue any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to the determination and approval of the Administration, and shall be addressed by the County Board in the event the Grievance is sustained. The Impartial Hearing Officer may request oral or written arguments and replies.

Written Appeal: The written notice of appeal shall contain a statement explaining the reasons for the appeal and a copy of the Grievance, the Administration's response to the Grievance, and the Impartial Hearing Officer's response. The written notice may not include information that was not presented at the Hearing. The request shall be filed with the Chairperson of the County Board and with a copy to the prevailing party.

Record of the Hearing: Upon appeal of the response of the Impartial Hearing Officer, a copy of the record shall be provided to the members of the County Board.

4.94 REVIEW BY COUNTY BOARD

Review: The County Board shall review the record and determine whether a rational basis exists for the Impartial Hearing Officer's decision. The findings of fact of the Impartial Hearing Officer shall not be overturned unless clearly erroneous. In the event the County Board does not sustain the Impartial Hearing Officer's decision, then the County Board may render a new decision and remedy, request the Impartial Hearing Officer to take further evidence, assign an Impartial Hearing Officer to create a recommendation for the Board's review, or hold a new hearing and make an independent decision.

Decision: All decisions of the County Board involving the Grievance shall be by simple majority vote and in writing and filed with the clerk or secretary of the County Board within five days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant and the Administration. The County Board's decision is final and is not subject to appeal.

4.102 CONFLICT OF INTEREST. No County employee shall take any official action substantially affecting a matter in which the employee, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest, or has a business interest or outside employment. No County employee may use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated. Nothing herein shall prohibit an elected official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit an elected official from taking official action with respect to any proposal to modify a County or municipal ordinance.

SECTION 2 – This Ordinance shall become effective September 1, 2012.

Respectfully submitted,
EXECUTIVE COMMITTEE

Final Draft approved by Corporation Counsel.

A motion was made by Supervisor Fewell and seconded by Supervisor Wetzel **“to adopt”**.

A motion was made by Supervisor Sieber and seconded by Supervisor De Wane **“to suspend the rules to allow interested parties to address the Board”**. Voice vote taken. Motion carried unanimously with no abstentions. No interested parties addressed the Board on this item.

A motion was made by Supervisor Zima and seconded by Supervisor Nicholson **“to return to the regular order of business”**. Voice vote taken. Motion carried unanimously with no abstentions.

Vote taken on Supervisor Fewell's original motion **“to adopt”**. Roll Call #10j:

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Williams, Kaster, Van Dyck, Schuller, Robinson, Wetzel, Moynihan, Steffen, Lund, Fewell

Nays: Dantine, Clancy

Excused: Buckley, La Violette, Carpenter

Total Ayes: 21 Total Nays: 2 Excused: 3

Motion carried.

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

Approved by: \s\ Darlene K. Marcelle, County Clerk Date: 7/24/2012

Approved by: \s\ Patrick W. Moynihan, Jr., Board Chair Date: 7/25/2012

No. 9d -- REPORT OF HUMAN SERVICES COMMITTEE OF JUNE 27, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on June 27, 2012 and recommends the following motions:

1. Review Minutes of:
 - a) Aging & Disability Resource Center of Brown County (May 24, 2012).
 - b) Aging & Disability Resource Center Executive Committee (May 24, 2012).
 - c) Human Services Board (May 10, 2012 and June 15, 2012)
 - d) Veterans' Recognition Subcommittee (May 15, 2012)
 - i. To suspend the rules and receive and place on file Items 1a, b, & d
 - ii. To receive and place on file Item 1c.
2. Drug Court Presentation – Update by Judge Zuidmulder. Receive and place on file.
3. Family Care Presentation – Update by Rolf Hanson. Receive and place on file.
4. Communication from Supervisor Hopp re: Direct the Health Department to conduct EMF (Electro-Magnetic Field) level testing along the highway 54/57 (University Avenue) Corridor within the City Limits of the City of Green Bay and present those findings to the committee within 60 days. To refer to the Health Department.
5. Human Services Dept. – Resolution re: Change in Table of Organization Human Services – Delete Administrative Assistant I/Add Clerk IV. To approve. See Resolutions, Ordinances July County Board.
6. Human Services Dept. – Executive Director's Report. Receive and place on file.
7. Human Services Dept. – Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
8. Human Services Dept. – Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.Suspend the rules and receive and place on file Items 8a, b & c.
9. Human Services Dept. – Approval for New Non-Continuous Vendor. To approve.
10. Human Services Dept. – Request for New Vendor Contract. To approve.

11. Audit of Bills – To pay the bills.

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

RETURN TO THE REGULAR ORDER OF THE AGENDA.

No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF JUNE 28, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on June 28, 2012 and recommends the following motions:

1. Review of Minutes of Housing Authority (May 21, 2012). To hold for one month and have representatives of the Brown County Housing Authority come before the Administration Committee.
2. Request for Approval – Central Library RFP. To approve a draft RFP for the Central Library to include a base cost with options with associated cost per option.
3. Communication from Supervisor Moynihan re: Request Administration Committee direct IS to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Boards, etc. in Room 200. To refer to IS to get information needed including costs and timelines.
4. Information Services – Introduction of new Information Services Director, David Hjalmsquist. *No action taken.*
5. Information Services – Budget Status Financial Report for April, 2012. Receive and place on file.
6. Information Services – Resolution Re: Change in Table of Organization Information Services (Delete Technology Services Manager/Add Server, Storage and Virtualization Specialist. To approve. See Resolutions, Ordinances July County Board.
7. Child Support – Budget Status Financial Report for April, 2012. Receive and place on file.
8. Child Support – Director’s Report. Receive and place on file.
9. Treasurer – Budget Status Financial Reports for the Months of March, April and May, 2012. Receive and place on file.
10. Treasurer – Financial Reports for the Months of March and April, 2012. Receive and place on file.
11. Treasurer – Director’s Report. Receive and place on file.
12. Dept. Of Administration – Budget Status Financial Report for April, 2012. *See action at Item 13.*
13. Dept. of Administration – Human Resources Budget Status Financial Report for April, 2012. Receive and place on file Items 12 &13.
14. Dept. of Administration – Human Resources Activity Report. Receive and place on file.
15. Dept. of Administration – 2012 Budget Adjustment Log. Receive and place on file.
16. Dept. of Administration – Review of Purchasing Policy. To hold for one month.
17. Dept. of Administration – Director’s Report. Receive and place on file.

18. County Clerk – Budget Status Financial Report for April, 2012. Receive and place on file.
19. Audit of bills. To pay.

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

No. 9a(i) -- REPORT OF “SPECIAL” ADMINISTRATION COMMITTEE OF JULY 9, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in special session on July 9, 2012 and recommends the following motions:

1. Resolution re: To Authorize Use of Funds to Retain Outside Legal Counsel. To approve. See Resolutions, Ordinances July County Board.

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

No. 9b -- REPORT OF EDUCATION AND RECREATION COMMITTEE OF JULY 2, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on July 2, 2012 and recommends the following:

1. Review Minutes of:
 - a. Library Board (May 17, 2012). Receive and place on file.
 - b. Neville Public Museum Governing Board (March 12, 2012). Receive and place on file.
2. Appointment of Supervisor Van Dyck to the Veterans Memorial Complex Committee. To approve.
3. Appointments of Supervisor Van Dyck and Supervisor Hoyer to the Central Library Project Steering Committee. *Deleted.*
4. Communication from Supervisor Erickson re: Update on reducing County Board Launch fees to seniors (65 and over) from \$30.00 to \$20.00. To refer to staff to work with De Pere.
5. Communication from Supervisor Van Dyck re: Central Library Renovations. To have the Chair work with the Library Board and other parties to discuss the creation of a steering committee related to the Central Library Renovation.
6. Golf Course - Budget Status Financial Report for May 31, 2012. Receive and place on file.

7. Golf Course - Financial Statistics as of June 18, 2012. Receive and place on file.
8. Golf Course - Superintendent's Report. Receive and place on file.
9. Museum - Attendance and Admissions Report for May, 2012. Receive and place on file.
10. Museum - Director's Report. Receive and place on file.
11. NEW Zoo & Park Mgmt - Parks Budget Status Financial Report for May, 2012. Receive and place on file.
12. NEW Zoo & Park Mgmt - Request for Waiver of Fees by the Dykesville Lions Club for the baseball field at Bay Shore Park, July 26 – July 28 for a youth softball tournament. To approve the request.
13. NEW Zoo & Park Mgmt - Director's Report for May, 2012. Receive and place on file.
14. NEW Zoo & Park Mgmt - NEW Zoo Budget Status Financial Report for May, 2012. Receive and place on file.
15. NEW Zoo & Park Mgmt - Zoo Monthly Activity Report for June, 2012. Receive and place on file.
16. NEW Zoo & Park Mgmt - NE WI Zoo Education & Volunteer Programs Report for May, 2012. Receive and place on file.
17. NEW Zoo & Park Mgmt - Zoo Animal Collection Report for May, 2012. Receive and place on file.
18. NEW Zoo & Park Mgmt - Zoo Director's Report. Receive and place on file.
19. Library - Budget Status Financial Report for May 31, 2012. Receive and place on file.
20. Library - Request for Proposal - Central Library Final Design. To approve the RFP for the Library Renovation Final Design as amended with the deletion of the dollar amount. MOTION CARRIED 4 - 1.
21. Library - Director's Report. Receive and place on file.
22. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex for May, 2012. Receive and place on file.
23. Audit of bills. To hold for one month.

A motion was made by Supervisor Williams and seconded by Supervisor Wetzel **“to adopt”**.

Supervisor Wetzel requested Item #4 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Item #4 -- Communication from Supervisor Erickson re: Update on reducing County Board Launch fees to seniors (65 and over) from \$30.00 to \$20.00. COMMITTEE ACTION: To refer to staff to work with De Pere.

A motion was made by Supervisor Wetzel and seconded by Supervisor Steffen **“to refer Item #4 back to Committee”**. Voice vote taken. Motion defeated.

A motion was made by Supervisor Zima and seconded by Supervisor Hopp **“to adopt Item #4”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 9e -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE OF JUNE 25, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in regular session on June 25, 2012 and recommends the following motions.

1. Review minutes of:
 - a. Harbor Commission (February, June, September & October, 2011) and (January, February & March, 2012). Receive and place on file.
 - b. Planning Commission Board of Directors (April 4, 2012). To approve.
 - c. Solid Waste Board (January, March & May, 2011) and (February & April, 2012). Receive and place on file.
 - d. Transportation Coordinating Committee (March 12, 2012). To hold for one month.

2. ** Communication from Supervisor Lund re: Explore support for Great Lakes Small Harbor Coalition. To approve and forward Resolution #12007 to staff to have it drafted in Brown County's name for the next County Board Agenda and the next Harbor Commission agenda as well.

- ** Item # 2 – Motion made by Supervisor Lund to approve item #2 and put on the August County Board Agenda. Approved as per the County Board on 7/18/2012.

3. Communication from Supervisor Evans re: Brown County provides adequate land on the County Campus, located by the Jail and CTC, to the Medical College of Wisconsin. To hold until the next meeting.
4. Request for Approval - Central Library RFP.
 - i. To hold for 30 days for more information. MOTION FAILED 1-4
 - ii. To approve. MOTION PASSED 4-1
5. Port & Solid Waste - Budget Adjustment Request (12-53): Increase in expenses with offsetting increase in revenue. To approve.
6. Port & Solid Waste - Request for Approval of 2012 Strategic Solid Waste Management Plan. To approve the 2012 Strategic Solid Waste Management Plan with the modification to add a goal related to the Gas-to-Energy/Leche injections at the discretion of the Solid Waste Director.
7. Port & Solid Waste - Resolution re: Reclassification of the Director of Port and Solid Waste Position. To hold for one month. See Resolutions, Ordinances July County Board.
8. Port & Solid Waste - Resolution re: The Prevention of the Spread of Asian Carp and Other Aquatic Invasive Species into the Great Lakes. To approve. See Resolutions, Ordinances July County Board.
9. Port & Solid Waste - Director's Report. Receive and place on file.
10. Planning Commission - Budget Status Financial Report for April, 2012. Receive and place on file.

11. Planning Commission - Resolution re: Amending the Brown County Comprehensive Plan – A Vision for Great Communities. To approve with amendments. See Resolutions, Ordinances July County Board.
12. Planning Commission - Resolution re: Establishing the Northeastern Wisconsin Housing Consortium. To approve. See Resolutions, Ordinances July County Board.
13. Planning Commission - Summary of Annual Report submitted to the Wisconsin Department of Natural Resources related to Brown County Municipal Storm Water System (MS4) Permit. To approve.
14. Property Listing - Budget Status Financial Report for April, 2012. Receive and place on file.
15. Zoning - Budget Status Financial Report for April, 2012. Receive and place on file.
16. Zoning - Budget Adjustment Request (12-52): Increase in expenses with offsetting increase in revenues. To approve.
17. Airport - Budget Status Financial Report for May, 2012. Receive and place on file.
18. Airport - Purchase Private Hanger. To approve.
19. Airport - Director's Report. Receive and place on file.
20. Public Works – Facility Mgmt - Document Center Color Copier Replacement Bid Award. To approve the preferred vendor of MBM. MOTION PASSED 4-1.
21. Public Works – Facility Mgmt - Summary of Operations. Receive and place on file.
22. Public Works – Facility Mgmt - Director's Report. Receive and place on file.
23. Register of Deeds - Budget Status Financial Report for April, 2012. Receive and place on file.
24. Audit of bills. To pay.

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

Supervisor Lund questioned why Item #2 (Communication from Supervisor Lund re: Explore support for Great Lakes Small Harbor Coalition) was not on the July 18, 2012 agenda as a resolution, as he requested.

A motion was made by Supervisor Lund and seconded by Supervisor Erickson “**to approve Item #2 and put on the August County Board Agenda**”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 9e(i) -- REPORT OF “SPECIAL” PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE OF JULY 9, 2012

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE met in special session on July 9, 2012 and recommends the following motions.

1. Resolution re: Reclassification of the Director of Port and Solid Waste Position. To approve. MOTION PASSED 4-1. See Resolutions, Ordinances July County Board.

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

No. 9e(ii) -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF JUNE 25, 2012

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The LAND CONSERVATION SUB COMMITTEE met in regular session on June 25, 2012 and recommends the following motions.

1. Land and Water Conservation Department Budget Update May 2012. Receive and place on file.
2. Budget Adjustment request for Land and Water Conservation Department for 2012 budget – East River USDA grant. (BA 12-57 LWC East River Group Grant Budget Removal.). To approve.
3. Update on Working Lands Initiative conservation requirements provision status. Number of participants, number of field inspections, number not in compliance with state standards (NR 151). Receive and place on file.
4. Lake Michigan Area Land and Water Conservation By-Laws. Receive and place on file.
5. Lake Michigan Area Land and Water Conservation Association Summer tour July 20, 2012 at Barkhausen Wildlife Preserve – Barkhausen presentation Matt Kriese, West Shore Pike Habitat Restoration Project presentation Jim Jolly; Cat Island Restoration Project presentation and tour – Mark Walter Solid Waste Department. Receive and place on file.
6. GLRI grants review:
 - a) Upper East River Riparian Protection Project (Summary information page and work plan Upper East GLRI Grant Application, Letters of Support for Upper East GLRI Grant Request).
 - b) Waste Transformation Facility feasibility study. Brad Holtz.
 - c) Baird Creek Buffer Project continuation. Rob Vesperman.
 - i. To take Items 6a, b and c together.
 - ii. Receive and place on file Items 6a, b and c.
7. Closed Session: The Land Conservation Committee will conduct a closed session to discuss and possibly act on pending violations, inspections, findings, and compliance actions by Land and Water Conservation Department Staff and County Corporation Counsel related to the Brown County Code of Ordinances - Chapter 26 Animal Waste Management Ordinance. Pursuant to Wis. Stat. § 19.85(1)(d), any meeting of a governmental body may be convened in closed session for purposes of considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention. Additionally, under Wis. Stat. § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which , if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. And, under Wis. Stat. § 19.85(1)(g), any meeting of a

governmental body may be convened in closed session for purposes of 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 or is likely to become involved. To enter into closed session at 7:04 p.m.

8. Reconvene in open session to conduct regular business. To return to regular order of business at 7:40 p.m.

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

No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE (No Meeting. No Report.)

No. 10 -- Resolutions, Ordinances:

No. 10a -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION INFORMATION SERVICES – DELETE TECHNOLOGY SERVICES MANAGER/ADD SERVER, STORAGE AND VIRTUALIZATION SPECIALIST

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

Ladies and Gentlemen:

WHEREAS, the Information Services department currently has 1.0 FTE vacant Technology Services Manager position, which was established during the 2012 budget process; and

WHEREAS, Human Resources in conjunction with the Information Services Director and Network Support Manager evaluated the needs of the Information Services Department and evaluated the job duties of the Technology Services Manager; and

WHEREAS, it was determined that a Server, Storage and Virtualization Specialist would better fit the needs of the department; and

WHEREAS, the Human Resources Department in conjunction with Information Services are recommending the deletion of (1.0) FTE vacant Technology Services Manager position and the addition of 1.0 FTE Server, Storage and Virtualization Specialist position to the Information Services Department Table of Organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (1.0) FTE vacant Technology Services Manager position and the addition of 1.0 FTE Server, Storage and Virtualization Specialist position to the Information Services Department Table of Organization;

BE IT FURTHER RESOLVED, that the position be maintained in Grade 19 of the Classification and Compensation Plan.

2012 Partial Budget Impact (09/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Technology Services Manager	(1.0)	Deletion	\$(22,883)	\$(17,815)	\$(40,698)
Server, Storage and Virtualization Specialist	1.0	Addition	\$ 19,304	\$ 17,302	\$ 36,606
Budget Impact			\$(1,462)	\$(512)	\$(4,092)

2012 Annual Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Technology Services Manager	(1.0)	Deletion	\$(68,650)	\$(24,364)	\$(93,014)
Server, Storage and Virtualization Specialist	1.0	Addition	\$ 57,911	\$ 22,827	\$ 80,738
Budget Impact			\$(10,739)	\$(1,537)	\$(12,276)

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Final Draft by Human Resources and Approved by Corporation Counsel.

Fiscal Impact: This resolution does not require an appropriation from the General Fund for the 2012 budget due to a position deletion savings.

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

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

No. 10b -- RESOLUTION RE: AUTHORIZE USE OF FUNDS TO RETAIN OUTSIDE LEGAL COUNSEL

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

Ladies and Gentlemen:

WHEREAS, the Corporation Counsel has a duty to provide legal services and representation to the County; and

WHEREAS, Brown County is currently participating in the Consortium of local Governments participating in the Budget Repair Bill program organized by the Wisconsin County’s Association as a pilot County in the limited wage compatibility study; and

WHEREAS, the purpose of this program is to provide an introduction to aligning base compensation to market values through the process of conducting a wage comparability study on 30 common positions within our organization. A well designed base compensation program will give the County better control over salary expenditures and help maintain a proper balance

in the relationship between base pay levels and relative value of jobs internally within the County, and externally in our labor market; and

WHEREAS, Brown County is not a member of the Wisconsin County Mutual Insurance Program that has negotiated the fees for consortium members for pooled services to be equally divided among all participating local governments; and

WHEREAS, Brown County will have a separate retainer agreement for those pooled services. The purpose of this retainer agreement is to address the legal work that will be performed regarding the consortium and wage study program; and

WHEREAS, it is in the best interest of Brown County to use these pooled services for the most cost effective rates regarding the Budget Repair Bill consortium and the limited wage study program.

NOW, THEREFORE, BE IT RESOLVED, the Brown County Board of Supervisors authorizes the Corporation Counsel to contract with the Wisconsin Counties Association attorneys Phillips Borowski, S.C. for the purposes stated above.

Respectfully submitted,
EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE

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 Lund **“to adopt”**.
Vote taken. Roll Call #10b(1):

Ayes: De Wane, Nicholson, Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzels, Moynihan, Steffen, Lund, Fewell

Nays: Sieber, Haefs

Excused: Buckley, La Violette, Carpenter

Total Ayes: 21 Total Nays: 2 Excused: 3

Motion carried.

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

No. 10c -- RESOLUTION RE: CHANGE IN TABLE OF ORGANIZATION HUMAN SERVICES – DELETE ADMINISTRATIVE ASSISTANT I/ADD CLERK IV

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

Ladies and Gentlemen:

WHEREAS, the Human Services department currently has 2.0 FTE vacant Administrative Assistant I positions; and

WHEREAS, Human Resources in conjunction with the Human Services Financial Services Supervisor evaluated the job duties of the Administrative Assistant I and Clerk IV as well as the needs of the department; and

WHEREAS, it was determined that a Clerk IV would better fit the needs of the department; and

WHEREAS, the Human Resources Department in conjunction with Human Services are recommending the deletion of (2.0) FTE vacant Administrative Assistant I positions and the addition of 2.0 FTE Clerk IV positions to the Human Services Department Table of Organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (2.0) FTE vacant Administrative Assistant I positions and the addition of 2.0 FTE Clerk IV positions to the Human Services Department Table of Organization.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Administrative Assistant I	(2.0)	Deletion	\$(75,426)	\$(39,874)	\$(115,300)
Clerk IV	2.0	Addition	\$ 71,526	\$ 39,315	\$ 110,841
Budget Impact			<u>\$(3,900)</u>	<u>\$(559)</u>	<u>\$(4,459)</u>

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Final Draft by Human Resources and Approved by Corporation Counsel.

Fiscal Impact: This resolution does not require an appropriation from the General Fund for the 2012 budget due to a position vacancy savings. This resolution does have a fiscal impact for the 2013 budget and will require an appropriation from the General fund.

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

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

ATTACHMENT TO RESOLUTION #10c

MEMO

To: Brent Miller, Director of Administration/Interim Human Resources Manager
From: Lynn Fuss, Human Resources Analyst
Date: June 11, 2012
RE: Human Services Community Programs Table of Organization Change

The Human Services Financial Services Supervisor submitted a request to the Human Resources to assist with the review of the vacant Administrative Assistant I positions. The current table of organization for the Human Services Community Program Division includes: 2.0 FTE vacant Administrative Assistant I and 2.0 FTE Clerk IV positions.

The Administrative Assistant I supervises clerical employees and/or performs specialized clerical functions of considerable difficulty and responsibility calling for thorough familiarity with agency regulations and procedures. The minimum requirements of the position are five years of responsible office experience.

The Clerk IV performs advanced, specialized and complex administrative clerical work under general supervision. Has frequent contact within and/or outside the agency and with the public in a coordinative or informative capacity. Exercises considerable initiative, judgment and specialized knowledge in the application of established policies and procedures under a variety of complex situations.

Recommendation:

Human Resources in conjunction with the Human Services Financial Supervisor reviewed the current position description and evaluated the job duties needs of the area. It was determined that the duties of Clerk IV are more closely in alignment with the department staffing needs.

Therefore, the following changes are recommended to Human Services Department Table of Organization. Delete (2.0) FTE vacant Administrative Assistant I positions and create 2.0 FTE Clerk IV positions.

Fiscal Impact Salary and Fringe Benefits:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Administrative Assistant I	(2.0)	Deletion	\$(75,426)	\$(39,874)	\$(115,300)
Clerk IV	2.0	Addition	\$ 71,526	\$ 39,315	\$ 110,841
Total Fiscal Impact			<u>\$(3,900)</u>	<u>\$(559)</u>	<u>\$(4,459)</u>

No. 10d -- RESOLUTION RE: THE PREVENTION OF THE SPREAD OF ASIAN CARP AND OTHER AQUATIC INVASIVE SPECIES INTO THE GREAT LAKES

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

Ladies and Gentlemen:

WHEREAS, the Big Head Carp and Silver Carp, more commonly known as Asian Carp, have migrated north through the Mississippi River Basin, and threatening to enter the Great Lakes; and

WHEREAS, the Mississippi River Basin creates a path for other aquatic invasive species to enter the Great Lakes; and

WHEREAS, the introduction of Asian Carp and other aquatic invasive species pose a serious threat to the ecological health of the Great Lakes; and

WHEREAS, the economic viability of Brown County's port and shipping industries, tourism business, and overall economic health depend on the Lakes maintaining a health ecosystem; and

WHEREAS, the Brown County Board of Supervisors wishes to adopt policy positions that support both the important work of the American Great Lakes Ports Association and to ensure a healthy future for its citizens, including their ability to enjoy and benefit from the County's presence along the shore of Lake Michigan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that Brown County adopt, as its official position, the following:

The Government of Brown County, WI, supports efforts to prevent the movement of non-native Asian Carp and other aquatic invasive species between the Great Lakes and Mississippi River Basins, keeping foremost in mind the ecological health of the Great Lakes as well as the viability of the shipping, port, and tourism industries.

Respectfully submitted,
PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does not require an appropriation from the General Fund. This is an advisory resolution for the County to support efforts to prevent the movement of non-native Asian Carp and other aquatic invasive species between the Great Lakes and Mississippi River Basins.

A motion was made by Supervisor Dantine and seconded by Supervisor Clancy **"to adopt"**.

Supervisor Robinson requested that this resolution be forwarded to all State and Federal officials representing Brown County.

Voice vote taken on Supervisor Dantine's motion **"to adopt"**. Motion carried unanimously with no abstentions.

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

No. 10e -- RESOLUTION AMENDING THE BROWN COUNTY COMPREHENSIVE PLAN
- A VISION FOR GREAT COMMUNITIES

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

Ladies and Gentlemen:

WHEREAS, the Brown County Comprehensive Plan – A Vision for Great Communities was adopted by the Brown County Board of Supervisors on October 20, 2004; and

WHEREAS, the State of Wisconsin has substantially changed the Wisconsin Farmland Preservation Program to the Wisconsin Working Lands Initiative; and

WHEREAS, to maintain eligibility for state farmland preservation income tax credits for qualified Brown County landowners, the local municipalities' comprehensive plan Intensive Agricultural Area maps must be substantially consistent with the Brown County Intensive Agricultural Area map; and

WHEREAS, the intent of the Brown County Comprehensive Plan Figure 2-11a "Intensive Agricultural Areas" and associated text is to reflect the Intensive Agricultural Area maps developed by the 17 participating local municipalities over the past two years; and

WHEREAS, after public meeting and due consideration the Brown County Planning Commission has forwarded a resolution recommending the amendment to the Brown County Comprehensive Plan to the Planning, Development, and Transportation Committee of the Brown County Board of Supervisors; and

WHEREAS, a public hearing was held by the Brown County Planning, Development, and Transportation Committee of the Brown County Board on June 25, 2012, following a Class I public notice and 30-day review period; and

WHEREAS, after following public hearing, public meeting, and due consideration the Planning, Development and Transportation Committee has recommended the amendment to the Brown County Comprehensive Plan to the Brown County Board of Supervisors.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Brown County Board of Supervisors amends Figure 2-11a "Intensive Agricultural Areas" and the associated text into the Brown County Comprehensive Plan – A Vision for Great Communities.

Respectfully submitted,
PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution does require an appropriation from the General Fund.

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

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

ATTACHMENT TO RESOLUTION #10e

(Insert between pages 69 and 70 of 2007 amended plan)

Wisconsin Working Lands Initiative – Intensive Agricultural Areas

Figure 2-11a on page 54 depicts the intensive agricultural areas for Brown County. These areas were identified by the participating local units of government and those found in the Brown County Farmland Preservation Plan to demonstrate the commitment of the properties to agricultural production and development consistent with the requirements of the Wisconsin Working Lands Initiative. By virtue of these properties being identified as intensive agricultural areas, the property owners are eligible for the State of Wisconsin Farmland Preservation Tax Credit, provided they meet the following performance requirements:

- The properties are also zoned for agriculture within a State of Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) certified agricultural zoning district.
- The person farming the properties makes at least \$6,000 a year or \$18,000 over a rolling three-year period in gross farm receipts (lease/rent payments may not be counted).
- The properties are in compliance with state soil and water conservation standards as certified by the Brown County Land and Water Conservation Department.
- All property taxes owed from previous years are paid.

Where there are conflicts between the Future Land Use Map and the Intensive Agricultural Areas Map, the intensive Agricultural Areas Map supersedes all other future land use classifications.

It is important to note that there may be landowners within Brown County who wish to go above and beyond the basic program and participate in an Agricultural Enterprise Area (AEA), which is an additional voluntary farmland preservation agreement with DATCP in exchange for a higher farmland preservation tax benefit. An AEA is a defined area, generally greater than 1,000 acres where the local landowners have made a 15-year commitment to the preservation of agricultural land use and agricultural development. According to DATCP, *“The designation of an AEA does not, by itself, control or limit land use within the designated area. Designation of an AEA also does not specifically protect areas from encroaching development or land use conflicts. Local designation of an AEA, however, can be used as part of a local land use and development “package” designed to preserve, protect and promote agricultural enterprises.”* Brown County is supportive of landowners and the applicable local units of government petitioning DATCP for the creation of one or more AEAs within Brown County, consistent with the identified Intensive Agricultural Areas. PLEASE NOTE: Figure 2-11a Intensive Agricultural Areas Map is available in the Brown County Clerk’s Office.

MEMORANDUM

DATE: June 18, 2012

TO: Brown County Planning, Development and Transportation Committee Members

FROM: Aaron Schuette, Principal Planner

RE: Brown County Comprehensive Plan Amendment for the Working Lands Initiative

The map and text amendment to the Brown County Comprehensive Plan on the agenda for the June 25th Planning, Development and Transportation (PD&T) Committee meeting is to ensure the local comprehensive plans and Brown County Comprehensive Plan are consistent with each participating local community (all 13 towns and the Villages of Bellevue, Hobart, Howard, and Suamico) in partnership with their citizens, and support from Brown County Planning and Planning and Land Services and Brown County Land and Water Conservation staff, have identified "Intensive Agricultural Areas" for their community. Following identification, the local Intensive Agricultural Area maps and associated text were subsequently formally amended into their local comprehensive plans.

The landowners of the locally-identified parcels will be eligible for the Wisconsin Farmland Preservation State Income Tax Credit (\$7.50 per acre), provided:

- The properties are identified within the Brown County Farmland Preservation Plan.
- The properties are also zoned for agriculture within a State of Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) certified agricultural zoning district.
- The person farming the properties makes at least \$6,000 a year or \$18,000 over a rolling three-year period in gross farm receipts (lease/rent payments may not be counted) from the properties.
- The properties are in compliance with state soil and water conservation standards as certified by the Brown County Land and Water Conservation Department.
- All property taxes owed from previous years are paid.

It is important to note that some communities remain in the process of adopting their intensive agricultural areas, which may result in very small changes to the attached map. However, it is expected that all local comprehensive plans will be amended, and accordingly the intensive agricultural area maps finalized, prior to the point at which the Brown County Board of Supervisors would take final action on the Brown County Comprehensive Plan amendment. A finalized map will be provided to the Board of Supervisors for their review prior to the meeting.

Although I would rather wait until all local municipalities have fully completed their local amendments, the Brown County Comprehensive Plan amendment, subsequent Brown County Farmland Preservation Plan adoption, and plan certification by DATCP, must all be completed prior to December 31, 2012, or Brown County landowners will be ineligible for the tax credits for the 2013 tax year. By running the County comprehensive plan amendment process concurrently with the local comprehensive plan amendment processes, we are saving about three months' time to perform the other tasks.

In addition to the comprehensive plan amendment, I am finalizing a draft of the Brown County Farmland Preservation Plan, which will be brought before the committee later this summer. Under state statute, Brown County must prepare a Farmland Preservation Plan that is substantially consistent with the Brown County Comprehensive Plan for the Farmland Preservation Plan to be considered for certification by DATCP. I submitted the draft Farmland Preservation Plan to DATCP on May 8, 2012, and it is currently undergoing preliminary review by DATCP staff to determine whether it meets their requirements.

Following DATCP review, I will make any necessary changes and bring the Brown County Farmland Preservation Plan through the formal approval process, including Brown County Planning Commission Board of Directors review, public hearing, PD&T review, and Brown

County Board of Supervisors review, with final certification provided by DATCP. Final certification by DATCP will provide eligibility to qualified Brown County property owners for the tax credit, provided the local units of government amend their local zoning ordinances and maps to conform to DATCP requirements for the program.

Should you have any questions at all related to the proposed amendment or process/timeline, please feel free to call me at (920) 448-6486 or email me at schuette_am@co.brown.wi.us.

cc: Matt Heyroth, Brown County Planning and Land Services Department
Jim Jolly, Brown County Land and Water Conservation Department

No. 10f -- RESOLUTION ESTABLISHING THE NORTHEASTERN WISCONSIN HOUSING CONSORTIUM

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

Ladies and Gentlemen:

WHEREAS, Brown County recognizes the need for its citizens to have access to properly maintained housing; and

WHEREAS, the State of Wisconsin Community Development Block Grant (CDBG) – Housing program provides grant funding to regional county-based consortia for loans to low and moderate income persons to undertake housing rehabilitation among other eligible activities; and

WHEREAS, Brown County proposes submitting jointly with the Counties of Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago as the Northeastern Wisconsin Housing Consortium an application for funds under the CDBG - Housing program of the Wisconsin Department of Administration - Division of Housing (DOH) for the purpose of meeting that need; and

WHEREAS, the counties within the Northeastern Wisconsin Housing Consortium desire to, and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program; and

WHEREAS, the counties within the Northeastern Wisconsin Housing Consortium understand that Brown County will act as the lead county and will have the ultimate responsibility to assume all obligations under the terms of the grant, including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the grant contract; and

WHEREAS, it is understood that the U.S. Department of Housing and Urban Development and Wisconsin Department of Administration - Division of Housing have access to all participants' grant records and authority to monitor all activities; and

WHEREAS, nothing contained in this resolution shall deprive any municipality of any zoning, development control, or other lawful authority which it presently possesses.

WHEREAS, the Planning and Land Services Department is working with the Human Resources Department to create the appropriate grant-funded position to carry out the responsibilities of the grant program to be included in the 2013 budget process.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Wisconsin Statutes 66.0301, Brown County agrees to cooperate in the submission of an application for such funds as a member of the Northeastern Wisconsin Housing Consortium, and in the implementation of the CDBG-Housing program, if approved by the Wisconsin Department of Administration – Division of Housing.

Respectfully submitted,
PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Authored by: Planning Commission
Final Draft Approved by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. Acting as the Lead County in the Consortium, the position required will be funded entirely from the CDBG grant.

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

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

ATTACHMENT TO RESOLUTION #10f

MEMORANDUM

DATE: June 18, 2012

TO: Brown County Planning, Development, and Transportation Committee

FROM: Aaron Schuette, Principal Planner

RE: State of Wisconsin Community Development Block Grant – Housing Program

The State of Wisconsin Department of Administration – Division of Housing (WDOA-DOH) is changing the process for distribution of non-entitlement Community Development Block Grant - Housing (CDBG- Housing) funds from a state-administered program to a county-administered program starting with the 2012-2013 funding cycle. It is important to note the funding is for “non-entitlement” communities only (generally communities with a population of less than 50,000 residents). Communities with populations of 50,000 residents or more already receive a direct allocation of housing funds from the U.S. Department of Housing and Urban Development (HUD).

CDBG-Housing funds may be utilized for the following eligible activities:

- Zero-percent deferred payment housing rehabilitation loans to low- and moderate-income (LMI) owner-occupied households. Projects could include such actions as replacement of private onsite wastewater treatment systems, new electrical or plumbing systems, lead paint or asbestos abatement, roof replacement, or any other rehabilitation deemed necessary to meet housing quality standard (HQS) inspection. This will be the primary point of emphasis for the program.

- Zero-percent deferred and/or installment housing rehabilitation loans to owners of LMI renter- occupied units.
- Accessibility improvements such as wheelchair ramps and wider doorways for LMI households and homeless facilities.
- Homebuyer assistance such as down payment and eligible closing costs.
- Conversion of structures into dwelling units affordable to LMI households.
- Small-scale neighborhood oriented public facilities improvements that support affordable housing initiatives such as sewer and water lateral extensions to property lines, streets, sidewalks, curb-cuts, and demolition of dilapidated structures.

The state is asking counties to organize themselves into 8 to 10 regional county “consortiums” for purposes of distributing the CDBG-Housing funds more equitably across the state and minimizing administrative oversight. In order to facilitate this process, the state is asking one county within each proposed regional consortium to be the “lead” county to handle all administration of the grant program in partnership with the state in exchange for approximately \$130,000 in annual administration funds and approximately \$870,000 in annual consortium project funds (subject to federal budgetary processes). There is no local match (levy) required. The lead county responsibilities include:

- Serving as a signatory party for all required grant contracts, amendments, and other legally binding documents.
- Serving as fiscal agent to the Wisconsin Department of Administration by providing documentation for grant draws, required reporting, and managing repayment of loans.
- Ensuring compliance with state and federal regulations applicable to the CDBG program.
- Managing or contracting for and overseeing the CDBG-funded projects and activities.
- Facilitating regional consortium policy development and oversight.

A CDBG-Housing Committee comprised of a representative(s) of each county will need to be appointed for the purpose of approving local policies, reviewing loan applications, establishing local rent limits, resolving complaints and disputes within the program, and making emergency loan awards. According to WDOA-DOH, the committee should meet regularly and be representative of the communities served by the program, with special attention given to representation of low- and moderate-income persons.

After consulting with the Brown County Executive, Brown County Department of Administration, and the staff of nine other area counties, Brown County Planning Commission (BCPC) staff is proposing Brown County be the lead county for the Northeastern Wisconsin Housing Consortium comprised of the counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago (map attached). Administration funds from the program would be used to hire a project-based program administrator and pay for all program-related expenses, including program oversight from the Principal Planner and Planning and Land Services Department Director. Since this would be a project-based position, the position will only exist as long as the grant is administered by Brown County. Based upon a preliminary budget analysis, housing the program within the BCPC will provide a net benefit to the Brown County Planning and Land Services departmental budget. However, in discussions with the WDOA-DOH and the nine other consortium counties, it was made very clear by BCPC staff that should program funding ever get to the point where the program does not pay for itself, Brown County would relinquish its role as lead county. Should Brown County be approved

to administer the program, the position and program would be detailed within the 2013 Brown County Budget.

In order to participate in the consortium and act as the lead county in applying for the grant funds, the Brown County Board of Supervisors will first need to approve a resolution joining the consortium. If a resolution is approved, BCPC staff will work with the Brown County Department of Administration and WDOA-DOH to complete a grant application formally requesting the CDBG-Housing funding on behalf of the Northeastern Wisconsin Housing Consortium. A formal cooperative agreement will also need to be developed and approved by all counties participating in the consortium. Funding would be available to the lead county for distribution to qualified LMI homeowners within the region starting in January 2013.

If you have any questions prior to the Planning, Development, and Transportation Committee meeting on June 25, please feel free to call me at (920) 448-6486 or email me at schuette_am@co.brown.wi.us.

Enclosures

AS:lw

cc: Chuck Lamine, Brown County Planning and Land Services Director
Robyn Hallett, Brown County Housing Authority

FREQUENTLY ASKED QUESTIONS CDGB METHOD OF DISTRIBUTION

1. What are CDBG Housing funds?

For the past 30 years, the U.S. Department of Housing and Urban Development (HUD) has provided State Community Development Block Grant (CDBG) funds to help Wisconsin's less urban areas address affordable housing, community development, and economic development needs. The amount of State CDBG funding has varied significantly in recent years, from \$33.1M (2006) to \$23.5M (2012). The State allocates 30% of CDBG funding for affordable housing activities. The remaining 70% rests with Economic Development and Public Facility activities administered by the Wisconsin Economic Development Corporation (WEDC).

For the most part, large cities (Appleton, Beloit, Eau Claire, Fond du Lac, Green Bay, Janesville, Kenosha, La Crosse, Madison, Milwaukee, Neenah, Oshkosh, Racine, Sheboygan, Superior, Waukesha, Wausau, Wauwatosa, and West Allis), urban counties (Dane, Milwaukee, and Waukesha), and Menominee County are not eligible to participate in State CDBG funded activities since they, too, receive CDBG funds directly from HUD.

2. What are CDBG Housing eligible activities?

Eligible activities under the CDBG Housing Program include:

- 0% deferred payment housing rehabilitation loans to low- and moderate- income (LMI) households. Owner occupancy is required.
- 0% deferred and/or installment housing rehabilitation loans to owners of renter-occupied units. The landlords must commit to rent to LMI renters.

- Accessibility improvements such as wheelchair ramps and wider doorways for LMI households and homeless facilities.
- Homebuyer assistance such as down-payment and eligible closing cost.
- Conversion of structures into dwelling units affordable to LMI households.
- Small-scale, neighborhood oriented public facilities improvements that support affordable housing initiatives such as sewer and water lateral extensions to property lines, streets, sidewalks, curb-cuts, and demolition of dilapidated structures

Ineligible Activities are:

- New housing construction (parking lot, private sidewalks),
- Additions (except as necessary to relieve overcrowding),
- Furnishings,
- High-end replacement materials not required to meet established housing quality standards. Homeowners can have the option to pay the difference of higher grade materials.

All housing activities are limited to LMI household beneficiaries. Public facility activities can be based on 51% LMI area benefit calculation. This means that at least 51% of the residents in the neighborhood benefiting from the activity are LMI persons.

3. Why is the Department changing the Method of Distribution (MOD)?

CDBG funding has decreased 25% in the last two years. Under the former MOD, the Department received approximately 250 applications annually (less than 15% of local governments eligible to apply for these funds). Using the former MOD for 2012 CDBG funds, approximately 20 local units of government (less than 2% of eligible local governments) would be awarded an average of \$300,000 to run an affordable housing program. The proposed MOD potentially allows all eligible low- to moderate- income households access to the State CDBG program resources.

4. Who can apply or what types of Units of Local Government can apply for a 2012 State CDBG grant award?

The 2012 CDBG awards will be distributed to approximately 6-8 multi-county regions, which will be required to designate a lead County.

5. Who is eligible to be the lead government? Who decides who the lead county is?

A county eligible to participate in the State CDBG program (see FAQ 1) must be the lead government entity. The counties participating in the consortium must make that decision. In general, the lead County must be capable of distributing the funds to serve the residents within the entire consortium.

6. What is the 2012 CDBG funding allocation?

The 2012 CDBG Housing allocation is \$6.3 Mil and the 2013 allocation is unknown, however it is estimated to be similar to 2012. The Department will accept regional applications biennially, and finalize the second year (2013) award once HUD announces the 2013 allocation.

7. What are the responsibilities of lead County?

The lead county agency will:

- serve as a signatory party for all required grant contracts, amendments and other legally binding documents,
- be fiscally responsible to the Department of Administration, by providing documentation for grant draws, required reporting, and managing repayment of loans.
- ensure compliance with state and federal regulations applicable to CDBG Program,
- manage or contract for and oversee the CDBG funded projects and activities,
- facilitate the regional consortium policy development and oversight .

Upon agreement of the regional consortium, the lead county may choose to employ a non-profit or for-profit agency to provide administrative services or perform the work themselves.

8. Should the lead government appoint any committee to run the program?

The Department strongly encourages appointment of the multi-jurisdictional Housing Committee to establish CDBG Housing program policies for this award. This body should be comprised of representatives from each participating county. For more information about other Housing Committee responsibilities click [here](#).

9. How will funding be distributed locally?

Applications will identify priority needs and a method of funds distribution designed to ensure coverage for their region. A region could designate funding for each county participating, or distribute funding on a first-come first-served basis, or allocate funds by activity type (owner occupied rehab, rental rehab, homebuyer assistance, etc.), or some other combination. It is a local decision. Counties participating in the regional application are required to pass a resolution and enter into a Multi-Jurisdictional Agreement. The details of the local method of distribution will be part of the grant contract with the Department.

10. Does the program pay for the administrative expenses?

Yes. The CDBG Housing grant award will include approximately 15% for administration of the CDBG Program. Administration is based on the project budget, for example: \$1.0 Mil total award will include \$870,000 for projects and \$130,000 to administer the program.

11. Who can administer the CDBG Housing Program?

Only trained Program Administrators may undertake management of the CDBG housing program and related responsibilities. The Division of Housing will provide the implementation training and ongoing technical assistance to all 2012 CDBG awardees. The lead county can administer the program in-house, hire a third-party administrator, or some combination of options.

12. Is there any local match required?

No local match funding is not required.

13. What will happen to the existing CDBG Revolving Loan Funds (RLF)?

The Department is not changing existing RLFs. Local governments currently operating RLF accounts may continue to do so. Just like in the past, if a government decides to cease their RLF program or is no longer actively operating an RLF account, the funding reverts to the State Program for re-distribution to future grantees.

14. What is the 2012 CDBG timeline to apply for funds?

DOA is scheduling Information Sessions in early April followed by Application Workshops in May 2012. Counties should adopt resolutions by July 1, 2012. Two year grant contracts will be released in December 2012. This timeline will ensure grantees are ready for the 2013 construction season.

DOA recognizes this is an ambitious timeframe and will be able to make adjustments, as necessary.

15. Will DOH allow more than one program administrator per region?

There will only be one lead government per region. The lead government may hire third-party administrators. However, the lead county is responsible for coordination and oversight of their administrators.

16. Will DOH force counties to participate?

No, it's a voluntary application and participation process. If a county chooses not to participate, local governments within that county may join the regional consortium so that their residents have access to the State CDBG resources.

17. Is the intent to serve all counties in the State?

Yes, with the exception of the CDBG entitlement areas noted in FAQ 1.

18. Could a City act as the lead for the multi-county consortium?

No. However, a (non-entitlement) City could administer the program for the regional county consortium.

19. What level of support will be available from DOH now and in the future?

The Department of Administration-Division of Housing (DOH) will provide technical assistance and training to assist Counties in the management of their local CDBG program. DOH staff will make sure there are resources available for the local program managers to fully comply with state and federal regulations.

20. CDBG funding has continued to decrease. Does the DOH expect this trend to continue?

It depends on the outcomes of federal budget deliberations and economy. The Department estimates the same level of funding, however, budget cuts are possible.

21. What happens if the lead county decides to discontinue its role?

This is a voluntary program. If a lead county determines they want to end their role, they may at any time. A new county in the consortium would need to assume the lead role. DOH will work with the consortium to identify a new lead agency.

22. What happens with communities located in multiple counties?

The residents of those communities must apply to the consortium where their property is located. For instance, a client located in Wisconsin Dells, Columbia County, would apply to a consortium that includes Columbia County.

23. How would program income be recaptured and reused?

CDBG loans are repaid to the lead county agency, as the representative of a multi-jurisdictional application. Repaid loans become a revolving loan fund that will be used to continue funding similar types of affordable housing activities across the region. This is a significant responsibility of the lead county agency as noted in FAQ 7.

Note: MOD change does not affect prior grant cycles.

No. 10g -- RESOLUTION RE: THE RECLASSIFICATION OF THE DIRECTOR OF PORT AND SOLID WASTE POSITION

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

Ladies and Gentlemen:

WHEREAS, the Director of Port and Solid Waste position is vacant; and

WHEREAS, the current salary range is \$71,183 - \$84,669 in Pay Grade 25 of the Classification & Compensation Plan; and

WHEREAS, after a review of similar Director of Port and Solid Waste positions was completed for external and internal equity, to be competitive and attract qualified candidates, it is recommended the position of Director of Port and Solid Waste be reclassified to Pay Grade 28 with a salary range of \$79,399 - \$94,478, effective immediately.

WHEREAS, funds for the additional salary and fringes are available in the 2012 budget; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the position of Director of Port and Solid Waste be reclassified from Pay Grade 25 to Pay Grade 28 of the Classification and Compensation Plan effective immediately.

2012 Partial Budget Impact (08/01/12 – 12/31/12):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Director of Port and Solid Waste Grade 25, Step 4	(1.0)	Deletion	\$(32,345)	\$(10,687)	\$(43,032)
Director of Port and Solid Waste Grade 28, Step 4	1.0	Addition	\$ 36,085	\$ 11,222	\$ 47,307
2012 Partial Budget Impact			\$ 3,740	\$ 535	\$ 4,275

2012 Annual Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Director of Port and Solid Waste Grade 25, Step 4	(1.0)	Deletion	\$(77,628)	\$(25,648)	\$(103,276)
Director of Port and Solid Waste Grade 28, Step 4	1.0	Addition	\$ 86,604	\$ 26,933	\$ 113,537
2012 Annual Budget Impact			\$ 8,976	\$ 1,285	\$ 10,261

Fiscal Impact: This resolution does not require an appropriation from the General Fund, since the position is budgeted and funded by Port and Solid Waste operations.

Respectfully submitted,
 PLANNING, DEVELOPMENT &
 TRANSPORTATION COMMITTEE
 EXECUTIVE COMMITTEE

Final Draft by Human Resources and Approved by Corporation Counsel.

A motion was made by Supervisor Erickson and seconded by Supervisor Dantine **“to adopt”**.
 Vote taken. Roll Call #10g(1):

Ayes: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Evans, Vander Leest,
 Landwehr, Dantine, Williams, Van Dyck, Schuller, Robinson, Clancy, Wetzell,
 Moynihan, Steffen, Lund, Fewell

Nays: Zima, Kaster

Excused: Buckley, La Violette, Carpenter

Motion carried.

Approved by: \s\ Troy Streckenbach, County Executive

Date: 7/23/2012

ATTACHMENT TO RESOLUTION #10g

MEMORANDUM

TO: County Executive
FROM: Debbie Klarkowski
Human Resources
RE: Review of Port and Solid Waste Director Position
DATE: 04/10/2012

You requested Human Resources review the position of Port and Solid Waste Director for proper classification in the Administrative Compensation Plan. A reclassification of a position is described as: The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

As preparation of the review of the current position, the interim Director was asked to review and update the original CPQ and the current position description. Additionally, job descriptions, duties, and salary ranges were gathered from surrounding counties, and a review of the American Association of Port Authorities salary data 2010. The position was also evaluated against similar internal positions for internal equity.

Review of current position description and duties:

The purpose of this position is to plan, direct, administer, and implement business activity, promotion, and economic development for the Port of Green Bay and the solid waste areas including, infrastructure development, facility operation, disposal, recycling, household hazardous waste, Gas-to-Energy and related facilities operations.

Bachelor's degree from an accredited university or college in Natural Resources, Business or Public Administration, or related field. Five years' experience in waste management and/or natural resource management including supervisory experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

The current point factoring method measures individual jobs in a matrix format according to three major categories: responsibility factors, work requirements, and aptitude requirements.

In reviewing the evaluation factors, there are significant changes since the position was last evaluated.

- The projects have significantly increased in size and scope
- The budget responsibility of the position has tripled since the last evaluation
- Position has oversight for a large organizational unit requiring significant internal and external interaction

The position description should be updated to include the significant changes in the position, as well as the experience and education required. The position requires financial management and business skills and a minimum of seven years of experience in waste management and natural resource management as well as five years of leadership and/or progressive supervisory experience.

Based upon the re-evaluation of this position, it is recommended to place the position in Grade 28 of the Compensation Plan with a salary range of \$79,399 - \$97,748.

No. 10h -- RESOLUTION RE: AUTHORITY TO EXECUTE A 2012 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 Professional Employees Association for the year 2012 effective January 1, 2012.

All items, with the exception of wages, or except as specifically provided otherwise will be prospective effective the date of signing of the agreement.

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, 2012:

0% increase

2. DURATION OF AGREEMENT

One year agreement (2012)

Respectfully submitted,
EXECUTIVE COMMITTEE

APPROVED BY CORPORATION COUNSEL

Fiscal Impact: This resolution does not require an appropriation from the General Fund. This was in the 2012 budget

Final Draft submitted by Human Resources.

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

Approved by: \s\ Troy Streckenbach, County Executive

Date: 7/23/2012

No. 10i -- **RESOLUTION RE: AUTHORITY TO EXECUTE A 2012 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 Para-Professional Employees Association for the year 2012 effective January 1, 2012.

All items, with the exception of wages, or except as specifically provided otherwise will be prospective effective the date of signing of the agreement.

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, 2012:

0% increase

2. DURATION OF AGREEMENT

One year agreement (2012)

Respectfully submitted,
EXECUTIVE COMMITTEE

APPROVED BY CORPORATION COUNSEL

Fiscal Impact: This resolution does not require an appropriation from the General Fund. This was in the 2012 budget

Final Draft submitted by Human Resources.

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

Approved by: \s\ Troy Streckenbach, County Executive Date: 7/23/2012

No. 12 -- **CLOSED SESSION: Pursuant to Wis. Stats. 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations) NO CLOSED SESSION WAS NEEDED.**

No. 13 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

Late Communications:

No. 13a -- FROM SUPERVISOR NICHOLSON RE: REQUESTING THE DISTRICT ATTORNEY OF BROWN COUNTY TO REVIEW THE STATE STATUTES CRITERIA ON PLACEMENT OF SEXUAL PREDATORS WITH POSSIBLE ACTION.

Refer to Public Safety Committee.

No. 13b -- FROM SUPERVISOR FEWELL RE: TO REDUCE ALL FEES FOR SENIOR CITIZENS THAT BROWN COUNTY CHARGES BY 33% INCLUDING GOLF COURSE, ZOO, MUSEUM, FRISBIE GOLF, RENTAL FEES, REGISTER OF DEEDS, MEDICAL EXAMINER FEES, ALL COUNTY CLERK FEES, INCLUDING BOAT LAUNCH FEES TO HONOR ALL SENIOR CITIZENS IN BROWN COUNTY.

Refer to Administration, Education and Recreation, Human Services, Planning, Development & Transportation, Land Conservation, Public Safety and Executive Committees

No. 13c -- FROM SUPERVISOR VANDER LEEST RE: REQUEST TO INVESTIGATE HIRING ON-CALL OR PART-TIME EMPLOYEES FOR 24-7 EMPLOYEES IN BROWN COUNTY.

Refer to Executive Committee

No. 13d -- FROM SUPERVISORS VANDER LEEST, VAN DYCK AND STEFFEN RE: REQUEST TO THE BROWN COUNTY EXECUTIVE TO PREPARE A BUDGET FOR 2013 THAT FREEZES OR LOWERS PROPERTY TAXES FOR BROWN COUNTY TAXPAYERS.

Refer to Executive Committee

No. 13e -- FROM SUPERVISOR VANDER LEEST RE: REQUEST TO REVIEW THE FIRST TEE PROGRAM PROPOSAL PREVIOUSLY APPROVED BY THE BROWN COUNTY BOARD OF SUPERVISORS.

Refer to Education and Recreation Committee.

No. 13f -- FROM SUPERVISOR DE WANE RE: TO HAVE STAFF MEET WITH REPRESENTATIVES FROM GREEN BAY AND DISCUSS WHAT POSSIBLE ALTERNATIVES THEY MIGHT HAVE FOR THE FUTURE OF THE BROWN COUNTY LIBRARY AND BRING THEIR FINDINGS TO THE EXECUTIVE COMMITTEE. WHETHER IT'S A PARTNERSHIP OR FINDING A NEW LOCATION OR BUILDING A NEW LIBRARY, ETC.

Refer to Education and Recreation Committee.

No. 14-- BILLS OVER \$5,000 FOR PERIOD ENDING JUNE 30, 2012

A motion was made by Supervisor Clancy and seconded by Supervisor Hoyer “to pay the bills for the period ending June 30, 2012”. Voice vote taken. Motion carried unanimously with no abstentions.

No. 15 -- CLOSING ROLL CALL.

Present: Sieber, De Wane, Nicholson, Hoyer, Hopp, Haefs, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Williams, Kaster, Van Dyck, Schuller, Robinson, Clancy, Wetzell, Moynihan, Steffen, Lund, Fewell

Excused: Buckley, La Violette, Carpenter

Total Present: 23 Total Excused: 3

No. 15 -- ADJOURNMENT TO WEDNESDAY, AUGUST 15, 2012 AT 7:00 P.M., LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET, GREEN BAY, WISCONSIN.

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

Meeting adjourned at 10:28 P.M.

ls\ DARLENE K. MARCELLE
Brown County Clerk