NOTICE OF MEETING

FINANCE COMMITTEE

February 9, 2022 - 3:30 PM

Administration Building - Conference Room 302
508 New York Avenue Sheboygan, WI 53081

To join the meeting remotely dial: 1 312 626 6799;
Meeting ID: 862 5227 3885 Passcode: 334012

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting may come to the Administration Building or listen remotely

Agenda

Call to Order
Certification of Compliance with Open Meeting Law
Approval of Minutes
  Finance Committee - Regular Meeting - January 26, 2022 3:30 PM
Correspondence
Finance Director Report

Transportation Department
  Consideration of 2021 Budget Adjustments

County Clerk
  Report of 2021 Dog License Sales

Information Technology
  Consideration of Use of Information Technology Fund Balance for Rocky Knoll Wireless Internet Project

Finance Director
  Consideration of Vacant Position Request – Administrative Assistant

Approval of Vouchers
Approval of Attendance at Other Meetings or Functions
Adjourn
  Next Scheduled Meeting - February 15, 2022, 5:30 PM at the Courthouse, 615 North 6th Street, Sheboygan, WI 53081, County Board Conference Room

Prepared by:
Evan Grossen
Recording Secretary

William Goehring
Committee Chairperson

Wearing a mask will be strongly encouraged. Room 302 has a capacity limit of 21 individuals using the current CDC guidance on COVID-19 social distancing. If the room exceeds capacity, the Committee Chair may ask attendees to leave and participate remotely or adjourn the meeting and reschedule for another time.

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting, and it is likely that a majority of the Executive Committee will be present, to listen, observe and participate. If a majority of

any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.
If listed as an agenda item – The Administrator's Report, Finance Director's Report, and Information Technology's Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the reports unless it is a specific item on the agenda.

Persons with disabilities needing assistance to attend or participate are asked to notify the County Clerk's Office, 920-459-3003 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY FINANCE COMMITTEE MINUTES

Administration Building
508 New York Avenue
Sheboygan WI 53081

January 26, 2022 **Called to Order: 3:30 P.M.** **Adjourned: 4:20 P.M.**

MEMBERS PRESENT: William Goehring, Roger Te Stroete, Keith Abler, Thomas Wegner, Robert Ziegelbauer

MEMBERS ABSENT:

ALSO PRESENT: **In Person:** Gerald Jorgensen, Adam Payne, Wendy Charnon, Stefanie Albrecht, Jeremy Fetterer
Remote: Vern Koch, Brian Hoffmann, Greg Schnell, Evan Grossen, Laura Henning-Lorenz, Crystal Fieber, Alayne Krause, Matthew Strittmater, Lucy Vue, Tara Duwe

Chairperson Goehring called the meeting to order. Jeremy Fetterer verified that the meeting notice was posted on January 21, 2022 at 4:30 P.M. in compliance with the open meeting law.

Supervisor Wegner moved to approve the minutes of January 12, 2022 Joint Human Resources and Finance Committees Special Meeting. Motion seconded by Supervisor Ziegelbauer. Motion Carried

Supervisor Abler moved to approve the minutes of January 12, 2022 Finance Committee Meeting. Motion seconded by Supervisor Te Stroete. Motion Carried

Correspondence – None

County Administrator Report – County Administrator, Adam Payne informed the committee that the State of the County information is available and will be presented at the next County Board Meeting on Tuesday February 15, 2022. He then presented a brief America Rescue Plan Act (ARPA), Local Fiscal Recovery Funds (LFRF) request discussion and informed the committee of the intent of the six ARPA committees to present an overview of their recommendations in March.

Finance Director Report – Finance Director, Wendy Charnon updated the committee on the recent issuance of the LFRF Final Rule and the first of the County's quarterly LFRF reports is due January 31, 2022. The reporting period covers March 3, 2021 through December 31, 2021. She then informed the committee of the upcoming Moody's rating call taking place Friday, January 28, 2022 for the upcoming 2022 bonding issuance. Finally, she informed the committee the Finance Department Administrative Assistant had accepted an offer from the Clerk of Courts office.

Sheboygan County Treasurer, Laura Henning-Lorenz provided the 11 Year Write Off of Tax Certificates Report.

Sheboygan County Treasurer, Laura Henning-Lorenz provided an update on the 1127 S. 7th Street property and propose a timetable for sale.

Transportation Director, Greg Schnell presented a request for the use of Transportation Funds for the Asphalt Plant. Supervisor Wegner moved to approve the request. Motion seconded by Supervisor Abler. Motion Carried

Auditor/Analyst, Stefanie Albrecht presented the Financial Statements for November.

Finance Director, Wendy Charnon presented the Investment Statements for November.

Vouchers were reviewed. Supervisor Wegner moved to approve the expenditures Motion seconded by Supervisor Ziegelbauer. Motion Carried

There were no requests for approval of attendance at other meetings or functions.

Supervisor Ziegelbauer moved to adjourn. Motion seconded by Supervisor Abler. Motion Carried

The next scheduled meeting will be Wednesday, February 9, 2022 at 3:30 p.m.

Jeremy Fetterer
Recording Secretary

Keith Abler
Secretary

SHEBOYGAN COUNTY

Greg Schnell
Transportation Director

To: Finance Committee

From: Greg Schnell, Transportation Director

Date: February 9, 2022

Re: Proposed 2021 Budget Adjustment for Transportation Department - Airport Division

The Transportation Department – Airport Division is submitting for approval the following budget adjustments.

1. Credit Other State Payment, Fuel Flowage Fees, Rent Revenue, Misc Reimbursements due higher than budgeted revenue
2. Debt Customs Facility Reimbursements Revenue due to US Customs expenses belonging in 2022, therefore the revenue that we charge Kohler also belongs in 2022
3. Credit Grounds as there was a delay of the work due to Ryder Cup
4. Debit General Supplies, Rental of Equipment, and Maintenance Services – Electrical due to there being an increase in expenses related to Ryder Cup
5. Credit Health Insurance as a result of health insurance expenses being less than budgeted

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
116.423675	Other State Payment		12,593
116.453315	Fuel Flowage Fees		20,934
116.462100	Rent Revenue		7,000
1106.466112	Customs Facility Reimbursement	54,088	
116.466125	Misc Reimbursements		16,854
116.53212	Ground		30,284
116.533505	General Supplies	21,727	
116.534115	Rental of Equipment	6,445	
116.551105	Health Insurance		9,502
116.552115	Maintenance Services - Electrical	14,907	

Sheboygan County Transportation Department
Highway Division
W5741 CTH J
Plymouth, WI 53073

Telephone (920) 459-3822

greg.schnell@sheboygancounty.com
www.sheboygancounty.com

SHEBOYGAN COUNTY

Greg Schnell
Transportation Director

To: Finance Committee

From: Greg Schnell, Transportation Director

Date: February 9, 2022

Re: Proposed 2021 Budget Adjustment for Transportation Department – Highway Division

The Transportation Department – Highway Division is submitting for approval the following budget adjustments. At the time the budget was built, the following fees were not yet established and were not available. Since it was going to be a net zero impact to the bottom line, we decided to wait until this year to make a budget adjustment.

1. Debit to State Transportation Revenue due to Local Road Improvement Project moving from 2021 to 2022. Will recover the remaining funds.
2. Credit Municipal Revenue which was higher than budget
3. Debit the budget for expenses associated with the increased municipal work and inflation
4. Debit Land for right of way purchases and Cascade shed property that was approved by County Board

ACCOUNT	ACCOUNT NAME	DEBIT	CREDIT
48800.423375	State Transportation Revenue	76,000	
43001.426305	Municipal Revenue		2,080,000
43001.42631	Municipal Charges		38,000
48800.511110	Overtime	270,000	
444.5311105	Consulting	3,000	
48800.53111	Engineering	35,000	
44401.531825	Oil	10,000	
446.532315	Tires	30,000	
48800.533505	Supplies General	80,000	
48800.533805	Roadway	2,600,000	
446.533825	Fuel - Gasoline	50,000	
446.433830	Fuel - Diesel	45,000	
44401.533832.101	Fuel-Propane	400,000	
48800.53394	Cost of Goods Sold		1,600,000
440.561000	Land	119,000	

Sheboygan County Transportation Department
Highway Division
W5741 CTH J
Plymouth, WI 53073

Telephone (920) 459-3822

greg.schnell@sheboygancounty.com
www.sheboygancounty.com

DOG LICENSE SALES - 2021

	Number Sold	Municipal Fees	State Fees	County Balance	Total Sales
Un-Neutered Males	695	173.75	278.00	7,888.25	8,340.00
Un-Spayed Females	544	136.00	217.60	6,174.40	6,528.00
Un-Neutered 1/2 Dogs	6	1.50	1.20	33.30	36.00
Neutered Males	3,518	879.50	527.70	16,182.80	17,590.00
Spayed Females	3,685	921.25	552.75	16,951.00	18,425.00
Neutered 1/2 Dogs	-	-	-	-	-
Multiple Dog Licenses	26	-	45.50	1,384.50	1,430.00
Extra Tags (Multiple)	26	-	3.90	126.10	130.00
		2,112.00	1,626.65	48,740.35	52,479.00

DOG LICENSE ACCOUNT SUMMARY

Expenses	Credits	Debits	Balance
Beginning Balance - 1/01/2021			
Paid to Humane Society for 2020 ($1,000 Retained for Expenses)			0.00
2021 License Sales	52,479.00		52,479.00
Municipality Fees		2,112.00	50,367.00
State Fees		1,626.65	48,740.35
Listing Fees		4,148.50	44,591.85
Dog License Supplies		849.50	43,742.35
Dog Damage Claims		0.00	43,742.35
Publishing Ads		217.84	43,524.51
Miscellaneous Revenue			43,524.51
Balance as of 12/31/2021			43,524.51

Amount Available for Humane Society for Year 2021 License Sales **42,524.51**

SHEBOYGAN COUNTY

Christopher S. Lewinski
Information Technology Director

To: William Goehring, Finance Committee Chairperson

CC: Adam Payne, Wendy Charnon

Date: February 9, 2022

Subject: Use of Information Technology Fund Balance for Rocky Knoll Wireless Internet Project

Rocky Knoll's aged network hardware was refreshed in October 2020, as a one-for-one replacement. Even with the new hardware, and due to the proliferation of mobile device usage by both staff members and residents, the wireless internet coverage throughout the Rocky Knoll facility is insufficient for demand. A third-party consultant conducted a wireless internet coverage survey and determined that an additional 88 wireless access points are needed to properly address current wireless internet demand throughout the Rocky Knoll complex. Increasing wireless internet coverage and performance will increase resident satisfaction, and future-proof the Rocky Knoll facility as more wireless devices are brought in by residents and their families.

Sheboygan County Information Technology has been working closely with Rocky Knoll leadership on this proposed project, and much of the needed additional network cabling can be installed in conjunction with the room renovations that are currently underway.

Given this opportunity to enhance the performance of the Rocky Knoll wireless network and increase resident morale, I respectfully request the approval of utilizing **$132,175** from IT fund balance, the additional funding needed to purchase the additional network hardware, cabling and labor. Current IT unrestricted net position stands at **$727,192** (as of December 31, 2021). Sheboygan County unrestricted net position policy prescribes a minimum net position balance of **$256,202.**

Thank you for your consideration.

Respectfully yours,

Courthouse
Telephone (920) 459-0335
Facsimile (920) 459-0350
615 North 6th Street
Sheboygan, WI 53081-4612
Chris.Lewinski@SheboyganCounty.com
www.SheboyganCounty.com

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/9/2022
To: Sheboygan County Finance Committee
From: Wendy A. Charnon

Position Request:
Position: Administrative Assistant
Reason for Vacancy: Transfer to Clerk of Courts-Judicial Assistant

Justification:

This position is the administrative support for the entire department, the recording secretary for the Finance Committee and also is the main contact for our insurance claims process. This position also provides backup support to the Accounts Payable processing and various internal billings.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:
Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$42,825	$30,108	$72,933

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Depart Head Signature Wendy A Charnon Date: 2-4-22

Human Resources Director Signature [signature] Date: 02/04/2022

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:
1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*.)
5. HR begins recruitment process.

01/2021