

## **PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS**

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, February 18, 2004, at 7:00 p.m.**, at City Hall, 100 N. Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered at the regular monthly meeting:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call:

Present: Graves, Nicholson, Gower, Miller, Haefs, Hansen, Kaye, Zima, Evans, Vander Leest, Johnson, Vanden Plas, Marquardt, Kuehn, Collins, Daul, Van Deurzen, Fleck, Clancy, Moynihan, Watermolen, Schadewald, Simons, Lund, Fewell

Excused: Antonneau

Total Present: 25 Total Excused: 1

### **No. 1 -- Adoption of agenda with the additions.**

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

### **No. 2 -- Approval of minutes of County Board Meeting of January 21, 2004.**

A motion was made by Supervisor and seconded by Supervisor **“to approve the minutes of January 21, 2004”**. Voice vote taken. Motion carried unanimously with no abstentions.

### **No. 3 -- Announcements by Supervisors.**

Supervisor Schadewald introduced his son, Jeremy, who is with the U.S. Army. Jeremy is home after serving his country in Iraq. Supervisor Schadewald thanked all the Supervisors and friends for their support while Jeremy was in Iraq. He also thanked Janet Haefs for making the beautiful welcome home cake that is here for the Supervisors tonight.

Supervisor Daul announced she has membership forms available for anyone interested in being a member of the Brown County Fair Association. All memberships are appreciated.

Supervisor Fleck invited the County Board and the public to attend the North East Lions Club Pancake and Porkie Breakfast on February 29, 2004 at the Spot Supper Club, from 8 a.m. until 12:30 p.m. He has tickets available for anyone caring to purchase them.

Supervisor Clancy reported the Library Fundraiser at the Wrightstown Branch was a huge success. He expressed his appreciation to the couple of thousand people attending, adding a big thank you for the generous donations towards the Library.

**No. 4 -- Communications.**

**No. 4a -- From Supervisor John Gower regarding Jail Ministries.**  
Refer to Public Safety Committee.

**No. 5 -- Late Communications.**

**No. 5a -- From Supervisor Lund and Supervisor Vander Leest regarding exploring support of the T.A.B.O.R. bill brought forth by State Representative Frank Lasee.**  
Refer to Executive Committee.

**No. 5b -- From Supervisor Zima regarding requesting that the County do whatever is necessary in order to exempt municipalities from being required to produce certified survey maps in order to sell surplus property within their municipalities.**  
Refer to Planning, Development and Transportation Committee.

**No. 6 -- Appointments by County Executive.**

A motion was made by Supervisor Haefs and seconded by Supervisor Fleck **“to take appointments 6a thru 6e with one vote.”**

A motion was made by Supervisor Schadewald and seconded by Supervisor Fleck **“to take appointment #6a separately and approve appointments #6b thru #6e.”** Voice vote taken to approve 6b – 6e in one vote. Motion carried unanimously with no abstentions.

**No. 6a -- Appointment of Rob Miller to Library Board.**

Under discussion of Item 6a, Supervisor Schadewald said he would like to discuss this appointment.

Chairman Simons said that after conferring with Corporation Counsel, this appointments is not debatable.

Supervisor Schadewald then motioned **“to challenge Chairman Simons’ ruling.”** Supervisor Gower called the question **“to challenge the Chair.”** Vote taken **“to challenge the Chair”**. Roll Call #6a(1):

Ayes: Graves, Nicholson, Gower, Miller, Kaye, Evans, Vander Leest, Johnson, Vanden Plas, Kuehn, Van Deurzen, Moynihan, Simons, Lund

Nays: Haefs, Hansen, Zima, Collins, Marquardt, Daul, Fleck, Clancy, Watermolen, Schadewald, Fewell

Excused: Antonneau

Total Ayes: 14 Total Nays: 11 Excused: 1

Motion defeated **“to challenge the chair”**.

A point of order was requested by Supervisor Evans requesting an opinion of Corporation Counsel on the legality of appoints made by former County Executive Nancy Nusbaum. Corporation Counsel, John Jacques explained he wasn't in his position at the time and therefore couldn't rule on the appointments made by a former County Executive.

A motion was made by Supervisor Evans and seconded by Supervisor Vander Leest **“to approve the appointment of Rob Miller to Library Board.”** Vote taken. Roll Call #6a(2):

Ayes: Graves, Nicholson, Gower, Miller, Haefs, Hansen, Kaye, Zima, Evans, Vander Leest, Johnson, Vanden Plas, Kuehn, Collins, Marquardt, Van Deurzen, Moynihan, Watermolen, Simons, Lund

Nays: Daul, Fleck, Clancy, Schadewald, Fewell

Excused: Antonneau

Total Ayes: 20 Total Nays: 5 Excused: 1

Motion carried **“to approve the appointment of Rob Miller to Library Board.”**

**No. 6b -- Reappointment of Lynn Schwarm and Mike Hronek to Land Information Office.**

**No. 6c -- Appointment of Kevin Kuehn and reappointment of Kathy Johnson and Kramer Rock to Neville Public Museum Board of Directors.**

**No. 6d -- Appointment of JoAnn A. Grascberger to Human Services Board.**

**Board of Supervisors Committee as a Whole**

**No. 6e -- Appointment of Richard Gschwend as Director of Human Resources Department for Brown County.**

**No. 7a -- Report by County Executive. No Report.**

**No. 7b -- Report by Board Chairman.**

Chairman Simons thanked Mrs. Haefs for making the beautifully decorated patriotic cake for Supervisor Schadewald's son Jeremy. Chairman Simons invited Jeremy to the front of the room. At this point Chair Simons thanked Jeremy for representing our area by serving in the military in Iraq. He wished Jeremy well and good luck.

**No. 8 -- Other Reports.**

**No. 8a -- TREASURER'S FINANCIAL REPORT FOR THE MONTH OF NOVEMBER 2003.**

**BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF NOVEMBER**

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account of the Brown County Treasurer as of NOVEMBER 30, 2003:

Associated Bank	\$ 2,572,903.38
Wisconsin Development Fund	(5,959.22)
Sweep Account (Repurchase Agreements)	0.00
Deposits in Transit	39,592.28
Emergency Fund	(32,270.40)
Non-sufficient Fund	95.75
PBA Sweep Account	(747,498.93)
Deposit Adjustment	0.00
Bank Error (s)	0.00
<b>Total</b>	<u><b>1,826,889.86</b></u>
Less Outstanding Checks	(2,352,962.31)
Other Reconcilable Items	<u>0.00</u>
<b>Balance Per Cash Book</b>	<b>\$ (526,072.45)</b>

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of NOVEMBER 30, 2003:

Year-to-Date Interest Received – Prior Month	\$ 2,008,915.47
Interest Received – Current Month	<u>342,225.25</u>
Year-to-Date Interest Received on Unrestricted Funds	<b>\$ 2,351,140.72</b>
Working Capital Reserves Invested	\$ 90,885,361.85
Restricted Investments	<u>20,513,621.56</u>
Total funds invested	<b>\$ 111,398,983.41</b>

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of NOVEMBER 30, 2003 and the statement of Investments for the month of NOVEMBER have been compared and examined, and found to be correct.

    /s\ Kerry M. Blaney      
County Treasurer

A motion was made by Supervisor Kuehn and seconded by Supervisor Zima **“to approve the Treasurer’s Financial Report for the Month of November 2003”**. Voice vote taken. Motion carried with Supervisor Miller voting nay.

Approved by:     /s\ Carol Kelso, County Executive     Date: 3/4/2004

**No. 9 -- Standing Committee Reports.**

**No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF FEBRUARY 5, 2004**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on February 5, 2004, and recommends the following motions:

1. Review minutes of:
  - a. Housing Authority (1/19/04).  
Receive and place on file.
2. Committee reports, unless resolutions are specifically asked for at committee level, they will not be considered resolutions. (Referred from December 8, 2003 Executive Committee.) To Hold.
3. County Clerk – Discussion regarding: County Clerk’s Office selling passports. Approve the selling of passports on a trial basis.
4. Human Resources – Human Resources Monthly Committee Report (January 2004).  
Receive and place on file.
5. Human Resources – Resolution regarding: Child Support Department Reclassification of Child Support Specialist Position/Change in Table of Organization. (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances February County Board.
6. Treasurer – Treasurer’s Financial Report for the month of November 2003. Receive and place on file.
7. Department of Administration – 2003 Budget Transfer Log. Receive and place on file.
8. \*\* Department of Administration – Request for Budget Transfer: Interdepartmental Transfer: Increase Kress Library Construction Capital Projects Fund revenue for \$237,815 additional revenue received from sale of old De Pere Library building and transfer the additional funds from Kress Library Construction Capital Projects Fund to Asset Maintenance Capital Projects Fund for FY2003. Approve the budget transfer.
- \*\* Refer Item #8 to the Education and Recreation Committee and Administration Committee as per the County Board on 2/18/2004.
9. Corporation Counsel – Request response from Corporation Counsel as to whether he will appeal or comply with the Department of Justice letter regarding: Open Meetings Law. Hold for one month for a report back from Supervisor Pat Collins and Corporation Counsel.
10. Audit of bills. (The bills were paid.)

A motion was made by Supervisor Haefs and seconded by Supervisor Nicholson **“to adopt”**. Supervisor Collins requested item #8 be voted on separately. Voice vote taken. Remainder of the report passed with Supervisor Miller voting nay.

Supervisors Zima, Kuehn and Vander Leest requested to abstain from item #1 of this report.

Item #8 – Department of Administration – Request for Budget Transfer: Interdepartmental Transfer: Increase Kress Library Construction Capital Projects Fund revenue for \$237,815 additional revenue received from sale of old De Pere library building and transfer the additional

funds from Kress Library Construction Capital Projects Fund to Asset Maintenance Capital Projects Fund for FY2003. Committee action: Approve the budget transfer.

A motion was made by Supervisor Schadewald and seconded by Supervisor Gower “**to adopt item #8**”. Voice vote taken. Motion carried.

Under discussion, Supervisor Collins asked technical questions of Library Board’s financial responsibilities. He asked who has the authority to handle the funds and what guidelines must be followed in allocating these funds correctly. Supervisor Collins stated there are too many questions unanswered so he made a motion, seconded by Supervisor Marquardt “**to refer item #8 back to Committee**”. Voice vote taken. Motion carried with Supervisor Miller voting nay.

A motion was made by Supervisor Zima and seconded by Supervisor Graves “**to reconsider the vote**”. Vote taken. Roll Call #9a(1):

Ayes: Graves, Nicholson, Haefs, Zima, Evans, Van Deurzen

Nays: Gower, Miller, Hansen, Kaye, Vander Leest, Johnson, Vanden Plas, Kuehn, Collins, Marquardt, Daul, Fleck, Clancy, Moynihan, Watermolen, Schadewald, Simons, Lund, Fewell

Excused: Antonneau

Total Ayes: 6 Total Nays: 19 Excused: 1

Motion defeated “**to reconsider the vote**”.

Approved by:           /s\ Carol Kelso, County Executive           Date: 3/4/2004

**No. 9b -- REPORT OF EDUCATION AND RECREATION COMMITTEE OF JANUARY 22, 2004**

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION AND RECREATION COMMITTEE met in regular session on January 22, 2004, and recommends the following motions:

1. Review minutes of:
  - a) Library Board (11/21/03 & 12/19/03). Receive and place on file.
2. Arena/Expo Centre – Attendance Report (December 2003). Receive and place on file.
3. Museum – Museum Visitor Count (December 2003). Receive and place on file.
4. Golf Course – Discussion and approval to allow cross country skiing at Brown County Golf Course on a trail basis for 2004. Approve.
5. Golf Course – Superintendent’s Report. (No report.)
6. Parks – Fairgrounds – Discussion and possible action of communication from Dick Koltz, President, Brown County Fair Association regarding: Discussion of purchase of portable bleachers for use at the Brown County Fairgrounds. Hold until further information.
7. Parks – Request by Supervisor Van Deurzen for Parks Department personnel draft a sketch of possibilities of camping at the Brown County fairgrounds. Update and current fair master plan by park staff and Tom Jennings of Mayo Corporation whom developed

- the existing fair master plan. (Held from previous meeting.) Move forward with acquiring specs and report back.
8. Parks – Request from Dick Koltz of the Brown County Fair Association to discuss the fees for service of Mayo Corporation proposal for task 1 and 2 which is listed under tab 5 in Mayo proposal which was handed out at the December 18<sup>th</sup> meeting. Receive and place on file.
  9. Parks – Request for easement to a parcel of land along the east line of the Reforestation Camp, which borders SU-96 by Hearthside Homes and Realty. Authorize staff to work with the interested parties to get denials, to obtain the opinion of the Corporation Counsel, to determine the long term ramifications, along with a maintenance agreement and fee structure for the County road and bring it back to the committee for further review.
  10. Parks – Mountain Bay and Fox River Trails update by Doug Hartman, Resource Manager/Education Supervisor-Brown County Parks. Request for acceptance of Fox River Trail easement amendment.
    - a) To accept the Fox River Trail Easement Amendment.
    - b) Receive and place on file.
  11. Parks – Request from Joseph W. Fischer/Deputy K-9 Handler of the Brown County Sheriff's Department to use the former Packer Hall of Fame for training for their K-9 unit. Approve.
  12. Parks – Request for Budget Transfer; Increase in Expenditures with Offsetting Increase in Revenue: donation of \$1,500 toward “Wheel of Survival” exhibit from PMI. Approve.
  13. Parks – Zoo Monthly Activity Report for December 2003. Receive and place on file.
  14. Parks – Director's report. Receive and place on file. Ayes: 4 (Antonneau, Johnson, Vander Leest, Van Deurzen); Excused: 1 (Kuehn). Motion Carried.
  15. Audit of bills. Approve the bills. Ayes: 4 (Antonneau, Johnson, Vander Leest, Van Deurzen); Excused: 1 (Kuehn). Motion Carried.

A motion was made by Supervisor Johnson and seconded by Supervisor Vander Leest “**to adopt**”. Voice vote taken. Motion carried with Supervisor Miller voting nay.

Approved by: \_\_\_\_\_ \s\ Carol Kelso, County Executive \_\_\_\_\_ Date: 3/4/2004

**No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF FEBRUARY 9, 2004**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on February 9, 2004, and recommends the following motions:

1. County Executive report. No action.
2. Review of Open Meetings Law as pertaining to Advisory Committees. Receive and place on file.

3. Legislative Subcommittee report. (No report.)
4. Internal Auditor report. No action.
5. Communication from Supervisor Hansen regarding: Requesting that a proclamation and pledge of civility from the New Patriotism Subcommittee that passed unanimously at the November 5, 2003 meeting be reviewed and finalized by Corporation Counsel and submitted to the next Executive Committee. (Referred from January County Board.) (Taken care of under #6.)
6. Resolution regarding: Adopt a Pledge of Civility and a Proclamation by the Brown County Board. Committee approved. See Resolutions, Ordinances February County Board.
7. Communication from Supervisor Hansen put in writing to the Attorney General your response on why a veto can be done on a committee item. (Referred from January County Board.) Hold until the Legislative Subcommittee makes a recommendation on the communication.
8. Resolution regarding: Authority to execute a 2002-2003 Labor Agreement with the Brown County Professional Sanitarians. (Held from previous meeting.) Committee approved. See Resolutions, Ordinances February County Board.
9. Resolution regarding: Port and Solid Waste Department Reorganization/Change in Table of Organization. (Referred from Planning, Development and Transportation Committee.) Committee approved. See Resolutions, Ordinances February County Board.
10. Resolution regarding: Child Support Department Reclassification of Child Support Specialist Position/Change in Table of Organization. (Referred from Administration Committee.) Committee approved. See Resolutions, Ordinances February County Board.
11. Resolution regarding: Public Safety Communications Department Change in Table of Organization – Request for Additional Position (Communications Supervisor). (Referred from Public Safety Committee.) Committee approved. See Resolutions, Ordinances February County Board.
12. Resolution regarding: Human Services Department Reclassification of Clerk III/Data Control/Change in Table of Organization. (Referred from Human Services Committee.) Committee approved. See Resolutions, Ordinances February County Board.
13. Resolution regarding: Requesting Continued Level of Wisconsin State Patrol Coverage for Brown County. (Referred from Public Safety Committee.) Committee approved. See Resolutions, Ordinances February County Board.
14. **Closed Session:** For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wisconsin State Statute 19.85(1)(e). In the alternative, the Executive Committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin Open Meetings Law pursuant to 19.82(1) of the Wisconsin State Statutes. (No Closed Session held.)

A motion was made by Supervisor Kuehn and seconded by Supervisor Gower “**to adopt**”. Vote taken. Motion carried with Supervisor Miller voting nay.

Approved by:           \s\ Carol Kelso, County Executive          

Date: 3/4/2004



No. 9d-- REPORT OF HUMAN SERVICES COMMITTEE JANUARY 27, 2004

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on January 27, 2004, and recommends the following motions:

1. Review minutes of:
  - a) Veterans' Recognition Subcommittee (12/9/03).
  - b) Human Services Board (12/4/03 & 1/8/04).
  - c) Aging Resource Center, Board Meeting (12/9/03).  
Receive and place on file.
2. Communication from Supervisor Schadewald regarding Request for information concerning the amount of state aid received in 2003 and anticipated state aid for 2004. (Referred from December County Board.) Receive and place on file.
3. Communication from Robert Van Vonderen regarding: Brown County Veteran's Service Office. Instruct County Executive to begin the hiring process for this position immediately.
4. Communication from Supervisor Collins regarding: Cost Analysis of Renovating the Mental Health Center Facility. Refer to staff and ask them for a development plan for renovating the Mental Health Center, and the costs that would be associated with that.
5. Human Services Department – Resolution regarding: Human Services Department Reclassification of Clerk III/Data Control/Change in Table of Organization. (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances February County Board.
6. Human Services Department – Resolution regarding: Human Services Department Change in Table of Organization – Request for Additional Positions. (Referred to Executive Committee.) Hold this until we have the report from Virchow Krause. Ayes: 5 (Clancy, Fleck, Collins, Fewell, Zima); Nays: 2 (Miller, Evans). Motion Carried.
7. Human Services Department – Director's report. (No report.)
8. Audit of bills. Pay the bills.

A motion was made by Supervisor Fleck and seconded by Supervisor Clancy **“to adopt”**. Vote taken. Motion carried with Supervisor Miller voting nay.

Approved by: \_\_\_\_\_ \s\ Carol Kelso, County Executive \_\_\_\_\_

Date: 3/4/2004

No. 9e -- **REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE AND LAND CONSERVATION SUBCOMMITTEE OF FEBRUARY 12, 2004**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE AND LAND CONSERVATION SUBCOMMITTEE met in regular session on February 12, 2004, and recommends the following motions:

**Land Conservation Subcommittee**

1. Review minutes of Brown County Regional Composting Initiative (1/14/04). Receive and place on file.
2. 2004 Public Deer Herd Status Meeting. Receive and place on file.
3. Glacierland RC&D 2004 Plan of Work Presentation (Greg Hines). Receive and place on file.
4. Thursday Notes (1/15/04 and 1/29/04). Receive and place on file.
5. Director's report. Receive and place on file.

**Planning, Development and Transportation Committee**

1. Review minutes of:
  - a) Planning Commission Board of Directors (1/7/04).
  - b) Solid Waste Board (12/15/03).
  - c) Land Information Office (LIO) Committee (11/19/03).Receive and place on file items a-c.
2. Highway – Resolution regarding: Authorizing Conveyance of Certain Excess County Highway Property on CTH “PP” in the Town of Ledgeview. Committee approved. See Resolutions, Ordinances February County Board.
3. Highway Commissioner's report. Receive and place on file.
4. Zoning – Zoning 2003 Sanitary and Shoreland Report. Receive and place on file.
5. Zoning – Review/approval of Shoreland/Floodplain administration for Village of Hobart. Approve shoreland/floodplain administration for the Village of Hobart.
6. Zoning – Director's report. Receive and place on file.
7. Port and Solid Waste – Update of transfer station in Town of Hobart. (No report.)
8. Port and Solid Waste – Report of Tri-County Waste Agreement. (No report.)
9. Port and Solid Water – Resolution regarding: Approving Three-Year Statement of Intentions for Wisconsin Department of Transportation's Harbor Assistance Program. Committee approved. See Resolutions, Ordinances February County Board.
10. Port and Solid Waste – Director's report. Receive and place on file.
11. Airport – Bid for Liquid Runway De-icer Tanks (see attached). Accept the low bid of Fiberglass Solutions in the amount of \$25,980.
12. Airport – Director's report. Receive and place on file.

13. Planning – Communication from Supervisor Tom Lund regarding: Requests Suamico Representative on Planning Commission Board is granted an autonomous voice on this board. (Referred from January County Board.) (Chuck Lamine to explain procedure.) Forward to Plan Commission.
14. Planning – Request for Budget Transfer (#03-80): Increase in Expenditures with Offsetting Increase in Revenue: Increase Transportation Grant Revenue by \$4,279, from \$186,263 to \$190,542; Increase other contracted services expense by \$4,279 from \$138,379 to \$142,658. Approve budget transfer #03-80.
15. Planning – Request for Budget Transfer (#03-81): Increase in Expenditures with Offsetting Increase in Revenue: Increase Planning Revenue by \$20,000 from \$20,000 to \$40,000, increase over contracted services expenses by \$20,000 from \$138,379 to \$158,379. Approve budget transfer #03-81.
16. Planning – Director’s report. Receive and place on file.
17. UW-Extension – Distribution of UW-Extension 2003 Annual Report. Receive and place on file.
18. UW-Extension – Approve acceptance of \$514.36 donation from White Tails Unlimited for development and implementation of youth nature curriculum for 4-H After School Program. Approve.
19. UW-Extension – Approve \$505 in proceeds from a Conservation Nutrition Management Program. Approve.
20. UW-Extension – Director’s report. Receive and place on file.
21. Audit of bills. Pay the bills.

**ATTACHMENT TO ITEM #11**  
**10,000 Gallon De-icing Storage Tanks for Austin Straubel International Airport**  
**(PROJECT #1082)**

<b>Vendor</b>	<b>Material Quoted</b>	<b>Total Cost for Two Tanks</b>	<b>Delivery</b>	<b>Tank Only Warranty</b>
Fiberglass Solutions	Fiberglass	\$ 25,980.00	3 weeks from plan approval	One year
CRECO Inc.	Fiberglass	\$ 28,747.00	4-6 weeks from plan approval	3 years
Brothers Mfg.	Steel	\$ 29,595.00	4-8 weeks	One year
Midwest Pipeline	Fiberglass	\$ 31,740.00	No indication. Price is for tanks only	18 months from ship date
Imperial Ind.	Steel	\$ 32,360.00	6-8 weeks from plan approval	One year
Plas-Tanks Ind.	Fiberglass	\$ 33,749.00	Determined when order is placed	3 years
AZCO Inc.	Steel	\$ 43,178.00	7 weeks from plan approval	No indication
U.S. Petroleum Equip.	Fiberglass	\$ 43,950.00	No indication	18 months
FOURCORP	Steel	\$ 46,200.00	8-10 weeks from plan approval	No indication
FOURCORP	Stainless Steel, not painted	\$ 47,400.00	8-10 weeks from plan approval	No indication
FOURCORP	Stainless Steel, painted	\$ 51,200.00	8-10 weeks from plan approval	No indication
Val-Fab Inc.	Stainless Steel	\$ 58,900.00	6 weeks	No indication
Prime Industrial Tanks	Stainless Steel	\$101,000.00	No indication	10 years

A motion was made by Supervisor Daul and seconded by Supervisor Van Deurzen “to adopt”.  
Vote taken. Motion carried with Supervisor Miller voting nay.

Approved by: \_\_\_\_\_ \s\ Carol Kelso, County Executive \_\_\_\_\_

Date: 3/4/2004

**No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE REPORT OF FEBRUARY 4, 2004**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on February 4, 2004, and recommends the following motions:

1. Review minutes of:
  - a) EMS Council (11/19/03 & 1/21/04).
    - i) January 21, 2004 EMS Council minutes: Discussion regarding: The position of EMS Medical Director.  
Receive and place on file.
2. Discussion of State Patrol Coverage of Brown County (Capt. Dave Pichette). Contact Corporation Counsel for a resolution regarding: Requesting that there be no reduction in State Highway Patrol Officers in Brown County. See Resolutions, Ordinances February County Board.
3. Brown County Circuit Courts Security Committee Quarterly Report of Brown County Security/Incident Review Committee, December, 31, 2003. Receive and place on file.
4. Public Safety Communications – Update regarding: Cost effectiveness of combining frequencies in surrounding area. (Held from previous meeting.) Hold this item.
5. Public Safety Communications – Resolution regarding: Public Safety Communications Department Change in Table of Organization – Request for Additional Position (Communications Supervisor). (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances February County Board.
6. Public Safety Communications – Director’s report. Receive and place on file.
7. \*\* Emergency Management – Communication from Tom Collins, Chairperson, Brown County Local Emergency Planning Committee regarding: Appointment of Ed Janke to become a member of the Brown County Local Emergency Planning Committee. Approve. Ayes: 4 (Zima, Nicholson, Kaye, Watermolen); Nays: 1 (Gower). Motion Carried.
- \*\* Refer item #7 to Public Safety Committee and then have Public Safety Committee forward to Corporation Counsel, as per the County Board on 2/18/2004.
8. Sheriff – Communication from Supervisor Nicholson regarding: Requesting a duty roster from the patrol division of the Sheriff’s department for all three shifts for the last three months. (Referred from January County Board.) Hold this item until next meeting.
9. Sheriff – Communication from Supervisor Nicholson regarding: Requesting a new policy be created that the Brown County Sheriff’s Department utilize the State Patrol to

- investigate crashes involving their squads. (Referred from January County Board.) Hold until next meeting.
10. Sheriff – Communication from Supervisor Nicholson regarding: Requesting a new policy be created on usage of State Patrol for minor, serious and fatal accidents. (Referred from January County Board.) Hold until next month and have Sheriff bring a recommendation.
  11. Sheriff – Communication from Supervisor Nicholson regarding: Requesting a review and consideration of reinstating a Traffic Chief for the Sheriff’s Department. (Referred from January County Board.) Refer to Corporation Counsel for an opinion.
  12. Sheriff – Communication from Supervisor Nicholson regarding: Review as an alternative the original structure to operate a House of Corrections instead of a jail facility in Brown County. (Held from previous meeting.) Refer to Corporation Counsel.
  13. Sheriff – Sheriff Department report regarding: patrol coverage of Southern Brown County. No action.
  14. Sheriff – Key Factor Report 2003 with Jail Average Daily Population by month and overtime by expenditures by division/session 2003 – actual through January 2003. Receive and place on file.
  15. Sheriff – Discussion of jail (Representative from National Institute of Corrections). No action.
  16. Sheriff’s report. Adopt Sheriff’s report.
  17. Audit of bills. Approve the bills.
  18. **Closed Session:** Contemplated closed session pursuant to Section 19.85(1) (c) Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (No closed session held.)

A motion was made by Supervisor Watermolen and seconded by Supervisor Kay **“to adopt”**. Supervisor Gower requested Item #7 be voted on separately. Voice vote taken on remainder of report. Motion carried with Supervisor Miller voting nay.

Item #7 – Emergency Management – Communication from Tom Collins, Chairperson, Brown County Local Emergency Planning Committee regarding: Appointment of Ed Janke to become a member of the Brown County Local Emergency Planning Committee. Committee action: Approve: Ayes: 4 (Zima, Nicholson, Kaye, Watermolen); Nays: 1 (Gower). Motion Carried.

Under discussion, Supervisor Gower explained he voted against this at the Committee meeting. After asking Corporation Counsel, John Jacques, several questions on this item, Supervisor Gower made a motion, seconded by Supervisor Zima **“to refer to Public Safety Committee and then for Public Safety Committee to refer to Corporation Counsel”**. Vote taken on motion to refer. Roll Call #9f(1):

Ayes: Graves, Nicholson, Gower, Miller, Haefs, Kaye, Zima, Evans, Vander Leest, Johnson, Kuehn, Van Deurzen, Clancy, Moynihan, Watermolen, Schadewald, Simons

Nays: Hansen, Vanden Plas, Collins, Marquardt, Daul, Fleck, Lund, Fewell

Excused: Antonneau

Total Ayes: 17 Total Nays: 8 Excused: 1

Motion carried **“to refer item #7 to Public Safety Committee and then Corporation Counsel”**.

Approved by: \_\_\_\_\_ \s\ Carol Kelso, County Executive \_\_\_\_\_ Date: 3/4/2004

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

**No. 10a -- RESOLUTION REGARDING: CHILD SUPPORT DEPARTMENT RECLASSIFICATION OF CHILD SUPPORT SPECIALIST POSITION CHANGE IN TABLE OF ORGANIZATION**

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

Ladies and Gentlemen:

WHEREAS, a study of the Child Support Specialist position in the Corporation Counsel/Child Support Department was completed, and it was determined that certain duties of the position have changed, and

WHEREAS, a request for reclassification was submitted in September of 2001 and the basis for the reclassification has occurred as a result of changes in federal regulations and state statutes, implementation of Personal Responsibility Work and Reconciliation Act, office policy, and the necessity to create a more expeditious and efficient processes to collect child support, and

WHEREAS, the Human Resources Department has conducted a thorough study of the change in job duties and recommends that three (3) Child Support Specialists remain in the same classification and the job title be changed to Child Support Specialist – Paternity, and (18) Child Support Specialists be placed in the same classification as Bookkeeper I and the job title changed to Child Support Specialist – Enforcement, in the Courthouse Employees Agreement (see attached study).

THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the Corporation Counsel/Child Support table of organization be changed to reflect the position of Child Support Specialist title change to Child Support Specialist – Paternity and remain in the same classification, and the position of Child Support Specialist title change to Child Support Specialist – Enforcement, and placed in the same classification as Bookkeeper I in the Courthouse Employees Agreement, retroactive to the original date of the reclassification request which is September 6, 2001.

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

Respectfully Submitted,  
ADMINISTRATION COMMITTEE  
EXECUTIVE COMMITTEE

ATTACHMENT TO RESOLUTION

CITY OF GREEN BAY / BROWN COUNTY  
HUMAN RESOURCES

MEMO

TO: Steve Morrison DATE: 3/4/2004 January 20,  
2004

Interim Human Resources Director

FR: Debbie Klarkowski  
Human Resource Analyst

RE: Request for reclassification of Child Support Specialist Position

**I. Introduction:**

In 2001, a request was submitted to Human Resources to review the position of Child Support Specialist in the Child Support Department due to increased job duties and complexities within the position.

**II. Research Completed:**

- A. Review of Position Description Questionnaire
- B. Discussion with Child Support Specialists
- C. Discussion with Kids Program Coordinator, Jackie Scharping
- D. Discussion with Child Support Administrator, Cathy Johnson
- E. Review of internal comparables

**III. Discussion:**

In discussions with child support specialists the basis for the reclassification is since September of 2000 there have been significant changes in the positions responsibilities. The additional responsibilities are:

- Pre-Trial – Contempt
- Subsequent enforcement measures requiring the Child Support Specialist to initial formal action through court proceedings or administrative procedures
- Establishment and enforcement of interstate orders
- Participate in training, as mandated by Federal and State regulations

The changes in the position have occurred as a result of changes in Federal regulations and State statutes, Implementation of Personal Responsibility Work and Reconciliation Act, office policy, and the necessity to create more expeditious and efficient processes to collect child support.

In evaluating the reclassification request, the following three areas must be analyzed:

- Are there significant job duty changes?
- If so, do those significant job duty changes affect the knowledge, skills and abilities necessary to perform the position?

- If so, do the new requirements for knowledge, skills and abilities warrant the position to be reclassified to another position?

**IV. Analysis of job changes:**

The Child Support Specialist performs fairly complex legal work with the most important duty being the establishment, modification, enforcement, and collection of child support and establishment of medical support orders. The department has 21 full-time equivalent Child Support Specialists, each maintaining a client caseload, with an average of 700-750 cases per specialist. The Child Support Specialist is ninety percent (90%) federally funded with annual hours of 1950. A Child Support Specialist will examine and appraise legal and other public records and determine legal obligations of liable absent parents for child support and their ability to provide medical insurance for dependent children. They will determine appropriate level of support, negotiate payment for arrears in compliance with State and Federal regulations and the Bureau of Child Support Policies and assist in the preparation of legal action. The specialist will monitor each case for compliance, investigate non-compliance by contacting payers and employers, and determine if further enforcement action is required.

A Child Support Specialist will draft, customize and modify legal documents such as summons, petitions, stipulations, orders, affidavits, subpoenas, orders for appearance, orders to show cause, motions, bench warrants, and orders for income withholdings and wage assignments. They will coordinate hearings with agency, court, and other parties.

As part of this process the Child Support Specialist will enter and maintain information into Kids Information Data System (KIDS) statewide computer system and access a variety of other online databases, such as Department of Workforce Development, EOS, Department of Labor, CARES, and Department of Transportation, and Credit Bureau. Additionally the KIDS system interfaces with a variety of other governmental agency systems which the Child Support Specialist needs to interpret and verify information.

**Pre-Trial – Contempt:**

The Child Support Specialist monitors court orders for compliance. If a payer is found non-compliant with a court order, documents including an affidavit and OTSC are drafted. A hearing date is obtained and a hearing is held with the family court commissioner prior to the case being presented to a circuit judge. A staff attorney reviews and approves the documents and the Child Support Specialist forwards to the courts for signature.

Since January of 2000 the number of pre-trial contempt's processed has increased. This process has always been in place, but was not readily used. The steps within this process have increased, with the drafting of documents showing the contempt of the court order and coordinating the hearing date with the family court commissioner. There are templates available for drafting of these documents within the KIDS system.



The position description states “Prepares and files legal papers which include but are not limited to summons, affidavits, remedial contempt papers, motions, bench warrants, orders for appearance, and wage assignments. Although the number of steps in the process increased, with preparation of legal documents and coordination of hearing dates, it does not require any additional knowledge, skills or abilities to perform these duties.

*Subsequent enforcement measures requiring the Child Support Specialist to initiate formal action through court proceedings or administrative procedures*

Several methods of Administrative Enforcement Actions were put in place in September of 2000. Administrative Enforcement actions are now taken on delinquent child support payers in arrears of \$2000.00 and above. Administrative Enforcement indicates financial account seizure, passport denial, license suspension, and grant/loan denial.

Subsequent enforcement measures require the Child Support Specialist to initiate formal action through court proceedings which entail seek work actions, contempt hearings, negotiations and file preparation which are done through the drafting and preparation of legal documents or administrative procedures which entail the use of liens on or seizure of real and personal property and financial accounts or the suspension of licenses.

Prior to Administrative Enforcement license suspension, property seizure, account seizure and credit bureau reporting was not an available enforcement tool. Child Support Specialists now have the discretion to take any of the above enforcement measures on delinquent child support payers without judicial intervention. Reports are reviewed monthly by the supervisor to ensure appropriate AE steps are being taken. Approximately 60% of a Child Support Specialists workload requires some method of enforcement.

Monthly the “KIDS” system generates a report identifying payers who have court cases eligible for lien docket program, enforcement can be handled administrative, instead of judicially. The system determines that, the payer is delinquent in child support greater than \$2000.00 and is eligible to have an administrative enforcement measure taken against them. Administrative enforcement entails the use of liens on or seizure of real and personal property and financial accounts, the suspension of professional, drivers, and recreational licenses, or passport denial. Based on the initial information provided by the “KIDS” system the Child Support Specialist will use their judgment in determining which enforcement techniques is used on a delinquent payer, the Child Support Specialist can negotiate and determine payment options and amounts with the delinquent payer.

In order to perform these duties effectively, additional knowledge, skills, and abilities are required. Prior to this change a court determined the appropriate if any administrative enforcement action. It is now within the discretion of the Child Support Specialist to determine the appropriate and most effective enforcement tool; this requires a higher degree of individual judgment and decision making skills.

### Establishment and enforcement of interstate orders

The Child Support Specialist sends and receives requests for establishment and enforcement of interstate child support orders. The Child Support Specialist must be able to understand and follow the Uniform Interstate Family Support Act (UIFSA) guidelines, determine the appropriate jurisdiction and course of action necessary to maintain interstate cases.

As part of the Welfare Reform Act of 1997, UIFSA was made a federal law and provides that each state which adopted it can enforce another states child support orders. UIFSA replaced the Revised Uniform Reciprocal enforcement of Support Act (URESAs).

With the change in law in June 1996, standard requirements were established for each type of case and state. Based on the written guidelines the Child Support Specialist determines the appropriate jurisdiction and course of action necessary to maintain the order and communicates timely with other jurisdiction. Standard forms are available through the KIDS system for the Child Support Specialist. The Child Support Specialist has a new set of rules, laws, and regulations which they must have the ability to understand and follow.

As laws change and processes evolve, changes occur as to how a specific function is performed. In the case of changes to laws, new rules and regulations were established. Which could mean additional deadlines, additional or new standard forms to complete, additional parties to communicate with etc. A current responsibility in the Child Support Specialist job description is: *ability to learn and apply specialized knowledge and skills of the department, including locating absent parents*. Therefore changes in laws would not require any additional knowledge, skills, or abilities.

- *Participate in training, as mandated by Federal and State regulations*

Another change identified by the Child Support Specialist is the requirement to participate in training, as mandated by Federal and State regulations, so they are capable of understanding and implementing the constant changing laws, statues, codes, regulations and policies necessary to maintain a caseload. Examples of training each Child Support Specialist has participated in include: lien docket, administrative enforcement, various computer programs.

In discussions with Cathy Johnson, Child Support Administrator federal regulations and state statutes do not mandate training. The Child Support Specialists have received training as a result of changes in office procedures and various computer programs. Additional training received by the Child Support Specialist is a result of changes in federal regulations and state statutes regarding child support issues.

All Child Support Specialist must remain familiar with various federal and state regulations regarding Child Support issues as well as changes in processes and procedures within the department. It is beneficial for the Child Support Specialist to attend department trainings, as this ensures the Child Support Specialist has the most

current information regarding regulations and ensures they remain effective and efficient in performing their duties. Part of the Child Support Specialist job description requires *knowledge of general office procedures, knowledge of and ability to utilize a computer and the required software and the ability to learn and apply the specialized knowledge and skills of the department.* Therefore, attending training would not require any additional knowledge, skills, or abilities.

Comparison to other positions:

The Child Support Specialist position is a specialized position and is somewhat difficult to compare to other positions within the courthouse contract. For purposes of comparison the Bookkeeper I position was used. Additionally it was suggested that this position may be similar to a Court Coordinator position, therefore a comparison was completed.

### **Court Coordinator**

A Court Coordinator performs responsible and complex legal and clerical work for Clerk of Courts and the Circuit Court. The Court Coordinator oversees and coordinates the activities within an assigned court. The Court Coordinator takes minutes of court proceedings, schedules necessary appearances before the circuit courts and completes required forms and documents related to each hearing, distributing documents to the proper parties. This position must be able to respond and follow through with the proper procedures at a moment's notice and in many instances, cannot refer to reference materials to make decisions. To adequately perform the duties of this position, an individual is required to have an associate degree as a paralegal or comparative legal degree and a minimum of two years of experience. Based on my review this position's knowledge, skills, and abilities are beyond what is required in the Child Support Specialist position.

### **Bookkeeper 1**

A Bookkeeper 1 performs responsible bookkeeping and clerical duties involving the coordination and maintenance of centralized accounts payable system. The Bookkeeper 1 completes journal entries, processes 1099's as required by the Internal Revenue Service, compiles data, prepares reports, and maintains records. This position acquires specialized knowledge of the department and makes journal entries which require individual judgment for distribution into the General Ledger. This position requires an associate degree in accounting and one to two years of relevant work experience. Knowledge of bookkeeping and basic governmental accounting practices and procedures pertaining to the department, ability to utilize a computer, following complex oral and written instructions and exercising independent judgment are requirements for the Bookkeeper 1 position. The knowledge, skills, and abilities of the Bookkeeper 1 position are similar to those of the Child Support Specialist.

## **V. Recommendation:**

Some of the changes identified by the Child Support Specialist do not require any additional knowledge, skills, and abilities. Those being pre-trial contempt, establishment and enforcement of interstate orders, and departmental training. With the changes in

Federal regulations and State statutes processes have changed and with these changes additional steps may have been added to certain processes. It should be noted this position is very stressful, the scope of knowledge is great, and requires handling large workloads and working within strict deadlines. As changes in law occur, it requires the Child Support Specialist to attend training sessions, but if they did not maintain familiarity, they would not be able to adequately perform the assigned duties.

There are duties the Child Support Specialist are performing that require additional knowledge, skills, and abilities beyond the current classification. Taking administrative enforcement measures on delinquent child support payers requires a higher degree of independent judgment than what was required previously and sound decision making skills. In comparisons of other positions, I found the Bookkeeper 1 position to be very similar to this position as it relates to the knowledge, skills, and abilities required to perform the duties adequately.

During this reclassification, it was identified that three Child Support Specialists are responsible for paternity duties. The difference in the duties being the Child Support Specialist – Paternity does not require knowledge of enforcement measures. As enforcement measures are a significant part of the Child Support Specialist role, I evaluated the knowledge, skills and abilities required for enforcement and paternity duties and have determined the Child Support Specialist – Enforcement requires a higher level of judgment and decision making skills than the Paternity Child Support Specialist.

Therefore it is recommended the Child Support Specialists responsible for Paternity remain in Category S of the Courthouse Contract and the Child Support Specialists – Enforcement be placed in Category T of the Courthouse Contract. Additionally is recommended the titles be changed to Child Support Specialist – Paternity and Child Support Specialist – Enforcement and the position descriptions be updated appropriately.

Per the memorandum of understanding titled Job Analysis Procedure in the Courthouse Bargaining Unit, Teamster’s Local 75, the recommendation is to be retroactive to the date the completed Position Description Question was received, September 6, 2001.

There are 18 full time Child Support Specialists – Enforcement with annual hours of 1950. This position is 90% federally funded.

**VI. Fiscal Impact**

2003 – 1 year Wage Rate

Category S	\$15.95
Category T	<u>\$16.25</u>
Difference	\$ .30



that they have read and understood the explanation of major medical per Illinois maximum coverage under the Basic Plan document.

Effective 3/1/04, amend the premium contributions to 5% on all plans.

The HSP Plan shall be amended effective 3/1/04 in the following manner: Nervous and mental coverage shall be upgraded to that of the PPO.

Effective 3/1/04 all plans shall be amended to provide:

The requirement for pre-certification for first ten out patient therapies shall be eliminated (pre-cert may still be required on a case by case basis and after the first ten patient therapies)

\$25.00 penalty for non-emergency use of the emergency room.

3 tier formulary for RX (20%, 20%, 20% + \$15.00) with the following understandings:

Under the mandatory generic program that Brown County has implemented for all settled contracts, members are required to use a generic drug if available. If the member or the physician chooses to use a brand name drug rather than a generic, the member will be responsible for the 20% co-payment PLUS pay the difference between the generic drug price and the brand name drug price. The only exception to paying the difference in the cost (or the penalty cost difference) between the generic and the brand name is if a member's physician provides documentation that all generic drugs within a category were tried and failed. If documentation is received, the member may receive a brand drug at the brand co-pay (without penalty) on subsequent prescriptions.

Likewise, under the new 3 tier formulary, if a member has medical necessity for using a non-preferred brand name drug over a preferred brand name drug and if a member's physician provides documentation that all generic and preferred brand drugs within a category were tried and failed, the member may receive a non-preferred brand at the preferred brand co-pay on subsequent prescriptions.

2. ARTICLE 22. PENSION

Increase commensurate with wage increase.

3. ARTICLE 24. DURATION OF AGREEMENT

Amend the dates referenced in lines 634 to 635 to read as follows:

This agreement shall become effective January 1, 2002, and shall remain in force  
And effect to and including December 31, 2003.

4. APPENDIX A:

Increase all positions on Appendix A 3% effective the first pay period which includes January 1, 2002 and 3% effective the first pay period which includes January 1, 2003.

Add \$.14 to each step effective the first pay period after the date that the insurance changes are implemented.

5. EXISTING MEMORANDUMS OF UNDERSTANDING:

<u>Long-term Care</u>	delete
<u>PPO</u>	amend as stated above
<u>Medically Necessary Disputes</u>	re-sign
<u>Vision Insurance</u>	delete
<u>Dental Insurance</u>	delete
<u>Retiree Insurance</u>	delete

6. NEW MEMORANDUM OF UNDERSTANDING:

during the term of the 2002-2003 agreement, the parties agree that employees who are hired as Sanitarian I's shall progress to the Sanitarian II rate upon the successful completion of their 6-month probationary period and state registration as a Public Health Sanitarian. Upon expiration of this agreement, this memorandum shall expire and have no further precedential value.

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

Respectfully submitted,  
EXECUTIVE COMMITTEE

A motion was made by Supervisor Kaye and seconded by Supervisor Zima **"to adopt"**. Vote taken. Roll Call #10b(1):

Ayes: Graves, Nicholson, Miller, Haefs, Hansen, Kaye, Zima, Evans, Vander Leest, Johnson, Vanden Plas, Kuehn, Collins, Marquardt, Daul, Van Deurzen, Fleck, Clancy, Moynihan, Watermolen, Schadewald, Simons, Lund, Fewell

Nays: Gower

Excused: Antonneau

Total Ayes: 24                      Total Nays: 1                      Excused: 1

Motion carried.

Approved by:           \s\ Carol Kelso, County Executive                                Date: 3/4/2004

**8:07 p.m.** -- Supervisor Marquardt asked the Chair if she could be excused at this time, explaining she was ill.

No. 10c -- **RESOLUTION REGARDING: TO ADOPT A PLEDGE OF CIVILITY AND A PROCLAMATION BY THE BROWN COUNTY BOARD**

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

Ladies and Gentlemen:

WHEREAS, the open exchange of public discourse is essential to the democratic system of government; and

WHEREAS, as a cornerstone of democracy, Americans have observed certain rules of behavior generally known as civility; and

WHEREAS, civility, derived from the Latin words “civitas” meaning city and “civis” meaning citizen, is behavior worthy of citizens living in a community or in common with others; and

WHEREAS, displays of anger, rudeness, ridicule, impatience, a lack of respect and personal attacks detract from the open exchange of ideas, prevent open discussion of the issues, and can discourage individuals from their participation in government; and

WHEREAS, civility can assist in reaching consensus on diverse issues and allow for mutual respectful and ongoing relationships.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the month of February is proclaimed as Civility Month, and calls upon all Brown County Supervisors and all citizens of Brown County to exercise civility toward each other.

BE IT FURTHER RESOLVED that the Brown County Board of Supervisors will take this proclamation one step further, and make this an every month effort in all our committee and board meetings, and hopefully use it in our everyday lives.

The Pledge of Civility is as follows:

We will be respectful of one another even when we disagree  
We will direct all comments to the issues  
We will avoid personal attacks

*“Politeness costs so little”* .....Abraham Lincoln

Respectfully submitted,  
EXECUTIVE COMMITTEE



A motion was made by Supervisor Lund and seconded by Supervisor Daul “to adopt”. Vote taken. Roll Call #10c(1):

Ayes: Gower, Miller, Hansen, Kaye, Evans, Vander Leest, Johnson, Vanden Plas, Kuehn, Collins, Daul, Fleck, Clancy, Moynihan, Watermolen, Schadewald, Simons, Lund, Fewell

Nays: Graves, Nicholson, Haefs, Van Deurzen

Abstained: Zima

Excused: Antonneau, Marquardt

Total Ayes: 19 Total Nays: 4 Abstained: 1 Excused: 2

Motion carried.

Approved by:           \s\ Carol Kelso, County Executive           Date: 3/4/2004

**No. 10d -- RESOLUTION REGARDING: HUMAN SERVICES DEPARTMENT RECLASSIFICATION OF CLERK III/DATA CONTROL/CHANGE IN TABLE OF ORGANIZATION**

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

Ladies and Gentlemen:

WHEREAS, a study of the Clerk III/Data Control position in the Human Services Department was completed and it was determined that the position is performing duties beyond the Clerk III/Data Control position description, and

WHEREAS, a request for reclassification was submitted in 1996 and the basis for the reclassification evolved from a change in the record keeping process to carrying out collections policies, and

WHEREAS, the Human Resources Department has conducted a thorough study of the change in job duties and recommends the position be reclassified from a Clerk III/Data Control to Clerk IV/Data control (study attached).

THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the position of Clerk III/Data Control be changed to Clerk IV/Data Control in the Human Services Department table of organization retroactive to the original date of the reclassification request which is November 10, 1996.

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

Respectfully submitted,  
HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

ATTACHMENT TO RESOLUTION

**CITY OF GREEN BAY / BROWN COUNTY  
HUMAN RESOURCES**

**MEMO**

TO: Steve Morrison DATE: 3/4/2004 November 30,  
2003

Interim Human Resources Director

FR: Debbie Klarkowski  
Human Resources Analyst

RE: Request for reclassification of Clerk III/Data Control – Human Services

I. Introduction:

In 1996, a request was submitted to Human Resources to review the position of Clerk III/Data Control in Human Services due to increased job duties.

II. Research Completed:

- A. Review of Position Description Questionnaire
- B. Discussion with incumbent, Colette Gandre
- C. Discussion with Clerk III/Data Control
- D. Discussion with Clerk IV/Data Control
- E. Discussion with Supervisor, Joan Daniel – Manager, Management and Budget (Position reports to Finance Supervisor – Community programs which is currently vacant)
- F. Review of internal comparables

III. Discussion:

Through discussions with the incumbent, the basis for this reclass is that since 1996 the position has evolved from a record-keeping position to establishing and carrying out successful collections policies. Over the past several years the department has taken a more aggressive approach to collections, and it is the responsibility of this position to carry out this philosophy. When Ms. Gandre posted into the Clerk III position, the position was responsible for Caseload A through L. In November 1996, Ms. Gandre became responsible for the entire caseload A through Z. The case loads were combined due to another employee posting into a new position. Additionally, the other significant job duty changes identified by Ms. Gandre include:

- Logging in and data entry of the journal entries
- A new billing procedure was developed and put in place for Shelter Care Clients
- Revision of Notice Letters
- Third Collection Referrals
- Stuffing of the Accounts Payable Checks
- Change in procedure to increase revenue on unpaid accounts

- Billing for Lamers Clients
- Billing for Birth to Three Clients
- Billing for the Out of County Shelter Care Billings
- Billings for the Lincoln Hills Correctional Facility
- Testify in out-of-State court cases and local court cases of accounts which have gone through the referral process with our collection agency

In evaluating the reclassification request, the following three areas must be analyzed:

- Are there significant job duty changes?
- If so, do those significant job duty changes affect the knowledge, skills, and abilities necessary to perform the position?
- If so, do the new requirements for knowledge, skills, and abilities warrant the position to be reclassified to another position?

IV. Analysis of job changes:

The Clerk III/Data Control is responsible for the billing and collection of numerous Institutional Care Placements. Ms. Gandre bills parents and/or guardians that are financially responsible for their children. This position receives child support, social security and/or SSI payments for the child while in placement and apply it towards the cost of care at any facility. Ms. Gandre will issue notice letters in the pre-collection process to collect those debts when the clients have not made regular monthly payments. This position will refer delinquent accounts for collections; processing the necessary paperwork for the collection agency. This position enters payments on each account, makes decisions on where to apply each payment, and writes related correspondence.

For purposes of this reclassification, I will begin by addressing the job changes identified by the incumbent, Ms. Gandre, and then I will address the changes in the position due to new management policies.

**Logging in and data entry of the journal entries**

This duty was performed in the absence of the supervisor and when the supervisor returned she resumed the duties. This duty is not longer performed by this position; therefore, there is no need to evaluate the duties for purposes of this reclassification.

**A new billing procedure was developed and put in place for Shelter Care Clients**

The Clerk III/Data Control is responsible to bill clients for cost of care for Shelter Care. A client who refused to supply financial information would be billed \$80.00 per day. In 1996, a decision was made to charge a flat rate of \$25.00 per day. With this change, more clients paid the smaller rate; fewer cases were referred to collections, therefore revenues increased for shelter care. This was a change in fee schedule and not in the actual duties being performed. Therefore, no additional knowledge, skills and abilities are required beyond the current position description.

### **Revision of Notice Letters**

Ms. Gandre revised the lengthy collection notice letter sent to clients. Ms. Gandre worked with the state collections department and reworded the notice letter, making the letter direct and to the point. This shows initiative of Ms. Gandre, recognizing areas for improvement, but no additional knowledge, skills and abilities are required.

### **Third Collection Referrals**

When an account went unpaid, it was referred to two outside collection agencies, possible without collecting any of the monies due. As a third step, it was then referred to State Collections to try and collect. This process was effective in 1996, since then outside collection agencies have been eliminated leaving State Collections as the primary agency. This change in duties has been eliminated; therefore, there is no need to review the change.

### **Stuffing of the Accounts Payable Checks**

When this position assumed the responsibility of stuffing the accounts payable checks weekly, the process took up to one half day to complete. Ms. Gandre reviewed the process, made changes, which cut the processing time in half. This shows initiative on Ms. Gandre for recognizing areas to improve, but does not require any additional knowledge, skills, and abilities beyond the current position description.

### **Change in procedure to increase revenue on unpaid accounts with Social Security monies**

This was a change in procedure, when a client receives a release date for the child, the client contacts Ms. Gandre requesting access to the next Social Security check. This check typically arrives before the release date. Ms. Gandre worked closely with the social workers and established a new procedure, which allowed the social security money to be held in trust, to be used for partial or complete payment of the client's account. This change in process worked effectively, resulting in additional revenues for the county, but does not require any additional knowledge, skills and abilities.

### **Billing for Lamers Clients, Birth to Three Clients, Out of County Shelter Care Billings**

Between 1996 and 2002, duties for the billing and collections for Lamers, Birth to Three, and Out of County Shelter Care Clients were added to this position. To absorb the addition duties, Ms. Gandre had to prioritize and reorganize the current workload. The knowledge required to perform the billing and collections duties of these accounts are similar to the other accounts within this position and do not require additional knowledge, skills, and abilities.

### **Billing for Lincoln Hills Correctional Facility**

In May of 1999 the billing to parents and guardians of children placed at the Lincoln Hills Correctional Facility was added to this position. Not only did Ms. Gandre take on the billing and collections for another facility, the contact with the collection agency and attorneys increased when taking on the Lincoln Hills Correctional Facility billings. This change in duties occurred after meetings with the State Department of Corrections. Now, the revenue collected stays within Brown County and child support and social security funds are recouped on behalf of the child. Part of this change includes reporting quarterly to the State of Wisconsin. The knowledge required to perform the billing and collections duties of these accounts are similar to the other accounts within this position and do not require additional knowledge, skills and abilities. I will address the reporting duties in a later part of the summary.

### **Testify in Out-of-State court cases and local court cases of accounts which have gone through the referral process with our collection agency**

Occasionally when an account has gone through the referral process to a collection agency, Ms. Gandre may be required to testify. She will work with their attorneys providing phone depositions, documentation to the attorney and collection agency to collect the debt. Prior to contracting with the State Collection Services, testifying at hearings or trials was rare. Once the State Collection Service receives the account referred by Ms. Gandre and a decision is made on whether to file in court, will determine if there is a need to testify. Testifying requires presenting the facts obtained through the course of the regular duties and preparation time with a lawyer. This specific duty does not require any additional knowledge, skills, and abilities.

The job changes identified by Ms. Gandre, when the Position Description Questionnaire was completed are procedural changes and of duties being added to the position. An increase in volume and procedural changes in themselves do not warrant a reclassification. Although upon further review of this position, changes were identified due to a new management direction. This position has evolved over the past six years from a record-keeping position to establishing and carrying out successful collection policies. The Human Services Department has taken a more aggressive approach to collections over the past several years.

The Collection function has become increasingly involved, with the availability of more information which to base decisions regarding potential collections and the use of outside collection agencies. Once an account is referred to collections, forty percent of the potential revenue is lost. Considerable judgment is required when determining what accounts should be referred to outside collections and which accounts might be successfully resolved with additional client contact, and which older outstanding balances might be pursued to the department's benefit. This position needs to be knowledgeable of state collection laws and State Statute laws regarding billing of parents/guardians.

The Clerk III/Data Control works with the Alternative Care Clerk in researching the appropriate fee. Variables in the calculation include parent income, child support payments, social security and/or social security benefits. Once the fee is established, the billing cycle begins; taking care collections don't exceed cost of care.

Financial information has to be reviewed entirely to ensure all potential revenue sources are captured, i.e. social security benefits, child support. This position works independently making decisions on accounts to write off, which to pursue, and which to keep within the agency to work. Before an account is referred to a collection agency, employment history, child support orders, address changes, and the remaining balance are reviewed to determine if the account should continue to be worked internally or referred to outside collections. This position is responsible for recommending the referral of the account to outside collections. In accordance with good accounting practices, more checks and balances are to be implemented shortly.

Revenues vary based on the number of placements. Revenues have increased annually since 1998. There has been only one year where revenues decreased; overall revenues have increased fifteen to twenty-seven percent annually with the emphasis of the position being collections. Cost of service has increased during this period of time.

This position requires considerably more independent judgment and decision making skills than prior to the changes. Additionally knowledge of state collection laws and State Statute laws regarding billing of parents/guardians is required.

Comparison to other positions:

This is the only collections position within the Human Services Para-professional union. Therefore, for purposes of comparison, other Clerk III and Clerk IV positions were used as well as Account Clerk I – Collections position at Mental Health Center.

### **Clerk III/Data Control – Cash Receipts**

The Clerk III/Data Control – Cash Receipts performs specialized clerical functions of considerable difficult and responsibility calling for familiarity with agency regulations and procedures. This position receives and distributes payment for various agency programs to the proper general ledger accounts. The Clerk III/Data Control – Cash Receipts maintains cash receipts journal and prepares daily deposits to the County Treasurer and performs monthly closing and balancing of accounts. Additionally this position completes monthly Human Services Reporting for various revenue reports for other Human Services positions. This position requires a high school diploma, plus three years of office experience, knowledge of general office practices and the ability to assume responsibility and work independently. The Clerk III/Data Control – Service Fee position requires independent judgment and decision making skills; therefore, the knowledge, skills, and abilities are beyond those of the Clerk III/Data Control – Cash Receipts position.

### **Account Clerk I – Collections**

The Account Clerk I – Collections performs responsible bookkeeping and clerical duties involving collection duties, maintaining records and processing documents relating to financial transactions for Mental Health Center clients. This position reviews past due accounts to determine next steps in the collection process, preparing accounts to be placed with outside collection agencies. This position notifies clients regarding past due balances and insures that follow up in accounts is completed in a timely manner. The Account Clerk I will respond to client questions regarding individual billings and payments. This position requires knowledge of bookkeeping, general collection laws, and the ability to apply specialized knowledge and skills of the department. Additionally, this position requires the ability to exercise independent judgment. This position requires similar knowledge, skills and abilities as the Clerk III/Data Control – Service Fees.

### **Clerk IV/Data Control**

The Clerk IV/Data Control prepares monthly payrolls for various clients meeting weekly deadlines. This includes data entry of authorization for care and services, comparing invoices to contracts determining the billed rates and services are within the contract's approved rates and services. The Clerk IV prepares appropriate forms and vendor numbers for new providers; auditing, reconciling, and processing invoices for payment, and making the required journal entries. The knowledge required in this position include: departmental programs, state manuals, and yearly provider contracts with the ability to work independently. Considerable independent judgment is required ensuring the appropriate funding source guidelines are met. This position requires the similar knowledge, skills, and abilities as the Clerk III/Data Control – Service Fees.

#### **V. Recommendation**

This position is performing duties beyond the Clerk III/Data Control – Service Fee position description and does require additional knowledge, skills and abilities beyond the classification as outlined above. Therefore it is recommended this position be reclassified to the title of Clerk IV/Data Control – Service Fee and be placed in the same classification as other Clerk IV/Data Control within the Human Services Para-Professional Contract. The position description should be updated to reflect the position's responsibilities.

Per the memorandum of understanding titled Job Analysis Procedure in the Human Services Para-Professional contract, the recommendation is to be retroactive to the original date of the written request, which is November 10, 1996.

VI. Fiscal Impact

Current wage difference: 203 wage

Clerk III/Data Control – Service Fee \$14.3688  
 Clerk IV/Data Control – Service Fee \$14.7254

Difference \$ .3566

Estimated Fiscal Impact: \$ 695.37

Estimated retroactive wages from November 10, 1996

	Clerk III Data Control	Clerk IV Data Control	Difference	Back Wages
Wage Rate 1996	11.64	11.93	.29	55.10
Wage Rate 1997	11.9892	12.2879	.2987	582.47
Wage Rate 1998	12.3489	12.6565	.3076	599.82
Wage Rate 1999	12.7194	13.0362	.3168	617.76
Wage Rate 2000	13.1010	13.4273	.3263	636.29
Wage Rate 2001	13.5440	13.8801	.3361	655.40
Wage Rate 2002	13.9503	14.2965	.3462	675.04
Wage Rate 2003	14.3688	14.7254	.3566	695.37
TOTAL				\$4,517.25

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

Approved by:   /s/  Carol Kelso, County Executive Date: 3/4/2004

**No. 10e -- RESOLUTION REGARDING: AUTHORIZING CONVEYANCE OF CERTAIN EXCESS COUNTY HIGHWAY PROPERTY ON CTH “PP” IN THE TOWN OF LEDGEVIEW**

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

Ladies and Gentlemen:

WHEREAS, Brown County has been requested to execute a quit claim deed for the following described property:



Parcel A:

Excess right-of-way of CTH "PP", being part of the northwest ¼ northeast ¼ of Section 34, T23N-R20-E, Town of Ledgeview, Brown County, Wisconsin, more fully described as follows:

Commencing at the north ¼ corner of Section 34, T23N-R20E; thence N88°-32'-41"E, 474.990 feet along the north line of the northwest ¼-northeast ¼ of said section to a southwest corner of Volume 46, Certified Survey Maps, Page 99 (Doc. #2040555-Map #6852), Brown County Records, said point also being on the east right-of-way line of CTH "PP"; thence continuing N88°-32'-41"E, 57.75 feet along a south line of said map and right-of-way; thence S01°-10'-07"E, 47.02 feet along a west line of said map and said east right-of-way to the northwest corner of Lot 1 of said map and the point of beginning; thence continuing S01°-10'-07"E, 59.68 feet along said line; thence S88°-32'41"W, 34.61 feet along the westerly extension of the south line of said lot and map; thence 14.22 feet along the arc of a 3892.71 foot radius curve to the left whose long chord bears N13°-19'-33"W, 14.22 feet; thence N13°-25'-50"W, 46.79 feet; thence N88°-33'02"E, 47.54 feet along the westerly extension of the north line of said Lot 1 of said map, to the northwest corner of said lot and the point of beginning.

Said parcel contains 0.06 acres or 2,451 square feet, more or less.

Parcel is subject to easements and restrictions of record.

Herein described parcel is adjacent to and is intended to become part of land owned by grantee as Parcel No. D-3-31.

WHEREAS, this matter has been reviewed by the Corporation Counsel and the Highway Commissioner, who recommend that this property be conveyed as herein requested, since the property is not needed by the County for highway purposes, or for any purposes.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that it hereby approve the transfer of the above-described property by means of quit claim deed, from the County to Scray Investments, LLC, for the sum of \$1,485.00, and other good and valuable consideration, and further authorizes the appropriate County officials to execute a quit claim deed.

Respectfully submitted,  
PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

A motion was made by Supervisor Vanden Plas and seconded by Supervisor Kuehn **"to adopt"**. Supervisor Evans requested clarification on why the selling cost was so low.

The response was that this parcel of land is 6/100 of an acre and is of no use to the County. By selling the property it was helping a potential business get started and also realizes some income by the County.

Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:  \s\ Carol Kelso, County Executive

Date: 3/4/2004

**No. 10f -- RESOLUTION REGARDING: APPROVING THREE-YEAR STATEMENT OF INTENTIONS FOR WISCONSIN DEPARTMENT OF TRANSPORTATION'S HARBOR ASSISTANCE PROGRAM**

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

Ladies and Gentlemen:

WHEREAS, the attached Three-Year Harbor Development Statement of Intentions describes proposed improvements which are in the best interest of the Port of Green Bay; and

WHEREAS, the Wisconsin Department of Transportation, in accordance with state statute, requires a statement of project intentions from local units of government intending to apply for federal and/or state aid related to harbor work of benefit to commercial transportation within the next three years; and

WHEREAS, the Harbor Commission and the Planning, Development and Transportation Committee have carefully reviewed the estimated projects costs, funding sources, physical location, and alternatives to the proposed project; and

WHEREAS, the total local matching funds required for the projects indicated as being funded through the Wisconsin Department of Transportation's Harbor Assistance Program range from twenty (20%) percent to fifty (50%) percent; and

WHEREAS, this Three-Year Harbor Development Statement of Intentions is used by the Wisconsin Department of Transportation for planning purposes only and is not a petition for federal and/or state aid.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves the attached Harbor Development Statement of Intentions.

Respectfully submitted,  
PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

ATTACHMENTS TO RESOLUTION

**THREE-YEAR HARBOR DEVELOPMENT  
STATEMENT OF INTENTIONS**

**Due: April 1, 2004**  
**Sent to: WDOT**  
 Bureau of Railroads & Harbors  
 P.O. Box 7914  
 Madison, WI 53707-7914

**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2004**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Georgia-Pacific Corporation Dockwall**

Dock wall repair/replacement of 1500-2000 ft and dredging if slip disposal of dredged material of an estimated 15,000 – 20,000 cubic yards.

Objectives

Objective of project is to repair and maintain slip to allowed continued receipt of bulk materials (coal, petroleum coke, and salt) to the Georgia-Pacific facility at 1919 S. Broadway, Green Bay, WI 54304.

Estimated Cost

Dock Wall Repair  
 2000 ft X \$1300/ft = \$2,600,000  
 Dredging  
 20,000 cubic yards X \$23/yd = \$460,000  
 Total Project Estimated Costs = \$3,060,000

PART II Project Resources

Expected Funding Sources (all types)

	<u>Amount</u>
(a) <b>Wisconsin DOT HAP (80%)</b>	<b>\$2,448,000</b>
(b) <b>Brown County (20%) (Georgia Pacific Corp)</b>	<b>\$ 612,000</b>
(c)	
(d)	
	<b><u>\$3,060,000</u></b>
	Total

PART III Rank & Probability

(a) Of the projects listed for the year noted Above, this project is of **1<sup>st</sup>** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:  
 (Circle One) **High**  
 Medium  
 Low

Prepared by: **Dean Haen, Port Manager  
And Darin W. Pekarek, GP**  
 Date: **January 29, 2004**

\* \* \* \* \*

**THREE-YEAR HARBOR DEVELOPMENT  
STATEMENT OF INTENTIONS**

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 Bureau of Railroads & Harbors  
 P.O. Box 7914  
 Madison, WI 53707-7914

**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2004**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Pipeline Installation to Utilize US Oil Company's Broadway Dock Facility**

The US Oil Company has purchased BP Amoco's Broadway facility that has approximately 400; dock wall unutilized for the waterborne delivery of petroleum products for many years. The project consists of installing a pipeline from the dock wall to the main manifold at the rack to facilitate the delivery of product for themselves and other customer's liquid products at a cost of \$125,000.

Replace and upgrade Dock wall supports @1124 N. Broadway, hold barges or ships at a cost of \$25,000.

PART II Project Resources

<u>Expected Funding Sources</u> (all types)	<u>Amount</u>
(a) <b>Wisconsin DOT HAP (80%)</b>	<b>\$120,000</b>
(b) <b>Brown County (20%) (US Oil Company)</b>	<b>\$ 30,000</b>
(c)	
(d)	
	<b><u>\$150,000</u></b>
	Total

PART III Rank & Probability

(a) Of the projects listed for the year noted Above, this project is of **3<sup>rd</sup>** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:  
 (Circle One)                      High  
    Medium  
    Low

Prepared by: **Dean Haen, Port Manager**  
**Mike Koel, US Oil Company**  
 Date: **January 29, 2004**

\* \* \* \* \*

**THREE-YEAR HARBOR DEVELOPMENT  
STATEMENT OF INTENTIONS**

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 Bureau of Railroads & Harbors  
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**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2004**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Green Bay's New Leichts Park Development**

Project will consist of constructing 39,000 square feet of walks and 610 linear feet of railings. The work will include asphalt and railroad removal, grading, paving, rail installation and seeding. The existing surface is a run-down docking area consisting of abandoned track and decaying asphalt. The facility will be used for docking various types of ships ranging from commercial to military, etc. The purpose of the project will be to facilitate access for public education and recreation relating to various types of seagoing ships as well as access to downtown Green Bay for passenger vessels.

PART II Project Resources

<u>Expected Funding Sources</u> (all types)	<u>Amount</u>
(a) <b>Wisconsin DOT HAP (80%)</b>	<b>\$248,000</b>
(b) <b>Brown County (20%) (City of Green Bay)</b>	<b>\$ 62,000</b>
(c)	
(d)	
	<b><u>\$310,000</u></b>
	Total

PART III Rank & Probability

(a) Of the projects listed for the year noted Above, this project is of 2<sup>nd</sup> priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:  
 (Circle One) High  
 Medium  
 Low

Prepared by: **Dean Haen, Port Manager**  
**Bill Landvatter (City of GB)**  
 Date: **January 29, 2004**

\* \* \* \* \*

**THREE-YEAR HARBOR DEVELOPMENT  
STATEMENT OF INTENTIONS**

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 Madison, WI 53707-7914

**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2005**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Cat Island Chain Restoration**

Restoration of the Cat Island chain using outer harbor (sandy) dredge material from the navigational channel. The original three Cat Islands were destroyed during high water and storm events in the 1970s. The islands served ecological and environmental benefits to lower Green Bay. Under Section 204 of the Water Resources Development Act of 1992, the United States Army Corps of Engineers conducted a Ecosystem Restoration Report and Draft Environmental Assessment in November 1999 and are willing to pay 75% of the project cost with the remaining cost being local. The initial local cost of reconstructing one of the three islands is \$850,000. This project is supported by U.S. Fish and Wildlife Service, WI Department of Natural Resources, UW-Sea Grant Institute, and other agencies and local environmental groups. Assuming the outer channel generates 80,000 cy of dredge material when dredged, the construction of the first island would take 24 years to construct and use 1,300,000 cy of sandy dredge material, thus extending the disposal capacity of Bay Port.

PART II Project Resources

<u>Expected Funding Sources</u> (all types)	<u>Amount</u>
(a) <b>Wisconsin DOT HAP (50%)</b>	<b>\$425,000</b>
(b) <b>Brown County (50%)</b>	<b>\$425,000</b>
(c)	
(d)	
	<b><u>\$850,000</u></b>
	Total

PART III Rank & Probability

(a) Of the projects listed for the year noted Above, this project is of **1<sup>st</sup>** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:  
 (Circle One) High  
Medium  
Low

Prepared by: **Dean Haen, Port Manager**  
 Date: **January 29, 2004**

\* \* \* \* \*

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STATEMENT OF INTENTIONS**

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 Bureau of Railroads & Harbors  
 P.O. Box 7914  
 Madison, WI 53707-7914

**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2005**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Leicht's Transfer & Storage's North Dock Wall**

Rehabilitation of existing dock wall, to include major repairs to dock face, 920 feet of renewed sheet piling, replacing sheet anchors, replacing outside bumper guards, and installing new pavement between the dock wall and the new warehouse facility to facilitate across dock loading and unloading of commercial bulk product.

PART II Project Resources

<u>Expected Funding Sources</u> (all types)	<u>Amount</u>
(a) <b>Wisconsin DOT HAP (80%)</b>	<b>\$856,000</b>
(b) <b>Brown County (20%) (Leicht's Transfer &amp; Storage)</b>	<b>\$214,000</b>
(c)	
(d)	
	<b><u>\$1,070,000</u></b>
	Total

PART III Rank & Probability

- (a) Of the projects listed for the year noted Above, this project is of 2<sup>nd</sup> priority to the applicant.
- (b) The estimated probability of this project being started in year noted above is:  
 (Circle One) High  
 Medium  
 Low

Prepared by: **Dean Haen, Port Manager**  
**Fred Nast, Western Lime Co.**  
 Date: **January 29, 2004**

\* \* \* \* \*

**THREE-YEAR HARBOR DEVELOPMENT  
STATEMENT OF INTENTIONS**

**Due: April 1, 2004**  
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**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2005**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Leicht's Transfer & Storage's State Street Dock Wall**

Replacement of existing wakefield wall on Fox River slip facility, to include replacement of dock face, 300 feet of replacement sheet piling, replacing sheet anchors, and replacing outside bumper guards to facilitate across dock loading and unloading of commercial bulk product. In addition, a 300 foot long by 50 foot wide structural pad with support piles would be installed on the existing portion of the slip wall currently not requiring replacement. Bollards and a wood fender system would also be added along the entire face of the slip.

PART II Project Resources

<u>Expected Funding Sources</u> (all types)	<u>Amount</u>
(a) <b>Wisconsin DOT HAP (80%)</b>	<b>\$560,000</b>
(b) <b>Brown County (20%) (Leicht's Transfer &amp; Storage)</b>	<b>\$140,000</b>
(c)	
(d)	
	<b><u>\$700,000</u></b>
	Total

PART III Rank & Probability

(a) Of the projects listed for the year noted Above, this project is of **3<sup>rd</sup>** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:  
 (Circle One) High  
 Medium  
Low

Prepared by: **Dean Haen, Port Manager**  
**Carol Jamrosz, Leichts**  
 Date: **January 29, 2004**

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**THREE-YEAR HARBOR DEVELOPMENT  
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**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2006**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Port of Green Bay Slip and Dock Wall Deepening Project**

Dredge the necessary slips and dock walls to St. Lawrence Seaway specification of 26'3". Presently the slips are approximately 24'. The Fox River Dock slip would need to be dredged at an estimated cost of \$600,000. The Western Lime Company dock wall would need to be dredged at an estimated cost of \$300,000. WPS, Koch Materials, Anamax, St. Mary's Cement, Leicht's, C. Reiss Coal, LaFarge, NE Asphalt and Georgia-Pacific would also have to be dredged. Estimated dredging cost of an additional \$2.5 million.

PART II Project Resources

Expected Funding Sources (all types)

- (a) **Wisconsin DOT HAP (80%)**
- (b) **Brown County (20%)**  
**(Terminal Operators)**
- (c)
- (d)

Amount

**\$2,720,000**  
**\$ 680,000**

**\$3,400,000**  
 Total

PART III Rank & Probability

(a) Of the projects listed for the year noted Above, this project is of **3<sup>rd</sup>** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:  
 (Circle One) High  
 Medium  
Low

Prepared by: **Dean Haen, Port Manager**  
 Date: **January 29, 2004**

\* \* \* \* \*

**THREE-YEAR HARBOR DEVELOPMENT  
STATEMENT OF INTENTIONS**

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**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2006**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Public Terminal Facility**

Purchase river front property 300' x 1600' along Fox River, presently owned by Green Bay Packaging, Inc., Proctor & Gamble, and Georgia-Pacific for creation of a public terminal facility. Construction of 1,000 lf of dock wall along Green Bay Packaging, Inc., including major dock face, sheet piling, anchors, bumper guards. Construction of an access road from the river front to Quincy Avenue along Interstate Highway 43 through Green Bay Packaging, Inc., property. Relocate Georgia-Pacific intake clarifier. Remove old railroad tracks and prepare property for port commerce.

PART II Project Resources

<u>Expected Funding Sources</u> (all types)	<u>Amount</u>
(a) <b>Wisconsin DOT HAP (80%)</b>	<b>\$8,000,000</b>
(b) <b>Brown County (20%)</b> <b>(Green Bay )</b>	<b>\$2,000,000</b>
(c)	
(d)	
	<b><u>\$10,000,000</u></b>
	Total

PART III Rank & Probability

(a) Of the projects listed for the year noted Above, this project is of **4<sup>th</sup>** priority to the applicant.

(b) The estimated probability of this project being started in year noted above is:  
 (Circle One) High  
 Medium  
Low

Prepared by: **Dean Haen, Port Manager**  
 Date: **January 29, 2004**

\* \* \* \* \*

**THREE-YEAR HARBOR DEVELOPMENT  
STATEMENT OF INTENTIONS**

**Due: April 1, 2004**  
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 Bureau of Railroads & Harbors  
 P.O. Box 7914  
 Madison, WI 53707-7914

**Port of Green Bay**  
 Harbor Name

**Brown County (Brown County Port & Solid Waste Department)**  
 Responsible Local Unit of Government  
 (County, City, Village or Town)

Improvements Proposed in Calendar Year **2006**

Instructions: Complete one of these sheets for each project contemplated in calendar 2004, 2005 and 2006. Include only those projects that benefit COMMERCIAL TRANSPORTATION. Examples include dredging, dredge disposal and dock wall construction.

PART I Project Description and Objective(s)

**Project Name: Redevelopment of the Port of Green Bay including expanding port operations and relocating the C. Reiss Coal Co.**

The City of Green Bay and Brown County have received a \$90,000 US Housing and Urban Development grant through Congressman Mark Green to conduct a feasibility study of redeveloping the Port of Green Bay to relocate the C. Reiss Coal Company from an urban neighborhood to a more industrial area. The C. Reiss Coal Co. would be relocated from their 40-acre site to a larger site in the Bay Port Industrial Park. Relocating C. Reiss Coal Co. would also expand port operations by making available up to an additional 50 acres for new port purposes. Western Lime has indicated a need for a larger facility in Green Bay or relocation to another port. This project would create port property, owned by the port and under the control of the port. The project would include relocating C. Reiss to the US Oil/Mobil Oil Companies property, constructing a dock wall at the bulkhead line and filling behind. US Oil and Mobile will be relocated. The Fox River Dock slip would be widened and extended inland to access 40 acres of property on the west side of Bylsby Ave. This property would be available for expansion. Bylsby Ave. and the railroad track would be rerouted following I-43 and Atkinson Road. WPS slip would be reconstructed, extended inland and ownership transferred to a new port operator. WPS's coal storage would be relocated.

PART II Project Resources

PART III Rank & Probability

Expected Funding Sources (all types)

Amount

(a) Of the projects listed for the year noted Above, this project is of **1<sup>st</sup>** priority to the applicant.

(a) **Wisconsin DOT HAP (80%)**

**\$16,000,000**

(b) **Brown County (20%)  
(City of Green Bay)**

**\$ 4,000,000**

(b) The estimated probability of this project being started in year noted above is:  
(Circle One) High

(c)

Medium

(d)

**\$20,000,000**

Low

Total

Prepared by: **Dean Haen, Port Manager**

Date: **January 29, 2004**

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

Approved by:  \s\ Carol Kelso, County Executive

Date: 3/4/2004

No. 10g -- **RESOLUTION REGARDING: PORT AND SOLID WASTE DEPARTMENT REORGANIZATION/CHANGE IN TABLE OF ORGANIZATION**

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

Ladies and Gentlemen:

WHEREAS, the present Port & Solid Waste table of organization includes a Director and four project managers (Port, Recycling, Landfill and Household Hazardous Waste), who manage the contracts and activities in their respective areas, and

WHEREAS, the recent departure of the Recycling Manager required a thorough review of the recycling activities of Brown County, and

WHEREAS, the Human Resources Department and the Port & Solid Waste Director have completed a study of the current department structure and propose that three (3) project manager positions (Recycling, Landfill and Household Hazardous Waste) be consolidated into two (2) manager positions and a Solid Waste Technician, pay grade 17, be created (see attached), and

WHEREAS, the Household Hazardous Waste Manager, pay grade 18, will assume some of the recycling operation duties, it is recommended to change title and pay grade to Recycling Manager, pay grade 19 and change the title of the Landfill Manager to Facility Manager, while keeping at the same pay grade, and

WHEREAS, the Planning, Development and Transportation Committee and Executive Committee concur with the above proposed reorganization/change in table of organization which will result in a total annual savings of \$2,985 based on 2004 wages.

THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Port and Solid Waste Department table of organization be changed to consolidate the three (3) project manager positions into two (2) manager positions, create the position of Solid Waste Technician, pay grade 17, and delete the position of Household Hazardous Waste Manager, pay grade 18 of the Classification and Compensation Plan effective upon passage of this resolution.

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

Respectfully submitted,  
PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

ATTACHMENT TO RESOLUTION

**HUMAN RESOURCES DEPARTMENT MEMO**

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**TO:** Steve Morrison  
Interim Human Resources Director  
**FROM:** Shannon Maas  
Human Resources Analyst  
**DATE:** 3/4/2004 January 6, 2004  
**RE:** Port and Solid Waste Reorganization

I. **Introduction:**

Chuck Larscheid – Port and Solid Waste Director, is requesting changes to the Port and Solid Waste Table of Organization. With the resignation of Joe Van Rossum – Recycling Manager, it is a good opportunity to review the current structure.

II. **Research Completed:**

- A. Discussion with Charles Larscheid – Port and Solid Waste Director.
- B. Review of Port and Solid Waste Table of Organization.
- C. Review of the Position Descriptions for Recycling Manager, Landfill Manager and Solid Waste Technician.

III. **Current Structure:**

The Port and Solid Waste Department is an Enterprise Fund comprising the Port Area and the Solid Waste Area. It has 13 employees and contracts with the private sector for operation of some of its facilities.

It offers co-mingled recycled container processing and household hazardous waste processing and treatment to Brown County citizens, to regional counties and to commercial entities. It transfers and transports solid waste to a Tri-County Partner landfill and receives sediments dredged from the Fox River Navigation Channel for disposal at its Bay Port Dredged Material Rehandling Facility. It administers business for the Port of Green Bay and receives grants and loans for commercial terminals in the Port. It has an annual budget of \$5 million.

IV. **Review of the Current Structure and Proposed Changes:**

The current Port and Solid Waste organization includes a Director, who is in charge of the Department and manages all employees, four (4) Project Managers who manage the contracts and activities in their respective areas, truck scale operators and clerical employees. The four Project Managers are: Port Manager, Recycling Manager, Landfill Manager and the Household Hazardous Waste Manager. All but the Household

Hazardous Waste Manager are placed in grade 19 of the Class and Compensation Plan. The Household Hazardous Waste Manager is placed in a lower grade due to the fact that only half of the responsibilities are currently managerial.

The Recycling Manager has resigned as of January 2, 2004 to take a job with the State of Wisconsin. His position has evolved to include operational oversight of the recycling activities of Brown County and its responsible units for recycling (municipalities), oversight of the contract with NEW Curative to operate the Materials Recycling Facility (MRF), marketing the MRF's processed recyclables, scheduling incoming and out-going truck loads and scheduling all maintenance activities in the MRF.

In discussions with the Port and Solid Waste Manager, Chuck Larscheid, he expressed a continuing desire to streamline his organization and consolidate project management responsibilities when appropriate. The proposed changes are as follows:

- Break the current Recycling Manager's responsibilities into Recycling Operations and MRF Facility Management and not fill the position.
- Transfer the Recycling Operations to the existing Household Hazardous Waste Manager. Change his title and pay grade to Recycling Manager (Pay Grade 19).
- Transfer the MRF Facility Management responsibilities to the Landfill Manager. Change his title to Facility Manager and keep his pay grade the same (Pay Grade 19).
- Hire a Solid Waste Technician (Pay Grade 17) to absorb the following responsibilities to be removed from the Household Hazardous Waste Manager and Landfill Manager's Job Descriptions:
  - Household hazardous Waste Manager: Unloads waste from Program participants (Thursday and Saturday); processes wastes including bulking and lab packing; maintains HHW Facility equipment; schedules and handles Very Small Quantity Generators (VSQG) and regional county waste drop offs; maintains spill response and personal protective equipment; drives truck, forklift or other vehicles and interacts with the public.
  - Landfill Manager: Assists in monitoring and maintaining the Brown County East and West landfill gas collection and leachate extraction systems, perimeter gas and groundwater monitoring wells. Maintains landfill equipment including motors, pumps, compressors, all terrain vehicles, snowmobiles and monitoring equipment; inspects construction projects; collects liquid and gas samples.

No change is planned for the Port Manager. This action will result in consolidating project management responsibilities from three positions into two. It allows for better utilization of current trained and experienced personnel and for field duties to be accomplished by less costly and less experienced personnel.

The Household Hazardous Waste and Recycling Programs have similarities in operation that are a good fit for the Household Hazardous Waste/Recycling Manager. The Landfill Manager's responsibilities include solid waste projects with a heavy emphasis on construction, maintenance and equipment maintenance.

V. **Fiscal Impact:**  
(Based on 2004 Salaries)

<u>Position</u>	<u>Current Salary Max.</u>	<u>Proposed Salary Max.</u>	<u>Action</u>	<u>Diff.</u>
<i>Recycling Manager</i>	\$ 57,817	\$57,817	N/C	\$0
<i>Household Hazardous Waste Manager</i>	\$54,832	\$0	Delete	\$(54,832)
<i>Solid Waste Technician</i>	\$0	\$51,847	Add	\$51,847
<i>Landfill Manager</i>	\$57,817	\$57,817	Delete	\$0
<i>Facility Manager</i>	\$57,817	\$57,817	Add	\$0
<b>Total Annual Savings</b>				<b>\$2,985</b>

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

Approved by:           /s\ Carol Kelso, County Executive                                Date: 3/4/2004

**No. 10h -- RESOLUTION REGARDING: PUBLIC SAFETY COMMUNICATIONS DEPARTMENT CHANGE IN TABLE OF ORGANIZATION – REQUEST FOR ADDITIONAL POSITION (COMMUNICATIONS SUPERVISOR)**

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

Ladies and Gentlemen:

WHEREAS, the Public Safety Communications Department has reviewed the staffing needs of the Department as it relates to additional training of staff and for reductions of overtime hours; and

WHEREAS, the addition of a Communications Supervisor position would meet the needs of the Public Safety Communications Department to implement training and to reduce the necessity of assignment of overtime hours; and



WHEREAS, the Director of the Public Safety Communications Department has recommended that an additional Communications Supervisor position be added to the Table of Organization of that department; and

WHEREAS, the Public Safety Committee and Executive Committee have reviewed and discussed the necessity of an additional Communications Supervisor position and concur with the addition of the position.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Public Safety Communications Department table of organization be changed to add 1.0 FTE Communications Supervisor effective upon passage of this resolution; and

BE IT FURTHER RESOLVED that funds in the amount of \$62,604 be transferred from Overtime Earnings line item to the budget line items in the amount of \$46,066 to regular earnings and \$16,538 to fringes for this purpose.

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE  
EXECUTIVE COMMITTEE

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

Approved by:           /s/ Carol Kelso, County Executive                                Date:     3/4/2004

**No. 10i --     RESOLUTION REGARDING: REQUESTING CONTINUED LEVEL OF WISCONSIN STATE PATROL COVERAGE FOR BROWN COUNTY**

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

Ladies and Gentlemen:

WHEREAS, the State Highway Patrol has informed the Sheriff of Brown County that it will reduce the number of State patrol vehicles by two fulltime equivalent patrol officers; and

WHEREAS, in order to ensure the continued level of coverage by the Wisconsin State Patrol on state highways in Brown County, the Public Safety Committee has requested that there be no reduction in such State Highway Patrol officers; and

WHEREAS, it is found to be in the best interests of the citizens of Brown County that for highway safety purposes that the level of State Highway Patrol be maintained considering the level of traffic and the increase in population of Brown County.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby requests that the State Highway Patrol continue the level of patrol officer coverage for the highways of Brown County; and

BE IT FURTHER RESOLVED that the Clerk send a copy of this resolution to the members of the Legislature representing Brown County, the Governor, ~~and~~ Secretary of the Wisconsin Department of Transportation and the State Highway Patrol.

Respectfully submitted,  
PUBLIC SAFETY COMMITTEE  
EXECUTIVE COMMITTEE

A motion was made by Supervisor Kaye and seconded by Supervisor Daul **“to adopt”**. Supervisor Evans inquired of the Sheriff, where is the Wisconsin State Patrol Department on this and who does the Wisconsin State Patrol report to?

After discussion, Sheriff Kocken responded the Wisconsin State Patrol reports to the Wisconsin Department of Transportation.

A motion was made by Supervisor Evans and seconded by Supervisor Vander Leest **“to a friendly amendment by adding ‘and the State Highway Patrol’ to the end of the resolution.”** Voice vote taken. Motion carried unanimously with no abstentions **“to adopt the resolution as amended”**.

Approved by:       /s/ Carol Kelso, County Executive       Date: 3/4/2004

**No. 11 -- Such other matters as authorized by law. None.**

**No. 12 -- Bills over \$10,000 for period ending February 2, 2004**

A motion was made by Supervisor Watermolen and seconded by Supervisor Vander Leest **“to pay the bills”**.

Supervisor Van Deurzen questions Streus Pharmacy bill. This information wasn't available this evening, so Supervisor Van Deurzen submitted a late communication for more information.

A motion was made by Supervisor Lund and seconded by Supervisor Schadewald **“to submit a late communication”**. Voice vote taken. Motion carried unanimously with no abstentions **“to allow the late communication from Supervisor Van Deurzen”**.

**No. 12a -- From Supervisor Van Deurzen requesting the Jail to get bids for Pharmacy Costs.**

Refer to Public Safety Committee.

**No. 13 -- Closing Roll Call.**

Present: Graves, Nicholson, Gower, Miller, Haefs, Hansen, Kaye, Zima, Evans, Vander Leest, Johnson, Vanden Plas, Kuehn, Collins, Daul, Van Deurzen, Fleck, Clancy, Moynihan, Watermolen, Schadewald, Simons, Lund, Fewell

Excused: Antonneau, Marquardt

Total Present: 24 Total Excused: 2

**No. 14 -- ADJOURNMENT TO WEDNESDAY, MARCH 17, 2004, AT 7:00 P.M.,  
LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON  
STREET, GREEN BAY, WISCONSIN.**

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

\s\DARLENE K. MARCELLE

Brown County Clerk