

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

**October 17, 2012**

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, October 17, 2012, at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order at 7:05 p.m.

Invocation.

Pledge of Allegiance to the Flag.

Present: Sieber, De Wane, Hoyer, Hopp, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Jamir, Robinson, Clancy, Wetzel, Moynihan, Steffen, Lund, Fewell

Excused: Haefs, Carpenter

Supervisor Nicholson arrived at 7:10 p.m.

Total Present: 24 Total Excused: 2

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

A motion was made by Supervisor Evans and seconded by Supervisor Kaster **“to adopt the agenda as revised by adding item #10f, a resolution after item #8”**. Voice vote taken. Motion carried unanimously with no abstentions to adopt the agenda as revised.

**No. 2 -- COMMENTS FROM THE PUBLIC:**

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

The following spoke against the Brown County Library billing other counties for their residents’ use of the Brown County Library system:

- 1. Rick Krumwiede, 4225 E. Appleseed, Appleton, WI.
- 2. Beth Carpenter, 4100 N. Wedgewood Drive, Appleton, WI.
- 3. Colleen Rortvedt, 326 S. Summit St., Appleton, WI.
- 4. Elizabeth M. Timmins, 555 Hunters Run, Oneida, WI.

**No. 3 -- APPROVAL OF MINUTES OF SEPTEMBER 19, 2012 COUNTY BOARD MEETINGS**

A motion was made by Supervisor Kaster and seconded by Supervisor Sieber “to approve the minutes of September 19, 2012.” Voice vote taken. Motion carried unanimously with no abstentions.

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

Supervisor Erickson requested everyone in Brown County to take a minute and email or write to Reid Ribble’s Office encouraging the Federal government to approve funding for a full service Federal Inspection Station (FIS) to be built at Austin Straubel International Airport. Congressman Ribble’s email address is: [www.ribble.house.gov](http://www.ribble.house.gov)

Supervisor Wetzel announced that October 21 thru October 27 is National Friends of Library Week.

**No. 5 -- COMMUNICATIONS. None.**

**LATE COMMUNICATIONS.**

**No. 5a -- FROM SUPERVISOR ZIMA RE: I WISH TO MAKE A MOTION TO RECONSIDER ITEM #26 OF THE PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE REPORT ACTED ON AT THE SEPTEMBER 22, 2012 COUNTY BOARD REGARDING APPROVING THE REQUEST TO GO OUT FOR PROPOSALS TO CONTRACT FOR MAINTENANCE OF AUSTIN STRAUBEL AIRPORT.**

Refer to County Board Office.

**No. 5b -- FROM SUPERVISOR DE WANE RE: TO HIRE ANOTHER PROSECUTOR FOR THE DRUG TASK FORCE TO CLEAN UP HUGE BACK LOG.**

Refer to Public Safety Committee.

**No. 5c -- FROM SUPERVISOR DANTINNE RE: TO CHANGE THE LAND CONSERVATION SUB COMMITTEE TO A COMMITTEE. A. OPERATE LIKE ONE; B. RECEIVE AND APPROVE BUDGET; AND APPLY FOR GRANTS.**

Refer to Executive Committee.

**No. 5d -- FROM SUPERVISOR DANTINNE RE: TO ASK BROWN COUNTY HIGHWAY TO LOOK INTO SUPPORTING THE TOWNS OF GREEN BAY, HUMBOLDT AND SCOTT AND LOCAL EMERGENCY SERVICE IN ASKING THE STATE DOT TO INSTALL TRAFFIC LIGHTS ON THE CORNER OF STATE HIGHWAY 54 AND COUNTY ROAD T WHEN THEY PLAN THEIR RECONSTRUCTION IN 2017.**

Refer to Planning, Development and Transportation Committee.

**No. 5e --** FROM SUPERVISOR ZIMA RE: I AM REQUESTING THAT THE EDUCATION AND RECREATION COMMITTEE AND THE LIBRARY BOARD ESTABLISH A RECIPROCITY AGREEMENT WITH SURROUNDING COUNTIES FOR LIBRARY SERVICES; AND FURTHER THAT ANY BILLS FOR LIBRARY SERVICES BE WITHDRAWN WITH AN APOLOGY FROM OUR LIBRARY DIRECTOR.

Refer to Education and Recreation Committee and Library Board.

**No. 5f --** FROM SUPERVISOR VANDER LEEST RE: REQUEST TO PASS A RESOLUTION TO THE WISCONSIN LEGISLATURE AND GOVERNOR WALKER REQUESTING ADDITIONAL STATE FUNDING FOR ASSISTANT DISTRICT ATTORNEY POSITIONS. THIS RESOLUTION WOULD BE SENT TO OTHER WISCONSIN COUNTIES.

Refer to Executive Committee.

**No. 5g --** FROM SUPERVISOR VANDER LEEST RE: REQUEST BY THE MACARTHUR HEIGHTS NEIGHBORHOOD ASSOCIATION TO LOWER THE SPEED LIMIT ON HAZELWOOD LANE FROM PACKERLAND DRIVE TO WOOD LANE. MOREOVER, A TRAFFIC STUDY OF PACKERLAND DRIVE TO BE COMPLETED TO REVIEW AVERAGE SPEED, TRAFFIC COUNT AND SEMI-TRAILER USAGE.

Refer to Planning, Development and Transportation Committee.

**No. 6 --** APPOINTMENTS. None.

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

County Executive Streckenbach discussed the 2013 Budget and requested the Supervisors' input on funding for quality of life and public safety issues. Mr. Streckenbach requested Brown County communicate to the State Legislature, asking their assistance in funding for prosecutors, etc. We here in Brown County cannot afford to levy dollars for another prosecutor.

Executive Streckenbach announced Quality of Life Institutions are not being funded by levy dollars due to levy caps put on us by the State Legislature. We need to collaborate with groups and supervisors to identify ways and ideas for the future of these institutions through planning ahead.

County Executive Streckenbach agreed with Supervisor Erickson's letter to request people to contact Ribble's Office for funding of the Airport FIS station.

Executive Streckenbach looks forward to County Board Budget discussions to come up with good ideas to meet the specific needs of our citizens while keeping the tax levy in check.

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

Chairman Moynihan congratulated the NEW Zoo on receiving AZA accreditation.

Chairman Moynihan congratulated Deputy Steffens for being recognized as the "Policewoman of the Year" in the Village of Bellevue.

Mr. Moynihan announced the change of the Budget meeting to Wednesday, November 7<sup>th</sup> at 9:00 a.m.

Chairman Moynihan discussed and requested committee actions be presented in resolution form.

**No. 8 -- Other Reports. None.**

**TAKEN OUT OF ORDER ITEM #10f.**

**No. 10f -- RESOLUTION RECOMMENDING ALTERNATIVE #2 FOR THE CORRIDOR CONSTRUCTION AS IT RELATES TO WIS DOT PROJECT 1450-07-00 STH 29/CTH EA (I-43 TO WILLOW ROAD)**

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

Ladies and Gentlemen:

WHEREAS, the Wisconsin Department of Transportation (WisDOT) recognizes a need to have a link from the I-43 interchange to WIS 29/Willow Road; and

WHEREAS, Four (4) Alternatives for the corridor construction were presented to Brown County, the Village of Bellevue, and Town of Ledgeview for consideration regarding WisDOT project 1450-07-00; and

WHEREAS, after consideration of cost effectiveness, the impact of traffic on residential areas, safety, and the future development of the area, Brown County staff, the Town of Ledgeview, and WisDOT prefer Alternative #2; and

WHEREAS, Alternative #2 is a straight corridor between I-43 and Willow Road that is the most direct route, has the lowest overall cost, requires the least amount of land conversion, impacts the least amount of residential and agricultural property, requires the least amount of relocations, has the least amount of wetland/environmentally sensitive area impacts, follows an existing roadway north of WIS 29/Kewaunee Road, and is part of previous planning efforts as it is included in the Comprehensive Land Use Plans for Brown County, Bellevue and the Town of Ledgeview; and,

WHEREAS, the estimated total cost for Alternative #2 is \$6,268,000 and the estimated total cost for Alternative #4 is \$7,909,000, which is a difference of \$1,641,000; and

WHEREAS, WisDOT has advised Brown County, the Village of Bellevue, and the Town of Ledgeview that it will pay no more than what it would cost to fund the state's portion of Alternative #2 (which is currently \$4,310,100); and

WHEREAS, the remaining construction costs shall be the responsibility of the appropriate units of local government; and

WHEREAS, on September 25, 2012, the Planning, Development, and Transportation Committee voted to recommend Alternative #2 to the Brown County Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors approves Alternative #2 for the corridor construction as it relates to WisDOT Project 1450-07-00 STH 29/CTH EA (I-43 to Willow Road).

Respectfully submitted,  
PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

Authored by: Corporation Counsel  
Final Draft Approved by Corporation Counsel

Fiscal Note: There is no appropriation required from the general fund for 2012. The CTH EA project will be a capital project in the 2016 budget.

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

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

1. Melody Gorzelanczyk, 2880 Mayflower Road, Green Bay, presented a letter in support of Alternative #2.
2. Aaron Oppenheimer, Administrator, Village of Bellevue, spoke in favor of Alternative #4.
3. Dawn Krines Glatt, 538 Larry Lane, supports Alternative #4b.
4. Sarah Burdette, Clerk/Administrator, Town of Ledgeview, spoke in favor of Alternative #2.

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

Following discussion, a vote was taken on Supervisor Sieber’s motion **“to adopt”**. Roll Call #10f(1):

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

Nays: Kaster

Excused: Haefs, Carpenter

Total Ayes: 23                      Total Nays: 1                      Excused: 2

Motion carried.

Approved by:           \s\ Troy Streckenbach, County Executive                                Date: 10/22/2012

**ATTACHMENTS TO RESOLUTION 10f**  
**ARE ON FILE IN THE COUNTY CLERK’S OFFICE**

**No. 9 -- COMMITTEE REPORTS.**

**No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF SEPTEMBER 27, 2012**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on September 27, 2012 and recommends the following motions:

1. Review minutes of Housing Authority (September 12 and November 21, 2011 and March 19, April 16, June 18, and August 20, 2012. Receive and place on file.
2. Communication from Supervisor Sieber re: To have Information Services study how much it would cost and how long it would take to change County personnel's e mail address to a less complex formula. To have IS recommend a new formula for County personnel's e mail address. To hold until December meeting.
- 2a. Communication from Supervisor Moynihan re: Request Administration Committee direct IS to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Boards, etc. in Room 200. To create a resolution to approve Options 1 and 2 by utilization of salary savings and direct staff to initiate RFP process.
3. Child Support – Budget Status Financial Reports for June and July, 2012. Receive and place on file.
4. Child Support – Director's Report. Receive and place on file.
5. County Clerk – Budget Adjustment Request (12-67): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund). To approve.
6. Information Services – Budget Status Financial Report for July, 2012. Receive and place on file.
7. Information Services – Budget Adjustment Request (12-74): To transfer funds from salary account to professional services. To approve.
8. Information Services – Resolution re: Approving the Transfer of the Document Center from Public Works to Information Services. To approve. See Resolutions, Ordinances October County Board.
9. Information Services – Director's Report. Receive and place on file.
10. Human Resources - Budget Status Financial Report for July, 2012. Receive and place on file.
11. Human Resources – Activity Report for August, 2012. Receive and place on file.
12. Dept. of Admin – Budget Status Financial Report for July, 2012. Receive and place on file.
13. Dept. of Admin – 2012 Budget Adjustment Log. Receive and place on file.
14. Dept. of Admin – Review of Purchasing Policy. Hold for one month.
15. Dept. of Admin – Director's Report. Receive and place on file.
16. Corp. Counsel – Resolution re: the Reorganization of the Corporation Counsel Office. To approve. See Resolutions, Ordinances October County Board.

17. Corp. Counsel - Closed Session: Convene in Closed Session to discuss and confer with Corporation Counsel in regards to Civil Action No. 12 - C- 633 entitled GetMor Enterprises, LLC v. Brown County, pursuant to Wis. Stats. § 19.85(1)(g) “any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.” *No closed session held.*
18. Audit of Bills. To pay.

A motion was made by Supervisor Nicholson and seconded by Supervisor De Wane “**to adopt**”.

Supervisor Van Dyck requested item #5 be taken separately; and Supervisor Erickson requested item #2a be taken separately.

Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Item #5 -- County Clerk – Budget Adjustment Request 12-67: Interdepartmental reallocation or adjustment (including reallocation from the County’s General Fund). COMMITTEE ACTION: To approve.

Supervisor Robinson discussed the open-end to the “Open Records” law. He later submitted a late communication to address this issue.

Following discussion, a motion was made by Supervisor Robinson and seconded by Supervisor Hopp “**to adopt item #5**”. Voice vote taken. Motion carried unanimously with no abstentions.

Item #2a -- Communication from Supervisor Moynihan re: Request Administration Committee direct IS to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Board, etc. in Room 200. COMMITTEE ACTION: To create a resolution to approve Options 1 and 2 by utilization of salary savings and direct staff to initiate RFP process.

A motion was made by Supervisor Clancy and seconded by Supervisor Vander Leest “**to adopt item #2a**”.

Following discussion, a vote was taken on Supervisor Clancy’s motion “**to adopt item #2a**”. Roll Call #9a(1):

Ayes: Sieber, De Wane, Hoyer, Hopp, Buckley, Landwehr, La Violette, Williams, Jamir, Robinson, Clancy, Wetzels, Moynihan, Steffen, Lund, Fewell

Nays: Nicholson, Erickson, Zima, Evans, Vander Leest, Dantine, Kaster, Van Dyck

Excused: Haefs, Carpenter

Total Ayes: 16                      Total Nays: 8                      Excused: 2

Motion carried.

**No. 9b -- REPORT OF EDUCATION AND RECREATION COMMITTEE OF OCTOBER 4, 2012**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on October 4, 2012 and recommends the following:

1. **Review Minutes of:**
  - a. Review Minutes of Library Board (August 23, 2012). Receive and place on file.
  - b. Review Minutes of Nicolet Federated Library System Personnel Committee Meeting (October 11, 2011). Receive and place on file.
2. Communication from Supervisor Lund re: To examine the parking at the Brown County Boat Ramp on the Suamico River to explore options for additional parking. *Held for 60 days so staff and Lund could discuss options.* To hold for 90 days to allow staff to gather additional information.
3. Communication from Supervisor Wetzel re: Review Brown County Golf Course obligation to the General Fund, with possible action. *Referred from September County Board.* To hold until the December Ed & Rec Meeting.
4. Communication from Supervisor Hopp re: Request the Library Board review their policy regarding the holding of "R" rated videos within their collection; and justify that policy before the Education and Recreation Committee. *Referred from September County Board.* To hold.
5. Communication from Supervisor Van Dyck re: Request that the Parks Department Staff develop a program to allow for the harvesting of dead trees along the Fox River Trail by private citizens. *Referred from September County Board.* To refer to staff and bring back in December.
6. Golf Course - Budget Status Financial Report for August, 2012. Receive and place on file.
7. Golf Course - Financial Statistics as of September 16, 2012. Receive and place on file.
8. Golf Course - Superintendent's Report. Receive and place on file.
9. Library - Budget Status Financial Report for August, 2012. Receive and place on file.
10. Library - Director's Report. Receive and place on file.
11. Park Management - Parks Budget Status Financial Report for August, 2012. Receive and place on file.
12. Park Management - Director's Report. Receive and place on file.
13. NEW Zoo - Budget Status Financial Report for August, 2012. Receive and place on file.
14. NEW Zoo - Budget Adjustment Request (12-70): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund). To approve.
15. NEW Zoo - Budget Adjustment Request (12-79): Increase in expenses with offsetting increase in revenue. To approve.
16. NEW Zoo - Resolution re: The Reclassification of the Curator of Animals (NEW Zoo). To approve. See Resolutions, Ordinances October County Board.
17. NEW Zoo - AZA Grants Accreditation to the Northeastern Wisconsin (NEW) Zoo. *Informational; no action taken.*

18. NEW Zoo - Monthly Activity Report for
  - a. Operations Report for August, 2012..
    - i. Admissions, Revenue, Attendance Report. Receive and place on file.
    - ii. Gift Shop, Mayan Zoo Pass Revenue Report. Receive and place on file.
  - b. NEW Zoo – Zoo Education & Volunteer Programs Report for August, 2012. Receive and place on file.
  - c. NEW Zoo - Zoo Animal Collection Report for September, 2012. Receive and place on file.
  - d. NEW Zoo - Maintenance Report. Receive and place on file.
  - e. NEW Zoo - Zoo Director’s Report. Receive and place on file.
19. Museum - Year-To-Date Gate Revenue Total - Comparison. Receive and place on file.
20. Museum - Attendance and Admission. Receive and place on file.
21. Museum - Sales, Daily Admission, and Zip Code Reports. Receive and place on file.
22. Museum - Director’s Report. Receive and place on file.
23. Audit of bills. To pay.

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

**No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF OCTOBER 8, 2012**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on October 8, 2012 and recommends the following motions:

1. Communication from Supervisor Steffen: Review, discuss and take action on requiring standardized, staff reports for public policy items and monthly reports. *July Motion: to send to County Board Chairman Moynihan and County Board Vice-Chairman Lund and work in concert with Administration. To change the verbiage under “alternative” from “table” to “receive and place on file” and with an addition of “5. Total amount of project (if applicable)”.*
2. Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13 (5)(f) to delete “and discussion pertinent to the subject matter.” *Held for one month. Refer to December meeting.*
3. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Referred from September County Board. Refer to December meeting.*
4. Communication from Supervisor Lund re: Update on the Housing Authority’s contract negotiations with I.C.S. brought to Executive Committee. *Referred from September County Board. Receive and place on file.*
5. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
6. Discussion of the Chapter 4 modifications and the effects on departments that operate 24hours per day, seven days per week. *June Motion: To approve Chapter 4 as amended and have the County Executive continue to work with the*

- Sheriff/Communication Center Director with the 24/7 operations and come back in September. Sept Motion: Hold for one month. Refer to December meeting.*
7. County Executive Report
    - a) Budget Status Financial Report for August, 2012. Receive and place on file.
    - b) Update on AD Hoc Committee for future of Central Library. *Motion at July County Board: To have the Brown County Executive and Board Chairman select five County Board members to serve on an Ad Hoc Committee to work with members of the Library Board to create an RFI for future needs of the Brown County Central Library; Sept Exec Cmte Executive Streckenbach informed they needed one more person. Receive and place on file.*
  8. Internal Auditor
    - a) Budget Status Financial Report for August, 2012. Receive and place on file.
  9. Vacant Budgeted Position - Child Support – Child Support Clerk - Vacated on 9/1/12. *See #15.*
  10. Vacant Budgeted Position - Child Support – Clerk/Typist II - Vacated on 10/1/12. *See #15.*
  11. Vacant Budgeted Position - Human Services/CTC – Clinical Social Worker - Vacated on 10/19/12. *See #15.*
  12. Vacant Budgeted Position - Human Services/CTC – Social Services and Rehabilitation Manager - Vacated on 10/5/12. *See #15.*
  13. Vacant Budgeted Position - Information Services – Network Support Specialist - Vacated on 9/17/12. *See #15.*
  14. Vacant Budgeted Position - Register of Deeds – Clerk/Typist II - Vacated on 6/15/12. *See #15.*
  15. Vacant Budgeted Position - Sheriff's Office – Secretary III – Drug Task Force - Vacated on 10/12/12.
    - a) To suspend the rules to approve items 9-15 together.
    - b) To amend the motion adding “to clear up the budget impact calculations for each position”.
  16. Resolution re: Supporting Legislation Requiring Online-Only Retailers to Collect and Remit Wisconsin Sales Tax (WCA). Receive and place on file. *See Resolutions, Ordinances October County Board*
  17. Resolution re: Approving the Transfer of the Document Center from Public Works to Information Services (Admin and PD&T). To approve. *See Resolutions, Ordinances October County Board*
  18. Resolution re: The Reorganization of the Corporation Counsels Office (Admin). To approve. *See Resolutions, Ordinances October County Board*
  19. Resolution re: The Reclassification of the Curator of Animals (NEW Zoo) (Ed & Rec). To approve. (Passed 5 to 1). *See Resolutions, Ordinances October County Board*
  20. Human Resources - Employee Handbook. *Held for one month. To approve as amended\**
  21. Human Resources - Discussion and Possible Action re: Contract Negotiations as they relate to step increase.
    - i. Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Labor negotiations)
    - ii. Closed Session: Pursuant to Wis. Stats. § 19.85(1)(g) for the conferring with legal counsel for the governmental body who is rendering oral or written advice

concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- a) Enter into closed session
- b) Return to regular order of business.
- c) No action taken.

**\*Item Number 20 has been corrected to show final motion.**

A motion was made by Supervisor Lund and seconded by Supervisor Clancy **“to adopt”**.

Supervisor Van Dyck requested Item #20 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Item #20 -- Human Resources – Employee Handbook. Held for one month. COMMITTEE ACTION: To approve as amended.

A motion was made by Supervisor Van Dyck and seconded by Supervisor Nicholson **“to receive and place on file”**.

Following discussion, a motion by substitution was made by Supervisor Lund and seconded by Supervisor Wetzel **“to adopt item #20”**.

After further discussion a voice vote was taken on Supervisor Lund’s motion **“to adopt item #20”**. Motion carried unanimously with no abstentions.

**No. 9d -- REPORT OF HUMAN SERVICES COMMITTEE OF SEPTEMBER 26, 2012**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on September 26, 2012 and recommends the following motions:

1. Review Minutes of:
  - a) Board of Health (May 8, 2012).
  - b) Children with Disabilities Education Board (July 24 and August 28, 2012).
  - c) Community Options Program Planning Committee (July 23, 2012).
  - d) Human Services Board (July 12 and August 16, 2012).
  - e) Northeast Wisconsin Family Care Board of Directors (July 13, 2012).
  - f) Veterans’ Recognition Subcommittee (August 13 and September 18, 2012).
    - i. To suspend the rules to take 1a, b c, d, e and f together
    - ii. Receive and place on file Items 1a, b, c, d, e and f.
2. Communication from Supervisor Robinson re: Request that the Human Services Committee consider merging the Human Services Committee and Human Services Board. Receive and place on file.

3. Communication from Supervisor Sieber re: To direct the Human Services Department to work with the National Association of Counties (NACo) in promoting the NACo Prescription Discount Card Program to Brown County residents, non-profits and other Brown County Departments and to authorize the County Executive or his staff to sign Brown County up for the \$1 marketing reimbursement fee option. To hold until the November meeting.
4. Health Dept – Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints.
  - i. To approve. No vote taken.
  - ii. To send back to staff with the goal to look at different options, specific tools, and other avenues of action, and that an update from Sanimax and the Health Department be brought to the November meeting including what has been done and what steps are planned to solve the problem in the future.
5. Human Services Dept – Budget Adjustment (12-71): Interdepartmental reallocation or adjustment (including reallocation from the County’s General Fund). To approve.
6. Human Services Dept – Budget Adjustment (12-73): Increase in expenses with offsetting increase in revenue. To approve.
7. Human Services Dept – Executive Director’s Report. Receive and place on file.
8. Human Services Dept – Report on New Directions in Volunteer Services. Receive and place on file.
9. Human Services Dept - Financial Report for Community Treatment Center and Community Programs (June and July, 2012) Receive and place on file.
10. Human Services Dept - Statistical Reports.
  - a) Monthly Inpatient Data – Community Treatment Center (July and August, 2012).
  - b) Monthly Inpatient Data – Bellin Psychiatric Center (July and August, 2012).
  - c) Child Protection – Child Abuse/Neglect Report.
  - d) Monthly Contract Update.
    - i. Suspend the rules and take 10 a-d together.
    - ii. Receive and place on file Items 10 a-d on file.
11. Human Services Dept – Approval for New Non-Continuous Vendor (August and September, 2012). To approve.
12. Human Services Dept – Request for New Vendor Contract (August and September, 2012). To approve.
13. Audit of bills. To pay the bills.

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

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

TO THE MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

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

1. Review minutes of:
  - a. Harbor Commission (June 18, 2012).
  - b. Planning Commission Board of Directors (August 1, 2012).
  - c. Transportation Coordinating Committee (June 11, 2012 & draft of September 10, 2012).
    - i. To suspend the rules to take 1a, b & c together.
    - ii. Receive and place on file items 1a, b & c.
2. Airport - Budget Status Financial Report for August, 2012. Receive and place on file.
3. Airport - Bid Tabulation for Aircraft Hangar Modification. To approve the low bidder Green Bay Area Builders for \$19,875 and \$4725.
4. Airport - Director's Report. *No report, no action.*
5. Port and Solid Waste – Director's Report. *No report, no action.*
6. Planning Commission - Grant Application Review (12-07) – Brown County Comprehensive Plan – Land Use and Natural Resources Chapter Updates. To move forward with the grant application.
7. Planning Commission - Review and Action on Community Development Block Grant-Housing Program Citizens Participation Plan. To approve.
8. Planning Commission Budget Status Financial Report for July, 2012. Receive and place on file.
9. Property Listing - Budget Status Financial Report for July, 2012. Receive and place on file.
10. Zoning - Budget Status Financial Report for July, 2012. To approve.
11. Public Works - Alternative Position Request Project I.D. #1450-07-00 STH 29/CTH EA (I-43 to Willow Road). *Held for 30 days to request Representatives from Ledgeview and Bellevue to be present at the next PD&T meeting.* To approve the staff recommendation on October 17<sup>th</sup>. (Motion Passed 4 to 1).
12. Public Works - Resolution re: Approving the Transfer of the Document Center from Public Works to Information Services. To approve. See Resolution, Ordinances October County Board.
13. Public Works - RFP Architectural/Engineering Services for Public Works Facility Management Project #1612. To approve.
14. Public Works - Summary of Operations. Receive and place on file.
15. Public Works - Budget Adjustment Request (12-76) – To utilize the Veteran's Memorial Complex Renovation Fund fund balance for Resch Center and Arena projects. To approve.
16. Public Works - Budget Adjustment Request (12-77) – To transfer CTC Building Project Capital Project Fund non-bond funds to the Building Systems Upgrades Capital Project Fund. To hold for one month and have a member from Accounting present to address this.
17. Public Works - Bid Tabulations / Recommendations:
  - a. Project #1546 – Re-Lamping Northern Building. To approve the low bid of Northern Electric to do the re-lamping of the Northern Building \$20,465.
  - b. Central Library – Condenser Replacement.
  - c. Central Library – Sidewalk Replacement.
  - d. Central Library – Elevator Replacements.
  - e. Central Library – Arc Flash Hazard Study w/Training.
  - f. Central Library – Main Services Replacement. To approve Raasch Engineering proposal on 17b-f for \$21,300.

18. Public Works - Director's Report. Receive and place on file.
19. Audit of Bills. To pay the bills.

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

**No. 9e(i) -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF SEPTEMBER 24, 2012**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The LAND CONSERVATION SUB COMMITTEE met in regular session on September 24, 2012 and recommends the following motions.

1. Variance request from Meadowlark Dairy to build an Animal Waste Storage Facility closer than 250 feet from property line. To approve with the condition to have staff call and let them know it will not be approved until County Board approval is obtained.
2. Land and Water Conservation Department Budget Updated August, 2012. To approve.
3. Budget Adjustment (12-69): \$24,557 – Grant for West Shore Pike Habitat Project. To approve.

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

**No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE OF OCTOBER 10, 2012**

TO THE MEMBERS OF THE BROWN COUNTY  
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on October 10, and recommends the following motions.

1. Review of Minutes:
  - a. Emergency Medical Services Council (September 18, 2012).
  - b. Local Emergency Planning Committee – LEPC (July 10, 2012).  
Receive and place on file Items 1a & b.
2. Communication from Supervisor Buckley re: Would like Mr. Miller from the Airport to come to Public Safety Committee and give an update on funding for the Sheriff's Deputy to be stationed at the Airport. Hold for one month.
3. Communication from Supervisor Nicholson re: Request the District Attorney of Brown County to review the State Statutes criteria on placement of sexual predators with possible action. Hold for one month.

4. Communication from Supervisor Nicholson re: To have the Public Safety Committee establish a Sex Offender Residence Task Force/Board. Hold for one month.
5. Communication from Supervisor Nicholson re: Review the investigative services of the Brown County Housing Authority/I.C.S. Refer to the Sheriff's Department for further study.
6. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. Hold until December meeting.
7. Emergency Management – Grant Application Review (12-08): Hazardous Materials Emergency Preparedness (HMEP) Grant. To approve.
8. Sheriff – Budget Status Financial Report for August, 2012. Receive and place on file.
9. Sheriff – Budget Adjustment Request (12-75): Increase in expenses with offsetting increase in revenue. To approve.
10. Sheriff- Budget Adjustment Request (12-83): Increase in expenses with offsetting increase in revenue. To approve.
11. Sheriff – Review and Approve Police Services Contract for Bellevue 2013-14-15. To approve.
12. Sheriff – Sheriff's Report. Receive and place on file.
13. Public Safety Communications – Budget Status Financial Report for August, 2012. Receive and place on file.
14. Public Safety Communications – Communication Center update including discussion regarding supervision of management.
  - i. To take items 14 & 15 together.
  - ii. To receive and place on file Items 14 & 15.
15. Public Safety Communications – Director's Report. *See action at Number 14 above.*
16. Circuit Courts, Commissioners, Probate – Budget Status Financial Reports for July and August, 2012. To receive and place on file Items 16 & 17.
17. Clerk of Courts – Budget Status Financial Report for August, 2012. *See action at Number 16 above.*
18. Audit of bills. To pay.

A motion was made by Supervisor Nicholson and seconded by Supervisor Clancy **“to adopt”**.

Supervisor Sieber requested item #11 be taken separately. Voice vote taken on remainder of report. Motion carried unanimously with no abstentions.

Item #11 -- Sheriff – Review and Approve Police Services Contract for Bellevue 2013-14-15.  
COMMITTEE ACTION: To approve.

A motion was made by Supervisor Sieber and seconded by Supervisor Robinson **“to hold Item #11 until the November 7<sup>th</sup> Budget Meeting”**.

Following discussion a vote was taken on Supervisor Sieber's motion **“to hold Item #11 until the November 7<sup>th</sup> Budget Meeting”**. Voice vote taken. Motion failed.

A motion was made by Supervisor Hopp and seconded by Supervisor Dantine **“to adopt item #11”**. Voice vote taken. Motion carried with Supervisor Sieber voting nay.

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

**No. 10a -- RESOLUTION SUPPORTING REQUEST FOR STAY OF PROCEEDINGS IN  
MTI VS. WALKER**

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

Ladies and Gentlemen:

WHEREAS, Brown County is a municipal employer, as that term is defined in Wis. Stat. § 111.70; and

WHEREAS, for the past year, the County has taken significant steps in implementing the changes to the collective bargaining system required under 2011 Wisconsin Acts 10 and 32; and

WHEREAS, the provisions in Acts 10 and 32 allowed the County to sustain employment at the highest pragmatic levels, which is necessary and critical in meeting the County's service mandates; and

WHEREAS, in addition to the changes in collective bargaining contemplated in Acts 10 and 32, the legislation contained significant cuts to the amount of state aid revenue accruing to the County; and

WHEREAS, in addition to cuts to state aid, Acts 10 and 32 limited the amount of revenue the County is able to raise by virtue of levy limits; and

WHEREAS, in order to balance the County's budget, the County has modified the County's health insurance plan, required employees to pay the employee share of WRS contributions and otherwise modified the terms and conditions associated with its workforce's employment; and

WHEREAS, all of the measures the County has implemented in relation to creating efficiency and economy would have been impossible to implement had the County been required to bargain the changes with its employees; and

WHEREAS, on Friday, September 14, 2012, the Dane County Circuit Court issued a decision that declared a significant number of the provisions of Acts 10 and 32 relating to collective bargaining unconstitutional; and

WHEREAS, the Court's decision did not restore any of the cuts to state aid to the County nor did the decision provide the County with relief to the strict levy limits; and

WHEREAS, the County is very concerned with its ability to meet its obligations in the event the Court determines that all of the measures the County has implemented since the effective dates of Act 10 and 32 must be reversed; and

WHEREAS, reversing the County's course at this juncture and restoring the status quo that existed prior to Act 10 would have a devastating financial impact on the County; and

WHEREAS, without additional state aid, the County may be unable to afford its obligations if required to bargain all of the matters surrounding wages, hours and conditions of employment with its represented employees; and

WHEREAS, if forced to return to the status quo of collective bargaining agreements pre-Acts 10 and 32, the County may be forced to consider mass layoffs simply to meet its financial obligations; and

WHEREAS, the County Board believes it to be in the County's best interests, and the best interests of all local governments throughout the state, for the Dane County Circuit Court to stay implementation of its decision pending appeal; and

WHEREAS, this Resolution signifies the County's support for the State of Wisconsin's effort to secure a stay of implementation of the decision to avoid dire financial consequences for the County and its workforce.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors respectfully requests that the Dane County Circuit Court stay implementation of its decision in *MTI v. Walker* pending appeal; and

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the County Clerk shall forward a copy of this resolution to the Attorney General of the State of Wisconsin, Governor of the State of Wisconsin, Brown County's Legislative Representatives, to the Wisconsin Counties Association and to all Wisconsin Counties.

Respectfully submitted,  
BROWN COUNTY BOARD OF  
SUPERVISORS

Final Draft Approved by Corporation Counsel

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

A motion was made by Supervisor Sieber and seconded by Supervisor Robinson **"to receive and place on file"**.

Following discussion, a motion was made by Supervisor Vander Leest and seconded by Supervisor Hopp **"to adopt"**. Vote taken. Roll Call #10a(1):

Ayes: Nicholson, Hopp, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, La Violette, Williams, Kaster, Van Dyck, Jamir, Clancy, Wetzal, Moynihan, Steffen, Lund, Fewell

Nays: Sieber, De Wane, Hoyer, Robinson

Excused: Haefs, Carpenter

Total Ayes: 20                      Total Nays: 4                      Excused: 2

Motion carried.

Approved by:           \s\ Troy Streckenbach, County Executive          

Date: 10/22/2012

**No. 10b -- RESOLUTION RE: THE REORGANIZATION OF THE CORPORATION COUNSEL OFFICE**

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

Ladies and Gentlemen:

WHEREAS, Human Resources received a request from the Corporation Counsel to review the department's structure regarding the classifications and position titles of the Staff Attorneys and Assistant Corporation Counsel positions; and

WHEREAS, a recent resignation and request to the Executive Committee to fill the vacant Assistant Corporation Counsel position further prompted the need for this study; and

WHEREAS, it has been determined that there is currently inequity in the grades and duties assigned to the Assistant Corporation Counsel and Staff Attorney functions, and further, the title of Staff Attorney does not reflect the requirements necessary to perform the duties listed under the State Statutes; and

WHEREAS, this study has concluded that the positions titled Assistant Corporation Counsel at Grade 24 and the Staff Attorney positions at Grade 22 has caused this inequity; and

WHEREAS, the Assistant Corporation Counsel title, position description, and grade 24 apply to the corporate work of Brown County which require the skills and abilities to apply a wide array of legal areas as well as researching case law and involves recommendations to legally protect Brown County, and should be retitled Deputy Corporation Counsel; and

WHEREAS, the Staff Attorney title, position description, and Grade 22 apply to specialized work performed for Human Services and Child Support applying the same laws and guidance, but the title Staff Attorney is not referenced in the State Statutes under Chapters 48, 51 and 938, and therefore should be retitled Assistant Corporation Counsel; and

WHEREAS, the Child Support area is organized with a Lead Staff Attorney and 1.5 Staff Attorneys, and

WHEREAS, the Human Resources Department recommends that the Lead Staff Attorney and 1.5 FTE Staff Attorneys in the Child Support office be **retitled** (Child Support) Lead Assistant Corporation Counsel and 1.5 FTE (Child Support) Assistant Corporation Counsel; and

WHEREAS, the Human Resources Department recommends that the 2.0 FTE positions in Corporation Counsel table of organization titled Assistant Corporation Counsel, Grade 24 and 1.0 FTE positions of Staff Attorney, Grade 22 be amended to be 3.0 FTE Assistant Corporation Counsel positions at a Grade 22 added to the Corporation Counsel table of organization; and

WHEREAS, the Human Resources Department recommends that the .50 FTE Staff Attorney position in Corporation Counsel table of organization be deleted and 1.0 FTE Deputy Corporation Counsel be added to properly classify the position that is assigned to corporate Brown County duties; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the positions of 1.0 FTE Staff Attorney position be deleted from the Corporation Counsel table of organization and the positions of 1.0 FTE Assistant Corporation Counsel be added; and

BE IT FURTHER RESOLVED, that 2.0 FTE Assistant Corporation Counsel positions be moved from Grade 24 to Grade 22; and

BE IT FURTHER RESOLVED, by the Brown County Board of Supervisors that the position of .50 FTE Staff Attorney, Grade 22 be deleted and the position of 1.0 FTE Deputy Corporation Counsel, Grade 24 position be added; and

BE IT FURTHER RESOLVED, that the 1.0 FTE Lead Staff Attorney and 1.5 FTE Staff Attorneys in the Child Support office be **retitled** to 1.0 FTE (Child Support) Lead Assistant Corporation Counsel and 1.5 FTE (Child Support) Assistant Corporation Counsel; and

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.

**2012 Partial Budget Impact  
(10/22/12 - 12/31/12):**

	<u>Grade</u>	<u>Step</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Assistant Corporation Counsel	24	3	\$ (13,944)	\$ (4,792)	\$ (18,736)
Assistant Corporation Counsel	22	1	\$ 12,109	\$ 4,529	\$ 16,638
Assistant Corporation Counsel	24	3	\$ (13,944)	\$ (4,792)	\$ (18,736)
Assistant Corporation Counsel	22	6	\$ 13,986	\$ 4,798	\$ 18,784
Staff Attorney	22	3	\$ (6,413)	\$ (3,714)	\$ (10,127)
Deputy Corporation Counsel	24	1	\$ 13,162	\$ 4,680	\$ 17,842
Total Partial 2012 Fiscal Impact:			\$ 4,956	\$ 709	\$ 5,665

**2012 Annualized Budget Impact:**

Assistant Corporation Counsel	24	3	\$ (72,510)	\$ (24,916)	\$ (97,426)
Assistant Corporation Counsel	22	1	\$ 62,967	\$ 23,551	\$ 86,518
Assistant Corporation Counsel	24	3	\$ (72,510)	\$ (24,916)	\$ (97,426)
Assistant Corporation Counsel	22	6	\$ 72,728	\$ 24,947	\$ 97,675
Staff Attorney	22	3	\$ (33,350)	\$ (19,312)	\$ (52,662)
Deputy Corporation Counsel	24	1	\$ 68,445	\$ 24,334	\$ 92,779
Total 2012 Fiscal Impact:			\$ 25,770	\$ 3,688	\$ 29,458

Fiscal Impact: This resolution does not require an appropriation from the General Fund. The resolution will be funded by 2012 vacancy saving in Corporation Counsel.

Respectfully submitted,  
ADMINISTRATION COMMITTEE  
EXECUTIVE COMMITTEE

Submitted by Human Resources.

A motion was made by Supervisor Hoyer and seconded by Supervisor Steffen **“to adopt”**.

Following discussion, a motion was made by Supervisor Lund and seconded by Supervisor Vander Leest **“to amend to show in the Table of Organization for Corporation Counsel that County Executive and County Board are at the top of Organization Chart side by side”**. Voice vote taken. Motion carried unanimously with no abstentions.

Approved by:           \s\ Troy Streckenbach, County Executive                    Date: 10/22/2012

**ATTACHMENTS TO RESOLUTION #10b**  
**ARE ON FILE IN THE COUNTY CLERK’S OFFICE**

**No. 10c -- RESOLUTION RE: APPROVING THE TRANSFER OF THE DOCUMENT CENTER FROM PUBLIC WORKS TO INFORMATION SERVICES**

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

Ladies and Gentlemen:

WHEREAS, the Table of Organization Study Group previously recommended the merger of Facilities and Highway into a Public Works Department; and

WHEREAS, the assignment of the Document Center remained with Public Works as an interim measure until further evaluation was made; and

WHEREAS, the Human Resources Department has coordinated with the Public Works Department and the Information Services Department to formulate a recommendation; and

WHEREAS, Human Resources, Public Works and Information Services management agree with the recommendation to transfer the Document Center from the Public Works Department to the Information Services Department.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Document Center positions of 1.0 FTE Lead Document Center Specialist, 1.0 FTE Document Center Specialist, 0.53 FTE Delivery/Receiving Clerk, and 0.38 FTE Co-op Student/ Student Intern be transferred under the supervision of the Information Services Department.

Respectfully submitted,  
ADMINISTRATION COMMITTEE  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Submitted by Human Resources.

Final Draft Approved by Corporation Counsel.

Fiscal Impact: This resolution does not require an appropriation from the General Fund. The costs are already in the 2012 budget.

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

Approved by:           \s\ Troy Streckenbach, County Executive                                Date: 10/22/2012

**No. 10d --     RESOLUTION RE: THE RECLASSIFICATION OF THE CURATOR OF ANIMALS (NEW ZOO)**

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

Ladies and Gentlemen:

WHEREAS, Human Resources received a request from the NEW Zoo Director to review the Curator of Animals position after it was identified as an area of concern following the recent Association of Zoo and Aquariums (AZA) inspection; and

WHEREAS, a Position Description Questionnaire was submitted and Human Resources conducted a thorough study of the changes in job duties; and

WHEREAS, the current salary range of the Curator of Animals position is \$40,650 - \$48,442 in Pay Grade 14 of the Classification & Compensation Plan; and

WHEREAS, it was determined that the Curator of Animals is performing additional duties beyond the position description including: Develops and implements policy, procedure and protocol for all aspects of animal collection, animal programs and animal care staff; Responsible for management of Zookeeper staff including hiring, scheduling, supervising and conducting performance evaluations; Plans, coordinates and conducts training for animal care staff; and

WHEREAS, in addition to the current minimum education, training and experience requirements for the Curator of Animals position, the years of professional experience in zoo operations has increased from two to five years and an individual AZA professional membership is required; and

WHEREAS, the Human Resources Department recommends that the position of Curator of Animals at the NEW Zoo be reclassified and the position description be updated to reflect the additional duties, responsibilities and minimum requirements; and

WHEREAS, it is further recommended that the position be maintained in Pay Grade 18 of the Classification and Compensation plan with a salary range of \$51,822 - \$61,780.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the position of Curator of Animals at the NEW Zoo be reclassified from Pay Grade 14 to Pay Grade 18 of the Classification and Compensation Plan effective immediately.

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.

**2012 Partial Budget Impact  
(10/01/12 – 12/31/12):**

	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Curator of Animals			
Grade 14, Step 3	\$(10,774)	\$(5,177)	\$(15,951)
Grade 18, Step 1	\$ 12,956	\$ 5,489	\$ 18,445
<b>2012 Partial Budget Impact</b>	<b>\$ 2,182</b>	<b>\$ 312</b>	<b>\$ 2,494</b>

**2012 Annualized Budget Impact:**

	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Curator of Animals			
Grade 14, Step 3	\$(43,094)	\$(20,706)	\$(63,800)
Grade 18, Step 1	\$ 51,822	\$ 21,956	\$ 73,778
<b>2012 Annualized Budget Impact</b>	<b>\$ 8,728</b>	<b>\$ 1,250</b>	<b>\$ 9,978</b>

**Fiscal Impact:** This resolution does not require an appropriation from the General Fund, since this position is funded by New Zoo operations.

Respectfully submitted,  
EDUCATION & RECREATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By: CORPORATION COUNSEL

Submitted by Human Resources.

A motion was made by Supervisor Nicholson and seconded by Supervisor La Violette “**to adopt**”. Vote taken. Roll Call #10d(1);

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

Nays: Nicholson, Buckley

Excused: Haefs, Carpenter

Total Ayes: 22                      Total Nays: 2                      Excused: 2

Motion carried.

Approved by:     \s\ Troy Streckenbach, County Executive    

Date: 10/22/2012

**ATTACHMENT TO RESOLUTION #10d**  
**ON THE FOLLOWING PAGE**

TO: Lynn Vanden Langenberg  
FROM: Tom Smith, Human Resources Analyst  
RE: Review of Curator of Animals Position  
DATE: 08/15/2012

## **I. Introduction:**

The Human Resources Department received a request from Neil Anderson, NEW Zoo Director, to review the Curator of Animals compensation. This area was identified as an area of concern from the recent Association of Zoo and Aquariums (AZA) Inspection conducted in June 2012. To properly evaluate the position, we had Carmen Murach complete the Position Description Questionnaire form.

## **II. Research Completed**

- a. Discussion with Carmen Murach (current Curator of Animals)
- b. Discussion with Neil Anderson, Director
- c. Review of Position Description
- d. Review of Position Description Questionnaire
- e. Review of Internal Comparables

## **III. Findings from Research**

The Brown County Position Description Questionnaire lists the duties that the employee is currently performing, and these duties have expanded since January 2007. The position now has full-fledged supervisory responsibilities, to include hiring, training, scheduling, and evaluating employees, whereas before, they just assisted. The position also now develops and implements policy, procedure and protocol for all aspects of the animal collection, programs, and animal care staff, whereas before, the position only assisted in these areas.

## **IV. Discussion**

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

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

The current position description summary states the purpose of this position is to plan, oversee and assist with the day to day operations, as well as long range planning related to the overall welfare of the entire animal collection, exhibits area and corresponding facilities. The essential duties of the position are to plan, provide and monitor day-to-day care of the entire Zoo's animal collection including feeding, cleaning and daily inspections. The position will also supervise, plan, and may assign the work; provides direct input for staff evaluations.

These requirements have now expanded to include develops, documents, and implements policy, procedure and protocol for all aspect of animal collection, animal programs, and animal care staff. It also now has full responsibility for management of Zookeeper staff, to include

hiring, scheduling, and conducting performance evaluations. The position also now plans, coordinates and conducts training for animal care staff to include Animal Escape, Primate Safety, and Dangerous Exhibit safety.

The position description requires a bachelor's degree in Veterinary Care, Animal Husbandry, Zoo Science, Zoology, Captive Wildlife, Animal Behavior, or related field plus a minimum of two years professional experience in zoo operations; or equivalent combination of training and experience which provides the knowledge, skills and abilities. The new requirements for this position now require a minimum of five years professional experience in zoo operations, and individual AZA professional membership.

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

In review of the Curator evaluation factors, the position receives credit for:

- Supervising Staff to include the authority to discipline, provide training, conduct performance appraisals, approve time off, assist in the hiring process, and supervise the work of other employees.
- Bachelor's degree and five years of experience.
- Significant change in Time Span of Discretion.

As this position relates to internal equity, it is currently equal to the Business Coordinator, Contract Analyst, Education and Volunteer Coordinator, and the Long-Term Care Accounts Payable/Admin Supervisor.

## V. Findings

The Curator of Animals is performing duties aligned with a higher pay grade. The position's previous Time Span of discretion showed the decisions made by the curator were within a months' time. The position now is making decisions that affect the organization for a minimum of a year out. The position was previously factored out as a program coordinator, but is now performing full-fledged supervisory duties. Based on the foregoing, it is my recommendation that the Curator of Animals be placed in Grade 18, Step 1 of the Brown County Class and Comp Plan.

As related to internal equity, this would put the Curator into the same group as the Accountants, Budget Coordinator, Shelter Care Unit Supervisor, and the Airport Administrative Manager.

### BUDGET IMPACT

Reclassify Curator of Animals

From Grade 14, Step 3 to Grade 18, Step 1

#### 2012 Partial Budget Impact

(10/01/12 – 12/31/12):

Curator of Animals

Grade 14, Step 3

Grade 18, Step 1

	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Grade 14, Step 3	\$(10,774)	\$( 5,177)	\$(15,951)
Grade 18, Step 1	\$ 12,956	\$ 5,489	\$ 18,445

#### 2012 Partial Budget Impact

	\$ 2,182	\$ 312	\$ 2,494
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<b><u>2012 Annualized Budget Impact:</u></b>	<b><u>Salary</u></b>	<b><u>Fringe</u></b>	<b><u>Total</u></b>
Curator of Animals			
Grade 14, Step 3	\$(43,094)	\$(20,706)	\$(63,800)
Grade 18, Step 1	\$ 51,822	\$ 21,956	\$ 73,778
<b>2012 Annualized Budget Impact</b>	<b>\$ 8,728</b>	<b>\$ 1,250</b>	<b>\$ 9,978</b>

**No. 10e -- RESOLUTION RE: SUPPORTING LEGISLATION REQUIRING ONLINE-ONLY RETAILERS TO COLLECT AND REMIT WISCONSIN SALES TAX (WCA)**

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

**No. 10f taken out of order after item #8.**

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

**Late Communications:**

**No. 11a -- FROM SUPERVISOR VAN DYCK RE: I WOULD ASK THE ADMINISTRATION COMMITTEE TO CONSIDER HAVING CORPORATION COUNSEL DRAFT A RESOLUTION ASKING THE STATE LEGISLATURE TO AMEND THE OPEN RECORDS LAW TO PERMIT COUNTIES TO CHARGE FOR ACTUAL EXPENSES INCURRED (LABOR AND MATERIALS) TO ACCOMMODATE REQUESTS FOR HAND COUNTING OF BALLOTS.**

Refer to Administration Committee.

**No. 11b -- FROM SUPERVISOR VANDER LEESE RE: TO REQUEST LOWER COST ALTERNATIVES TO BRING GREATER ACCESS TO BROWN COUNTY CITIZENS OF COUNTY GOVERNMENT MEETINGS.**

Refer to Executive Committee.

**No. 11c -- FROM SUPERVISOR VANDER LEESE RE: REQUEST FOR DEPARTMENT HEADS TO IDENTIFY PRIORITIES FOR THE UPCOMING STATE BUDGET SO THE BROWN COUNTY BOARD AND BROWN COUNTY EXECUTIVE CAN INFORM OUR BROWN COUNTY STATE LEGISLATORS AND GOVERNOR WALKER ON OUR PRIORITIES. THE PRIORITY LIST SHOULD BE COMPLETED AS QUICKLY AS POSSIBLE AND PRESENTED TO THE COUNTY BOARD. THE UPCOMING BIENNIUM STATE BUDGET IS CURRENTLY BEING COMPILED AND WILL BE FINALIZED BY GOVERNOR WALKER IN JANUARY 2013 AND RELEASED TO THE LEGISLATURE IN FEBRUARY 2013.**

Refer to Committee of the Whole at the Brown County Budget Meeting on November 7, 2012.

No. 11d -- **FROM SUPERVISOR ROBINSON RE: THAT ALL BOARD COMMITTEE BUDGET MEETINGS HAVE PUBLIC COMMENTS AS AN AGENDA ITEM STARTING IN 2013.**

Refer to Executive Committee.

No. 11e -- **FROM SUPERVISOR ROBINSON RE: THAT ALL BOARD COMMITTEES MAKE AN OPPORTUNITY FOR PUBLIC COMMENT ON ISSUES NOT ON THE AGENDA A REGULAR PART OF EACH MEETING AGENDA, AS THE FULL BOARD AGENDA DOES.**

Refer to Executive Committee.

No. 12-- **BILLS OVER \$5,000 FOR PERIOD ENDING SEPTEMBER 30, 2012**

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

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

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

Excused: Haefs, Carpenter

Total Present: 24 Total Excused: 2

No. 14 -- **ADJOURNMENT TO WEDNESDAY, NOVEMBER 7, 2012 AT 9:00 A.M., LEGISLATIVE ROOM #203, CITY HALL, 100 NORTH JEFFERSON STREET, GREEN BAY, WISCONSIN.**

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

Meeting adjourned at 9:30 p.m.

ls\ DARLENE K. MARCELLE  
Brown County Clerk