EXECUTIVE COMMITTEE
Monday, July 9, 2018
5:30 p.m.
Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM ON THE AGENDA.

* REVISED

I. Call meeting to order.
II. Approve/modify agenda.

Comments from the Public

1. Review Minutes of: None.

Legal Bills
2. Review and Possible Action on Legal Bills to be paid.

Communications
3. Communication from Supervisors Tran and Hoyer re: We make the following request for Corporation Counsel to draft a county-wide Advisory Referendum regarding the legislation of the production distribution and sale of marijuana, and allowing tax revenues to mitigate the County costs of state unfunded mandates. It is our intention to have the County Board place this referenda (to be voted upon by the citizens of Brown County) on the November 6th General Election. Referred from June County Board.

4. Communication from Supervisor Lefebvre re: I am asking that the invocation be completely removed from our County meetings. Referred from June County Board.

Resolutions, Ordinances
5. Resolution to Ratify the Brown County Sheriff’s Department Supervisory Employees Labor Association 2017-2019 Labor Agreement.
6. Resolution re: Change in Table of Organization for the Technology Services Department Enterprise Web and Social Media Specialist.
7. Resolution for all Regularly Scheduled Standing Committees to Meet on or Between Mondays and Thursdays, and to Begin their Meetings on or Between 5:00 PM and 7:30 PM, starting with the Next Term of the County Board.
8. Resolution Directing County Board Staff to Retain Audio Recordings of Meetings for Seven Years.
10. An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Creating Section 2.17 (RE County Email Use).
*10a. Resolution to Approve and Accept the Donation of a .772 Acre Parcel of Land within the Village of Howard Adjacent to the Barkhausen Waterfowl Preserve.

Internal Auditor
11. Board of Supervisors Budget Status Reports (Unaudited) – May 2018.
a) Discussion: Veterans’ Emergency Assistance – Gift Cards Report.

Human Resources
13. HR Director’s Report.

Corporation Counsel
15. Redistricting Information.

Department of Administration
17. Director of Administration’s Report.

County Executive
18. County Executive’s Report.

Other
19. Such other matters as authorized by law.
20. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.
Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, June 11, 2018 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Vice Chair Moynihan, Supervisor Kaster (for Supervisor Erickson), Supervisor Van Dyck, Supervisor Buckley, Supervisor Hoyer, Supervisor Kneiszel (for Supervisor Sieber)
Also Present: Deputy Corporation Counsel Bree Madison, Deputy Executive Jeff Flynt, Internal Auditor Dan Process, Supervisors Tran, Borchardt, Suennen and Linssen, Chief Deputy Todd Delain, Director of Administration Chad Weininger, Director of Human Resources Kathryn Roellich, media

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Kaster to take Item 7 following Item 1 and approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of May 7, 2018.

Motion made by Supervisor Kaster, seconded by Supervisor Buckley to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. Review Minutes of: None.

Although shown in the proper format here, Item 7 was taken at this time.

Supervisor Buckley was excused at 5:35 pm and rejoined the meeting at 6:03 pm.

Legal Bills
2. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to pay. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications
3. Communication from Supervisor Linssen re: To require all standing committees to meet between 5:00 PM and 7:30 PM on Monday through Thursday. Referred from May County Board.

Supervisor Linssen informed he brought this forward as there is one committee that meets during the day which precludes a large number of Supervisors as well as much of the public from attending. He does not feel having standing Committees hold the r meetings during hours which the public and other Supervisors can attend would be overly restrictive. He feels this is a policy the Board should have and his recommendation is open enough to allow the committee that currently meets during the day to find one day out of the month that they can meet during those times.

Linssen continued that when we are talking about spending what we spend on some of our projects, members of the Board should be able to attend standing committee meetings to take part in the discussions. He is not looking for his proposal to apply to subcommittee meetings or ad hoc committees, but for standing committee meetings only.
Vice Chair Moynihan pointed out that the language regarding “regular” standing committee meetings could present an issue in the case of a special or emergency meeting. Lund agreed and noted that there are times standing committee meetings are held prior to the budget meeting and this would fall outside of these proposed times. Linssen responded that he would not be opposed to having this apply to the regularly scheduled meetings. He is not looking to have this codified, but he does think it should be an expectation of committee chairs to find a time in the early evenings to meet.

Moynihan said he is not opposed to this, but he would be more receptive if it was stated that this would be implemented for the next term of the County Board.

Motion made by Supervisor Moynihan, seconded by Supervisor Kneiszler to refer to Corporation Counsel to draft a resolution requiring all regular standing committee meetings to begin no earlier than 5:00 pm or later than 7:30 pm Monday through Thursday beginning with the next term of the County Board and bring back next month. Second withdrawn; no vote taken.

Linssen indicated he would like this to start immediately rather than with the next term of the County Board in light of the jail expansion discussions currently taking place at the Public Safety Committee meetings which are currently scheduled during the day. Supervisor Kneiszler said he would also like this to take effect immediately, especially since meetings are no longer videotaped.

At this time Supervisor Kneiszler withdrew the second to his motion as “beginning with the next term of the County Board” was added after he had seconded the motion.

Linssen said he would not be opposed to staying this for three months to allow Public Safety to come up with a different meeting schedule.

In an effort to move this communication along, both Van Dyck and Kneiszler said they would support the motion.

Motion made by Supervisor Moynihan, seconded by Supervisor Lund to refer to Corporation Counsel to draft a resolution requiring all regular standing committee meetings to begin no earlier than 5:00 pm or later than 7:30 pm Monday through Thursday beginning with the next term of the County Board and bring back next month. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Communication from Supervisor Linssen re: To review downtown parking for County employees, such as purchasing property or providing vouchers when employee offices are located in certain areas. Referred from May County Board.

Linssen said it was his understanding the administration is still working on this and will hopefully be bringing something forward soon.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to hold until the next regularly scheduled Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Communication from Supervisor Linssen re: To amend Chapter 2.13 (3)(2) by striking the word “Invocation” and replacing it with “Moment of Reflection.” Referred from May County Board.

Linssen said he has had a lot of questions regarding this since he put the communication in. He clarified that this is not meant to be as contentious as it probably sounds. He continued that he has been reviewing the ordinances and found that the invocation is actually written into the ordinance and he feels this is out of place. He said it is the tradition of the Board to do a prayer at the opening of the meeting and Linssen often not comfortable with this. He feels Vice Chair Lund does a good job of keeping it appropriate, but the mere fact that it is a prayer that is religion-specific does not always sit well with Linssen. When looking at the First Amendment and government involvement in religion, Linssen questions if the religion is replaced with a different religion, would it still be appropriate and that is the question the Board needs to ultimately ask itself. He is not aware of any other governmental entity in the area that does a prayer at their meetings and he does not think it is necessary. He proposed the invocation be changed to
a moment of reflection as he feels that would provide several options that are more appropriate. Specifically, there would be the option of doing something very similar to what is currently being done, but dropping the religious intonation to it and following it with a moment of silence for those who wish to say their own prayer. The intention is not to strip Board members of their ability to pray. Another option would be to have people from various religions come in on a rotating business to give the invocation.

Linssen continued that he feels a change in the ordinance is appropriate because invocation, if you look it up, the definition implies a religious prayer and he feels the phrase “moment of reflection” is more appropriate for what the Board is attempting to do and intends to do and would not eliminate prayer all together.

Chair Moynihan appreciated Linssen’s sentiments but said with all due respect, once he sees the United States Senate and House of Representatives get rid of chaplains and providing invocations and the same at the Wisconsin legislature, he would give some thought to eliminating it here at the Board level, but it has been a long-standing tradition and he does not see any need to change that at this time.

Motion made by Supervisor Moynihan, seconded by Supervisor Kaster to receive and place on file. Vote taken.
Ayes: Moynihan, Kaster, Buckley, Lund, Van Dyck  Nay: Kneiszel, Hoyer  MOTION CARRIED 5 to 2

Supervisor Kneiszel said he agreed with Linssen on this. He noted that De Pere eliminated their prayers at meetings several years ago for the same reasons Linssen spoke of. He said this does not have anything to do with Vice Chair Lund and he thinks Lund does a great job with the prayers, but he does not feel they have a place at a public meeting and for those reasons he will not support the motion.

Van Dyck referenced Linssen’s comment that the invocation is religious-specific and asked him to expand on that. Linssen responded that Lund does a good job for the most part in keeping the invocation pretty general, but there are words that come up like Lord and God. Lund said he has never said Lord. Linssen said the most specific reference is the amen at the end and it unmistakable what religion the prayers references. He does not necessarily think the content is inappropriate, he just feels we should keep the religious and biblical aspect out.

With regard to the form of the communication, Van Dyck said the invocation does not need to be religious-specific, however replacing the word invocation with moment of silence does not control what comes after that. Removing the word invocation does not change the fact that the person could use the word, God, Lord, Jesus or anything else so it is Van Dyck’s opinion that in order to get what Linssen wants you are going to have to instruct the person giving the invocation that they cannot use any of those particular references, but if they do, what will be done? If that is the intent, the only sure way of getting around that would be to eliminate it completely versus changing the terminology because he does not feel you can then turn around and direct the Vice Chair as to what they can or cannot say. If that is the case, it would need to be added to the communication as well.

Linssen did not disagree with Van Dyck but said he was hoping the change in language would express the Board’s will enough. He feels a change in language is a starting point and Linssen was hoping it would be sufficient for the Board to go in the direction that is more appropriate. He is not looking to stamp out everything and when he proposed the language he did, he felt it was a more measured approach to dealing with this rather than striking any potential opportunity for a prayer.

Supervisor Tran informed that she is a Buddhist and she does not understand why any prayer is necessary. This is a government entity and she feels there should be separation of church and state. She understands that Senate and Congress do this, but that does not mean it is right. She said there are many religions represented within the County and she sees every religion as being good. For her it comes down to why do we need to have any prayer prior to a Board meeting?

Supervisor Hoyer asked if Linssen would like to have this reviewed by Corporation Counsel. Linssen did not feel that was necessary as he did not think there was a belief that this is unconstitutional, the question is whether it is appropriate. There are things that are legal but are still not appropriate.
Kaster does not feel Lund’s prayers are religion-specific. He himself thinks of God or Jesus, and he says amen, but he does not know that everyone does. He feels religion should be kept in a lot of things. It has been removed from a lot of things under the guise that we have to separate church and state. Linssen disagreed with Kaster and said the prayers are usually tastefully done.

Supervisor Borchardt feels a moment of silent reflection would be sufficient. If someone has a specific prayer they would like to say to themselves prior to the meeting, they could do that. She also feels if we want to be more inclusive as a county and rebuild relationships, it is important to just do that. Moynihan asked what relationships she was referencing rebuilding. Borchardt responded relationships with any particular group; the Muslim community and the Somali community in particular. Moynihan asked what has been done to denigrate those communities. Borchardt said we have not done anything, but just taking a moment of silence would include everyone; it would not make anyone feel like they were excluded.

Supervisor Buckley said he has been out walking and talking to people and campaigning for a number of years and this issue has never been brought up to him. He continued that Lund does a very good job at keeping it very basic and neutral and he appreciates the fact that it is done that way and feels perhaps more people should take note of the invocation. He feels this is making something out of nothing and reiterated that he has not heard any complaints about this. Buckley feels we should continue as normal and he would support a motion to receive and place on file.

Hoyer noted that just because something has been done the same way for a long time does not mean it is a great idea. The fact of the matter is would you say that Supervisor Lund’s words could be classified as an invocation or a moment of reflection. Just because Lund is tasteful and has kind words that we can all get behind, his predecessor was awful in his opinion. We do not make the rules for the person; we make the rules for the job. Just because Lund does it tastefully does not mean the next Vice Chair won’t come in and praise Jesus up and down as part of the invocation because that is an invocation as well, not a moment of reflection. He feels this shift is not offensive to what we have done or what one particular person has done, it is to create a policy to inform a better community. It is not taking anything away and he is against receiving and placing on file.

Van Dyck said he is going to support receiving and placing on file because he feels the way the communication is worded is an attempt to avoid controversy which ultimately does not get to the point trying to be made. He feels you are either on board or off board and any kind of moment of reflection could be construed as religious and to him you either do it or do not do it, but you do not put the Vice Chair or the Board in a position in the future that the person sitting in the chair, should they choose to say whatever they wish to say, and then have a big argument about it. He feels we should either have a moment of reflection and take what you get or say we are not going to risk it and get rid of it entirely. He does not feel there is an in between and he does not see a need for a moment of silence in the sense that if someone feels they want to call upon someone or something for strength for the meeting, that is their own personal choice, just like a sports figure does it before they play.

6. Communication from Supervisor Patrick Moynihan, Jr. re: For your consideration and ultimately the full County Board, I would like Corporation Counsel to present a more defined policy in regard to county board compensation regarding mileage reimbursement for attending Brown County meetings. Chapter 3 speaks of county business related travel, but does not define county related meetings as does various segments of State Stats. Sec. 59.

Moynihan put this communication in because there have recently been some questions as to what can and cannot be reimbursed to Supervisors for mileage. The current ordinance does not really define a lot and Moynihan would like to come back with an ordinance that is far more defined for all Supervisors.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to refer to Corporation Counsel to create a resolution to bring back to the next regularly scheduled meeting. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Resolutions, Ordinances**

7. An Ordinance to Create Subsection 3.01(5) (Responsible Bidder Criteria) of Chapter 3 of the Brown County Code of Ordinances.
   a) *Alternate Version* An Ordinance to Create Subsection 3.01(5) (Responsible Bidder Criteria) of Chapter 3 of the Brown County Code of Ordinances.
Supervisor Suennen informed he found some discrepancies from both an operational standpoint as well as a legal standpoint. He indicated he spoke with the Risk Manager, an attorney who used to work in the Corporation Counsel office, about this at length and the items he disagreed with. The Risk Manager agreed on every item and Suennen then met with Corporation Counsel Dave Hemery who spoke with the Risk Manager and the modified version attached to the agenda was drafted. Suennen feels the alternate version reflect the position of the Risk Manager as well as that of Corporation Counsel and himself.

Supervisor Kaster questioned why we would care about an apprenticeship program. Moynihan said he originally brought this forward because we are going to have some generational buildings in the future and we want the very best people with the very best education and the very best skills and Chapter 3 did not really reflect that.

Supervisor Van Dyck indicated he had the same concern as Kaster, however, he noted that this is limited to contracts over $2 million dollars and the likelihood of someone bidding on a project in excess of $2 million dollars without having an apprenticeship program is probably fairly slim.

Motion made by Supervisor Moynihan, seconded by Supervisor Van Dyck to approve alternate version as presented. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. An Ordinance to Amend Section 4.66 (Vacation) by adding Subsection 4.66(6) to Chapter 4 of the Brown County Code of Ordinances.

Director of Administration Chad Weininger said this has been before the Committee a number of times and it is now being presented in its final version. There are a lot of qualified people with a lot of experience, but the people with a lot of experience in government do not want to come to work at Brown County because they have to start all over from the bottom when it comes to vacation. Department heads had the ability to offer more vacation if approved by the Board, but this ordinance allows this to be done at the supervisory level. It is becoming harder to recruit qualified people and this would allow the County to be on the same playing field so people would not lose any vacation time moving from one county to Brown County. The department head would request the additional vacation and then work with HR and the final approval would come from administration. This will ensure it is done uniformly and equitably to avoid issues or lawsuits.

Kaster said his interpretation from reading the language is that the County may perhaps give more than 200 hours of vacation to new hires. He is not debating that they should not start over at the bottom if they have a lot of experience, but the ordinance says the County wants to grant vacation in addition to the amount shown in 4.661 which is in addition to the 16th year of service. Lund clarified that what this means is that if someone has 20 years of experience elsewhere and then they come here, they would be able to be given the 20 years of vacation benefit here as well. Kaster said he understood the intent, but the language could be interpreted differently. He is not debating some people should be granted more vacation instead of starting over, but the way it is written could be interpreted that a new hire could get more vacation than what is granted employees at the 16th year.

Weininger said the intent is to allow the County to be competitive in hiring new employees. Van Dyck understood what Weininger was saying and feels everyone agrees with the intent, but he agreed with Kaster in that the language, if read literally, says that a new hire could be granted more vacation than what is on the schedule. He is okay with the intent of the ordinance, but the language does not reflect the intent.

The language of the document was discussed further and Van Dyck suggested the addition of “not to exceed 200 hours” in (6) following 4.66(1), so it would read as follows: In order to promote the hiring and retention of highly qualified and experienced employees that often have significant years of relevant job experience and that often have built up significant vacation allotment with their previous employer, new hires and employees may be granted vacation in addition to the amounts sown in 4.66(1) above, not to exceed 200 hours, if recommended by the Human Resources Director and if approved by the Director of Administration.

Motion made by Supervisor Van Dyck, seconded by Supervisor Kaster to add “not to exceed 200 hours” following the word above in (6). Vote taken. MOTION CARRIED UNANIMOUSLY.
Motion made by Supervisor Hoyer, seconded by Supervisor Buckley to approve as amended. Vote taken.  **MOTION CARRIED UNANIMOUSLY**

9. Resolution regarding Reclassification of a Social Worker/Case Manager position and deletion of a .4 FTE Clinical Social Worker position in the Health and Human Services – Community Treatment Center Table of Organization.

Motion made by Supervisor Hoyer, seconded by Supervisor Kneiszel to approve. Vote taken.  **MOTION CARRIED UNANIMOUSLY**

10. Resolution re: Reclassification of a Medical Transcriptionist position in the Health and Human Services – Community Treatment Center Table of Organization.

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to approve. Vote taken.  **MOTION CARRIED UNANIMOUSLY**

**Internal Auditor**

11. Board of Supervisors Budget Status Reports (Unaudited) – April 2018.

Motion made by Supervisor Van Dyck, seconded by Supervisor Kaster to receive and place on file. Vote taken.  **MOTION CARRIED UNANIMOUSLY**


Internal Auditor Dan Process said Van Dyck had an earlier question regarding the legal bills and noted that he provides information on a quarterly basis.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to receive and place on file. Vote taken.  **MOTION CARRIED UNANIMOUSLY**

**Corporation Counsel**

13. Discussion and Action regarding the Expo Center Project MOU between the Village of Ashwaubenon and the County of Brown (an Up or Down Vote without modification is requested here if the County Board is willing, but it is not required - the Village of Ashwaubenon needs to pass an MOU identical to what Brown County passes, and the Village currently has the exact same MOU going through their Committee(s) and Village Board).

Van Dyck questioned where to find details regarding the project management services, architectural services and engineering services because he does not see where it says who has responsibility for the project. Weininger responded that the agreement has been modified over time and that is the scope of what the agreement covers. On Page 3, Item H it states decisions will be made by the Village and the County over the scope. Van Dyck was expecting more definition such as who in the County is going to be making the decisions. Weininger said final decisions will be made by the Village President and the County Executive and it is the County Executive’s intention to consult with the Board prior to making decisions. Van Dyck has a problem approving something where that is not defined as this is rather important information. Kaster added that the MOU said the details will be set forth in the document; however, there are no details.

Weininger said basically what the MOU says is we need to do a project, similar to the Resch Center. The scope is the memorial complex and we have to make decisions regarding a project manager, engineer, architect and professional services and the County Executive and Village President will be making those decisions. Van Dyck pointed out that it does not say anywhere that the Village President and County Executive is going to make those decisions. Weininger said he talked to Corporation Counsel about this and was advised that it either needs to be defined in the document or stated in the minutes that the County Executive and Village President will be the decision makers. Lund pointed out that both the County Executive and Village President could change, but Moynihan said that is moot because there will always be someone in those positions. Lund responded that the Board typically decides on things, especially on a big project like this. In addition, the MOU does not state who is going to be running the complex. Moynihan said this is the same thing that was done for the Resch Center.
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Buckley said it would be a lot easier to identify the representation of the County as being the County Executive and the representative of the Village as the Village President so there are only two individuals involved instead of 26 on the Board trying to make decisions. Picking an architect and project manager needs to get done and getting the County Board to agree on that in a timely manner, and then having the Village Board agree as well is not going to happen and we are still going to be sitting here years from now trying to figure out how to get the shovel in the ground. Buckley continued that this process worked for the Resch Center and he does not have a problem as long as it is defined in the minutes that the County Executive and Village President are the representatives. At this time Buckley feels we need to move forward in this manner.

Weininger pointed out that when RFPs are done, the Board is not who actually selects the people who will be doing the work; that is an administrative function. Additionally, the decision making with regard to the memorial complex will be done jointly with two different governments.

Kaster said this is a County project, but Moynihan pointed out Ashwaubenon is who will be bonding for this. Kaster understands this but said it is still a County project and we do not know who the next Village President is going to be or who the next County Executive is going to be. Weininger responded that these decisions will be made while the current individuals are still in office.

Lund said he does not necessarily want to micromanage the project, but what if the County Executive and Village President approve a look the Board does not like? Moynihan responded that listening sessions will be held to get input from the public. Weininger added he went to a number of committee meetings after the project was passed to find out specifically what was wanted. Ed and Rec said they wanted the veteran aspect to be a component of the design and that is in the MOU. Listening sessions was another thing the Board wanted to ensure the public had a chance to weigh in because of the sales tax component of this and that is in the MOU. To have 26 Supervisors designing an expo hall and getting them all to agree would be a big deal. Managing this size of a project at that level will be problematic.

Kneiszgal asked if it would be possible for the Board to get a monthly update on the project showing important actions that have been taken and a breakdown of what has happened and what the upcoming plans are. Weininger said the County Executive’s plan was to assign a few Supervisors to keep everyone informed and in the loop. Kneiszgal said that would allow the Board to look at things that are being done and he did not feel that would lead to micromanaging every decision. Moynihan said he suggested to the County Executive that he could lay that information out at each Board meeting under his report.

Kaster said one of the main reasons the 26 Supervisors are elected is to keep track of the purse strings of the County. He does not want to be asked by citizens about the expo project and not be able to answer the questions because the County Executive and the Village President are handling the project. Van Dyck agreed with Kaster and said in the end, if there are issues, they are going to be pointed back to the Board. He understands the concern about 26 Supervisors nitpicking this thing apart, but that is the risk you run. The way this MOU is currently written, it is wide open. He referenced the ice sheet provision under the Expo Center description as an example and said he does not remember that being agreed upon by everybody that we were automatically going to put that in. He would want to know the cost and the return on investment before something like that is included. He understands the concern about 26 Supervisors trying to agree on everything, but feels the Board should have some kind of kick at the can when it comes to the overall look of the building and what is going to go into it. He would be agreeable to having a committee formed of a number of Supervisors that would sign off, but to let it all up to the County Executive and Village President is not something he agrees with.

Lund said the Board will not know the cost of this until there is an architect that puts together plans. At that time, the costs can be vetted out. The study we had listed a number of things that could be done, but prices go up every year and the earlier this is done, the better. He agrees we need to get this started, but agreed with Van Dyck that a committee should be formed that the County Executive would have to report to with things like design. Moynihan suggested the County Executive come to the Executive Committee and speak to the project on a monthly basis. Lund would like to see this as more of collaboration so things are not shoved down our throat. He also referenced the sheet of ice and said he was of the understanding this was an expo hall, so once you start talking about freezing ice, it
is a major cost and there needs to be an evaluation of the use of that. Moynihan said the ice was talked about early on during the sales tax discussions.

Weininger said it is the prerogative of the County Board to form a committee. Buckley said the discussion going on here tonight is a prime example of why this project cannot be done this way. There are conversations going on about ice by people who do not really know anything about ice. Weininger said that is why they are getting experts around the table to talk about those things and generate a number to support a 100,000 square foot venue and this document includes all of that. When non-experts start talking about all this and going in all different directions, problems result. When this was passed originally the intent was to build an expo hall that met the needs of the County and they are trying to get the right people in the right place to make that happen.

Weininger continued that it is not the intent that the County Executive was be making decisions unilaterally; he intends to reach out to the Board and the people managing the facility to help make the best decisions. Kaster and Van Dyck both said there is nothing in the MOU that states that.

Buckley said we can sit and debate all night long, but this is exactly why it will never work having this reported out to 26 supervisors. A small advisory committee has been discussed since day one and he feels that is appropriate. He feels there have to be a few people responsible for the project that the Board can go to with questions or thoughts or things that need to be changed. What is before the Committee right now is a general agreement to get the process rolling. The County Executive can inform the Board of his intent to put together a committee on this. Buckley said if there are certain things the Board wants to approve, they can bring that forward. He feels we need to move forward and at least get the architect and project management in place so we can find out what the conceptual ideas are that can work on that piece of property and what the cost is going to be.

Van Dyck said he will not vote for this with the caveat that the County Executive and Village President are the ones who are going to administer the document because he feels there needs to be a definition of who the decision maker is going to be. Van Dyck said although the County Executive intends to form a committee, there is no obligation for him to do so and he feels there needs to be more oversight of the approval process for this project. Kaster also said he will not be voting for this the way it is due to the lack of details because if things do not go right, the County Board is going to take the heat for it and he does not want to be involved in that.

Weininger suggested creating a working team and suggestions were made as to who would be best on such a committee. It was suggested that the Executive Committee be designated as the committee to make the decisions. Buckley would like to have something saying that the County Executive has to report to the Executive Committee at a separate Executive Committee in order to have the authority to represent the Board. Weininger said the functionality has to be considered and there are several ways this could be done and several ideas were discussed.

Weininger asked what level of decisions the Board wishes to be involved in. Van Dyck said from his viewpoint it appears the County Board was smart enough to make the decision on whether to build the expo center or not build it, but now the Board is not smart enough to be involved in the details of what it looks like, the functionality, etc. and he finds that offensive. He understands that decisions will need to be made on a daily basis, but noted that at some point in time there are going to be several packages on which a decision needs to be made and he does not see anything wrong with the Board making that decision. He has enough faith in the Board that even though the majority may not like everything in a package, they will take the package that serves the County best. He does not think this MOU gives the Board that ability.

Weininger asked specifically what the Board would like to have oversight on. Lund responded that the most important thing to most people is what the building is going to look like and what programming it can handle. Weininger suggested allowing the Executive to make the decisions regarding project management, selection of an architect and engineer as long as the regular County RFP process is followed and then the Board can vote on the final design. Weininger said he is trying to come up with a system that will work while still giving some flexibility on some of the smaller pieces provided the County Executive notifies the Board with a reasonable explanation based on a reasonable level of expertise as to why the changes need to be made.
Moynihan pointed out that everything Weininger just outlined can be done by the County Executive outside of the document before them and he encouraged everyone to approve the MOU to get the ball rolling. Lund said he intends to vote in favor of the document. He feels this is such an important issue with millions of dollars being put into the facility and it is very important for the Board to have the final say on the design. A discussion ensued as to where to place language in the MOU directing the Board to make the final decision on design. Hoyer questioned if the MOU is the correct place for that as the MOU is an agreement between the County and another municipality to work together and how we clarify how our portion of things goes is something we should do for ourselves and does not necessarily involve the other municipality. Moynihan said we can vote on the MOU without amending it, and then the Executive can come back and set forth what he plans to do.

Lund suggested a separate document be drafted outlining how the County Executive will work with the Board and then the document before us tonight can be passed. Weininger said when this goes out for bonding, they will have to do an agreement that says the County pledges to do the project that will need to be voted on and at that time the Board could potentially approve what the actual project is going to look like.

Kneiszle wished to clarify that the MOU is between Ashwaubenon and the County and if anything were to happen during the project that the County Board feels is outlandish and wants to step in, that is a completely different thing that can be done. Lund said that is what will be coming back next month; details on how the County Executive will answer to the County Board. Kneiszle feels that should have come at the same time as the MOU and Lund agreed but if we are under the understanding that the County Executive will work with the Board in good faith according to a resolution it should be fine. Moynihan said that part has to be a side piece because if we add what Kneiszle stated to the MOU, when it goes to Ashwaubenon they will amend it and then it will have to come back here again. Those things noted earlier can be done as a side piece with the Executive in resolution form and the MOU can be voted on tonight in its entirety. The will of this Committee is known to the Director of Administration and he will make it work.

Kaster said by the time we get to the final design, if the Board would vote against it, we will have to spend a half a million more for a new design. He said we make decisions every day at every meeting and that is our job. He also questioned the listening sessions and said he would like a listening session to be held before the County Board and then have the County Board decide what is going to go in the building. The design will reflect what is brought forward at the public listening sessions and will include the functionality and it will be designed in a way to maximize profits.

Weininger said this MOU is a prelude which gets all the people in the room to pull everything together so we can start designing this. This will also have to go through finance people to be sure projections are right and then we will have to work with the Board on the financing. All this will be going on while the design is being put together and then when the design is decided on, that is when we go out to market and issue the bonds and that is when the next vote will be taken.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve MOU as presented. Vote taken. Ayes: Moynihan, Buckley, Hoyer, Kneiszle, Van Dyck, Lund Nay: Kaster MOTION CARRIED 6 to 1


Deputy Corporation Counsel Bree Madison reported briefly on the letter received from the Village of Hobart and noted there was no decision making to be done by the County on that; that is something that would have to be decided by the Circuit Court.

Van Dyck would like to get an update from Corporation Counsel as to what the County’s perspective is at this time. He have the perspective of Oneida and the Hobart perspective conflicts with itself in that the gist of the letter is that the County made a mistake by recording deeds, but then at the same token, their assessor assessed the property to the Oneidas and then started charging property taxes and then paid the 2014 taxes. Van Dyck does not know how Hobart can take a positions that the County messed up and deeded it to the Oneidas and it does not legally belong to them and should have reverted back to the adjacent land owners, but then turn around and charge property taxes to those individuals. It seems like Hobart is playing both sides of the fence.
Brown County Executive Committee
June 11, 2018

Motion made by Supervisor Moynihan, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. 
MOTION CARRIED UNANIMOUSLY

Human Resources
15. HR Director’s Report.

Human Resources Director Kathryn Roellich reported on several items. She said the class and comp is continuing to move forward. They did presentations for a benefits broker RFP and hope to make a decision next month. With regard to HR staff, they have recently had an administrative coordinator, two analysts and a benefits specialist start in the office. With regard to specialty pay, Roellich said one group has already received specialty pay, another group will receive it on the next paycheck and the final group will receive the specialty pay two weeks after that.

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to receive and place on file. Vote taken. 
MOTION CARRIED UNANIMOUSLY

Department of Administration

No report; no action taken.

County Executive
17. County Executive’s Report.

No report; no action taken.

Other
18. Such other matters as authorized by law.

Moynihan asked if anyone was interested in being part of the Employee Benefit Committee that was formed several years ago. He is currently the representative for the Board, but noted that it is hard to attend because the meetings are held during the day.

Also, there will be a special joint Administration Committee and Executive Committee meeting on June 14, 2018 at 5:30 pm at the Neville Public Museum.

19. Adjourn.

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to adjourn at 7:41 pm. Vote taken. 
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist
PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE & ADMINISTRATION COMMITTEE
JOINT MEETING

Pursuant to Section 19.84 Wis. Stats., a special joint meeting of the Brown County Executive Committee and Brown County Administration Committee was held on Thursday, June 14, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin.

Present: Executive Committee: Chair Lund, Vice Chair Moynihan, Supervisor Buckley, Supervisor Kaster (for Supervisor Erickson), Supervisor Hoyer, Supervisor Sieber, Supervisor Van Dyck
Administration Committee: Chair Sieber, Vice Chair Kneiszel, Supervisor Schadowald, Supervisor Vander Leest
Excused: Supervisor Becker
Others Present: Supervisors Deslauriers, Tran, Linssen, Landwehr, Brusky & Lefebvre, County Executive Troy Streckenbach, Director of Administration Chad Weininger, Technology Services Director August Neverman, Deputy Executive Jeff Flynt, Internal Auditor Dan Process, Public Works Director Paul Fontecchio, Bryan Hollenbach, John Gard, other interested parties and media

I. Call meeting to order.

The meeting was called to order by Administration Committee Chair Tom Sieber at 5:30 pm. The meeting was called to order by Executive Committee Chair Tom Lund at 5:30 pm

II. Approve/modify agenda.

Administration Committee: Motion made by Supervisor Schadowald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Executive Committee: Motion made by Supervisor Buckley, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

3. Discussion and possible action regarding the Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor.

A Green Bay Packaging video was presented. Thereafter, Bryan Hollenbach, Executive Vice President of Green Bay Packaging (GBP) provided a historical background on the present mill. He further explained the mill’s production process and noted that its technology is old and outdated. He then spoke of the company’s perspective of future options for the company and how we got here today. Some options GBP undertook was they could build elsewhere out of state or stay in Green Bay and Brown County. He then spoke of logistics and lowering operational costs. He was complimentary of the teamwork displayed with this project from the city, county and WEDC. Mr. Hollenbach went on to say that in all this new facility will be a 500 million dollar investment – a state of art, environmentally friendly, cost effective mill. He further noted in addition to the 1,100 jobs at present, that number will increase with 200 more. He also noted the hundreds, upon hundreds of local suppliers GBP utilizes. He explained the closed loop water system with zero water discharge into the Fox River and that GBP was going away from coal boilers to natural gas in the new facility. Mr. Hollenbach also spoke of the timelines when ordering a new paper machine and the building of the facility. He indicated that January 2021 is the anticipated startup of the new facility. Supervisor Sieber asked a host of questions from water discharge to average salaries of the employees (just under $60,000 to date). Supervisor Kaster asked of logistical questions, transitioning from the old to the new. Supervisor Kneiszel made comment on water exchanges and capacity. Mr. Hollenbach then spoke of the reclaim system.

Executive Committee: Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to approve the resolution. Vote taken. MOTION CARRIED UNANIMOUSLY
Administration Committee: Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve the resolution. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Under further discussion, Executive Streckenbach indicated he was happy that Brown County was part of the initial discussions of this project and spoke of the magnitude and impact of the size of the investment to Brown County. He was heartened to know that the county was part of the solution in assisting the infrastructure piece where in the future other users may also tap into the Fox River Infrastructure Corridor system for an even more competitive paper industry. He noted the county’s investment is 5.3 million dollars from Infrastructure Capital Improvements.

Supervisor Landwehr asked questions in regard to who is responsible for retention ponds and future re-dredging. Director of Administration Chad Weiningger indicated that they would be county owned and operated. He also noted, through County Parks, the county could seek grant dollars to build an aesthetically pleasing area to lessen an industrial look or presence.

Supervisor Kneiszal appreciated the proposal and the environmental elements therein, but was concerned with taking a vote next week only eight days after the announcement.

Supervisor Schadewald spoke of the positive economic growth that this proposal shall bring forth, along with the technological advances.

Supervisor Kaster echoed Supervisor Kneiszal’s thoughts on the timing of the proposal in regard to making a decision. However, he has no negatives with the proposal, just the timing.

Supervisor Buckley indicated that there is a lot of information out there on this proposal. He said that this was a great project!

Supervisor Moynihan stated that in regard to the timing concerns, “Government is liquid, its fluid, it doesn’t necessarily fall nicely on a calendar”. This project is a no-brainer! He recommends full support from the county board.

Supervisor Van Dyck said in regard to timing, “This didn’t just happen overnight”, there were discussions for quite some time to get to this point.

Chair Sieber stated “This is a great project!” “We have enough information”.

4. Adjourn.

Administration Committee: Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to adjourn at 6:16 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Executive Committee: Motion made by Supervisor Hoyer, seconded by Supervisor Buckley to adjourn at 6:16 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Patrick W. Moynihan, Jr.
BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 20 Jan '88
Agenda No.: Executive Committee

Motion from the Floor

We request for Corporation Council to draft a county-wide Advisory Referendum regarding the legalization of the products in possession & sale of Marijuana, and allowing tax revenues to mitigate the county costs of state unfunded mandates. It is our intention to have the County Board place this referendum (to be voted upon by the Citizens of BC) on the Nov. 6th General Election.

Signed: [Signature]
District No.: 21 4

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)
A RESOLUTION

providing for an advisory referendum on the November 6, 2018, election ballot to
measure public opinion on allowing adults 21 years of age and older to engage in the
personal use of marijuana, while also regulating commercial marijuana-related activities,
and imposing a tax on the sale of marijuana

WHEREAS, criminalizing marijuana use has failed to curb its use and more than
100 million Americans say they have used marijuana; and

WHEREAS, 59 percent of Wisconsinites in a 2016 poll said that marijuana
should be "fully legalized and regulated like alcohol", and recent polls show a majority of
Americans favor legalization of adult recreational use of marijuana; and

WHEREAS, the Wisconsin State Legislature has failed to act on legislation to
legalize and regulate marijuana and has not allowed hearings on such legislation; and

WHEREAS, an estimate by the Congressional Research Service suggests that
replacing marijuana prohibition with a system of taxation and regulation could yield $6.8
billion in federal excise taxes alone; and

WHEREAS, Alaska, California, Colorado, Maine, Massachusetts, Nevada,
Oregon, and Washington have legalized adult personal use of marijuana and regulate
the production, distribution, and sale of marijuana, and Vermont and the District of
Columbia have legalized limited personal possession and cultivation of marijuana by
adults; and

WHEREAS, legalizing and taxing marijuana could significantly increase state and
local revenue; and

WHEREAS, the time law enforcement spends enforcing existing marijuana laws
and ordinances negatively impacts the time available to solve more serious crimes and
apprehend more dangerous criminals; and

WHEREAS, marijuana prohibition makes product quality control and sales
regulation impossible, leaving marijuana sellers free to target children as potential
customers and to peddle potentially adulterated products; and

WHEREAS, the lack of a dispute resolution system for disputes in the illicit
marijuana trade inevitably leads to violence as disputes arise; now, therefore,

BE IT RESOLVED, by the Brown County Board of Supervisors, places the
following advisory referendum on the ballot for the November, 2018 election:

"Should the state of Wisconsin legalize cannabis use for adults 21 years of age
or older, and provide all the tax revenues collected to counties for the following:
unfunded state mandates, crime prevention and recidivism programs, opioid and mental health treatment, veterans services, tax relief, or other underfunded obligations."

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that it hereby directs the Brown County Corporation Counsel to prepare a Notice of Referendum to be published by the Brown County Clerk in accordance with statutory requirements.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that this Resolution and the Referendum shall be filed with the Brown County Clerk no later than 70 days prior to the election. The Question will appear on the ballot of the November 6, general election.

Respectfully submitted by:
Alex Tran, District 21
Erik Hoyer, District 4
Meeting Date: 6/20/18

Motion from the Floor

I make the following motion: To Executive

I am asking that the invocation be completely removed from our County Mtgs.

Signed: Kathy Legebir

District No.: 1e

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)
TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION TO RATIFY THE BROWN COUNTY SHERIFF’S DEPARTMENT
SUPERVISORY EMPLOYEES LABOR ASSOCIATION
2017-2019 LABOR AGREEMENT

WHEREAS, negotiations were undertaken by and between the County of Brown
(County) and the Brown County Sheriff’s Department Supervisory Employees Labor
Association (Association) regarding their 2017-2019 Labor Agreement (Agreement); and

WHEREAS, said negotiations resulted in negotiated changes to the terms and conditions
of the Agreement (see attached Agreement with negotiated changes, incorporated into this
Resolution by attachment and reference); and

WHEREAS, it is desirable to ratify the Agreement to reflect the negotiated terms and
conditions of the Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors,
that the Board hereby authorizes and approves of the negotiated changes to the Agreement, as
briefly discussed above and as more fully described in the attached Agreement, and directs the
County Executive and the County Clerk to execute the Agreement on behalf of Brown County,
with the effective date of January 1, 2017.

Fiscal Note: The total cost of the three year contract (2017-19) is $356,305. Back pay for 2017
is $58,505, and $118,191 for 2018 of which $105,687 was budgeted for and the remaining
$71,009 was expensed in the general fund in 2017.

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE
Approved By:

__________________________
TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: ________________

Authored by Human Resources
Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL #____

Motion made by Supervisor ____________________
Seconded by Supervisor ______________________

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RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: June 4, 2018
REQUEST TO: Administration and Executive Committee
MEETING DATE: June 26 and July 9, 2018.
REQUEST FROM: Kathryn Roellich
Human Resources Director
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION TO RATIFY THE BROWN COUNTY SHERIFF’S DEPARTMENT SUPERVISORY EMPLOYEES LABOR ASSOCIATION 2017-2019 LABOR AGREEMENT

ISSUE/BACKGROUND INFORMATION:
A resolution is needed to authorize the execution of a 2017-2019 Labor Agreement with the Brown County Sheriff’s Department Supervisory Employees.

ACTION REQUESTED:
Approval to execute a 2017-2019 labor agreement with the Brown County Sheriff’s Department Supervisory Employees.

FISCAL IMPACT:
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.
1. Is there a fiscal impact? ☒ Yes ☐ No
   a. If yes, what is the amount of the impact? $ See Fiscal Note below
   b. If part of a bigger project, what is the total amount of the project? $___________
   c. Is it currently budgeted? ☒ Yes ☐ No
      1. If yes, in which account?

2. If no, how will the impact be funded? Fiscal Note: The total cost of the three year contract (2017-19) is $356,305. Back pay for 2017 is $58,505, and $118,191 for 2018 of which $105,687 was budgeted for and the remaining $71,009 was expensed in the general fund in 2017.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED
AGREEMENT

Between

BROWN COUNTY

And

BROWN COUNTY SHERIFF’S DEPARTMENT
SUPERVISORY EMPLOYEES

January 1, 2015 through December 31, 2019
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BROWN COUNTY SHERIFF'S DEPARTMENT
SUPERVisory EMPLOYEES LABOR CONTRACT

THIS AGREEMENT made and entered into according to the provisions of Section 111.70 of the Wisconsin Statutes by and between Brown County, as the Municipal Employer (hereinafter called "County") and the bargaining unit of the Brown County Sheriff's Department Supervisory personnel (hereinafter called the "Bargaining Unit").

Article 1. PURPOSE OF AGREEMENT

Pursuant to Wis. Stat. § 111.70(8), the County and the Bargaining Unit have agreed to meet and confer and negotiate over various aspects of the Bargaining Unit members' wages, hours and other conditions of employment as more particularly set forth in this Agreement. It is the intent and purpose of the parties hereto that this Agreement shall promote and improve working conditions of the Bargaining Unit in regard to rates of pay, hours of work, and other terms and conditions of employment to be observed by the parties hereto. The County retains all rights, powers, or authority that it had prior to this contract unless modified by this contract or state law.

Article 2. RECOGNITION

The County agrees to recognize the Bargaining Unit as the bargaining agent for the Supervisory ranks of Lieutenant and Captain of the Brown County Sheriff's Department in the matter of wages, hours of work, and working conditions.

Article 3. MANAGEMENT RIGHTS RESERVED

Except as herein otherwise provided, the management of the Department and the direction of the working forces is vested exclusively in the County. The County retains the right to fulfill all normal managerial obligations, such as planning, changing or developing new methods of work performance, establishing necessary policies, organizations and procedures, assigning work and establishing work schedules and applying appropriate means of administration and control.

Article 4. BARGAINING UNIT ACTIVITY

The Bargaining Unit agrees to conduct its business off the job as much as possible. However, agents and representatives of the Bargaining Unit having business with members of the Bargaining Unit may confer with such members during the normal working day for a reasonable time, provided that permission is first given by the Sheriff or Chief Deputy which will not be unreasonably withheld. The County agrees not to deduct any pay from any employee conducting such business. Off duty officers, under no circumstance, will be compensated for conducting Bargaining Unit activity.

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Article 5. WORK RULES

The County may adopt work rules at its discretion.

Article 6. HIRING/PROMOTION AUTHORITY

The Brown County Sheriff shall have sole and final authority for hiring and/or promotions to supervisory law enforcement positions.

Article 7. DISCIPLINARY PROCEDURE

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. Discipline shall be administered in compliance with this section 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 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 this contract. Records of verbal reprimands 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. The County Executive will be informed of suspensions and terminations. The Brown County Sheriff shall have final authority in regard to demotion, suspensions and terminations.

No regular employee shall be disciplined or discharged except for just cause. Written notice of the discipline, suspension, or discharge and a description of the incident warranting the action shall be given to the employee with a copy to the Bargaining Unit.

The employee will have an informal hearing before the Sheriff, or his/her designee, before any disciplinary actions is taken. The employee and the Bargaining Unit will be notified of the reason for the discipline and the time of the hearing at least twenty-four (24) hours prior to the time of the informal hearing. The employee may be represented by a Bargaining Unit representative at the hearing or a representative of his/her own choice. An officer may waive the right to a hearing with the Sheriff.

The employee may use the grievance procedure to appeal any disciplinary action taken hereunder. Such grievance will be presented directly to the second step. Any grievance that may result from such action shall be considered waived unless presented in writing within five (5) calendar days of the receipt by the employee of the written decision of the Sheriff.

The County may develop, within its discretion, other procedures for discipline which do not result in demotion, suspension or termination.

It is not the intention of the parties hereto to circumvent or contravene any County Ordinance or State law. If there is a conflict or ambiguity insofar as any phrase, sentence, or paragraph of this contract is concerned, and the contractual language provides a greater benefit to members of the Bargaining Unit than would be the case under a County Ordinance or State law, then the contractual provision shall apply.
Article 8. GRIEVANCE PROCEDURE

A formal grievance of an employee shall be handled in accordance with the following procedure:

Step 1: The employee shall prepare and serve on the Chief Deputy a written statement setting forth the grievance within fifteen (15) calendar days of the incident or of the receipt of the notice of discipline by the employee. An employee's failure to timely serve the grievance on the Chief Deputy shall result in dismissal of the grievance and waiver of any and all grievance rights hereunder. 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 shall be given to Sheriff or his/her designee. Upon receipt of the written statement, the Sheriff or his/her designee shall forward the grievance to the Human Resources Manager. Within ten (10) working days thereafter, the Sheriff or his/her designee shall meet with the employee and make a reasonable effort to resolve the grievance. The Sheriff, in his/her sole discretion, may extend the deadline for the meeting provided written notice is given to the grievant. If the Sheriff or his/her designee is unable to resolve the grievance after the meeting with the employee, the Sheriff or his/her designee shall immediately prepare a written response denying the grievance and setting forth the reasons for such denial. The Sheriff or his/her designee 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 Sheriff or designee's resolution of the grievance, the employee may, within five (5) working days, serve the grievance on the Human Resources Manager. An employee's failure to timely serve the grievance on the Human Resources manager shall result in dismissal of the grievance and waiver of any and all grievance rights. 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 ten (10) working days after the employee meeting. The Human Resources manager may extend the deadline for providing a written decision on a grievance hereunder at his or her sole discretion. 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 on any matter involving a termination, discipline or workplace safety, the employee may, within five (5) working days, serve a written request to the Human Resources Manager, for a hearing before an impartial hearing officer. An employee's failure to timely serve a request for hearing shall result in dismissal of the grievance and waiver of all grievance rights. Upon timely receipt of a request for hearing, 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 on 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. A “good cause” standard of review shall be used by the arbitrator or impartial hearing officer. The arbitrator or impartial hearing officer’s decision shall be final.

An employee is entitled to be represented in each step of the grievance procedure by a representative of his/her choice. The Chief Deputy and the Human Resources Manager may, at their sole discretion, delegate their responsibilities hereunder to a designee. Time is of the essence as to any filing deadlines of the grievant hereunder and an employee’s failure to comply with any deadlines shall result in the dismissal of the grievance. The Sheriff and/or Human Resources Manager may, in their sole discretion, extend any of the grievant’s deadlines hereunder provided that any such extension must be in writing and granted prior to the expiration of the deadline. Any failure of the County to meet any of the time deadlines hereunder shall result in the grievance moving to the next step in the procedure. 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.

Article 9. **SALARIES**

The wages of employees of the Brown County Sheriff’s Department Supervisory Unit shall be on the basis hereinafter presented. The salaries listed are on an hourly basis. The rates of pay prescribed herein are based on a full-time employee at normal working hours.

### 2015-2016 Pay Scale

<table>
<thead>
<tr>
<th></th>
<th>Effective 1/1/2015</th>
<th>Effective 1/1/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lieutenant</strong></td>
<td>$41.21</td>
<td>$41.42</td>
</tr>
<tr>
<td><strong>Lieutenant (Bomb Squad)</strong></td>
<td>$42.01</td>
<td>$42.22</td>
</tr>
<tr>
<td><strong>Captain</strong></td>
<td>$43.85</td>
<td>$44.07</td>
</tr>
<tr>
<td><strong>Non-Certified Lieutenant</strong></td>
<td>$38.71</td>
<td>$38.92</td>
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</tbody>
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<tr>
<th></th>
<th>2016 Effective 1/1/2017</th>
<th>Effective 1/1/2018</th>
<th>Effective 1/1/2019</th>
<th>Effective 7/1/2019</th>
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</thead>
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<tr>
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<td>42.25</td>
<td>43.03</td>
<td>43.57</td>
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<tr>
<td><strong>Captain</strong></td>
<td>44.07</td>
<td>44.95</td>
<td>45.78</td>
<td>46.36</td>
</tr>
<tr>
<td><strong>Non-Certified Lieutenant</strong></td>
<td>38.92</td>
<td>39.75</td>
<td>40.53</td>
<td>41.07</td>
</tr>
</tbody>
</table>

**Lieutenant (Bomb Squad) will be $0.80 higher than Lieutenant. Non-Certified Lieutenant will be $2.50 lower than Lieutenant.**
Shift Pay Differential. All members of the Bargaining Unit shall be paid a shift differential for hours actually worked between 3:00 p.m. and 7:00 a.m. as follows:

3:00 p.m. – 11:00 p.m.       $0.55 per hour
11:00 p.m. – 7:00 a.m.       $0.75 per hour

Article 10. OVERTIME

The Sheriff or his/her designee shall establish the work schedules for all bargaining unit employees. Except as otherwise provided in this Agreement, employees who work outside of their scheduled hours as assigned by the Sheriff ("scheduled shift") shall be compensated at the rate of one and one-half (1-1/2) times their normal rate of pay for all hours worked outside of their normally scheduled hours. The parties hereby adopt the 207(k) exemption under the Fair Labor Standards Act (FLSA) for purposes of overtime for bargaining unit members. The work period for purposes of the 207(k) exemption shall be 28 days and 171 hours.

Overtime may be taken at the rate it is earned as compensatory time by mutual agreement of the employer and employee. Compensatory time can accumulate to a maximum of eighty (80) hours. In December of each year, employees may request a payout of accrued compensatory time. This request must be received by the Human Resource Manager by December 15. Any request for a compensatory time payout outside this timeframe must be approved by the Sheriff or Chief Deputy. Employees may carryover a maximum of 80 hours of compensatory time each year.

Minimum Call-In Time. A call-in is defined as any time an employee is required to work outside his/her scheduled shift. However, a call-in does not include the following:

1. An extension of a scheduled work shift by one (1) hour on the front or any extension of the back of such shift (exclusive of reporting time).

2. Disciplinary procedures where the officer is not vindicated through the grievance procedure.

3. Certain training time as provided below.

Employees will be compensated for a minimum of three (3) hours for any call-in time worked on a scheduled work day except in cases where an employee is scheduled to appear in court on a scheduled day outside the employee's scheduled hours, in which case the employee shall receive a minimum of four (4) hours pay. Employees will be compensated for a minimum of five (5) hours for any call-in time on a day off or scheduled vacation day. This call-in time shall be compensated at the normal rate of pay unless otherwise required under the Fair Labor Standards Act ("FLSA"). Call-in time shall not be pyramided with overtime.

Article 11. TRAINING TIME

The following shall be the procedure for compensating employees for periods of training:

1. During Normal Hours. Employees required to attend training during the normally scheduled hours shall be compensated at the employee's regular rate of pay for such hours.
2. Voluntary Training. Employees attending pre-approved training on a voluntary basis on an employee's off hours shall be entitled to compensatory time off or pay calculated at a straight time rate. To qualify for compensatory time off employees must first receive prior approval of the Sheriff or his/her designee.

3. Involuntary Training. When an employee is required to attend training by the employer during off hours, such employee shall be compensated at one and one-half (1-1/2) times his/her normal rate of pay for attending such schools. This paragraph will not apply to the first twenty-four (24) hours of training scheduled during off hours each year for training required to maintain law enforcement certification (including, without limitation by enumeration, firearms training). Notwithstanding any other provisions of this Agreement, the first twenty-four (24) hours will be paid at straight time subject only to the requirements of the Fair Labor Standards Act.

4. Changing Hours For The Purpose Of Training. The employer shall have the right to change an employee's normally scheduled hours for the purpose of training. In the event that the employer changes an employee's normally scheduled hours to accommodate training, the employee shall be paid straight time for such training.

Article 12. UNIFORM ALLOWANCE

Each employee of the Brown County Sheriff's Department shall have an account to be known as "clothing allowance." They are allowed to draw Four hundred eighty dollars ($480.00) paid out in two lump sums of two hundred forty dollars ($240.00). The first payment of two hundred forty dollars ($240.00) will be paid out on the January payroll closest to January 31st. The second payment of two hundred and forty dollars ($240.00) will be paid out on the July payroll closest to July 31st. Beginning January 1, 2014, the accounts will no longer be accumulative and employees that have an amount carried over will be paid out on the January payroll.

During the first and last year of employment, the clothing allowance is prorated on a monthly basis. The Sheriff shall have discretion as to the types of clothing to be purchased by the employees of the Department.

Article 13. HOLIDAYS

I. Definitions

A. Base pay is defined as that pay received by an employee of the Brown County Sheriff's Department as outlined in Article 9, Salaries, of the labor agreement.

B. Holiday pay is defined as that pay or compensatory time off received by every member of the Brown County Sheriff's Department Supervisory Labor Association regardless of whether or not the employee works the holiday. Holiday pay or compensatory time off is computed based on the number of hours the employee is regularly scheduled to work per day. Employees working a 5-2 Schedule receive 80 hours (10 days x 8 hours) and employees working 12 hour shifts receive 120 hours (10 days x 12 hours).

C. Holiday is defined as a day marked by a general suspension of work in commemoration of an event and does include the following days:
New Year’s Day  Labor Day
President’s Day  Columbus Day
Easter  Veteran’s Day
Memorial Day  Thanksgiving Day
Independence Day  Christmas Day

For 5/2 employees, when the actual holiday occurs on a Saturday, the observed holiday is the prior Friday; likewise, when the actual holiday occurs on a Sunday, the observed holiday is the following Monday.

For 5/2 employees, there are regularly scheduled to work holidays and not regularly scheduled to work holidays.

For 5/2 employees, the four (4) regularly scheduled work holidays are as follows:
- Presidents Day
- Easter
- Columbus Day
- Veterans Day

For 5/2 employees, the six (6) not scheduled to work holidays are as follows:
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

D. Premium pay is defined as that pay or compensatory time off received by every officer of the Brown County Sheriff’s Department Supervisor Labor Association who is regularly scheduled to work exclusive of sick or casual leave and works a shift or a portion of a shift (includes worker’s compensation, vacation, or compensatory time) is to be compensated at a rate of one (1) hour of pay or compensatory time off for each hour of work. Premium pay will begin at midnight of the holiday or holiday observed. Supervisory employees will be entitled to one (1) hour of premium pay for each hour worked during the twenty-four (24) hour period beginning at midnight of the holiday or holiday observed. Supervisory employees will receive premium pay while on vacation, personal or compensatory time during the holiday or holiday observed. This includes vacation, personal or compensatory hours used while on short-term disability during the holiday or holiday observed. Supervisory employees will not receive premium pay while on sick or casual leave.

E. Overtime pay is defined as that pay or compensatory time computed at one and one-half (1-1/2) times the hourly rate for all hours worked.

II. Application

A. Regularly scheduled to work
   1. Base pay (compensated up front)
   2. Holiday pay (compensated up front)
   3. Premium pay
B. Regularly scheduled to work and works past scheduled shift
   1. Base pay (compensated up front)
   2. Holiday pay (compensated up front)
   3. Premium pay
   4. Overtime pay

C. Not regularly scheduled to work
   1. Holiday pay (compensated up front)
   2. Premium pay
   3. Overtime pay

Article 14. PERSONAL DAYS

Supervisory employees will receive a total of 32 hours of personal time at the beginning of the year. For those working 5/2, ONLY 24 of the 32 total personal hours may be used on any date prior to Thanksgiving, when mutually agreed upon between the employee and the employer. The remaining eight (8) hours of personal time shall be used on Thanksgiving Friday, which is the Friday after Thanksgiving Day, unless the employee volunteers to work on Thanksgiving Friday and this is mutually agreed upon with the Sheriff or Chief Deputy.

If a 5/2 employee voluntarily works on Thanksgiving Friday with approval from the Sheriff or Chief Deputy, the employee will receive regular pay and shift differentials, if applicable, for time worked unless daily overtime or if 207(k) applies. Since the employee worked on Thanksgiving Friday, the Personal Time hours they would have received for that day will be deferred to a later date, which must be used before the end of the calendar year; otherwise, the employee will lose those hours.

Employees who work Monday through Friday schedules, twenty-four (24) hours personal time 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.

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.

Article 15. VACATION

(1) All employees shall earn vacation as follows:

Less than one full year of service......Prorated on 48 hours per year
1 – 6 years of service......................96 hours
7 – 12 years of service.....................144 hours
13 – 14 years of service....................192 hours
15 – 16 years of service....................200 hours
17 years of service.........................208 hours
18 years of service.........................216 hours
19 years of service.........................224 hours
Vacations for officers working 12 hour shifts shall be reflective of vacation hours calculated based on years of service and shall receive an additional twenty-eight (28) hours of vacation.

(2) Any employee who terminates his/her employment or has his/her employment terminated for any reason, shall be compensated for all earned vacation time worked as of the date of termination. The employee shall reimburse the County for any vacation time taken but not earned at the time of his/her termination.

(3) Employees must submit their vacation requests in advance and with as much notice as possible, so that supervisors can review the requests and make appropriate decisions based on the operational needs. In establishing regular schedules, supervisors shall give due consideration to the desires of individual employees within limits of work requirements of the division. Appointing authorities may amend vacation schedules to meet work emergencies or to grant requests of individual employees. If two or more employees request to take vacation during the same period and the matter cannot be resolved by agreement of the parties concerned, the employee with the most Bargaining Unit seniority with the County shall be granted vacation time.

(4) No employee shall be permitted to accept vacation pay in lieu of vacation.

(5) Employees cannot carry more than eighty (80) hours of vacation at the end of the calendar year unless a request has been made and approved by the Sheriff or Chief Deputy by the end of the calendar year.

Article 16. INSURANCE

(1) Dental Insurance. The County will offer a group dental insurance program for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the amount of deductible and the design of such plan shall be determined by the County on an annual basis.

(2) Life Insurance. The County will offer a group life insurance program for regular full-time and qualifying regular part-time employees. The employee and employer contributions toward the premiums of such plan together with the design of such plan shall be determined by the County on an annual basis.

Article 17. CASUAL DAYS

(1) After six (6) months of employment to provide first day coverage for sickness, each employee shall receive forty (40) hours [thirty-seven and one-half (37.5) hours for employees on a thirty-seven and one-half (37.5) hour work week] casual time each January 1. Casual days may also be used for personal time off with actual days off being subject to mutual agreement between the employee and the employer. Casual days will not be withheld for arbitrary or capricious reasons except during the last two (2) weeks of employment when only a two (2) week notice is given. At the end of each calendar year employees shall be paid at their existing rate of pay for any casual days not used during the year, to a maximum of five (5) days (payment shall be made automatically prior to the following January 31).

(2) Casual day credit is earned on a monthly basis; however, for scheduling purposes, casual days earned during the calendar year are credited to the employee's casual
account at the beginning of each calendar year. Any employee who terminates his/her employment or has his/her employment terminated for any reason, shall be compensated for all earned casual time worked as of the date of termination. The employee shall reimburse the County for any casual time taken but not earned at the time of his/her termination.

(3) Casual days may be taken in not less than fifteen (15) minute increments.

(4) Casual days and banked sick leave may be used by an employee to supplement his/her disability benefits in an amount which will equal regular pay.

(5) Employees may use banked sick days while casual days are available.

Article 18. 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 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 prorata hourly basis based on scheduled work hours.

Article 19. 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.

Article 20. **BANKED SICK LEAVE** *(See Memorandum of Understanding)*

All employees will have their individual sick leave accumulated as of December 13, 1993 (the ratification date of the 1993-1994 Agreement), up to a maximum of 135 days “banked” in a sick leave accumulation account which may be used by the employee to supplement any 75% of regular pay benefit received for a disability. Banked sick leave may be used to make the employee whole for base pay earnings. However, no additional sick leave benefits will accrue in the banked account unless they are vacation days earned but unused during the final three (3) years of their employment with Brown County. All sick leave shall be subject to administration by the department heads. In the event of the death of an employee, said employee’s spouse or IRS eligible dependent(s) will receive banked sick leave transferred to the Retiree Fund HRA. The Retiree Fund HRA may be used for all IRS §213(d) eligible expenses, healthcare premiums under the County’s health plan or any other healthcare plan available to the public and any other expenses allowable by the Retiree Fund HRA Plan. The maximum payout for the death of an employee is 135 days.

Upon retirement or termination, all employees with banked sick leave will have those hours converted to a dollar amount based upon their regular rate of pay at the time of retirement or separation; the county will then deposit the full amount into a Retiree Fund HRA account for the employee or their eligible beneficiary.

All employees reaching normal retirement or disability shall be eligible to continue in the County’s health insurance group plan until the age of sixty-five (65). The retiree will be responsible for the premiums.

Any employee who leaves the bargaining unit for an elected or appointed position with Brown County, who has banked sick leave, shall have their sick leave bank administered in accordance with this article at the time of their retirement or separation from Brown County. The employee’s sick leave bank will be converted based upon their regular rate of pay at the time of their retirement or separation from Brown County.

Employees who retired or separated prior to the ratification of this agreement who have a remaining balance in their sick leave bank (escrow account) will have the full balance as of December 2, 2016 deposited into a Retiree Fund HRA account to be used for eligible expenses as described above.

All employees will have their individual sick leave accumulated as of December 13, 1993 (the ratification date of the 1993-1994 Agreement), up to a maximum of 135 days “banked” in a sick leave accumulation account which may be used by the employee to supplement any 75% of regular pay benefit received for a disability. Banked sick leave may be used to make the employee whole for base pay earnings. However, no additional sick leave benefits will accrue in the banked account unless they are vacation days earned but unused during the final three (3) years of their employment with Brown County. All sick leave shall be subject to administration by the department heads. In the event of the death of an employee, said employee’s beneficiary will receive a payout equal to the sick leave balance in their account. The maximum payout for the death of an employee is 135 days.
All employees reaching normal retirement or disability shall be eligible to continue in the County’s health insurance group plan until the age of sixty-five (65). The County shall pay all of the monthly premium payable, provided that the total amount expended for such insurance for each retired employee shall be limited to an amount equal to the value of any accumulated and unused sick pay not to exceed 136 days, effective January 1, 1998, standing to the credit of that employee as of that employee's date of retirement.

After the amount expended for any employees reaching the limit for such employee, the monthly premiums shall thereafter be paid by the employee.

1. In the event that an employee, eligible under the sick leave provision and eligible for retirement under the provision of the Wisconsin Retirement System, dies prior to retirement, the survivor of said employee shall be entitled to 100% of the accumulated sick leave conversion as indicated above. In the event that an employee dies after retirement, the survivor of said employee shall be entitled to continue drawing on such fund as long as the surviving spouse does not remarry or the children of the deceased employee are not dependent as determined by the dependency rules of the Internal Revenue Code.

2. Dependent children, in accordance with regular County policy, will be eligible to apply the escrowed amount for health insurance premium payment purposes upon the death of the surviving spouse. Remarriage of the surviving spouse will not terminate the eligibility of dependent children from this benefit.

3. Any funds remaining in the escrow account after death of the retiree, death or remarriage of the surviving spouse, or death or ineligibility of dependent children shall revert back to the County.

4. This health insurance premium payment program for protective employees is mandatory for all covered employees upon retirement and supersedes all previous sick leave payment programs upon retirement sponsored by Brown County.

5. If death of a covered protective service employee occurs before eligibility for retirement, 100% of the existing payment of accumulated sick leave will apply to the estate of the deceased employee for purposes of payment of health insurance premiums in accordance with the above policy.

Article 21. RETIREMENT CONTRIBUTION

The employee shall contribute the full amount of the employee’s share to the Wisconsin Retirement System (WRS) and as determined by the Employee Trust Funds (ETF).

Article 22. LEAVE OF ABSENCE

(1) Policy. The Human Resources Manager 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 or 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.

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(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.

**Article 23. FUNERAL LEAVE**

(1) Employees shall have up to a five (5) working day leave of absence with pay in the event of the death of a member of their immediate family. Said leave of absence shall be given and allowed from the date of the death through the immediate subsequent six days following said date of death. This six (6) day time period may be extended at the discretion of the Sheriff. 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.

(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 scheduled 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.

**Article 24. DRUG TESTING**

- 13 -
Employees are subject to drug and alcohol testing in accordance with law.

Article 25. **AMENDMENT PROVISIONS**

This Agreement is subject to amendment, alteration, or addition only by a subsequent written agreement between and executed by the County and the Bargaining Unit where mutually agreeable. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in future enforcement of all its terms and conditions.

Article 26. **SAVINGS CLAUSE**

If any article or section of this Agreement or any Addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and Addendum shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

Article 27. **TERMS OF AGREEMENT**

This Agreement will become effective as of January 1, 2015, and will remain in force and effect up to and including December 31, 2016.

**MAINTAIN THE TERMS UNTIL THE NEXT AGREEMENT IS NEGOTIATED**
FOR THE COUNTY:

Sandra L. Juno
County Clerk

Troy Streckenbach
County Executive

FOR THE ASSOCIATION:

Lt. Jim Valley
President

Kathryn Roellich
Human Resources Director
TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE TECHNOLOGY SERVICES DEPARTMENT
ENTERPRISE WEB AND SOCIAL MEDIA SPECIALIST

WHEREAS, the Technology Services Department (Department) received a request from
the Administration Committee to provide via Resolution the cost of a new position, i.e., an
Enterprise Web and Social Media Specialist position, to address the current county needs of
website maintenance, closed captioning and social media; and

WHEREAS, as a result, the Human Resources department has received a table of
organization change request from the Department; and

WHEREAS, the Department has developed and submitted this proposal to add 1.00 FTE
Enterprise Web and Social Media Specialist position (Position) to improve and maintain Brown
County web related services; and

WHEREAS, the Human Resources Department has reviewed the duties and requirements
of the Position and recommends that the Position be placed in Pay Grade 5 in the Classification
and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors,
that the addition of a 1.00 FTE Enterprise Web and Social Media Specialist position in the
Technology Services table of organization is hereby approved, as described above in this
Resolution and as described below in the ‘Budget Impact’ area.
Budget Impact:

<table>
<thead>
<tr>
<th>Partial Year- Budget Impact 08-01-2018 to 12-31-2018</th>
<th>FTE</th>
<th>Addition/Deletion</th>
<th>Salary</th>
<th>Fringe</th>
<th>Total</th>
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<tbody>
<tr>
<td>Enterprise Web &amp; Social Media Specialist</td>
<td></td>
<td></td>
<td>$33,854</td>
<td>$9,272</td>
<td>$43,126</td>
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<tr>
<td>@ $38.47/hr Position # TBD</td>
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<td>Addition</td>
<td></td>
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<tr>
<td>Partial Year- Budget Impact - 08-01-2018 to 12-31-2018</td>
<td></td>
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<td>$43,126</td>
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<table>
<thead>
<tr>
<th>Annualized Budget Impact</th>
<th>FTE</th>
<th>Addition/Deletion</th>
<th>Salary</th>
<th>Fringe</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Enterprise Web &amp; Social Media Specialist</td>
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<td></td>
<td>$80,018</td>
<td>$21,916</td>
<td>$101,934</td>
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<tr>
<td>@ $38.47/hr Position # TBD</td>
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<td>Addition</td>
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<tr>
<td>Annualized Budget Impact</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$101,934</td>
</tr>
</tbody>
</table>

Fiscal Note: This resolution requires an appropriation from the General Fund in the amount of $39,606.91 and use of $3,519.09 in fund balance for the creation of the new position requested by the Administration Committee. This resolution also creates a $101,934 structural deficit in the 2019 Budget.

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: ____________________________

Authored by Human Resources
Approved by Corporation Counsel’s Office
RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 5/16/2018
REQUEST TO: Administration and Executive Committees
MEETING DATE: June 26 and July 9, 2018
REQUEST FROM: County Administration Committee
In care of August Neverman, Brown County Technology Services, CIO
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION FOR THE TECHNOLOGY SERVICES DEPARTMENT ENTERPRISE WEB AND SOCIAL MEDIA SPECIALIST

ISSUE/BACKGROUND INFORMATION:
In November of 2017 Supervisor Lund submitted a communication to improve the County public website. As a result of that communication a workgroup consisting of DoTS and County Supervisors Lund and Schadowald. That workgroup resulted in the creation of a Web proposal.

The web proposal suggested the improvement of the existing County Public Internet and Employee Intranet sites at a one-time cost of $27,295 and an FTE to manage and maintain the Public Internet and Employee co.brown.wi.us websites.

Separately, members of the County board requested that Closed Captioning of County Board meetings occur, during numerous meetings.

In May of 2018, the admin committee directed DoTS to share the costs for 1) Web Page Upgrade; 2) Enterprise Web & Social Media Specialist; 3) Video recording costs for Board meetings; 4) Video Recording costs for Committee meetings; 5) closed captioning for board meetings; and 6) closed captioning for committee meetings.

The Enterprise Web & Social Media Specialist would
- Manage closed captioning, if approved.
- Be responsible to ensure accuracy and usefulness of information on the County Website and Employee Website and manage and maintain both sites
- Update various social media services that represent the County
- Work with departmental content owners to develop content
- Ensure compliance with regulatory requirements for the County websites and social media platforms.

ACTION REQUESTED:
Create the Enterprise Web & Social Media Specialist

Is this position grant funded? ☐ Yes ☒ No (If yes, attach a copy of the grant.)
Are benefits covered by the grant? ☐ Yes ☐ No **
** A portion of the position is non-levy (approx. 20%)
Are the duties of this position mandated? ☒ Yes ☐ No YES-Closed Captioning, ADA & Public Records
OUTLINE CHANGES:

Add FTE to the DoTS staff complement in 2019. The person would be responsible to ensure web & social media remains current for all County departments and services. **Short term goals:** get site migrated, push departments to get content up to date, correct social media information to improve digital access to county services (things like getting County Department/Service street addresses showing up properly in google searches).

**Mid-Term Goals:** get more services aggregated and visible online; provide better reporting of resident access; begin to develop expansion for digital service delivery

**Long-Term Goals:** establish online services working with departments like human services, health, treasurer, PALS, Land Con and Register of Deeds to present options for automated service delivery

FTE to report progress & challenges annually to County Executive and Administrative Committee.

FISCAL IMPACT:

**NOTE:** The fiscal impact portion is initially completed by the requestor, but verified by HR and Administration and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
   a. If yes, what is the estimated amount of the impact? $101k (estimated $81k FTE + $20k benefits)
      Note the DoTS Departmental chargebacks would increase by $101k. The impact of cost is roughly 80% to levy and 20% non-levy.
   b. If part of a bigger project, what is the total amount of the project? $ See notes above
   c. Is it currently budgeted? ☐ Yes ☒ No
      1. If yes, in which account #?
      2. If no, how will the impact be funded? This would require all levy funded areas to go over in budget or cut operations to meet this overage.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED
July 18, 2018

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

Ladies and Gentlemen:

RESOLUTION FOR ALL REGULARLY SCHEDULED STANDING COMMITTEES
TO MEET ON OR BETWEEN MONDAYS AND THURSDAYS,
AND TO BEGIN THEIR MEETINGS ON OR BETWEEN 5:00 PM AND 7:30 PM,
STARTING WITH THE NEXT TERM OF THE COUNTY BOARD

WHEREAS, to encourage participation and information gathering at regularly scheduled Standing Committee Meetings, it is desirable for regularly scheduled Standing Committee Meetings to be held on or between Mondays and Thursdays, and for said meetings to begin on or between the hours of 5:00 pm and 7:30 pm.

NOW THEREFORE BE IT RESOLVED, by the Brown County Board of Supervisors, that regularly scheduled Standing Committee Meetings shall be held on or between Mondays and Thursdays, and shall begin on or between 5:00 pm and 7:30 pm, starting with the next term of the Brown County Board of Supervisors.

Fiscal Note: This resolution does not require an appropriation from the General Fund because the County Board Staff currently engage in this practice.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: __________________________
RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07-05-2018
REQUEST TO: Exec Committee and County Board
MEETING DATE: 07-09-2018 and 07-18-2018
REQUEST FROM: David P. Hemery
Corporation Counsel (Per request of Exec Comm on 06-11-2018)

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION FOR ALL REGULARLY SCHEDULED STANDING COMMITTEES TO MEET ON OR BETWEEN MONDAYS AND THURSDAYS, AND TO BEGIN THEIR MEETINGS ON OR BETWEEN 5:00 PM AND 7:30 PM, STARTING WITH THE NEXT TERM OF THE COUNTY BOARD

ISSUE/BACKGROUND INFORMATION:
On 06-11-2018, in order to encourage participation and information gathering, the Exec Comm directed Corp Counsel to prepare a RESOLUTION FOR ALL REGULARLY SCHEDULED STANDING COMMITTEES TO MEET ON OR BETWEEN MONDAYS AND THURSDAYS, AND TO BEGIN THEIR MEETINGS ON OR BETWEEN 5:00 PM AND 7:30 PM, STARTING WITH THE NEXT TERM OF THE COUNTY BOARD.

ACTION REQUESTED:
Consideration of Resolution

FISCAL IMPACT:
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☑ Yes ☐ No
   a. If yes, what is the amount of the impact? $
   b. If part of a bigger project, what is the total amount of the project?
   c. Is it currently budgeted? ☑ Yes ☐ No
      1. If yes, in which account?
      2. If no, how will the impact be funded?

☐ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED
TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

*AS AMENDED AT ADMINISTRATION COMMITTEE ON 06-26-2018*

RESOLUTION DIRECTING COUNTY BOARD STAFF
TO RETAIN AUDIO RECORDINGS OF MEETINGS FOR SEVEN YEARS

WHEREAS, audio recordings of meetings are currently made and used by County Board Staff to refresh their recollection of what occurred at meetings when they prepare Minutes; and

WHEREAS, such audio recordings are considered to be ‘Notes’ used to prepare a ‘Final Document’ (Minutes) under the WI Public Records Law; and

WHEREAS, Notes are typically not subject to Public Records Requests, and are therefore not required to be retained for any period of time, but the Minutes the Notes are used to prepare are final documents and are subject to Public Record Requests; and

WHEREAS, it is desirable to require that audio recordings of meetings be retained; and

WHEREAS, if this Resolution passes and requires that audio recordings of meetings be retained, then said audio recordings will become an Official Record and must be retained for seven years per WI law.

NOW THEREFORE BE IT RESOLVED, by the Brown County Board of Supervisors, that County Board Staff are hereby directed to retain any audio recordings of meetings that are in their possession now and/or in the future for a period of seven years after the date recorded.

Fiscal Note: This resolution does not require an appropriation from the General Fund because the County Board Staff currently engage in this practice.

Drafting Note: The words “. . .after the date recorded. . .” above were added by the Administration Committee on 06-26-2018.
Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: __________________________

Authored by Corporation Counsel
Approved by Corporation Counsel

<table>
<thead>
<tr>
<th>SUPERVISOR</th>
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<th>NAYS</th>
<th>ABSTAIN</th>
<th>EXCUSED</th>
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<td>VANDER LEEST</td>
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<td>BUCKLEY</td>
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<td>LANDWEBER</td>
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<td>DANTINNE, JR.</td>
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</table>

Total Votes Cast: ________

Motion: Adopted ________ Defeated ________ Tabled ________

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<tr>
<th>SUPERVISOR</th>
<th>DIST. #</th>
<th>AYES</th>
<th>NAYS</th>
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<td>VAN DYCK</td>
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RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07-05-2018
REQUEST TO: Exec Comm and County Board (already went to Admin Comm on 06-26-2018)
MEETING DATE: 07-09-2018 and 07-18-2018
REQUEST FROM: David P. Hemery
Corporation Counsel (Per request of Admin Comm on 06-26-2018)
REQUEST TYPE: ☑️ New resolution
☐ Revision to resolution
☐ New ordinance
☐ Revision to ordinance

TITLE: "AS AMENDED AT ADMIN COMM ON 06-26-2018" - RESOLUTION DIRECTING COUNTY BOARD STAFF TO RETAIN AUDIO RECORDINGS OF MEETINGS FOR SEVEN YEARS

ISSUE/BACKGROUND INFORMATION:
On 06-26-2018, the Admin Comm amended the proposed Resolution requiring County Board Staff to retain audio recordings of meetings for seven years by adding the words "...after the date recorded...". The attached Amended Resolution incorporates that amendment into the original proposed resolution.

ACTION REQUESTED:
Consideration of Resolution

FISCAL IMPACT:
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.
1. Is there a fiscal impact? ☑️ Yes ☐ No, the County Board Staff is already retaining audio of meetings.
   a. If yes, what is the amount of the impact? $
   b. If part of a bigger project, what is the total amount of the project?
   c. Is it currently budgeted? ☐ Yes ☑️ No
      1. If yes, in which account?
      2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED
AN ORDINANCE TO AMEND SECTION 2.13 (MEETINGS, AGENDAS) 
BY CREATING SUBSECTION 2.13(7) (RE MILEAGE REIMBURSEMENT) 
IN CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Subsection 2.13(7) of Chapter 2 of the Brown County Code of Ordinances is hereby created as follows:

(7) Mileage reimbursement for County Board Supervisors that attend County Board Meetings and/or Committee Meetings. County Board Supervisors that attend County Board Meetings and/or Committee Meetings shall be reimbursed for mileage as required by Wis. Stats. Sections 59.10(3) and 59.13(2), as they exist now and as they may be amended in the future.

(a) Attending County Board Meetings. County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days of County Board Meetings in a calendar year, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route.

(b) Attending Standing Committee Meetings. County Board Supervisors shall, upon request, be reimbursed for mileage, at the rate established by the County Board as the standard mileage allowance for all county employees and officers, for attending up to 30 Days per calendar year of Standing Committee Meetings regarding Standing Committees which they are a member of, including mileage incurred as a result of going to and returning from said meetings by using the most usual traveled route. Mileage reimbursement shall not be paid for attending more than 2 Standing Committee Meetings per day.

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

Fiscal Impact: This Ordinance requires an appropriation from the General Fund. General Fund dollars would be transferred to County Board’s 2018 Budget to cover year end mileage shortfall. An expense of $4,507.37 is projected to be incurred if all County Board members claim mileage for County Board and Committee meetings within a given year.

Respectfully submitted,

EXECUTIVE COMMITTEE
RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07-05-2018
REQUEST TO: Executive Committee, and County Board
MEETING DATE: 07-09-2018 and 07-18-2018, respectively
REQUEST FROM: Dan Process, Internal Audit, per County Board Chairperson
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND SECTION 2.13 (MEETINGS, AGENDAS) BY CREATING SUBSECTION 2.13(7) (RE MILEAGE REIMBURSEMENT) IN CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES

ISSUE/BACKGROUND INFORMATION:
Amendment to Ordinance to clarify the current law re mileage reimbursement for County Board Supervisors that attend County Board Meetings and Standing Committee Meetings.

ACTION REQUESTED:
Review, approve and forward to County Board.

FISCAL IMPACT:
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☑ Yes ☐ No
   a. If yes, what is the amount of the impact? $4,507.37
   b. If part of a bigger project, what is the total amount of the project? $
   c. Is it currently budgeted? ☐ Yes ☑ No
      1. If yes, in which account? 

2. If no, how will the impact be funded? Fiscal Impact: This Ordinance requires an appropriation from the General Fund. General Fund dollars would be transferred to County Board’s 2018 Budget to cover year end mileage shortfall. An expense of $4,507.37 is projected to be incurred if all County Board members claim mileage for County Board and Committee meetings within a given year.

☐ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED
Brown County Board of Supervisors
Internal Audit:
Fiscal Impact - An Ordinance to Amend Section 2.13 (Meetings, Agendas By Creating Subsection 2.13(7) (Re Mileage Reimbursement) In Chapter 2 of the Brown County Ordinances

<table>
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<tr>
<th>Meeting Address</th>
<th>Distance (Miles) from Home*</th>
<th>Anticipated Mileage Per Calendar Year ✓</th>
<th>Mileage Reimbursement Rate (2018)</th>
<th>Estimated Fiscal Impact (Mileage x Rate)</th>
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<td>County Board Meetings</td>
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<td></td>
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<tr>
<td>- 100 North Jefferson Street, Green Bay, WI 54301</td>
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<td>5199.0</td>
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<td></td>
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<td></td>
<td></td>
<td>$ 4,507.37</td>
</tr>
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</table>

All standing committee meetings are based on the following location - 305 E. Walnut Street.

* Based on Google Maps (if applicable, the lowest mileage option was selected.)

✓ Based on the anticipated number of meetings per calendar year per Supervisor (15 standing committee meetings and 15 County Board meetings).
AN ORDINANCE TO AMEND CHAPTER 2 (COUNTY BOARD OF SUPERVISORS) OF THE BROWN COUNTY CODE OF ORDINANCES BY CREATING SECTION 2.17 (RE COUNTY EMAIL USE)

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 2.17 of Chapter 2 of the Brown County Code of Ordinances is hereby created as follows:

2.17 COUNTY EMAIL USE BY COUNTY BOARD SUPERVISORS. In order to facilitate compliance with the WI Public Records and Open Meetings Laws, Brown County provides each County Board Supervisor with an official County Email Address/Account. County Board Supervisors are not required to use email for any purpose, but when choosing to use email to conduct official County business and/or to act in their official capacity as County Board Supervisors, County Board Supervisors are required to only use their official County Email Address/Account. The Brown County Department of Technology Services shall not honor any request to allow a County Board Supervisor to use anything other than their official County Email Address/Account, and shall not facilitate forwarding a County Board Supervisor’s emails to another personal email address/account as that could frustrate the WI Public Records and Open Meetings Laws.

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

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

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

July 18, 2018
RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 07-04-2018
REQUEST TO: Executive Committee, and County Board
MEETING DATE: 07-09-2018 and 07-18-2018, respectively
REQUEST FROM: Dave Hemery, Corp Counsel, per County Board Chairperson
REQUEST TYPE: ☒ New ordinance  ☐ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND CHAPTER 2 (COUNTY BOARD OF SUPERVISORS) OF THE BROWN COUNTY CODE OF ORDINANCES BY CREATING SECTION 2.17 (RE COUNTY EMAIL USE)

ISSUE/BACKGROUND INFORMATION:
Amendment to Ordinance to ensure County Board Supervisors only use their official County Email Address/Account when conducting official County business and/or acting in their official capacity in order to comply with the WI Public Records and Open Meetings Laws.

ACTION REQUESTED:
Review, approve and forward to County Board.

FISCAL IMPACT:
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
   a. If yes, what is the amount of the impact? $_____
   b. If part of a bigger project, what is the total amount of the project? $_____
   c. Is it currently budgeted? ☐ Yes ☒ No
      1. If yes, in which account? __________________________
      2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED
July 18, 2018

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

Ladies & Gentlemen:

RESOLUTION TO APPROVE AND ACCEPT THE DONATION OF A .772 ACRE PARCEL OF LAND WITHIN THE VILLAGE OF HOWARD ADJACENT TO THE BARKHAUSEN WATERFOWL PRESERVE

WHEREAS, the Volletz Family is the owner of property located at 1031 Lineville Road, Village of Howard, Brown County, Wisconsin (Volletz Parcel); and

WHEREAS, the Volletz Family has contacted the Brown County Parks Department and expressed interest in donating this .772 acre parcel which is adjacent to a tract of land owned by Brown County (a/k/a Barkhausen Waterfowl Preserve); and

WHEREAS, the Volletz Family has requested a memorial bench be placed in honor of John and Jean Volletz at a cost of $500, to be funded through the Parks Trust fund account; and

WHEREAS, the Volletz Parcel is surrounded to the west by a small parking and trailhead area, and to the south by undeveloped upland forests, and accepting this donation would meet the Brown County Parks and Outdoor Recreation Plan 2017-2022, which was adopted by the County Board of Supervisors on May 17, 2017; and

WHEREAS, it is desirable to accept this donation of land for the public benefit.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Brown County Board of Supervisors that it hereby approves of and accepts the donation of land by the Volletz Family, located at 1031 Lineville Road in the Village of Howard and as described above, and hereby directs County Administration to take any and all actions necessary to effectuate this donation of land.
Fiscal Impact: This resolution does not require an appropriation from the General Fund. The associated expense of $530 is budgeted for in the Parks Department’s 2018 Repairs and maintenance Grounds budget line.

BOARD OF SUPERVISORS ROLL CALL #_______

Superintendent of the Day ________________________

Motion made by Supervisor ________________________

Seconded by Supervisor _________________________

Total Votes Cast: _______

Motion: Adopted _____  Defeated _____  Tabled _____
RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 06/12/2018
REQUEST TO: Education and Recreation Committee and Exec Comm
MEETING DATE: 06/28/2018 and 07-09-2018
REQUEST FROM: Matt Kriese
REQUEST TYPE: x New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution to Approve and Accept the Donation of a .772 Acre Parcel of Land within the Village of Howard Adjacent to Barkhausen Waterfowl Preserve

ISSUE/BACKGROUND INFORMATION:
The Volletz Family contacted the Parks Department and expressed interest in donating a parcel of land. The land is surrounded by county park land on the west and south sides. The donation would meet our 2017-2022 Comprehensive Outdoor Recreation Plan.

ACTION REQUESTED:
It is desired that the County Board of Supervisors approve and accept this donation of land.

FISCAL IMPACT:
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? x Yes ☐ No
   a. If yes, what is the amount of the impact? $ 530 – recording fee and bench
   b. If part of a bigger project, what is the total amount of the project? $________
   c. Is it currently budgeted? x Yes ☐ No
      1. If yes, in which account? 120.062.400.5307.400
      2. If no, how will the impact be funded?

x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED
### Budget Status Report (Unaudited)

**Amended Budget vs. YTD Actual**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amended Budget</th>
<th>YTD Actual</th>
<th>YTD Percentage</th>
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<tbody>
<tr>
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<td>41.7%</td>
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<tr>
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<td>$-</td>
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<tr>
<td>Miscellaneous Revenue</td>
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<td>$-</td>
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<tr>
<td>Personnel Costs</td>
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</tr>
<tr>
<td>Operating Expenses</td>
<td>$161,573</td>
<td>$71,672</td>
<td>44.4%</td>
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</table>

**Comments:**

1. Other Financing Sources - Includes funds carried over from 2017 for computerized tablets ($16,460) and a donation made to the Veterans' Recognition Subcommittee ($1,300).

2. Operating Expenses (YTD Actual) - Primarily reflects audit fees billed and paid to date ($27,500) and annual dues paid to WCA ($27,148) and NACo ($4,960).
## Board of Supervisors

Through 05/31/18

Prior Fiscal Year Activity Included
Summary Listing

<table>
<thead>
<tr>
<th>Account Classification</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Encumbrances</th>
<th>YTD Transactions</th>
<th>Budget - YTD Transactions</th>
<th>% Used/Rec'd</th>
<th>Prior Year Total</th>
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<td>$254,366.10</td>
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<td>$582,549.32</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>.00</td>
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<td>$552,323.63</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>REVENUE TOTALS</strong></td>
<td>$560,959.00</td>
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<td>$581,613.00</td>
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<td>0.00</td>
<td>$254,366.10</td>
<td>$327,246.90</td>
<td>44</td>
<td>582,549.32</td>
</tr>
<tr>
<td><strong>EXPENSE TOTALS</strong></td>
<td>$560,959.00</td>
<td>$20,654.00</td>
<td>$581,613.00</td>
<td>$35,244.74</td>
<td>0.00</td>
<td>$225,066.61</td>
<td>$356,546.39</td>
<td>39</td>
<td>552,323.63</td>
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<tr>
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<td></td>
<td></td>
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<tr>
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<td>$0.00</td>
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<td>$0.00</td>
<td>$29,299.49</td>
<td>($29,299.49)</td>
<td>$30,225.69</td>
<td>$30,225.69</td>
</tr>
</tbody>
</table>

Run by Process, Danny on 06/18/2018 08:30:25 AM

Page 1 of 1
Date: July 3, 2018

To: Executive Committee

From: Dan Process, Internal Auditor (DAN PROCESS)

Re: Status Update (June 1 – June 30, 2018)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
   a. Completed: Veterans’ Emergency Assistance – Gift Cards Report (See attachment)
   b. In-progress: Audit of the Brown County Sheriff DARE Program Account
   c. In-progress: Expense Report Review
   d. In-progress: 2019 Budget

2. Standard Monthly Duties
   a. Review – Clerk of Courts Bank Reconciliation
   b. Preparation & Review – Bills over $5,000 Report
   c. Distribution to Committees – Paid Bills Report

3. Other Miscellaneous Activities
   a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head’s
      i. Travel & Training – Board of Supervisors (See attachment)
   b. Benefits Advisory Committee
   c. Public Records Request (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.
Date: June 25, 2018

To: Chad Weininger, Director of Administration
    Kathryn Roellich, Human Resources Director
    Jerry Polus, Veterans Service Officer

From: Dan Process, Internal Auditor

Re: Veterans' Emergency Assistance – Gift Cards

In order to address a potential concern (unaccounted gift cards) that was brought to the attention of Human Resources regarding emergency assistance within the Veterans’ Services department, the following steps were taken by Internal Audit to assess this concern:

- Inquiry of the policies and/or procedures in place over gift cards.
- Inquiry of the internal controls in place over gift cards.
- Accounting records to ascertain gift card purchases.
- Department records used to document emergency assistance requested and provided.

**Background**

The Mission Statement of Brown County’s Veterans’ Services Office reads as follows: “to provide assistance to the men and women of Brown County who served in the U.S. Armed Forces, their dependents, and widows/widowers, on matters pertaining to available state and federal Veterans’ Administration benefits and programs”.

One of the programs available to the County to help achieve this objective is to provide eligible veterans’ with emergency assistance for food, clothing and/or gas in the form of a gift card. As part of this program, the veteran is required to sign a form indicating their acceptance of emergency assistance received and their agreement to abide by the guidelines associated with this assistance.

To record gift card assistance the Veterans’ Services department uses a program (VetraSpec) to document pertinent information (e.g., veterans’ name, address, recipient, assistance requested, aid amount and category, date applied, program and status). Prior to 2015, an Excel spreadsheet was used to capture this information.

Records provided to Human Resources and reviewed by Internal Audit included activity from 2012 through 2017.
Background (continued)

The following chart illustrates gift card purchases (dollars) from 2012 through 2017:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>3,500</td>
<td>6,250</td>
<td>11,500</td>
<td>12,500</td>
<td>9,150</td>
<td>5,500</td>
<td>48,400</td>
</tr>
</tbody>
</table>

![Gift Card Purchases](chart)

*Note: Most gift card purchases were made in increments of $500 (20 gift cards @ $25/gift card).*

The following chart illustrates the estimated gift cards distributed (dollars) from 2012 through 2017:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>2,700</td>
<td>8,175</td>
<td>11,530</td>
<td>12,875</td>
<td>9,075</td>
<td>3,625</td>
<td>47,980</td>
</tr>
</tbody>
</table>

![Gift Cards Distributed (Estimate)](chart)

*Note: Due to missing information within the records used to track gift card distribution the above information is only an estimate.*
Findings
Internal Audit performed a limited review on the records used by the Veterans' Services department to document emergency assistance provided to veterans. Based on this review, the following concerns were noted:

- A written policy was in place and procedures documented to guide department and staff. However, policy/procedure enforcement was deficient.
- Access to gift card inventory was not restricted. In addition, inventory records were not adequately maintained or independently verified to validate accuracy/accountability.
- Records, prior to 2015, were incomplete or inaccurate.
  - Detailed information to support gift card distribution was absent (i.e., issue date, veterans' name, service period, assistance provided, gift card number and/or staff name).
  - Gift card numbers were recorded more than once and in some instances with different recipients.
  - Gaps, among gift cards issued, were detected.
- VetraSpec records, currently used to support gift card disbursement, included ambiguous descriptions (e.g., gift card(s), food, gas, etc.) without related gift card number(s)/vendor identification.
- Veteran signed acknowledgement forms were absent from files. These documents support emergency assistance requested and provided.
- Gift card recipients were not consistently documented when disbursed through the Veterans’ Court.
- Per records provided by staff, emergency assistance may have been provided to non-eligible recipients.
- Assistance appears to have been provided outside stated program guidelines (i.e., within six months of any previous emergency assistance).
- Emergency assistance is determined by the Department Head; then reviewed/approved by a subordinate. If necessary, approval can be made solely by the Department Head.
  - Subordinates may not challenge the Department Head's authority.

Summary
Due to the internal control deficiencies noted above, Internal Audit is unable to confirm the distribution of emergency assistance (gift cards) to needy veterans' from 2012 through 2017 without exception. Likewise, Internal Audit is unable to determine if these deficiencies led to unmet veterans' needs.

In order to address these weaknesses, the Veterans' Services department should develop and implement the appropriate internal controls to restore program confidence and ensure intended benefits are going to the appropriate recipients. The following recommendations are designed to help achieve this goal:

- Where appropriate, revise/update policy and procedures in place.
- Ensure policy and procedures are enforced.
- Restrict gift card access and implement controls to periodically verify inventory records.
- Ensure all assistance provided is adequately documented and properly supported.
- Ensure acknowledgement forms are completed, signed and retained.
- Ensure that all gift card recipients are documented and supported.
- Ensure program eligibility requirements are enforced and guidelines followed.

If you have any questions regarding this information, please contact me at your convenience.

Thank you.
Brown County Board of Supervisors  
Internal Audit  
Travel & Training (Mileage, Conferences, etc.)

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018 YTD*</th>
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</thead>
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<td>$685.00</td>
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<td>$ -</td>
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</table>

Note: Annual Travel & Training Budget - $3,000.

* January 1, 2018 through June 21, 2018

* Wisconsin Counties Association

^ The Institute of Internal Auditors

Source: New World Financial Systems (Logo’s)
MEMORANDUM

Date: June 18, 2018

To: Administration Committee:
   Tom Sieber, Chair, Administration
   Richard Chadewald
   John S. Vander Leest
   James Kneiszel, Vice-Chair
   Mark Becker

Executive Committee
   Tom Lund, Chair, Executive
   Patrick Buckley
   Erik Hoyer
   Bernie Erickson
   Patrick Moynihan Jr., Vice-Chair
   Tom Sieber
   John Van Dyck

From: Kathryn Roellich
HR Director

Re: Human Resources Report - July, 2018

The following is a brief summary of activities occurring within the Brown County Human Resources Department.

- **Standing Items:**
  - Budget Status Financial Report
  - Turnover Reports
  - Department Vacancies
  - Report: Health & Dental Plan: May data is attached.

- **Payroll:**
  - Specialty implementation and retro pay to be completed by June 30, 2018.

- **Classification and Compensation Study:**
  - This process continues to move forward

- **Safety Update:**
  - Department specific trainings continue
  - Post offer/pre-employment physicals:
    - Earlier this year, a Request for Quotes was made for our post offer/pre-employment physicals conducted for many new hires; due to this process, HR anticipates an annual savings of greater than $40,000 in post offer/pre-employment physicals.

- **Benefits:**
  - References are being completed for the top two proposals submitted;
  - Leave Management & Short-term/Long-term Disability Vendor; M3 has identified two (2) companies which may provide greater cost savings and improved services for Brown County and its employees; HR met with representatives from each company on June 18, 2018
## Budget by Account Classification Report

### DRAFT AND UNAUDITED

**Through 05/31/18**  
Prior Fiscal Year Activity Included  
Summary Listing

<table>
<thead>
<tr>
<th>Account Classification</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Transactions</th>
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**Fund 100 - General Fund Totals**

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YTD Requisitions: 176
Applications per Req. (2018): 24
Applications per Req. (2017): 26
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<td>Zoo</td>
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<tr>
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<td>Human Services - Community Treatment Center</td>
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<td>Certified Nursing Assistant; Part Time</td>
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<td>Human Services - Community Treatment Center</td>
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<td>Licensed Practical Nurse (LPN) - On Call</td>
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<td>FT</td>
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<td>Zoo &amp; Park Management - Parks</td>
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<td>LTE</td>
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</tbody>
</table>
Turnover % = the number of people who left voluntarily / YTD avg # of employees at month end.

Benchmark BLS * = State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downscaling, or closings), transfers, short term/seasonal employees, death, disability, etc.

* Bureau of Labor Statistics
# Health Plan Performance Monitor
Prepared for Brown County
May 2018

*Employer Rates used for Calculating Health Premiums*:
- Single: $581.88
- Family: $1,548.38

*Represents a weighted average of Actives and Retirees based on enrollment.

## I. REPORT PARAMETERS
A. Medical Administrator: UAR
B. Prescription Drug Administrator: Rx Benefits
C. Reinsurance Carrier: Voya
D. Specific Stop-Loss Deductible: $350,000

## II. PLAN EXPERIENCE

### Fixed Cost Analysis

<table>
<thead>
<tr>
<th>Month</th>
<th>Provider Network Fees</th>
<th>Administration and Plan Expenses</th>
<th>Stop Loss Premiums</th>
<th>Total Fixed Costs</th>
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<td>$21,813</td>
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<td>$21,813</td>
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<td>May 2018</td>
<td>$21,813</td>
<td>$67,282</td>
<td>$49,612</td>
<td>$138,724</td>
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<tr>
<td>June 2018</td>
<td>$21,830</td>
<td>$67,282</td>
<td>$49,612</td>
<td>$138,724</td>
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<tr>
<td>July 2018</td>
<td>$21,830</td>
<td>$67,282</td>
<td>$49,612</td>
<td>$138,724</td>
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<tr>
<td>August 2018</td>
<td>$21,830</td>
<td>$67,282</td>
<td>$49,612</td>
<td>$138,724</td>
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<td>September 2018</td>
<td>$21,830</td>
<td>$67,282</td>
<td>$49,612</td>
<td>$138,724</td>
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<tr>
<td>October 2018</td>
<td>$21,830</td>
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<td>$49,612</td>
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<td>November 2018</td>
<td>$21,830</td>
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<td>$138,724</td>
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<td>$21,830</td>
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<td>$49,612</td>
<td>$138,724</td>
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<tr>
<td><strong>TOTALS</strong></td>
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### Variable Cost Analysis

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<th>Prescription Drug Costs</th>
<th>Paid Claims over Stop Loss</th>
<th>Total Variable Costs</th>
<th>Total Plan Costs</th>
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<td>$251,135</td>
<td>$0</td>
<td>$1,255,311</td>
<td>$1,394,255</td>
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<tr>
<td>June 2018</td>
<td>$1,004,176</td>
<td>$251,135</td>
<td>$0</td>
<td>$1,255,311</td>
<td>$1,394,255</td>
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<td>$0</td>
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<td>August 2018</td>
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<td>October 2018</td>
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<td>$0</td>
<td>$1,255,311</td>
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<td>November 2018</td>
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<td>$0</td>
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<tr>
<td>December 2018</td>
<td>$1,004,176</td>
<td>$251,135</td>
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<td>$1,394,255</td>
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<tr>
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### Employment

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<td>March 2018</td>
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<td>1,293</td>
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<tr>
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<tr>
<td>June 2018</td>
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<tr>
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<tr>
<td>December 2018</td>
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<td><strong>TOTALS</strong></td>
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</table>

## III. KEY INDICATORS

- **Average Single Enrollment:** 451
- **Average Family Enrollment:** 845
- **Average Total Enrollment:** 1,296

### Total Plan Costs:
- $7,815,465

### Fixed Costs per Employee per Year:
- $1,387

### Variable Costs per Employee per Year:
- $33,191

### Total Costs per Employee per Year:
- $14,478

### Total HRA Disbursements per Employee per Year:
- $335

### Total Cost PEPY including HRA Disbursements:
- $14,812
# Health Plan Performance Monitor
Prepared for Brown County - Active Employees
May 2018

Employer Rates used for Calculating Health Premiums:
- Single: $581.88
- Family: $1,548.38

## I. REPORT PARAMETERS
- Medical Administrator: UMR
- Prescription Drug Administrator: Reim Benefits
- Reinsurance Carrier: Vaya
- Specific Stop-Loss Deductible: $350,000

## II. PLAN EXPERIENCE

### VARIABLE COST ANALYSIS

<table>
<thead>
<tr>
<th>Plan</th>
<th>Administration</th>
<th>Network Fees</th>
<th>Provider Fees</th>
<th>Plan Expenses</th>
<th>Stop Loss Premiums</th>
<th>Total Paid Claims Costs</th>
<th>Prescription Drug Costs</th>
<th>Total Plan Paid Costs</th>
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</thead>
<tbody>
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### TOTALS
- Total Paid Claims Costs: $5,196,716
- Total Prescription Drug Costs: $1,354,716
- Total Plan Paid Costs: $6,551,437
- Total Plan Costs: $7,417,042

### EMPLOYMENT
- Single Contracts: 431
- Family Contracts: 820

### III. KEY INDICATORS
- Average Single Enrollment: 428
- Average Family Enrollment: 811
- Average Total Enrollment: 1,240

- Total Plan Costs: $7,417,042
- Projected Plan Costs: $7,519,530
- Dollar Difference: $112,568
- Funding Ratio: 99%
- Fixed Costs per Employee per Year: $1,288
- Variable Costs per Employee per Year: $13,063
- Total Costs per Employee per Year: $14,351

# Health Plan Performance Monitor
Prepared for Brown County - Retirees

**VALUE!**

Employer Rates used for Calculating Health Premiums:
- **Single:** $10,530.55
- **Family:** $10,530.55

## II. PLAN EXPERIENCE

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<th>Stop Loss Premiums</th>
<th>Total Plan Costs</th>
<th>Medical Paid Claims</th>
<th>Prescription Drug Costs</th>
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### III. KEY INDICATORS

- **Average Single Enrollment:** 0
- **Average Family Enrollment:** 0
- **Average Total Enrollment:** 0

### Total Plan Costs:
- **$22,614**

### Fixed Costs per Employee per Year:
- **$0**

### Variable Costs per Employee per Year:
- **$22,614**

### Total Costs per Employee per Year:
- **$22,614**

* The amount listed for "Total Plan Costs" is "run out" for 2017 retiree claims paid in 2018. There are currently NO retirees on the plan.
**Unfortunately, this is very high and we are limited in the maximum premium we are able to charge. See: https://www.dol.gov/agencies/ebsa/about-ebsa/our-activities/resource-center/faqs/cobra-continuation-health-coverage-compliance, Q6, which limits the premium to 102%.**
# Budget Performance Report

**Fiscal Year to Date 06/30/18**

Include Rollup Account and Rollup to Account

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Transactions</th>
<th>YTD Budget - YTD Transactions</th>
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<th>Prior Year Total</th>
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Run by Hemery, David on 07/05/2018 10:00:04 AM
# Budget Performance Report

**Fiscal Year to Date 06/30/18**

Include Rollup Account and Rollup to Account

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<tr>
<th>Account</th>
<th>Account Description</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Encumbrances</th>
<th>YTD Transactions</th>
<th>Budget - YTD Transactions</th>
<th>% Used/Rec'd</th>
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**5110 - Fringe benefits Totals**

<table>
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<th>5110 - Fringe benefits</th>
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<td>$3,328.00</td>
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**5300 - Supplies Totals**

<table>
<thead>
<tr>
<th>5300 - Supplies</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$6,500.00</td>
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<td>$6,500.00</td>
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| 5303 | Copy expense | $100.00 | $0.00 | $100.00 |
| 5305 | Dues and memberships | $3,175.00 | $0.00 | $3,175.00 |
| 5310 | Advertising and public notice | $3,000.00 | $0.00 | $3,000.00 |
| 5330 | Books, periodicals, subscription | $11,706.00 | $0.00 | $11,706.00 |
| 5335 | Software/Licenses | $0.00 | $0.00 | $0.00 |
| 5340 | Travel and training | $4,500.00 | $0.00 | $4,500.00 |
| 5395 | Equipment - nonutility | $1,780.00 | $0.00 | $1,780.00 |

**5601 - Intracounty expense**

| 5601.100 | Intracounty expense Technology services | $35,569.00 | $0.00 | $35,569.00 |
| 5601.200 | Intracounty expense Insurance | $2,197.00 | $0.00 | $2,197.00 |
| 5601.300 | Intracounty expense Other departmental | $0.00 | $0.00 | $0.00 |
| 5601.400 | Intracounty expense Copy center | $500.00 | $0.00 | $500.00 |
| 5601.450 | Intracounty expense Departmental copies | $2,755.00 | $0.00 | $2,755.00 |
| 5601.550 | Intracounty expense Document center | $1,168.00 | $0.00 | $1,168.00 |

**5601 - Intracounty expense Totals**

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<tbody>
<tr>
<td>Intracounty expense Technology services</td>
<td>$42,189.00</td>
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<td>$42,189.00</td>
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<tr>
<td>Intracounty expense Insurance</td>
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<td>$2,197.00</td>
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<tr>
<td>Intracounty expense Other departmental</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Intracounty expense Copy center</td>
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<tr>
<td>Intracounty expense Departmental copies</td>
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<tr>
<td>Intracounty expense Document center</td>
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<td>$0.00</td>
<td>$1,168.00</td>
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**5708 | Professional services | $300.00 | $0.00 | $300.00 |
| 5710 | Paper service - legal | $4,325.00 | $0.00 | $4,325.00 |
| 5712 | Court reporter service | $2,000.00 | $0.00 | $2,000.00 |

**5716 - Legal services**

| 5716 | Legal services | $222,950.00 | $0.00 | $222,950.00 |
| 5716.200 | Legal services County sales tax | $0.00 | $250,000.00 | $250,000.00 |
| 5716.900 | Legal services Contra | $(190,000.00) | $0.00 | $(190,000.00) |

**5716 - Legal services Totals**

<table>
<thead>
<tr>
<th>5716 - Legal services</th>
<th>Total</th>
<th>Total</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Legal services</td>
<td>$42,939.25</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Legal services County sales tax</td>
<td>$133,763.40</td>
<td>$0.00</td>
<td>$133,763.40</td>
</tr>
<tr>
<td>Legal services Contra</td>
<td>$(46,739.25)</td>
<td>$0.00</td>
<td>$(46,739.25)</td>
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Run by Hemery, David on 07/05/2018 10:00:04 AM

Page 2 of 3
## Budget Performance Report

**Fiscal Year to Date 06/30/18**

Include Rollup Account and Rollup to Account

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<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Encumbrances</th>
<th>YTD Transactions</th>
<th>Budget - YTD transactions</th>
<th>% Used/Rec'd</th>
<th>Prior Year Total</th>
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<tr>
<td><strong>EXPENSE</strong></td>
<td><strong>Department 016 - Corporation Counsel</strong></td>
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<tr>
<td><strong>Division 001 - General</strong></td>
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<td><strong>6110.100 Outlay</strong></td>
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<tr>
<td><strong>Division 001 - General Total</strong></td>
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<td>$260,652.00</td>
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<td>$57,059.06</td>
<td>$1,780.00</td>
<td>$383,554.12</td>
<td>$481,107.88</td>
<td>44%</td>
<td>$647,421.29</td>
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<tr>
<td><strong>Department 016 - Corporation Counsel Total</strong></td>
<td></td>
<td>$605,790.00</td>
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<td>$1,780.00</td>
<td>$383,554.12</td>
<td>$481,107.88</td>
<td>44%</td>
<td>$647,421.29</td>
</tr>
<tr>
<td><strong>EXPENDITURE TOTALS</strong></td>
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<td>$260,652.00</td>
<td>$866,442.00</td>
<td>$57,059.06</td>
<td>$1,780.00</td>
<td>$383,554.12</td>
<td>$481,107.88</td>
<td>44%</td>
<td>$647,421.29</td>
</tr>
<tr>
<td><strong>Fund 100 - General Fund Total</strong></td>
<td><strong>REVENUE TOTALS</strong></td>
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<td>1,780.00</td>
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<td>481,107.88</td>
<td>44%</td>
<td>647,421.29</td>
</tr>
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<td>($177,567.57)</td>
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<td>$62,621.51</td>
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</tbody>
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Run by Hennery, David on 07/05/2018 10:00:04 AM
WI REDISTRICTING INFORMATION

COVER PAGE

Following this Cover Page is a document developed by the WI Legislative Reference Bureau (WI LRB) entitled "Guidelines for Adjusting Municipal Wards Following the 2020 Federal Census."

On 03-12-2018, the Executive Committee was provided with another, more comprehensive redistricting document developed by the WI LRB entitled "Redistricting in Wisconsin" which may be found at this link: http://docs.legis.wisconsin.gov/misc/lrb/redistricting_information/redistricting_2016.pdf

Dave Hemery, Corporation Counsel
Guidelines for Adjusting Municipal Wards Following the 2020 Federal Census

Michael Keane, Senior Research Analyst
April 1, 2016
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GUIDELINES FOR ADJUSTING MUNICIPAL WARDS
FOLLOWING THE 2020 FEDERAL CENSUS

I. INTRODUCTION

This publication provides information on the ward subdistricting process, the statutory requirements and legal deadlines that must be met, and the relationship among state, county, and local governments in establishing and using municipal wards to form election districts. It provides guidance to counties and municipalities regarding adjusting ward boundaries so that wards may be combined to form election districts at every level of government.

II. WHAT IS A WARD AND HOW IS IT USED?

Definition
What we in Wisconsin call a ward is referred to as a precinct in some states or a voting district by the Census Bureau. Wards do not constitute election districts from which municipal officials are elected, and thus are not subject to the “one person, one vote” requirement which governs the formation of election districts. Instead, wards are intended to serve as administrative subunits that are aggregated into election districts of equal population. Cities, villages, and towns form municipal wards by combining whole census blocks. Municipalities are required to adjust ward boundaries following the decennial federal census to conform to statutorily prescribed population ranges and meet other requirements including compactness, contiguity, and community of interest. Once established, wards serve as the building blocks used by the legislature, counties, and cities in redistricting their respective election districts.

Why Use Wards to Form Election Districts?
The initial rationale for establishing municipal wards was to give local governments the opportunity to influence the delineation of the boundaries of census tracts and enumeration districts and have a useful tool for planning purposes. As the result of enactment of federal legislation in 1975 (P.L. 94-171), municipalities were given the opportunity to receive population data for voting districts as well as census geography. The establishment of wards was made mandatory following the 1980 census, and the legislature and the courts have used those wards to form legislative districts. This is in contrast to previous legislative redistricting that relied on geographic descriptions to define the boundaries of legislative districts.

The use of locally defined wards which take into account growth patterns, communities of interest, and geography rather than the population collection units devised by the Census Bureau provides a more meaningful building block to form election districts. In addition, using the same wards to describe the boundaries of aldermanic, supervisory, and legislative districts aids voters and election officials.

Who Is Required to Establish Wards?
Section 5.15, Wisconsin Statutes, requires that all cities, villages, and towns with a population of 1,000 or more establish wards. Municipalities under 1,000 population may establish wards if they choose. In addition, a county board may request that a municipality within the county establish a ward or wards if the county board proposes to place the municipality in two or more supervisory districts. The governing body of a municipality—the common council or village or town board—is responsible for establishing ward boundaries. An ordinance or resolution describing the ward boundaries must be adopted by a majority of the members of the governing body.
Requirements for Creating Wards
In creating wards, municipalities are required to follow the standards specified in § 5.15, Wisconsin Statutes. Wards must:

1. Be comprised of whole census blocks.

Wards are constructed by aggregating whole census blocks so that the population of the ward falls within a predetermined range. (See "Population Ranges of Wards.") The census block is the smallest unit for which population is tabulated, and is typically bounded by streets or other prominent physical features. Political boundaries (municipal limits and county lines) may also serve as block boundaries. Blocks may be as small as a typical city block bounded by four streets or as large as several square miles in rural areas. They usually contain fewer than 100 people (§ 5.15 (1) (b), Wis. Stats.).

There are two exceptions to the “whole block” requirement. A municipality may split a census block if its population is too large to permit the establishment of aldermanic districts of equal population. If annexed or detached territory divides a block, or if a block is only partly contained in a city, the affected municipalities may incorporate only the portion of the block contained within their boundaries (§ 5.15 (2) (c) and (g), Wis. Stats.).

Any division of blocks must be based on the best evidence available of where the block’s residents actually live. “Best evidence” includes data such as housing units, utility connections, and vehicle registrations (§ 5.15 (2) (c), Wis. Stats.).

2. Suit the convenience of voters.

Wards should “as far as practicable” be kept compact and observe the community of interest of existing neighborhoods (§ 5.15 (1) (b), Wis. Stats.).

3. Be comprised of contiguous territory.

The only exception is island territory which is defined as territory separated from the major part of the municipality by water or the territory of another municipality (§ 5.15 (1) (b), Wis. Stats.).

4. Take into account the county supervisory district plan.

Municipalities must make a “good faith effort” to accommodate the tentative county supervisory district plan by establishing wards that meet the county’s needs (§ 5.15 (2) (d), Wis. Stats.).

5. Consider population and racial and ethnic characteristics.

Wards must be constructed in a manner that permits the creation of supervisory and aldermanic districts of substantially equal population. They must also enhance the participation of members of racial or language minority groups in the political process and their ability to elect representatives of choice (§ 5.15 (1) (a) 2. and (2) (bm), Wis. Stats.).

6. Comply with the population ranges specified by law. (See “Population Ranges of Wards.”)

7. Lie entirely within one municipality and one county. Wards may not cross municipal or county lines (§ 5.15. (1) (d), Wis. Stats.).
8. Reflect the municipal boundaries in place on April 1 of the year following the census.

By specifying a uniform “snapshot” date for municipal boundaries, discrepancies are avoided in municipal boundaries; this is especially important for those also forming the boundaries between legislative districts (§ 5.15 (1) (b), Wis. Stats.).

Annexations
In general, annexations take effect on the date specified by the annexation ordinance or resolution. For purposes of adjusting ward boundaries, however, territory affected by annexations and detachments occurring up to April 1, 2020, must be incorporated in the ward plan adopted by the municipality.

Once the boundaries of legislative districts are established by the legislature, annexations, consolidations, detachments, or any other action by a municipality cannot alter legislative districts. If a city or village annexes territory that is part of an adjacent assembly district, the annexed territory remains, for the rest of the decade, in the assembly district in which it was placed by the legislature.

Population shifts occurring during the decade are not reflected in supervisory or aldermanic districts recorded until the next decennial census is taken, except that a county may alter the boundaries of its supervisory districts during mid-decade to reflect municipal boundary changes and a city may adjust the number of aldermanic districts in the city not more than once every two years, using the existing wards.

Thus, for purposes of redistricting, municipal boundaries and population must be shown as of April 1, 2020.

Population Ranges of Wards
The population ranges for wards were not arrived at arbitrarily; they were intended to approximately correspond to the population ranges of the geographic reporting units used by the U.S. Bureau of the Census.

Section 5.15 (1) (a), Wisconsin Statutes, directs that the population of a ward be established at a “convenient point” within the population range set by law with “due consideration for the known trends of population increase or decrease.” Accordingly, the population of each ward should be set at a level that is consistent with the prescribed population ranges, and which can accommodate fluctuations in population over a relatively long time.

Section 5.15 (2) (b), Wisconsin Statutes, establishes specific population ranges, tied to the population of the municipality:

<table>
<thead>
<tr>
<th>Population of Municipality</th>
<th>Ward Population Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cities over 150,000</td>
<td>1,000 to 4,000</td>
</tr>
<tr>
<td>Cities 39,000 to 149,999</td>
<td>800 to 3,200</td>
</tr>
<tr>
<td>Cities, villages, or towns</td>
<td></td>
</tr>
<tr>
<td>10,000 to 38,999</td>
<td>600 to 2,100</td>
</tr>
<tr>
<td>1,000 to 9,999</td>
<td>300 to 1,000</td>
</tr>
<tr>
<td>Cities, villages, or towns fewer than 1,000</td>
<td>No division required</td>
</tr>
</tbody>
</table>
Wards may be established below the prescribed population ranges under several specified circumstances. These situations include territory that is located in a county or school district other than the county or school district in which the major part of the municipality is located; island territory containing resident population; territory which becomes part of a municipality after April 1 of the census year; territory consisting of a portion of a ward the remainder of which has been detached from a municipality; and wards established because of deviation between census geography and between municipal boundaries.

**Adjusting Ward Boundaries in 2021**

Ward boundaries are intended to be as permanent as possible with changes made only to accommodate changes in population growth patterns, alterations in municipal boundaries, or the mathematical requirements of creating election districts of equal population. Ward boundaries require adjustment under the following circumstances:

1. To reflect changes in population.

Municipalities are required to adjust the boundaries of those wards which, according to the 2020 census, have either gained or lost population and as a result no longer fit with the statutory population ranges. A ward which exceeds the maximum of the applicable population range is to be divided into two or more wards; a ward which falls below the minimum of the applicable population range is to be combined with an adjacent ward or combined with the adjacent ward and subdivided into two or more wards (§ 5.15 (1) (a) 3., Wis. Stats.).

2. To reflect changes in minority population.

Municipalities are also required to consider the racial and ethnic characteristics of the population when adjusting ward boundaries so that members of racial or language minority groups have an opportunity to elect candidates of their choice. Although wards do not directly constitute election districts, they are used to form such districts. Thus, minority population must be distributed within a combination of wards in such a manner as to make it possible to combine those wards to construct an aldermanic or supervisory district in which a racial or language minority has an opportunity to elect a representative of its choice. Court decisions have held that Black and Hispanic populations must be given special attention in redistricting and that election districts must be drawn so that a minority group has a fair chance to elect a candidate of its choice (§ 5.15 (1) (a) 2., Wis. Stats.).

3. To reflect changes in municipal boundaries.

Adjustments in ward boundaries must be made to accommodate annexations, detachments, or other changes in municipal boundaries that have occurred since the previous ward plan was adopted (§ 5.15 (1) (b), (2) (f), Wis. Stats.).

4. To accommodate the establishment of county supervisory districts.

Wards may also need adjustment to permit the establishment of county supervisory districts of equal population. Municipalities are required to consider the tentative county supervisory district plan in determining whether existing ward boundaries need to be changed. The county’s tentative plan must include the number and tentative boundaries of the proposed supervisory districts or a description of boundary requirements. In the event that a municipality needs to be divided into two or more supervisory districts which cannot be accommodated within the existing ward plan, the county board is
to submit a written statement to the municipality indicating the approximate location and population of the requested wards (§ 5.15 (2) (d), Wis. Stats.).

5. To facilitate the creation of aldermanic districts of equal population.

A municipality may find it necessary to adjust existing ward boundaries if they no longer allow for the creation of aldermanic districts that are as nearly equal in population as practicable (§ 5.15 (2) (bm), Wis. Stats.).

6. Mid-decade changes.

Once established, the boundaries of each ward are to remain unchanged until the next decennial census. However, several exceptions are recognized, although no ward line adjustment may cross the boundary of an assembly district. A municipal board may adjust ward boundaries if a new municipality is created or if part of the municipality is annexed to a city or village and realignment of the remaining municipal wards becomes necessary (§ 5.15 (7), Wis. Stats.). A city, village, or town must adjust ward boundaries to reflect a municipal detachment (§ 5.15 (2) (e), Wis. Stats.). New territory that becomes part of a municipality during the decade may constitute a new ward, even if that ward falls below the prescribed minimum population range (§ 5.15 (2) (f) 4., Wis. Stats.). An annexation ordinance may annex territory to an existing ward or may place it in a new ward (§ 66.0217 (8) (b), Wis. Stats.). Finally, a ward may be adjusted by the legislature, as a matter of statewide concern, in the enactment of legislative districts (§ 5.15 (1) (c), Wis. Stats.).

7. To accommodate a legislative redistricting plan enacted by the legislature under Article IV, Section 3, of the constitution.

A provision requiring municipalities to make their ward plans consistent with a previously enacted block-level redistricting plan created by 2011 Act 39 remains in effect, should this situation arise again following the 2020 census (§ 5.15 (4) (a), Wis. Stats.).

To summarize:

Ward boundaries may be adjusted to (1) comply with the population ranges required by law; (2) reflect changes in municipal boundaries occurring subsequent to the adoption of the previous ward plan; (3) permit the establishment of election districts of substantially equal population; (4) permit the establishment of aldermanic or supervisory districts that enhance the participation of minorities in the political process and their ability to elect representatives of their choice; and (5) accommodate a legislative redistricting plan enacted prior to completion of the statewide ward database.

The intent is that wards remain relatively permanent, with changes in ward boundaries made only to accommodate changes in population growth patterns, alterations in municipal boundaries, or the mathematical requirements of creating election districts of equal population.

In addition to the obvious benefit of greatly simplifying the task of reestablishing a ward plan based on the decennial census, municipalities benefit in other ways when ward lines are not disturbed. When wards remain relatively constant, the administration of elections is simplified. Although the combination of wards comprising an election district may change, and aldermanic, supervisory, legislative, and congressional districts must be redrawn to reflect shifts in population, ward boundaries often need not

Guidelines for Adjusting Municipal Wards Following the 2020 Federal Census 5
change. Voter identification with the ward develops and is strengthened over time, and election officials have fewer problems in administering elections.

III. USING WARDS TO FORM ELECTION DISTRICTS

Three-Step Process
The establishment of municipal wards requires cooperation between the municipality and the county board of each county in which a municipality is located and involves a three-step process. Each step must be completed within 60 days.

1. The first step requires the county board to submit a tentative county supervisory district plan to each municipal governing body in the county. The county board is required to hold a public hearing on the tentative plan. If a municipality needs to be divided and placed in more than one supervisory district, the board is to indicate the approximate location of the territory from which a ward is sought and the approximate population of the ward.

2. In the second step, municipalities have a maximum of 60 days to adjust ward boundaries to comply with the proposed supervisory district plan following receipt of the tentative plan (after holding a public hearing).

3. The third 60-day step requires counties to adopt final supervisory district plans and cities to establish aldermanic district plans.

The governing body of a municipality—the common council or village or town board—is responsible for establishing ward boundaries. An ordinance or resolution describing the ward boundaries must be adopted by a majority of the members of the governing body. Section 5.18 of the Wisconsin Statutes provides that if a municipality fails to adopt a ward plan within the prescribed period, the county or any elector of the municipality may submit a proposed ward plan to the appropriate circuit court. If the court finds that the existing municipal ward plan fails to comply with statutory requirements, it may promulgate the submitted plan, or any other plan, to serve as a temporary ward plan until superseded by a valid plan enacted by the municipality.

Timetable
The official publication of population data and census maps starts the redistricting clock. This data is typically received about one year after the date of the census. As noted, counties have up to 60 days to enact a tentative redistricting plan; municipalities are allotted up to the following 60 days to enact an ordinance or resolution establishing municipal wards; and counties and municipalities are given up to 60 days to establish election districts. Each step begins when the previous step is completed and each step must be completed within 60 days. The three steps should be completed by approximately October 1, 2021. The Wisconsin Legislature is given the entire 2021–22 session to establish legislative district boundaries. As a practical matter—so that the 2022 legislative elections can be based on the new districts—the legislature must complete redistricting by mid-March 2022 (§ 10.06 (1) (b), Wis. Stats.) to facilitate publication of the first legal notice in March 2022 for the 2022 fall elections.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date Completed By</th>
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<tr>
<td>P.L. 94-171 file received</td>
<td>March or April 2021</td>
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<tr>
<td>Population data posted on the redistricting Web site</td>
<td>March or April 2021</td>
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Guidelines for Adjusting Municipal Wards Following the 2020 Federal Census
Numbering of Wards and Combining Wards for Voting Purposes

Wards are to be designated by consecutive, unique whole numbers beginning with the number "one." Wards may be combined to allow the use of a common polling place as long as the numbering of the combined wards is not changed (§ 5.15 (6) (a), Wis. Stats.). Municipalities having a population of 35,000 or more are required to maintain separate returns for all wards but may by ordinance combine wards with a population of 20 or fewer with adjacent wards. Municipalities under 35,000 population are not required to maintain separate returns for combined wards as long as all voters in the combined wards are eligible to vote for the same offices. A resolution combining wards for voting purposes must be adopted prior to each election, although resolutions adopted by municipalities under 35,000 remain in effect until modified or rescinded (§ 5.15 (6) (b), Wis. Stats.).

IV. COUNTY SUPERVISORY DISTRICTS

There are two steps involved in the establishment of county supervisory districts. The first step requires the county board to adopt a preliminary county supervisory district plan within 60 days after detailed population data and block-level maps are made available by the state. The second step begins after municipalities adopt ward plans and requires the county board to enact a final supervisory district plan. A public hearing is required before adoption of both the tentative and final plans.

Step 1—§ 59.10 (3) (b) 1., Wis. Stats.

At the first public hearing, the county board is directed to solicit suggestions from municipalities concerning the proposed tentative plan. The plan may be amended after the public hearing to incorporate suggestions received. A copy of the tentative plan is to be sent to the governing body of each municipality in the county.

County boards are to work cooperatively with municipalities in establishing supervisory districts. Supervisory districts are to be comprised of whole, contiguous municipalities, parts of the same municipality, or contiguous parts of adjoining municipalities consisting of whole wards. All districts are to be substantially equal in population. Multi-member districts are not permitted. If the tentative plan requires that a municipality be divided between two or more districts, the county board is to provide the municipality with a copy of the plan and a statement specifying the approximate location and population of the territory needed for the wards required to create the districts.

If the county board fails to adopt a tentative plan within 14 days from the expiration of the 60-day period, any municipality or voter within the county may submit a proposed plan to the circuit court. The court may promulgate that plan, or any other plan, as a temporary supervisory district plan until superseded by a valid plan enacted by the county board (§ 59.10 (6), Wis. Stats.).
Step 2—§ 59.10 (3) (b) 2., Wis. Stats.
The second step in the process requires the county board to hold a second public hearing and adopt a final supervisory district plan. This is to occur within 60 days after all the municipalities in the county have adjusted wards. All wards within a supervisory district must be contiguous, except for wards within a municipality that are wholly surrounded by water or another municipality, in which case the noncontiguous ward may be combined with its parent municipality to form a supervisory district. The county board chairperson is to file a copy of the final plan with the secretary of state.

The complete text of Section 59.10 (3) (b), Wisconsin Statutes, governing county supervisory districting is printed in Part VIII.

V. ALDERMANIC DISTRICTS

The common council of a city is required to redistrict aldermanic districts within 60 days of adjusting its ward boundaries. Aldermanic districts are to be constructed from contiguous, whole wards, except any isolated ward consisting of island territory surrounded by water or another municipality; must be as compact as possible; and must contain, as nearly as practicable, an equal number of inhabitants according to the most recent federal census.

The redistricting ordinance must be adopted by a majority vote of all members of the common council. The common council is authorized to increase or decrease the number of aldermanic districts during the decade. Such action must not occur more frequently than once every two years and requires a two-thirds vote of the members of the common council.

Only towns and villages with a population of 1,000 or more are required to establish wards. However, all municipalities may be required to establish wards when necessary to create supervisory, legislative, or congressional districts of equal population. Town supervisors and village trustees continue to be elected on an at-large basis.

The text of Section 62.08, Wisconsin Statutes, pertaining to the alteration of aldermanic districts, is printed in Part VIII.

VI. REPORTING REQUIREMENTS

In addition to the division ordinance or resolution, municipalities must provide to the county clerk of each county in which the municipality is located a list of census block numbers contained within each ward. Any split blocks must be identified and the population for each part provided, based on the April 1, 2020, reporting date. A map of the municipality showing the revised ward boundaries is also required. The resolution or ordinance, list of blocks, and map must be sent to the appropriate county clerk or clerks within five days after adoption of the ward plan.

2015 Wisconsin Act 55 created new reporting requirements for municipalities in addition to those in force following the 2010 census. After adjusting wards in 2021, municipalities must file a report with the county clerk of every county in which the municipality is located, certifying the ward boundaries and including a map and a list of census blocks of which each ward is comprised.

The new law requires, during the decade, the county clerk to file a report with the Legislative Technology Services Bureau a report confirming the boundaries of each municipality, ward, and supervisory district in the county; along with a map, twice each year: on January 15 (reflecting the boundaries as
of January 1) and on July 15 (reflecting the boundaries as of July 1). The report must be in a format approved by LTSB. In years following the census (2021), the county clerk must file the July report reflecting the new ward boundaries no later than November 1, current as of the date of the report.

VII. FURTHER INFORMATION

For assistance in ward subdistricting and alteration of election districts, local officials, including regional planning commissions, county extension agents, county land information officers, and local government interest groups, have a number of resources available. Population data, maps, and other information are available on the Wisconsin Legislature's redistricting Internet site at http://legis.wisconsin.gov/ltsb/gis/. The U.S. Census Bureau provides maps and redistricting population data at http://www.census.gov/rdo/.

At the state level, information is available from the following sources:

Legislative Reference Bureau
1 East Main Street, Suite 200
P.O. Box 2037
Madison, Wisconsin 53701-2037

Contact: Michael Keane, (608) 266-0346 or michael.keane@legis.wisconsin.gov, for general information on redistricting and format for sending ward plans to the state.

Legislative Technology Services Bureau
17 West Main Street, Suite 200
Madison, Wisconsin 53703-3305

Contact: Tony Van Der Wielen, (608) 283-1817 or tony.vanderwielen@legis.wisconsin.gov, for information on using WISE-LR software; electronic data; copies of maps.

Elections Commission
812 East Washington Avenue, 3rd Floor
P.O. Box 7984
Madison, Wisconsin 53707-7984

Contact: Michael Haas, Elections Administrator, (608) 266-0136 or michael.haas@wi.gov, or Ross Hein, Elections Supervisor, (608) 267-3666 or ross.hein@wi.gov for questions on elections administration.

VIII. STATUTORY REFERENCES

The following statute sections are reprinted from the 2015-16 Wisconsin Statutes.

Text of Section 5.15, Wisconsin Statutes

5.15 Division of municipalities into wards. (1) (a) 1. Every city, village, and town in this state shall by ordinance or resolution of its common council or village or town board, respectively, be divided into wards as provided in this section, except as authorized in sub. (2). The boundaries of the wards established under this section, and the number assigned to each ward, are intended to be as permanent as possible, and to this end each ward shall when created contain a population at a convenient point within the applicable population range under sub. (2) (b), with due consideration for the known trends of population increase or decrease within that part of the municipality in which the ward is located.
2. Once established, the boundaries of each ward shall remain unchanged until a further decennial federal census of population indicates that the population of a ward is then above or below the applicable population range, or until the ward boundaries are required to be changed to permit creation of supervisory or aldermanic districts of substantially equal population or to enhance the participation of members of a racial or language minority group in the political process and their ability to elect representatives of their choice, or until otherwise authorized or required under this section.

3. If the population of a ward has increased above the maximum of its population range or if the population of a ward must be decreased for a reason specified in subd. 2, the ward shall be divided into 2 or more wards in compliance with sub. (2) (b). If the population of a ward has decreased below the minimum of its population range or if the population of a ward must be increased for a reason specified in subd. 2, the ward shall, if possible, be combined with an adjoining ward, or the underpopulated ward and one adjoining ward shall be combined and together subdivided into 2 or more wards in compliance with sub. (2).

(b) Except as authorized in sub. (2) (a), within 60 days after the receipt of a tentative supervisory district plan and written statement, if any, from the county board of each county in which a municipality is located, the governing body of the municipality shall adjust its wards according to the schedule shown in sub. (2). All territory contained within the municipality, and only the territory so contained, on April 1 of the year of the federal decennial census shall be contained within a ward established under the division ordinance or resolution. Except as authorized in sub. (3), each ward shall consist of whole blocks, as utilized by the U.S. Bureau of the Census in the most recent federal decennial census. To suit the convenience of the voters residing therein each ward shall, as far as practicable, be kept compact and observe the community of interest of existing neighborhoods and other settlements. All territory within a ward shall be contiguous, except for island territory as defined in sub. (2) (f) 3. Enactment or adoption of a division ordinance or resolution requires the affirmative vote of a majority of the members of the governing body.

(c) The wards established by municipal governing bodies in a division ordinance or resolution enacted or adopted under this section shall govern the adjustment of supervisory districts under s. 59.10 (2) (a) and (3) (b) and of aldermanic districts under s. 62.08 (1) (f) for the purpose of local elections beginning on January 1 of the 2nd year commencing after the year of the census until revised under this section on the basis of the results of the next decennial census of population unless adjusted under sub. (2) (f) 4 or 5, (6) (a), or (7), or unless a division is required to effect an act of the legislature redistricting legislative districts under article IV, section 3, of the constitution or redistricting congressional districts. The populations of wards under each decennial ward division shall be determined on the basis of the federal decennial census and any official corrections to the census issued on or before the date of adoption of the division ordinance or resolution to reflect the correct populations of the municipality and the blocks within the municipality on April 1 of the year of the census.

(d) Every ward shall be wholly contained within a single county.

(2) (a) Except as required by par. (d), no city electing its common council at large in which the total population is less than 1,000, and no village or town in which the total population is less than 1,000 is required to be divided into wards under this section, but any such city, village or town may divide itself into wards if the creation of wards facilitates the administration of elections. No village or town located in a county having only one town is required to be divided into wards under this section.

(b) Except for wards created to effect an act of the legislature redistricting legislative districts under article IV, section 3, of the constitution or redistricting congressional districts and except as authorized under pars. (b) (m), (o), (o), and (f) and sub. (7), wards shall contain the following numbers of inhabitants:

1. In any city in which the population is at least 150,000, each ward shall contain not less than 1,000 nor more than 4,000 inhabitants.

2. In any city in which the population is at least 39,000 but less than 150,000, each ward shall contain not less than 800 nor more than 3,200 inhabitants.

3. In any city, village or town in which the population is at least 10,000 but less than 39,000, each ward shall contain not less than 600 nor more than 2,100 inhabitants.

4. In any city, village or town in which the population is less than 10,000, each ward shall contain not less than 300 nor more than 1,000 inhabitants.

(bm) Every city electing the members of its common council from aldermanic districts shall assemble the blocks wholly or partially contained within the city into wards that will enable the creation of aldermanic districts that are substantially equal in population. If a block is partly contained within the city, the city shall divide the block to form a ward containing the portion of the block that lies within the city.

(c) If the population of a block exceeds the maximum population for a ward otherwise specified in this subsection, such block shall be constituted a ward by itself, except that if the population of a block substantially exceeds the
population of proposed aldermanic districts in a city so that if the block were to constitute an aldermanic district, the populations of the aldermanic districts in the city would not be substantially equal, the city shall divide the block to permit assembly into wards that will enable creation of aldermanic districts that are substantially equal in population.

(cm) Any division of blocks under this section shall be based on the best evidence available. In this paragraph, “best evidence” includes, but is not limited to, the population of the block and other information received from the U.S. bureau of the census and such data as number of housing units, utility connections and vehicle registrations or a special census conducted locally. For each ward so established, the population estimate shall be correlated with the results of the most recent federal decennial census, so that the total population reported for all wards in the municipality agrees with the census results.

(d) Every municipality shall make a good faith effort to accommodate the tentative plan submitted by the county or counties in which it is located under s. 59.10 (2) (a) or (3) (b) 1., and shall divide itself into wards in such a manner that will permit the creation of county supervisory districts in accordance with the population requirements for the plan specified in s. 59.10 (2) (a) or (3) (b) 1.

(e) If territory is detached from a city, village or town after April 1 of the year of the federal decennial census, and the remaining portion of the ward to which it was attached falls below the prescribed minimum population for the applicable range, the remaining portion of the population may be constituted a ward by itself.

(f) Any city, village or town may establish a ward below the prescribed minimum population for the applicable range whenever the proposed ward is established under par. (a), (d) or (e) or whenever the proposed ward contains solely:

1. That part of a city or village situated in a county other than the county in which the major part of the municipality is located.

2. That part of a city, village or town belonging to a school district other than the school district to which the major part of the municipality belongs.

3. Island territory containing a resident population. In this subdivision, “island territory” means territory surrounded by water, or noncontiguous territory which is separated by the territory of another municipality or by water, or both, from the major part of the municipality to which it belongs.

4. New territory which becomes a part of a city, village or town after April 1 of the year of the federal decennial census.

5. Territory that lies between an actual municipal boundary that existed on April 1 of the year of a federal decennial census and an intersecting municipal boundary that deviates from the actual municipal boundary on that date if the deviating boundary was used by the U.S. bureau of the census to enumerate the population of the municipality in that census.

(g) If a block is affected by an annexation or detachment which establishes a municipia boundary that subdivides the block, the municipalities in which the block is contained shall incorporate only the portion of the block contained within their boundaries in their division ordinances or resolutions.

4 (a) Except as provided in par. (c), the division ordinance or resolution shall number all wards in the municipality with unique whole numbers in consecutive order, beginning with the number one, shall designate the polling place for each ward, and shall describe the boundaries of each ward consistent with the conventions set forth in s. 4.003. The ordinance or resolution shall be accompanied by a list of the block numbers used by the U.S. bureau of the census that are wholly or partly contained within each ward, with any block numbers partly contained within a ward identified, and a map of the municipality which illustrates the revised ward boundaries. If the legislature, in an act redistricting legislative districts under article IV, section 3, of the constitution, or in redistricting congressional districts, establishes a district boundary within a municipality that does not coincide with the boundary of a ward established under the ordinance or resolution of the municipality, the municipal governing body shall, no later than April 10 of the 2nd year following the year of the federal decennial census on which the act is based, amend the ordinance or resolution to the extent required to effect the act. The amended ordinance or resolution shall designate the polling place for any ward that is created to effect the legislative act. Nothing in this paragraph shall be construed to compel a county or city to alter or redraw supervisory or aldermanic districts.

(b) Within 5 days after adoption or enactment of an ordinance or resolution under this section or any amendment thereto, the municipal clerk shall transmit to the county clerk one copy of the ordinance or resolution or the amendment to the county clerk of each county in which the municipality is contained, accompanied by the list and map specified in par. (a). Each copy shall identify the name of the municipality and the county or counties in which it is located.

(bg) No later than October 15 of each year following the year of a federal decennial census, each municipal clerk shall file a report with the county clerk of each county in which the municipality is contained confirming the boundaries of the municipality and of all wards in the municipality. The report shall be accompanied by a map of the municipality and a list of the block numbers of which the municipality
and each ward within the municipality are comprised. Within 3 days after notice to the municipal clerk of a judgment that has the effect of changing the municipal boundaries, the clerk shall file the same report. Each report filed under this paragraph shall identify the name of the municipality and the county or counties in which it is located.

(b) 1. Except as provided in subd. 2, no later than January 15 and July 15 of each year, the county clerk shall transmit to the legislative technology services bureau a report confirming the boundaries of each municipality, ward, and supervisory district in the county together with a map of the county, in an electronic format approved by the legislative technology services bureau. Each report shall be current to the nearest January 1 or July 1 preceding the date of the report.

2. In each year following the year of a federal decennial census, the July report shall instead be transmitted no later than November 1 and shall be current to the date of the report. The November 1 report shall be accompanied by a list of the block numbers of which the county and each municipality and ward within the county are comprised.

(c) Wards that are created to effect an act of the legislature redistricting legislative districts or congressional districts and wards authorized under sub. (2) (b)(1), (c), (e), or (f) or (7) may be numbered with a combination of whole numbers and letters.

(8) When a town is divided into wards, the annual town meeting shall be held in a location authorized under s. 60 1/1 (3) (a).

(6) (a) Following any municipality-wide special federal census of population, the governing body of the municipality in which the special census was held may, by ordinance or resolution, adjust the ward boundaries, but no ward line adjustment may cross the boundary of a congressional, assembly, or supervisory district. The municipal clerk shall transmit copies of the ordinance or resolution in compliance with sub. (1) (b).

(b) No later than 30 days before each election, the governing body of any municipality may by resolution combine 2 or more wards for voting purposes to facilitate using a common polling place. Whenever wards are so combined, the original ward numbers shall continue to be utilized for all official purposes. Except as otherwise authorized under this paragraph, every municipality having a population of 35,000 or more shall maintain separate returns for each ward so combined. In municipalities having a population of 35,000 or more, the governing body may provide in a resolution that returns for any ward having a population of 20 or less be combined with returns for any adjacent ward, if the total population of the combined wards does not exceed the applicable population range under sub. (2) (b) for wards in that municipality. In municipalities having a population of less than 35,000, the governing body may provide in the resolution that returns shall be maintained only for each group of combined wards at any election. Whenever a governing body provides that returns shall be maintained only for combined wards under this paragraph, the municipality shall report separate results for each separate ballot required under ss. 5.58 to 5.61. The municipal clerk shall transmit a copy of the resolution to the county clerk of each county in which the municipality is contained. In municipalities having a population of less than 35,000, the resolution shall remain in effect for each election until modified or rescinded, or until a new division is made under this section. Whenever needed for purposes of this paragraph, the municipal clerk shall determine the population of each ward in his or her municipality. If the population of a ward cannot be determined from census results, the clerk shall determine the population of the smallest unit encompassing the entire ward that can be determined from census results. The clerk shall then divide the land area of the ward by the land area of that unit. The clerk shall then multiply that result by the population of the unit to determine the population of the ward for purposes of this paragraph.

(7) If a new municipality is created or if part of a municipality is annexed to a city or village during a decennial period after April 1 of the year of the federal decennial census, the governing body of any municipality to which territory is attached or from which territory is detached without regard to the time provisions of sub. (1) (b), may, by ordinance or resolution, create new wards or adjust the existing wards in that municipality to the extent required to reflect the change. If a municipality is consolidated with another municipality during a decennial period after April 1 of the year of the federal decennial census, the governing body of the consolidated municipality, without regard to the time provisions under sub. (1) (b), may, by ordinance or resolution, create new wards or adjust the existing wards of the municipality to the extent required to reflect the change. No ward line adjustment under this subsection may cross the boundary of a congressional, assembly, or supervisory district. Within 5 days after adoption of the ordinance or resolution, the municipal clerk shall transmit copies of the ordinance or resolution making the adjustment to the county clerk in compliance with sub. (4) (b).

(8) Until divided, all elections are held in the established wards.


Guidelines for Adjusting Municipal Wards Following the 2020 Federal Census
5.18 Enforcement of division requirement. If any municipality fails to comply with s. 5.15, the county in which the municipality is located or any elector of the municipality may submit to the circuit court for any county in which the municipality is located within 14 days from the expiration of the 60-day period under s. 5.15 (1) (b) a proposed plan for the division of the municipality into wards in compliance with this section. If the circuit court finds that the existing division of the municipality into wards fails to comply with s. 5.15, it shall review the plan submitted by the petitioner and alter reasonable notice to the municipality may promulgate the plan, or any other plan in compliance with s. 5.15, as a temporary ward plan for the municipality to remain in effect until superseded by a ward plan enacted or adopted by the governing body in compliance with s. 5.15.

(1) Self-organized counties. (a) Number of supervisors and apportionment of supervisory districts. In each county with a population of at least 500,000, sub. (2) (a) and (b) applies. In counties with a population of less than 500,000 and more than one town, sub. (3) (a) to (c) applies. In counties with one town only, sub. (5) applies.

(b) Terms. The term of office of supervisors is 2 years. A board may determine whether the terms shall be concurrent or staggered. Supervisors shall be elected at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms and shall take office on the third Tuesday in April following their election. If the board determines that supervisors shall serve staggered terms, the board shall, by ordinance, provide for a division of supervisors into 2 classes, one class to be elected for one-half of a full term and the other class for a full term and thereafter the supervisors shall be elected for a full term. The board shall publish the ordinance as a class 1 notice, under ch. 985, or as a notice, as described under s. 59.14 (1m) (b), before publication of the notice of the election at which supervisors are to be elected.

(c) Compensation. The method of compensation for supervisors shall be determined by the board.

59.10 Boards; composition; election; terms; compensation; compatibility. The boards of the several counties shall be composed of representatives from within the county who are elected and compensated as provided in this section. Each board shall act under sub. (2), (3) or (5); unless the board enacts an ordinance, by a majority vote of the entire membership, to act under sub. (1). If a board enacts such ordinance, a certified copy shall be filed with the secretary of state.

(d) Vacancies. A board may determine the procedure for filling a vacancy.

(2) Milwaukee County. In each county with a population of at least 500,000:

(a) Composition: supervisory districts. Within 60 days after the population count by census block, established in the decennial federal census of population, and maps showing the location and numbering of census blocks become available in printed form from the federal government or are published for distribution by an agency of this state, but no later than July 1 following the year of each decennial census, the board shall adopt and transmit to the governing body of each city and village wholly or partially contained within the county a tentative county supervisory district plan to be considered by the cities and villages when dividing into wards. The tentative plan shall specify the number of supervisors to be elected and shall divide the county into a number of districts equal to the number of supervisors, with each district substantially equal in population and consisting of contiguous whole wards or municipalities, except as authorized in sub. (3) (b) 2. Except as otherwise provided in this paragraph, the board shall develop and adopt the tentative plan in accordance with sub. (3) (b) 1. The tentative plan shall not include provision for division of any census block, as utilized by the U.S. bureau of the census in the most recent federal decennial census, unless the block is bisected by a municipal boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population. The board shall adopt a final plan by enacting an ordinance in accordance with sub. (3) (b) 2. to 4. Changes to the final plan shall be governed by par. (d) and sub. (3) (c).
(b) **Election term.** For an election that is held before 2016, supervisors shall be elected for 4-year terms at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms, and shall take office on the 3rd Monday in April following their election. For an election that is held in 2016 and thereafter, supervisors shall be elected for 2-year terms at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms, and shall take office on the 3rd Monday in April following their election.

(c) **Compensation.** 1. Each supervisor shall be paid by the county an annual salary set by the board. The board may provide additional compensation for the chairperson, such that his or her salary may be an amount of up to 150 percent of the salary of a supervisor, and for the chairperson of the board’s finance committee, such that his or her salary may be an amount of up to 125 percent of the salary of a supervisor. Beginning with the term that commences in April 2016, the total dollar value of the annual salary and benefits that may be paid to a supervisor, other than the board chairperson and finance committee chairperson, may not exceed the annual per capita income of Milwaukee County as most recently determined by the U.S. bureau of the census and may be increased for a new term as provided in subds. 2. and 3. subject to the limit specified in subd. 4. Section 66.0503 applies to this paragraph.

2. The board may increase the salary specified in subd. 1., or as otherwise adjusted under this paragraph, by an amount that does not exceed the percentage increase in the U.S. consumer price index for all urban consumers, U.S. city average, for the period between the time that a supervisor’s salary was last set under subd. 1. or by the board, and the year before the year in which the salary increase is to take effect.

3. The board may increase the salary specified in subd. 1., or as otherwise adjusted under this paragraph, by an amount that exceeds the percentage increase in the U.S. consumer price index for all urban consumers, U.S. city average, for the period between the time that a supervisor’s salary was last set under subd. 1. or by the board, and the year before the year in which the salary increase is to take effect, except that such an increase may not take effect unless it is ratified by a majority vote of the electors in the county voting in a referendum on the proposed salary increase.

4. A supervisor may not receive any other benefits or compensation, including health insurance and pension benefits, not specifically authorized or required by law. The maximum total dollar value of the salary and benefits that a supervisor, other than the chairperson of the board and the chairperson of the finance committee, receives in any year may not exceed the annual per capita income of Milwaukee County as most recently determined by the U.S. bureau of the census.

(d) **Changes during decade.** 1. "Number of supervisors; redistricting." The board may, not more than once prior to November 15, 2010, decrease the number of supervisors after the enactment of a supervisory district plan under par. (a). In that case, the board shall redistrict, readjust, and change the boundaries of supervisory districts, so that the number of districts equals the number of supervisors, the districts are substantially equal in population according to the most recent countywide federal census, the districts are in as compact a form as possible, and the districts consist of contiguous municipalities or contiguous whole wards in existence at the time at which the amended redistricting plan is adopted, except as authorized in sub. (3) (b) 2. In the amended plan, the board shall adhere to the requirements under sub. (3) (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In the amended plan, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. The chairperson of the board shall file a certified copy of any amended plan adopted under this subdivision with the secretary of state.

2. "Election term." Any amended plan enacted under subd. 1. becomes effective on the first November 15 following its enactment, and first applies to the spring election following the plan’s effective date. Any amended plan enacted under subd. 1. shall remain in effect until the effective date of a redistricting plan subsequently enacted under par. (a). Supervisors elected from the districts created under subd. 1. shall serve for 4-year terms and shall take office on the 3rd Monday in April following their election.

(3) **OTHER COUNTIES.** (a) **Classification, maximum number of supervisors.** Counties with a population of less than 500,000 and more than one town are classified and entitled to a maximum number of supervisors as follows:

1. Counties with a population of less than 500,000 but at least 100,000 shall have no more than 47 supervisors.

2. Counties with a population of less than 100,000 but at least 50,000 shall have no more than 39 supervisors.

3. Counties with a population of less than 50,000 but at least 25,000 shall have no more than 31 supervisors.

4. Counties with a population of less than 25,000 and containing more than one town shall have no more than 21 supervisors.

5. If the population of any county is within 2% of the minimum population for the next most populous grouping under this paragraph, the board thereof, in establishing supervisory districts, may employ the maximum number for such districts set for such next most populous grouping.

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(b) Creation of supervisory districts. 1. Within 60 days after the population count by census block, established in the decennial federal census of population, and maps showing the location and numbering of census blocks become available in printed form from the federal government or are published for distribution by an agency of this state, but no later than July 1 following the year of each decennial census, each board shall propose a tentative county supervisory district plan setting forth the number of supervisory districts proposed by the board and tentative boundaries or a description of boundary requirements, hold a public hearing on the proposed plan and adopt a tentative plan. The proposed plan may be amended after the public hearing. The tentative plan shall divide the county into a number of districts equal to the number of supervisors, with each district substantially equal in population. The board shall solicit suggestions from municipalities concerning the development of an appropriate plan. Except as authorized in this subdivision, each district shall consist of whole wards or municipalities. Territory within each supervisory district to be created under the tentative plan shall be contiguous, except as authorized in subd. 2. In the tentative plan, the board shall, whenever possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. If the division of a municipality is sought by the board, the board shall provide with the plan a written statement to the municipality affected by each proposed division specifying the approximate location of the territory from which a ward is sought to be created for contiguity purposes and the approximate population of the ward proposed to effectuate the division. The tentative plan shall not include provision for division of any census block unless the block is bisected by a municipal boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population. The board shall transmit a copy of the tentative plan that is adopted to each municipal governing body in the county.

2. Within 60 days after every municipality in the county adjusts its wards under s. 5.15, the board shall hold a public hearing and shall then adopt a final supervisory district plan, numbering each district. Territory within each supervisory district created by the plan shall be contiguous, except that one or more wards located within a city or village which is wholly surrounded by another city or water, or both, may be combined with one or more noncontiguous wards, or one or more wards consisting of island territory as defined in s. 5.18 (2) (f) 3., may be combined with one or more noncontiguous wards within the same municipality, to form a supervisory district.

3. The populations of supervisory districts under the tentative plan shall be determined on the basis of the federal decennial census and any official corrections to the census issued or before the date that the tentative plan is adopted to reflect the correct population of the county and municipalities and blocks within the county on April 1 of the year of the census. The populations of supervisory districts under the final plan shall be determined on the basis of the federal decennial census and any official corrections to the census to reflect the correct populations of the county and the municipalities and blocks within the county on April 1 of the year of the census, if the corrections as they affect any municipality are issued prior to division of the municipality into wards under s. 5.15, or if a municipality is not divided into wards, prior to adoption of the final plan.

4. The chairperson of the board shall file a certified copy of the final districting plan with the secretary of state. Unless otherwise ordered under sub. (6), a plan enacted and filed under this paragraph, together with any authorized amendment that is enacted and filed under this section, remains in effect until the plan is superseded by a subsequent plan enacted under this subsection and a certified copy of that plan is filed with the secretary of state.

(c) Changes during decade; municipal boundary adjustments.

1. After the enactment of a plan of supervisory districts under par. (b), the board may amend the plan to reflect a municipal incorporation, annexation, detachment or consolidation. The number of supervisory districts in the county shall not be changed by any action under this subdivision.

2. Within 60 days after enactment or adoption of a revised division ordinance or resolution under s. 5.15 (4) (a), the board shall amend the county supervisory district plan under par. (b) to reflect any renumbering of the wards specified in the plan.

3. The districts under the amended plan shall be substantially equal in population according to the most recent county-wide federal census and shall be in as compact a form as possible. The board shall adhere to the requirements of par. (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In the amended plan, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. An amended plan becomes effective on the first November 15 following its enactment.

4. The chairperson of the board shall file a certified copy of any amended plan under this paragraph with the secretary of state.

(cm) Changes during decade; reduction in size. 1. 'Number of supervisors; redistricting,' Except as provided in subd. 3., following the enactment of a decennial supervisory district plan under par. (b), the board may decrease the number of supervisors. In that case, the board shall redistrict, readjust, and change the boundaries of supervisory districts, so that the number of districts equals the number of supervisors, the districts are substantially equal in population according
to the most recent countywide federal census, the districts are in as compact a form as possible, and the districts consist of contiguous municipalities or contiguous whole wards in existence at the time at which the redistricting plan is adopted, except as authorized in par. (b). 1. In the redistricting plan, the board shall adhere to the requirements under par. (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In redistricting under this subdivision, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. No plan may be enacted under this subdivision during review of the sufficiency of a petition filed under subd. 2. nor after a referendum is scheduled on such a petition. However, if the electors of the county reject a change in the number of supervisory districts under subd. 2., the board may then take action under this subdivision except as provided in subd. 3. The county clerk shall file a certified copy of any redistricting plan enacted under this subdivision with the secretary of state.

2. ‘Petition and referendum.’ Except as provided in subd. 3., the electors of a county may, by petition and referendum, decrease the number of supervisors at any time after the first election is held following enactment of a decennial supervisory district plan under par. (a). A petition for a change in the number of supervisors may be filed with the county clerk. Prior to circulating a petition to decrease the number of supervisors in any county, a petitioner shall register with the county clerk, giving the petitioner’s name and address and indicating the petitioner’s intent to file such a petition. No signature on a petition is valid unless the signature is obtained within the 60-day period following such registration. The petition shall specify the proposed number of supervisors to be elected. Within 11 days after the last day for filing an original petition, any other petitioner may file an alternative petition with the county clerk proposing a different number of supervisors to be elected, and, if the petition is valid, the alternative proposed in the petition shall be submitted for approval at the same referendum. An alternative petition is subject to the same registration and signature requirements as an original petition. Each petition shall be in the form specified in s. 8.40 and shall contain a number of signatures of electors of the county equal to at least 25 percent of the total votes cast in the county for the office of supervisor at the most recent spring election preceding the date of filing. The county clerk shall promptly determine the sufficiency of a petition filed under this subdivision. Upon determination that a petition is sufficient, or if one or more valid alternative petitions are filed, upon determination that the petitions are sufficient, the county clerk shall call a referendum concurrently with the next spring or general election in the county that is held not earlier than 70 days after the determination is made. The question proposed at the referendum shall be: ‘Shall the board of supervisors of .... County be decreased from .... members to .... members?’ If one or more alternative valid petitions are filed within 11 days after the last day that an original petition may be filed, the question relating to the number of supervisors shall appear separately. The first question shall be: ‘Shall the size of the county board of supervisors of .... County be decreased from its current membership of .... members?’ Any subsequent question shall be: ‘If so, shall the size of the board be decreased to .... members?’ Each elector may vote in the affirmative or negative on the first question and may then vote in the affirmative or negative on one of the remaining questions. If the first question is not approved by a majority of the electors voting on the question, any subsequent question is of no effect. If the question is approved by a majority of the electors voting on the question, or, if more than one question is submitted, if the first question is approved by a majority of the electors voting on the question, the board shall enact an ordinance prescribing revised boundaries for the supervisory districts in the county. The ordinance shall be enacted in accordance with the approved question or, if more than one question is submitted, in accordance with the choice receiving a plurality of the votes cast. The districts are subject to the same requirements that apply to districts in any plan enacted by the board under subd. 1. If the board has determined under subd. 1(a) (b) to adopt staggered terms for the office of supervisor, the board may change the expiration date of the term of any supervisor to an earlier date than the date provided under current ordinance if required to implement the redistricting or to maintain classes of members. The county clerk shall file a certified copy of any redistricting plan enacted under this subdivision with the secretary of state.

3. ‘Limitation.’ If the number of supervisors in a county is decreased by the board or by petition under this paragraph, no further action may be taken by the board or by petition under this paragraph in that county until after enactment of the next decennial supervisory district plan by the board under par. (b).

4. ‘Election; term.’ Any redistricting plan enacted under subd. 1. takes effect on November 15 following its enactment and first applies to the election of supervisors at the next spring election following the effective date that immediately precedes the expiration of the terms of office of supervisors in the county. Any reduction in the number of supervisory districts under subd. 2. that is approved at a spring election shall be enacted in the form of a redistricting plan no later than November 15 following that election and shall first apply to the election of supervisors at the next spring election immediately preceding the expiration of the terms of office of supervisors in the county, and any reduction in the number of supervisory districts under subd. 2. that is approved at a general election shall be enacted in the form of a redistricting plan no later than the 2nd succeeding November 15 following that election and shall first apply to the election of supervisors at the next spring election following that November 15 immediately preceding the

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expiration of the terms of office of supervisors in the county. Any redistricting plan enacted under subd. 1. or 2. shall remain in effect until the effective date of any subsequent redistricting plan enacted under subd. 3. (c) or until the effective date of a redistricting plan subsequently enacted under par. (b). Supervisors elected from the districts created under subd. 1. or 2. shall serve for 2-year terms and shall take office on the 3rd Tuesday in April following their election.

d) Election and term of supervisors. Supervisors are county officers, shall be elected for 2-year terms at the election to be held on the first Tuesday in April in even-numbered years and shall take office on the 3rd Tuesday in April of that year.

e) Vacancies. If a vacancy occurs on the board, the board chairperson, with the approval of the board, shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. The board may, if a vacancy occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

(f) Compensation. Each supervisor shall be paid a per diem by the county for each day that he or she attends a meeting of the board. Any board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected. Any board may also provide additional compensation for the chairperson.

g) Mileage. Each supervisor shall, for each day that he or she attends a meeting of the board, receive mileage for each mile traveled in going to and returning from the meetings by the most usual traveled route at the rate established by the board under s. 59.22 as the standard mileage allowance for all county employees and officers.

(h) Limitation on compensation. Except for services as a member of a committee as provided in s. 59.13 no supervisor shall be paid for more days' attendance on the board in any year than is set out in this schedule: in counties having a population of less than 25,000, 20 days; at least 25,000 but less than 100,000, 25 days; at least 100,000 but less than 500,000, 30 days.

(i) Alternative compensation. As an alternative method of compensation in counties having a population of less than 500,000, including counties containing only one town, the board may at its annual meeting, by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services for the county, including all committee services, except the per diem allowance for services in acquiring highway rights-of-way set forth in s. 84.09 (4). The board may, in like manner, allow additional salary for the members of the highway committee and for the chairperson of the board. In addition to the salary, the supervisors shall receive mileage as provided in par. (g) for each day's attendance at board meetings or for attendance at not to exceed 2 committee meetings in any one day.

(j) Supplementary compensation. The board, in establishing an annual salary, may enact an ordinance providing for a per diem for all committee meetings attended in excess of 40 committee and board meetings.

(k) Compatibility. No county officer or employee is eligible for election or appointment to the office of supervisor, but a supervisor may also be a member of a committee, board or commission appointed by the county executive or county administrator or appointed or created by the county board, a town board, a mosquito control district, the common council of his or her city, the board of trustees of his or her village or the board of trustees of a county institution appointed under s. 46.18.

(l) Counties having only one town. In all counties containing one town only, the board shall consist of the members of the town board and one supervisor from every village. A supervisor from a village shall be elected at the time the other village officers are elected. A majority of the members shall constitute a quorum of the county board. Each supervisor shall receive compensation and mileage as provided in subd. 3. (f) and (g). The chairperson of the board elected under s. 59.12 (1) may be, but need not be, the same person who is elected chairperson of the town board under s. 60.21 (3) (a).

(m) Enforcement of division requirement. If a county fails to comply with subd. 2. (a) or (3) (b), any municipality located in whole or in part within the county or any elector of the county may submit to the circuit court for the county within 14 days from the expiration of either 60-day period under subd. (2) (a) or (3) (b) a proposed tentative supervisory district plan or a final plan for creation of supervisory districts in compliance with this section. If the court finds that the existing division of the county into supervisory districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the county may promulgate the plan, or any other plan in compliance with this section, and the plan shall be

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in effect until superseded by a plan adopted by the board in
compliance with this section.

History: 1971 c. 134, 211, 304; 1973 c. 118 ss. 2 to 4, 7; 1973
c. 331 ss. 57; 1975 c. 336, 1975 c. 93 s. 113; 1975 c. 116, 201;
1977 c. 417, 1981 c. 74, 89, 201; 1981 c. 4-390, 1983 a. 29;
1985 a. 192 ss. 115, 303 (1), (2); 1983 a. 14-184; 1983 a. 332 s. 36;
1983 a. 29, 304; 1989 a. 56 s. 258; 1991 a. 5, 316; 1993 a. 490;
1995 a. 16 s. 2; 1995 a. 201 s. 100. Stats. 1995 s. 59.10; 1997
a. 35; 1999 a. 150 s. 672, 2001 a. 107, 2003 a. 32; 2005 a. 100;
Cross-reference: See s. 17.21 (5) for provision as to filling
vacancies on county boards in counties over 500,000.

Cross-reference: See s. 39.20 (1) for county supervisor
residency requirements.

Cross-reference: See s. 66.0505 for restrictions on changes in
compensation of county board members.

Annotation: City and county apportionment is discussed.
City of Janesville v. Rock County, 107 Wis. 2d 187, 319
NW2d 891 (CI. App. 1982).

Annotation: The trial court properly voided a city's
supervisory districts plan and adopted the county's plan even
though the city did not adopt the plan within 60 days of
receiving census data as required by sub. (3). County of La
Grosse v. City of La Crosse, 108 Wis. 2d 560, 322 NW2d 531
(Cl. App. 1982).

Annotation: Sub. (3) (a) does not establish a separate
minimum for each class of county. The constitutionality of
sub. (3) (a) is discussed. 60 Atty. Gen. 327.

Annotation: A vacancy on a county board due to
resignation may be filled by appointment by the county
board chairperson when the board is not in session. 61 Atty.
Gen. 1.

Annotation: An incumbent county supervisor must
resign before the county board may consider his or her
appointment as highway commissioner. 61 Atty. Gen. 424.

Annotation: A county board supervisor risks violations of s.
946.13 if he is appointed as counsel for indigent defendants.

Annotation: Under sub. (3) (c) alteration of county
supervisory district boundaries between decennial censuses
is authorized only when ward boundaries originally relied
upon in reapportioning the county have been subsequently altered
by incorporation, annexation, detachment, or consolidation. 63 Atty.
Gen. 544.

Annotation: Section 59.06 (2) (intro.) [now 59.13 (2) (intro.)]
does not prohibit payment of additional mileage under s.
59.01 (3) (g) [now 59.10 (3) (g)]. 68 Atty. Gen. 73.

Annotation: State law does not prohibit either
 discontinuation of all health insurance for county
supervisors in self organized counties during supervisors’
terms of office or modest but involuntary increases in health
insurance premiums for county supervisors in self-organized
counties during supervisors’ terms of office. OAG 5-11.

Annotation: A tribal law enforcement officer who is an
active duty deputy sheriff, but is not on the county’s payroll,
may not serve as a county board supervisor. Under sub.
(1), the office of county supervisor is incompatible with the
office of active duty deputy sheriff, even if the deputy sheriff
is not paid by the county. OAG 3-13.

Annotation: The provision of health, dental, and life
insurance and the payment of insurance premiums for county
supervisors are not "compensation" under sub.
(3). Thus the procedural requirements of that statute
are inapplicable to motions or proposals to change those
benefits. OAG 5-13.

Text of Section 62.08, Wisconsin Statutes

62.08 Alteration of aldermanic districts. (1) Within 60
days after the wards have been readjusted under s. 5.15 (1)
and (2) the common council of every city, including every
1st class city, shall redistrict the boundaries of its aldermanic
districts, by an ordinance introduced at a regular meeting of
the council, published as a class 2 notice, under ch.
985, and thereafter adopted by a majority vote of all the
members of the council, so that all aldermanic districts
are as compact in area as possible and contain, as nearly
as practicable by combining contiguous whole wards, an
equal number of inhabitants according to the most recent
decennial federal census of population. Territory within
each aldermanic district to be created under the plan shall
be contiguous, except that territory within the city that
is wholly surrounded by another city or water, or both,
may be combined with noncontiguous territory, or island
territory, as defined in s. 5.15 (2) (f) 3., may be combined
with noncontiguous territory within the same municipality
to form an aldermanic district. The aldermanic district
plan shall not include provision for division of any census
block unless the block is bisected by a municipal boundary
or the division is made as required under s. 5.15 (2) (c). The
populations of the aldermanic districts shall be determined
on the basis of the federal decennial census and any official
corrections to the census to reflect the correct populations of
the municipality and the blocks within the municipality on
April 1 of the year of the census, if the corrections are issued prior to division of the municipality into wards under s. 5.15. Within 60 days after enactment or adoption of a revised division ordinance or resolution under s. 5.15 (4) (a), the common council shall amend the aldermanic district plan to reflect any renumbering of the wards specified in the plan.

(2) If territory becomes a part of any city after April 1 of the year of the federal decennial census, the limitations of s. 5.15 relating to population or area do not apply to the creation of new wards in the attached territory, or to the addition of the territory to an existing ward, but no ward line adjustment may cross the boundary of a congressional, assembly, or supervisory district.

(3) Whenever the boundaries of aldermanic districts are altered, or new aldermanic districts created, every aldermanic district or ward officer residing within the territory of a new or altered aldermanic district shall hold the same respective office therein for the remainder of the officer’s term; and all other vacancies shall be filled as provided by law for the filling of such vacancies.

(4) The common council of any city may, by a two-thirds vote of all its members but not more frequently than once in 2 years, increase or decrease the number of aldermanic districts or the number of members of the city council, and in that case shall redistrict, readjust and change the boundaries of aldermanic districts, so that they are as nearly equal in population according to the most recent city-wide federal census as practicable by combining contiguous whole wards. In redistricting such cities the original numbers of the aldermanic districts in their geographic outlines shall as far as possible be retained, and the aldermanic districts so created and those the boundaries of which are changed shall be in as compact form as possible. This subsection does not apply to changes in aldermanic districts authorized under sub. (4m).

(4m) If in a city that is solely contained within one county the aldermanic districts are coterminous with the supervisory districts of the county and the county board decreases the number of supervisors in the county after enactment of a redistricting plan under s. 59.10 (3) (cm), the common council of the city may, by a majority vote of all of the members of the council, no later than November 15 immediately preceding the expiration of the terms of office of members of the council, decrease the number of aldermanic districts and the corresponding number of members of the council in the city to maintain coterminous boundaries between the aldermanic and supervisory districts and may change the expiration date of the term of any council member to an earlier date than the date provided under the current ordinance if required to implement the redistricting or to maintain classes of members. Any amended aldermanic district plan that is adopted under this subsection is subject to the same procedures and requirements that apply to decennial plans adopted under sub. (1).

(5) If a city fails to comply with sub. (1), any elector of the city may submit to the circuit court for any county in which the city is located within 14 days from the expiration of the 60-day period under sub. (1) a proposed plan for creation of aldermanic districts in compliance with this section. If the court finds that the existing division of the city into aldermanic districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the city may promulgate the plan, or any other plan in compliance with this section, as a temporary aldermanic district plan until superseded by a redistricting plan adopted by the council in compliance with this section.