

**NOTICE OF MEETING**  
**FINANCE COMMITTEE**  
**February 14, 2018 - 3:30 PM**

Administration Building  
508 New York Avenue  
Sheboygan, WI 53081  
Conference Room 119

**\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Finance Committee - Regular Meeting - January 10, 2018 3:30 PM

Correspondence

County Administrator Report

Information Technology Report

Finance Director Report

County Board Referrals

Consideration of Resolution No.25—Participating in Snowmobile Aids Program –  
2018/19

County Clerk

Consideration of Dog Listing Sales Report – 2017

Update on New Election Equipment/Software Implementation

Approval of Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Next Scheduled Meeting-February 28, 2018 at 3:30 PM in Room 119, Administration  
Building

Prepared by:

Ashley Meyer

Recording Secretary

Greg Weggeman  
Committee Chairperson

NOTE: If listed as an agenda item – The Administrator's Report and Finance Director'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.

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting 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.

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 10, 2018**

**Called to Order: 3:30 P.M.**

**Adjourned: 5:00 P.M.**

MEMBERS PRESENT: Greg Weggeman, George Marthenze, Mark Winkel, William Goehring, Roger Te Stroete

MEMBERS ABSENT:

ALSO PRESENT: Aaron Brault, Adam Payne, Alyssa VanEngen, Ashley Meyer, Bob Ziegelbauer, Chris Lewinski, David Markworth, Ed Procek, Fay Uraynar, Henry Nelson, James Glavan, Jennifer Zimmermann, Jeremy Fetterer, Jim Risseeuw, Jim TeBeest, Jon Dolson, Jon Etta, Laura Henning-Lorenz, Mary Fetterer, Melody Lorge, Shannon Otten, Stefanie Albrecht, Tom Wegner, Wendy Charnon, Meredith DeBruin, Sherrill Smith, Jo Ann Lesser

Chairperson Weggeman called the meeting to order. He verified that the meeting notice was posted on January 5, 2018 at 3:20 P.M.

Supervisor Marthenze moved to approve the minutes of December 13, 2017. Motion seconded by Supervisor Winkel. Carried

Supervisor Marthenze moved to approve the minutes of December 19, 2017. Motion seconded by Supervisor Winkel. Carried

Correspondence – None

County Administrator Report – County Administrator Adam Payne provided an update on the Transportation Complex, the Sheboygan County Economic Development Corporation's proposed Innovation District, UW-Extension Contract, and County Law Enforcement Association tentative agreement. In addition, Mr. Payne shared he is working on department head annual performance evaluations, and plans are underway for the 2018 County Board Leadership Forum scheduled for May 23, 2018.

Information Technology Director, Chris Lewinski updated the committee on the status of the Voice over Internet Protocol (VOIP) project, the switch over to G-Suite (Google mail), the County Board Chambers technology update, and Information Technology's role in the Transportation Complex.

Finance Director, Wendy Charnon presented a draft resolution – Carryover of Unexpended 2017 Appropriations to 2018. Supervisor Winkel moved to approve the resolution as drafted and introduce the resolution to the County Board in January. Motion seconded by Supervisor Goehring. Carried

County Clerk Jon Dolson provided an update on proposed new election voting equipment and his plan for implementation. Mr. Dolson indicated that he had purchased the equipment and taken delivery of the machines. To date, the State has provided a conditional approval of the equipment. City Clerk Meredith DeBruin addressed the Committee regarding numerous concerns with the timing of the new equipment implementation for the February election, stating

not only training issues for their over 200 poll workers, but also the lack of communication to the clerks and public regarding next steps and the new ballot formats. All absentee ballots need to be out by January 30. Ms. DeBruin requested consideration for an April or August implementation date for the new election software and equipment to provide all involved adequate time to address training and other necessary steps. In addition, Ms. DeBruin shared that she understood the County has not yet even received final certification from the State and Federal Government allowing use of the new equipment. Chairman Weggeman stated that the Mayor had raised a number of concerns with him directly regarding Mr. Dolson's plan and timing, and he also reviewed some e-mails from municipal clerks sharing concerns. County Board Chairman Tom Wegner and County Administrator Adam Payne also expressed concern about the lack of communication, planning and teamwork, and urged Mr. Dolson to seek the municipal clerks input, be more sensitive to their concerns and make decisions in collaboration with them. Finance Committee Chairman Weggeman concluded the discussion with the following comments and request of the County Clerk:

1. Contact all the municipal clerks to address concerns and work together on the best way to implement the new election software.
2. Provide e-mail updates to the Finance Committee on the next steps decided upon after seeking input and working with the municipal clerks.
3. Delaying to April or August sounds prudent.
4. If certification of the new equipment is not received by next week Wednesday January 17, 2018, be sure to utilize the older equipment for the February election.

The Committee discussed Resolution No. Consideration of Resolution No.22—Authorizing Sheboygan County Planning and Conservation Department to Apply for 2017 County Conservation Aids. Supervisor Winkel moved to recommend that the Resolution be adopted. Motion seconded by Supervisor Goehring. Carried

Staff Accountant, David Markworth presented a request for a budget adjustment for State General Transportation Aids (GTA). Supervisor Winkel moved to approve the request. Motion seconded by Supervisor Te Stroete. Carried

Inspector, Jim Risseeuw presented a request for a budget adjustment for Increased Inmate Population. Supervisor Marthenze moved to approve the request. Motion seconded by Supervisor Te Stroete. Carried

Planning & Conservation Director, Aaron Brault presented a request for a budget adjustment for Amsterdam Dunes. Supervisor Goehring moved to approve the request. Motion seconded by Supervisor Winkel. Carried

Planning & Conservation Director, Aaron Brault presented a request for a budget adjustment for New Privy at the Marsh. Supervisor Goehring moved to approve the request. Motion seconded by Supervisor Winkel. Carried

Planning & Conservation Director, Aaron Brault presented a request for a budget adjustment for Computer Equipment. Supervisor Goehring moved to approve the request. Motion seconded by Supervisor Winkel. 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 Goehring moved to approve the expenditures. Motion seconded by Supervisor Marthenze. Carried

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

Supervisor Marthenze moved to adjourn. Motion seconded by Supervisor Te Stroete. Carried

The next scheduled meeting will be Wednesday, January 24, 2018 at 3:30 p.m.

Mark Winkel  
Secretary

Ashley Meyer  
Recording Secretary

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE FINANCE COMMITTEE

TO WHOM WAS REFERRED RESOLUTION NO: 25

RE: **Participating in Snowmobile Aids Program - 2018/19**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- THE RESOLUTION BE ADOPTED
- FILING WITH THE CLERK
- AMENDING THE RESOLUTION AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 20th DAY OF February 2018

**FINANCE COMMITTEE**

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

GREG WEGGEMAN

GREG WEGGEMAN

GEORGE MARTHENZE

GEORGE MARTHENZE

MARK S. WINKEL

MARK S. WINKEL

WILLIAM C. GOEHRING

WILLIAM C. GOEHRING

ROGER TE STROETE

ROGER TE STROETE

1                   SHEBOYGAN COUNTY   RESOLUTION NO. 25 (2017/18)

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3                   Re:    Participating in Snowmobile Aids Program – 2018/19

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6                   **WHEREAS**, Sheboygan County is interested in maintaining, acquiring, and developing  
7 lands for public outdoor motorized snowmobile trail use, and


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9                   **WHEREAS**, counties are eligible to receive state funding for public motorized  
10 snowmobile trail purposes under Wis. Stat. § 23.09(26);

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12                   **THEREFORE, BE IT RESOLVED** that Sheboygan County desires to receive aids under  
13 Wis. Stat. § 23.09(26) for the purposes described therein.

14  
15                   **BE IT FURTHER RESOLVED**, that the Sheboygan County Planning & Conservation  
16 Director is authorized and directed to act on behalf of Sheboygan County to submit an  
17 application to the State of Wisconsin Department of Natural Resources for any financial aid that  
18 may be available; sign any required documents; and take necessary action to undertake, direct,  
19 and complete any project approved for state funding.

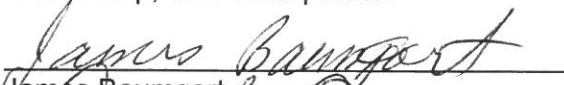

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22                   Respectfully submitted this 16th day of January, 2018.

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25                   **PLANNING, RESOURCES, AGRICULTURE, AND EXTENSION COMMITTEE\***

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29                   Keith Abler, Chairperson

  
                    Fran Damp, Vice-Chairperson

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33                   Steven Bauer, Secretary

  
                    James Baumgart  
                      
                    Curt Brauer

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37                   Opposed to Introduction:

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41                   \*County Board members signing only

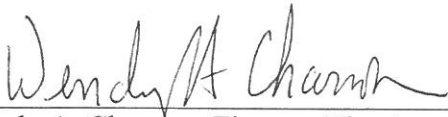
**FISCAL NOTE**  
**January 2018**

**Resolution No. 25 (2017/18) RE: Participating in Snowmobile Aids Program – 2018/19**

**Funding:**

No additional funding is required.

Respectfully Submitted,



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Wendy A. Charnon, Finance Director  
January 12, 2018



**DOG LICENSE SALES - 2017**

	Number Sold	Municipal Fees	State Fees	County Balance	Total Sales
Un-Neutered Males	764	191.00	305.60	8,671.40	9,168.00
Un-Spayed Females	646	161.50	258.40	7,332.10	7,752.00
Un-Neutered 1/2 Dogs	2	0.50	0.40	11.10	12.00
Neutered Males	3,862	965.50	579.30	17,765.20	19,310.00
Spayed Females	4,124	1,031.00	618.60	18,970.40	20,620.00
Neutered 1/2 Dogs	-	-	-	-	-
Multiple Dog Licenses	33	-	57.75	1,757.25	1,815.00
Extra Tags (Multiple)	4	-	0.60	19.40	20.00
		<b>2,349.50</b>	<b>1,820.65</b>	<b>54,526.85</b>	<b>58,697.00</b>

**DOG LICENSE ACCOUNT SUMMARY**

Expenses	Credits	Debits	Balance
Beginning Balance - 1/01/2017			
Paid to Humane Society for 2016 (\$1,000 Retained for Expenses)			0.00
2017 License Sales	58,697.00		58,697.00
Municipality Fees		2,349.50	56,347.50
State Fees		1,820.65	54,526.85
Listing Fees		4,699.00	49,827.85
Dog License Supplies		668.64	49,159.21
Dog Damage Claims		0.00	49,159.21
Publishing Ads		145.04	49,014.17
Miscellaneous Revenue			49,014.17
Balance as of 12/31/2017			<u>49,014.17</u>
 Amount Available for Humane Society for Year 2017 License Sales			 <b>48,014.17</b>

**DOG LICENSE SALES - 5 YEAR REPORT**

<b><u>YEAR</u></b>	<b><u># LICENSED</u></b>	<b><u>MUNICIPALITY</u></b>	<b><u>STATE</u></b>	<b><u>COUNTY</u></b>	<b><u>TOTAL</u></b>
2017	9398	\$2,349.50	\$1,820.65	\$54,526.85	\$58,697.00
2016	9684	\$2,421.00	\$1,877.00	\$56,202.00	\$60,500.00
2015	9974	\$2,493.50	\$1,956.93	\$58,553.07	\$63,003.49
2014	9758	\$2,439.50	\$1,914.08	\$57,372.93	\$61,726.50
2013	9832	\$2,458.00	\$1,945.79	\$58,282.74	\$62,686.53