

December 20, 2006

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

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on November 28, 2006, and recommends the following motions:

1. Request for Budget Transfer (#06-85): Interdepartmental Transfer (including contingency general fund transfers): Transfer \$4,755.19 from Libraries Donation Account to Asset Maintenance fund to cover final costs associated with fire alary system upgrade for Central Library. Approve the transfer. Ayes: 0; Nays: 4 (Haefs, Warpinski, Fewell, Hoeft); Excused 1 (Zeller). Motion failed.
2. Communication from Supervisor Steve Fewell re: County Web Site. Form a work group to work with Information Services on this.
3. Communication from Supervisor Steve Fewell re: Updating the Tracking of Resolutions & Ordinances. To pursue, as of January 1st, numbering resolutions and work through this issue with a meeting of the County Clerk, County Board office staff, Corporation Counsel, Chair & Vice Chair of the County Board, Director of Information Services and Administration Committee Chair, Steve Fewell.
4. Communication from Supervisor Steve Fewell re: Resolutions. Receive & place on file.
5. Dept. of Administration - Budget Status Financial Report (October 31, 2006). Receive & place on file.
6. Dept. of Administration - 2006 Budget Transfer Log. Receive & place on file.
7. Dept. of Administration - Asset Maintenance Fund Expenditures. Receive & place on file.
8. Dept. Of Administration - I.S. Budget – Technical Correction. Receive & place on file.
9. Treasurer - Financial Report for the months of June, July & August 2006. Receive & place on file.
10. Treasurer - Budget Status Financial Report (October 31, 2006). Receive & place on file.
11. Clerk - Report on Statewide Voter Registration Voting Records formerly referred to as poll list. Receive & place on file.

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12. Clerk - Budget Status Financial Report (October 31, 2006). Receive & place on file.
13. Human Resources - Budget Status Financial Report (August 31, 2006). Receive & place on file.
14. Human Resources - Monthly Committee Report for September 2006. Receive & place on file.
15. Human Resources - Change in Table of Organization regarding the Finance Manager to Finance Director in the Department of Administration. (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances December County Board.
16. Corporation Counsel - Resolution re: Disallowance of Claim Luke Pasterski and Janathan Neil & Associates. Committee approved. See Resolutions, Ordinances December County Board.
17. Corporation Counsel & Child Support - Budget Status Financial Reports October 31, 2006. Receive & place on file.
18. Audit of bills. Pay the bills.

Approved by:

COUNTY EXECUTIVE

Date

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Communications

6. Communication from Supervisor Steve Fewell re: County Web Site.

Information Services Director Judy Coenen was present to discuss the communication. She said that she will form a work committee to go over suggestions and come up with ideas for a web site. Chair Fewell offered to be a member of that work group.

Motion was made by Supervisor Fewell and seconded by Supervisor Warpinski to form a work group to work with Information Services on this. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. Communication from Supervisor Steve Fewell re: Updating the Tracking of Resolutions & Ordinances.

Chair Fewell directed the committee to the example of resolution tracking attached to the agenda. He discussed how such a record would benefit Brown County. Ms Coenen stated that she could see what other counties do and possibly obtain a template for this type of record. Chair Fewell also suggested that resolutions should be numbered, beginning January 1st and Corporation Counsel agreed. Chair Fewell stated that he would hold a meeting with the County Clerk, County Board staff, Ms Coenen, Mr Jacques, County Board Chair Tom Lund and Vice-Chair Jack Krueger to discuss this topic.

Motion was made by Supervisor Fewell and seconded by Supervisor Warpinski to pursue, as of January 1st, numbering resolutions and work through this issue with a meeting of the County Clerk, County Board office staff, Corporation Counsel, Chair and Vice-Chair of the County Board, Director of Information Services and Administration Chair Fewell. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. Communication from Supervisor Steve Fewell re: Resolutions.

Chair Fewell stated that when positive motions are made from committees, he would like to see them placed in resolution form for the County Board. John Jacques stated that any important item should be a separate resolution. Chair Fewell added that if items were in resolution form, it would be possible to track them. The committee discussed how issues originate and the need for background information to be submitted with communications, which would then be referred to the appropriate committee by the County Board Chair.

Motion was made by Supervisor Warpinski and seconded by Supervisor Hoeft to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Department of Administration

9. Budget Status Financial Report (October 31, 2006).

Motion was made by Supervisor Warpinski and seconded by Supervisor Hoeft to receive and place on file. Vote take. MOTION CARRIED UNANIMOUSLY.

10. **2006 Budget Transfer Log.**

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

11. **Asset Maintenance Fund Expenditures.**

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

12. **I.S. Budget – Technical Correction.**

Ms Coenen explained that this correction has been completed and this is just follow-up information.

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

Treasurer

13. **Treasurer's Financial Report for the months of June, July & August 2006.**

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

14. **Budget Status Financial Report (October 31, 2006).**

Treasurer Kerry Blaney was present to go over the report with the committee.

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

Clerk

15. **Report on Statewide Voter Registration Voting Records formerly referred to as poll list.**

Chair Fewell stated that the County Clerk could not be present for the meeting, but she informed Chair Fewell that the costs for poll lists are set by state statute and this memo is informational only.

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

16. **Budget Status Financial Report (October 31, 2006).**

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

Human Resources

17. **Budget Status Financial Report (August 31, 2006).**

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

18. **Human Resources Monthly Committee Report for September 2006.**

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

19. **Change in Table of Organization regarding the Finance Manager to Finance Director in the Department of Administration. (Referred to Executive Committee) To be mailed separately.**

Chair Fewell directed the committee to the resolution pertaining to this (see attached). He explained the history of the situation and expressed that he does not think the individual associated with this position should be penalized financially.

Motion was made by Supervisor Warpinski and seconded by Supervisor Hoeft to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

Corporation Counsel

20. **Resolution re: Disallowance of Claim Luke Pasterski and Jonathan Neil & Associates.**

Motion was made by Supervisor Warpinski and seconded by Supervisor Hoeft to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.

21. **Corporation Counsel & Child Support Budget Status Financial Reports October 31, 2006.**

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

Facility Management (Budget Status Financial Report October 31, 2006 attached. No other agenda items).

Other

22. **Audit of Bills.**

Motion was made by Supervisor Warpinski and seconded by Supervisor Hoeft to pay the bills. Vote taken. MOTION APPROVED UNANIMOUSLY.

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23. **Such other matters as authorized by law.**

Motion was made by Supervisor Warpinski and seconded by Supervisor Hoefft to adjourn at 6:40 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Jeanne Buzzell
Recording Secretary

December 20, 2006

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

Ladies & Gentlemen:

**RESOLUTION TO REPEAL THE FREEZE PLACED ON
DEPARTMENT OF ADMINISTRATION – FINANCE DIRECTOR - SALARY**

WHEREAS, the Administration Committee and County Board of Supervisors approved the Finance Director position at Step 6 (\$77,234) in Pay Grade 25 of the Classification & Compensation Plan; and

WHEREAS, a motion was passed to freeze the salary of the current Finance Director at Pay Grade 25, Step 6; and

WHEREAS, after further consideration it is hereby recommended that this freeze be repealed to maintain equity to the individual who accepted the position contingent upon the salary offered at the time of hire.

NOW THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the freeze placed on the Finance Director's salary be repealed.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Fiscal Impact: Increase in expenditures of \$2,317.00.

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

*mailed by
N.R. Dept to
Admin Cmte*

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BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
KAYE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ZELLER	15			
KASTER	16			
BACKMANN	17			
VAN DEURZEN	18			
FLECK	19			
CLANCY	20			
DE CLEENE	21			
ZABEL	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____