

April 18, 2006

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on April 5, 2006, and recommends the following motions:

1. Review minutes of:
 - a. Housing Authority (2/20/06).
Receive & place on file.
2. Initial Resolutions, Authorizing the Issuance of Not to Exceed \$7,125,000 Corporate Purpose General Obligation County Bonds, Series 2006, of Brown County Wisconsin. (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances April County Board.
3. Request for Budget Transfer (#05-75): Interdepartmental Transfer (including contingency or general fund transfers): Transfer of \$50,000 from land Information Office (LIO) to Property Listing survey review fees account. Justification: Review of land division documents prior to recording with Register of Deeds is a critical component of maintaining the county's parcel map to established accuracy standards. (Referred from Planning, Development & Transportation Committee.) Approve.
4. Dept. of Administration - 2006 Budget Transfer Log. Approve.
5. Treasurer - Financial Reports for the months of November and December, 2005. Approve.
6. Treasurer - Office Highlights – 2005. Approve.
7. Extend Brown County's Banking Contract through June 30, 2007. Approve.
8. Human Resources - Monthly Committee Report (February, 2006). Receive & place on file.
9. Human Resources - Update from Human Resources regarding employees requesting appeals of Class & Comp study. Approve.
10. Human Resources - Resolution re: Authority to Execute a 2004-2005-2006 Labor Agreement With the Brown County Human Services Professional Employees. Committee approved. See Resolutions, Ordinances April County Board.

Administration Committee

April 18, 2006

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11. Audit of bills. Approve audit of bills.

Approved by:

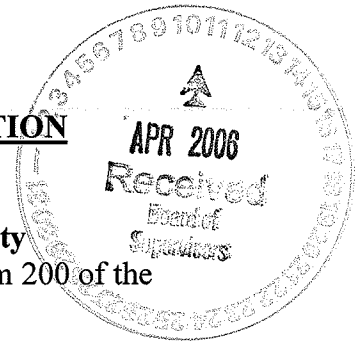
COUNTY EXECUTIVE

Date

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A

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION
COMMITTEE



Pursuant to Section 19.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Wednesday, April 5, 2006 in Room 200 of the Northern Building - 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Chairman; Joe Backmann, Craig Beyl, Pat Collins and Fred Graves, Jr.

Excused:

Also Present: Mike Kwaterski, Kerry Blaney, Sue Pable and Claire Peterchak

1. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:00 p.m.

2. **Approve/Modify Agenda:**

Motion was made by Supervisor Collins and seconded by Supervisor Graves to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **Approve/modify minutes of March 1, 2006.**

Motion was made by Supervisor Beyl and seconded by Supervisor Collins to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

4. **Review minutes of:**

a. **Housing Authority (2/20/06).**

Motion was made by Supervisor Beyl and seconded by Supervisor Collins to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

Late Communications:

5. Chairman Lund thanked Supervisor Collins and Supervisor Graves for their service to the County. He went on to congratulate Supervisor Beyl for his win as Village President in Bellevue, and Supervisor Backmann for his victory.

Resolution

6. **Initial Resolutions, Authorizing the Issuance of Not to Exceed \$7,125,000 Corporate Purpose General Obligation County Bonds, Series 2006, of Brown County Wisconsin.**

Sue Pable, acting Finance Manager, and Claire Peterchak from Robert W. Baird & Co. came forward. Ms. Pable briefly explained the three projects contained in the Resolution. After Pable answered questions, Ms. Peterchak provided the Committee with the attached *Brown County Preliminary Financing Plan*. She went on to give the Committee a breakdown of the financing plan.

Motion was made by Supervisor Collins and seconded by Supervisor Beyl to approve the Resolution, Authorizing the Issuance of Not to Exceed \$7,125,000 Corporate Purpose General Obligation County Bonds, Series 2006, of Brown County, Wisconsin. Vote taken. MOTION CARRIED UNANIMOUSLY.

Request for Budget Transfer

7. **Request for Budget Transfer (#05-75): Interdepartmental Transfer (including contingency or general fund transfers): Transfer of \$50,000 from land information office (LIO) to Property Listing survey review fees account. Justification: Review of land division documents prior to recording with Register of Deeds is a critical component of maintaining the county's parcel map to established accuracy standards. (Referred from Planning, Development & Transportation Committee.)**

Motion was made by Supervisor Collins and seconded by Supervisor Backmann to approve Request for Budget Transfer (#05-75). Vote taken. MOTION CARRIED UNANIMOUSLY.

Department of Administration

8. **2006 Budget Transfer Log**

Motion was made by Supervisor Collins and seconded by Supervisor Graves to approve the 2006 Budget Transfer Log as presented. Vote taken. MOTION CARRIED UNANIMOUSLY.

Treasurer

9. **Treasurer's Financial Reports for the months of November and December, 2005.**

Treasurer Kerry Blaney reported that interest rates have been increasing.

10. Treasurer's Office Highlights - 2005

Blaney reported that investment income is over one hundred million dollars. We negotiate to get the best rate. Revenues exceed budgeted items. Blaney went on to elaborate on the report contained in the Committee agenda packet.

Motion was made by Supervisor Collins and seconded by Supervisor Beyl to approve items 9 and 10. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. Extend Brown County's Banking Contract through June 30, 2007.

Blaney said that periodically the County banking budget is reviewed, and it is coming due at the end of March. It is felt that June 30th would be a more appropriate date.

Motion was made by Supervisor Graves and seconded by Supervisor Backmann to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Mr. Blaney thanked the Committee members for their service and said it has always been a pleasure working with them.

Human Resources

12. Human Resources Monthly Committee Report (February, 2006.

Motion was made by Supervisor Collins and seconded by Supervisor Beyl to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

13. Update from Human Resources regarding employees requesting appeals of Class and Comp study.

Human Resources Director, Mike Kwaterski, reported that the last three positions up for review are the three positions in Human Resources. One did not qualify for any increase, but two did qualify. Those two were sent to an independent individual for review, and they were received back a couple days ago. It was deemed that the two positions warranted an increase. Kwaterski is looking for direction to move them up in accordance with the other classifications. He will

bring the specifications to the next meeting.

Motion was made by Supervisor Collins and seconded by Supervisor Graves to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. Resolution re: Authority to Execute a 2004-2005-2006 Labor Agreement With the Brown County Human Services Professional Employees.

Kwaterski reported that he came to a tentative agreement with Human Services. He walked the Committee quickly through the resolution.

Motion was made by Supervisor Collins and seconded by Supervisor Beyl to approve the Resolution. Vote taken. MOTION CARRIED UNANIMOUSLY.

County Clerk (No agenda items)
Corporation Counsel (No agenda items)
Facilities Management (No agenda items)

Other

15. Audit of Bills.

Motion was made by Supervisor Backmann and seconded by Supervisor Beyl to approve the audit of the bills. Vote taken. MOTION APPROVED UNANIMOUSLY.

16. Such other matters as authorized by law.

None.

Motion was made by Supervisor Graves and seconded by Supervisor Collins to adjourn at 5:28 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

/s/Carol A. Lambert
Recording Secretary

BROWN COUNTY

Presentation to the Administration Committee

April 5, 2006

Robert W. Baird & Co.

Claire U. Peterchak, Director

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Brown County

Preliminary Financing Plan

YEAR DUE	EXISTING LEVY SUPPORTED DEBT SERVICE (A)	Highway Projects		Financial System		Facilities Project		TOTAL NEW DEBT SERVICE	COMBINED DEBT SERVICE
		PRINCIPAL (11/1)	INTEREST (5/1 & 11/1)	PRINCIPAL (11/1)	INTEREST (5/1 & 11/1)	PRINCIPAL (11/1)	INTEREST (5/1 & 11/1)		
2006	\$9,745,986	\$350,000	\$87,415	\$150,000	\$31,351	\$20,000	\$7,536	\$476,302	\$10,222,288
2007	\$9,797,081	\$225,000	\$196,181	\$155,000	\$75,243	\$20,000	\$18,086	\$684,509	\$10,481,590
2008	\$7,551,569	\$235,000	\$187,203	\$160,000	\$69,258	\$25,000	\$17,288	\$683,749	\$8,235,317
2009	\$7,514,289	\$245,000	\$177,756	\$170,000	\$63,027	\$25,000	\$16,484	\$687,267	\$8,201,555
2010	\$7,479,919	\$255,000	\$167,958	\$175,000	\$56,563	\$25,000	\$15,474	\$689,895	\$8,169,813
2011	\$6,863,349	\$265,000	\$157,429	\$180,000	\$49,610	\$25,000	\$14,451	\$686,490	\$7,549,838
2012	\$6,637,899	\$275,000	\$146,458	\$185,000	\$42,365	\$25,000	\$13,416	\$682,239	\$7,320,137
2013	\$6,366,863	\$285,000	\$134,935	\$190,000	\$34,823	\$25,000	\$12,369	\$680,927	\$7,038,989
2014	\$5,569,648	\$295,000	\$122,851	\$200,000	\$26,767	\$30,000	\$11,309	\$683,619	\$6,350,574
2015	\$5,059,783	\$310,000	\$110,196	\$205,000	\$18,187	\$30,000	\$10,236	\$685,075	\$6,353,401
2016	\$4,868,225	\$325,000	\$86,804	\$215,000	\$9,331	\$30,000	\$8,940	\$455,337	\$5,551,300
2017	\$4,888,240	\$335,000	\$82,699	\$335,000	\$67,992	\$35,000	\$7,638	\$459,313	\$5,341,577
2018	\$4,446,843	\$350,000	\$67,992	\$370,000	\$52,452	\$35,000	\$6,321	\$462,219	\$4,906,156
2019	\$2,315,565	\$385,000	\$35,839	\$400,000	\$18,360	\$35,000	\$4,767	\$459,035	\$2,777,784
2020	\$1,868,905					\$35,000	\$3,196	\$454,967	\$2,327,940
2021	\$1,525,118					\$35,000	\$1,607		\$1,980,084
2022	\$1,604,360								\$1,604,360
	\$94,799,638	\$4,905,000	\$1,842,425	\$1,800,000	\$476,525	\$420,000	\$169,114	\$9,613,064	\$104,412,703

(A) Levy supported debt service net of revenue projections obtained from Brown County's 2006 Budget.

Brown County Financing Timetable

\$7,125,000 General Obligation Corporate Purpose Bonds, Series 2006A
As of March 23, 2006

March 2006						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2006						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
					30	

May 2006						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Wednesday, March 22, 2006..... Planning, Development and Transportation Committee considers financing plan.
- Wednesday, April 5, 2006 Baird presents financing plan to Administration Committee for approval.
- Monday, April 10, 2006..... Baird presents financing plan to Executive Committee for approval.
- Tuesday, April 18, 2006..... County Board meeting to adopt initial resolution.
- Thursday, April 27, 2006..... Draft Preliminary Official Statement (POS) and bid specs to Claire Peterchak for review.
- Monday, May 1, 2006..... Comments received from Claire Peterchak. Draft POS e-mailed to the County and Bond Counsel for review. Bid specs e-mailed to Bond Counsel for review.
- Thursday, May 4, 2006..... Comments received from the County and Bond Counsel. Baird receives Notice of Sale, Legal Opinion and Continuing Disclosure Certificate from Bond Counsel.
- Friday, May 5, 2006 POS sent to the printer. Notice of Sale faxed to The Bond Buyer for sale to be listed. Request form faxed to Sure-Bid. Documents posted to www.BairdBondSales.com in conjunction with electronic bidding option on PARTTY. POS and Legal Opinion e-mailed to Moody's for review and Insurance for qualification.
- Monday, May 8, 2006..... Distribution of POS and bid materials. Competitive sale listing in The Bond Buyer.
- Thursday, May 11, 2006 Moody's rating received. Insurance qualification received. Baird internal blast e-mail to potential bidders.
- Friday, May 12, 2006..... Follow-up phone calls with potential bidders to check on participation.
- Wednesday, May 17, 2006..... Competitive sale at 10:30 A.M. (CST). County Board meeting to award Bonds to the winning bidder.
- To Be Determined..... Settlement date.

