

NOTICE OF MEETING
FINANCE COMMITTEE
May 25, 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: 859 1108 6580 Passcode: 395377

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 - May 11, 2022 3:30 PM

Correspondence

County Administrator Report

The County Administrator Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the report unless it is a specific item on the agenda.

Consideration of Vacant Position Request - Finance Director

Consideration of Change in Table of Organization - Finance Department

Consideration of Vacant Position Request - Financial Systems Director

Finance Director Report

The Department Head Report is a summary of key activities. No action will be taken by the Finance Committee resulting from the report unless it is a specific item on the agenda.

Consideration of Non-Department Vehicle Use Policy

Consideration of Finance Department Equity Adjustments

County Board Referrals

Consideration of Res No 01 - Approving Use of American Rescue Plan (ARPA) Funds (No 4)

Approval of Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Next Scheduled Meeting – June 8, 2022 3:30 PM in Room 302, Administration Building

Prepared by:

Evan Grossen

Recording Secretary

Roger Te Stroete

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 Finance 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

May 11, 2022**Called to Order: 3:30 P.M.****Adjourned: 4:30 P.M.****MEMBERS PRESENT:**

In Person: Roger Te Stroete, Kathleen Donovan, William Goehring, Keith Abler

Remote: Thomas Wegner (Arrived 3:35)

MEMBERS ABSENT:**ALSO PRESENT:**

In Person: Vern Koch, Edward Procek, Gerald Jorgensen, Suzanne Speltz, Cory Roeseler, Jon Dolson, Wendy Charnon, Stefanie Albrecht, Chris Lewinski, Laura Henning-Lorenz

Remote: Adam Payne, Alayne Krause, Evan Grossen, Tara Duwe, Natascha Rowell, Matthew Strittmater

Chairperson Te Stroete called the meeting to order at 3:30 P.M.

The Chairperson certified compliance with the open meeting law.

Correspondence – None at the time of posting.

County Administrator Report – No report.

Finance Director Report – Finance Director, Wendy Charnon updated the committee on the progress of the 2021 financial audit, the 2nd American Rescue Plan Act, Local Fiscal Recovery Fund installment, and staffing changes within the Finance Department.

Sheriff Cory Roeseler presented a request for the use of Jail Assessment funds to purchase a new industrial clothes wash machine. Supervisor Abler made a motion to approve the request. Motion seconded by Supervisor Goehring. Motion Carried.

Supervisor Wegner joined the meeting remotely at 3:35 P.M.

Sheriff Cory Roeseler presented a request for a budget adjustment for LiveScan Equipment. Supervisor Abler made a motion to approve the request. Motion seconded by Supervisor Goehring. Motion Carried.

Sheriff Cory Roeseler presented a request for a budget adjustment for COVID funding to enhance Detention Center Wi-Fi capabilities. Supervisor Goehring made a motion to approve the request. Motion seconded by Supervisor Abler. Motion Carried.

Sheriff Cory Roeseler presented a request for a budget adjustment for the Securus “Sign-On” Bonus. Supervisor Abler made a motion to approve the request. Motion seconded by Supervisor Goehring. Motion Carried.

Information Technology Director Chris Lewinski presented the Information Technology Department 2021 annual report.

Information Technology Director Chris Lewinski presented the Information Technology Department vehicle use policy.

Health and Human Services Accounting Manager, Tara Duwe presented a request for various budget adjustments. Supervisor Goehring made a motion to approve the request. Motion seconded by Supervisor Donovan. Motion Carried.

County Clerk, Jon Dolson presented the Bids for Publication of County Board Proceedings and County Legal Advertising. Supervisor Abler made a motion to accept the bid from The Plymouth Review. Motion seconded by Supervisor Goehring. Motion Carried.

Treasurer, Laura Henning-Lorenz discussed Wisconsin Act 216 with the committee. No action was taken for this item.

Treasurer, Laura Henning-Lorenz presented a Vacant Position Request for a Tax Collection Limited Term Employee. Supervisor Goehring made a motion to approve the request. Motion seconded by Supervisor Donovan. Motion Carried.

Treasurer, Laura Henning-Lorenz presented the In Rem 48 timeline to the committee.

Finance Director, Wendy Charnon presented a Vacant Position Request for a Staff Accountant. Supervisor Goehring made a motion to approve the request. Motion seconded by Supervisor Donovan. Motion Carried.

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

Auditor/Analyst, Stefanie Albrecht presented the 1st quarter variance reports.

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

Vouchers were reviewed. Supervisor Abler moved to approve the expenditures Motion seconded by Supervisor Goehring. Motion Carried.

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

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

The next scheduled meeting will be Wednesday, May 25, 2022 at 3:30 p.m.

Jeremy Fetterer
Recording Secretary

William C. Goehring
Secretary

Administrative Vehicle Policy
Non-Departmental
April 2022

This policy will control the usage of county-owned vehicles by employees for travel associated with official county business. The county provides these vehicles as an alternative to usage of personal vehicles by the employee.

The Following vehicles are covered under this policy:

Car 500
Car 501
Car 800

Drivers:

Any person operating one of the vehicles listed herein must have a valid driver's license.

Usage:

The vehicles are to be used for official county use only. Use of the vehicles for personal travel is strictly forbidden except as stated below.

Car 500 & 501:

These vehicles are available for use by all county departments on a first come, first served basis. Employees may reserve these vehicles through the online reservation system. All of the costs associated with these vehicles are charged to the Non-Departmental budget.

Car 800 (County Administrator)

The vehicle assigned to the County Administrator is intended for the sole use by the Administrator. Personal use of the vehicle by the County Administrator is tracked and appropriately taxed per IRS guidelines. All costs associated with the vehicle are charged to the County Administrator's budget.

Fuel:

The vehicles included under this policy are fueled using the county's contract with Kwik Trip.

Mileage:

All use of the vehicles is logged by the person using the vehicle. Each vehicle has a binder /clipboard with the usage log attached.

Maintenance:

Maintenance of the vehicles is monitored by the Purchasing Agent. When a vehicle is due for preventative maintenance or in need of un-planned repairs, the Purchasing Agent arranges for the work with either the Sheriff's Department mechanic or an outside garage as needs dictate.

Replacement:

The vehicles included under this policy are evaluated each year for replacement. Vehicles are replaced based upon a combination of mileage, service history and the availability of suitable vehicles from the Sheriff's Dept. Fleet.

Identification:

All vehicles under this policy are required to display the county logo with the exception of those which the County Administrator/Executive Committee has issued an exemption. Currently, the vehicle assigned to the county administrator is exempt.

Insurance:

Insurance information is in the glove box of each vehicle. The County maintains insurance coverage on these vehicles.

Other:

Persons operating these vehicles are representatives of Sheboygan County Government and as such are expected to:

- Observe and obey all traffic laws
- Be courteous to other drivers
- Maintain the vehicle in a clean condition
- Observe the no smoking rules.

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE FINANCE COMMITTEE

TO WHOM WAS REFERRED RESOLUTION NO: 01

RE: **Approving Use of American Rescue Plan (ARPA) Funds (No. 4)**

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 21st DAY OF June 2022

FINANCE COMMITTEE

OPPOSED TO THE REPORT:

ROGER TE STROETE

KATHLEEN DONOVAN

WILLIAM C. GOEHRING

KEITH ABLER

THOMAS WEGNER

CONCURRING IN THE REPORT:

ROGER TE STROETE

KATHLEEN DONOVAN

WILLIAM C. GOEHRING

KEITH ABLER

THOMAS WEGNER

1 **SHEBOYGAN COUNTY RESOLUTION NO. 01 (2022/23)**
2

3 **Re: Approving Use of American Rescue Plan Act (ARPA) Funds (No.**
4 **4)**
5
6

7 **WHEREAS**, on March 11, 2021, the American Rescue Plan Act (ARPA) was
8 signed into law, and
9

10 **WHEREAS**, ARPA established the coronavirus State and Local Fiscal Recovery
11 Funds (SLFRF) program to provide \$350 Billion of support to state, territorial, local, and
12 tribal governments in responding to the economic and public health impacts of COVID-19,
13 and
14

15 **WHEREAS**, Sheboygan County received approximately \$22 million in SLFRF
16 funds through ARPA, and
17

18 **WHEREAS**, U.S. Treasury's Final Rule allows for the use of ARPA funds to
19 respond to the COVID-19 public health emergency or its negative economic impacts; for
20 the provision of government services to the extent of the reduction in revenue due to the
21 COVID-19 public health emergency; and to make necessary investments in water, sewer,
22 or broadband infrastructure, and
23

24 **WHEREAS**, Sheboygan County, through taskforces created in collaboration with
25 local non-profit entities, the private sector, and other stakeholders explored the needs
26 within the county for affordable housing, workforce development, behavioral health and
27 crisis response, child care, broadband development, and transportation, and
28

29 **WHEREAS**, in addition to the taskforce recommendations, Sheboygan County
30 Departments also have a need for SLFRF funds for eligible uses.
31

32 **NOW, THEREFORE, BE IT RESOLVED** that the Sheboygan County Board of
33 Supervisors has determined that a portion of Sheboygan County's ARPA SLFRF funds
34 shall be used for the following eligible expenses as detailed in the following chart, listed
35 in order of Sheboygan County Executive Committee scoring priority on taskforce
36 requests:
37
38
39
40
41

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Description	2022	2023	2024	Total Cost
ARPA Advisory Committee - Broadband				
Matching Funds for Broadband Expansion Grant Applications from Internet Service Providers (ISP)	\$2,000,000			\$2,000,000
ARPA Advisory Committee - Behavioral Health & Crisis Response				
Neighborhood Social Workers	\$350,000	\$350,000	\$350,000	\$1,050,000
City of Sheboygan Police & Crisis Co-Response Pilot	\$140,268	\$194,218	\$205,008	\$539,494
ARPA Advisory Committee - Childcare				
Youth Serving Agency Support	\$2,000,000			\$2,000,000
Teacher Recruitment, Training and Support				
Financial Support low-income and ALICE				
Early Childhood Educator Support through Inclusion Specialists				
Start Up and Expansion Grants				
ARPA Advisory Committee - Affordable Housing				
Workforce and Affordable Housing Program (WAH)	\$1,350,000	\$650,000		\$2,000,000
Down Payment Assistance Program	\$250,000	\$250,000		\$500,000
ARPA Advisory Committee - Transportation				
County-wide Transportation Study	\$8,000			\$8,000
Transportation for Veterans, Elderly, and Disabled		\$500,000		\$500,000
ARPA Advisory Committee - Workforce Development				
Financial Literacy/Sustainability Programming	\$2,000,000			\$2,000,000
Marketing/Attraction Campaign (To include Refugee Resettlement)				
Transition Services				
Relocation Package				
Sub Total for Advisory Committee Requests	\$8,098,268	\$1,444,218	\$555,008	\$10,597,494
County Operations				
Human Resources LTE HR Generalist*	\$34,687	\$81,857	\$84,130	\$200,674
Ultra Violet (UV) Air Filtration Systems at Rocky Knoll and Detention Center*	\$225,000			\$225,000
Wisconsin Counties Association - Uniquely Wisconsin Initiative	\$60,000			\$60,000
Sub Total for County Operations	\$319,687	\$81,857	\$84,130	\$485,674
Total ARPA Requests	\$8,417,956	\$1,526,075	\$639,138	\$11,083,168

*These County Operations are forecasted amounts. ARPA Funds allocated will be adjusted to actual incurred.

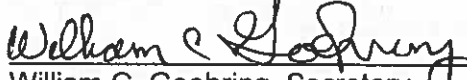
BE IT FURTHER RESOLVED that the 2022 allocations noted in the above chart shall be incorporated into the 2022 budget.

BE IT FURTHER RESOLVED, that the Executive Committee has authority to approve the final agreements between Sheboygan County and the entities awarded funds and for the purposes as set forth herein, and any amendments thereto, and to monitor such agreements for compliance.

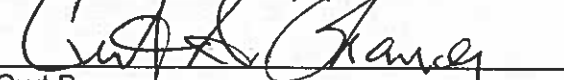
Respectfully submitted this 17th day of May, 2022.

EXECUTIVE COMMITTEE

Vernon Koch, Chairperson


William C. Goehring, Secretary


Keith Abler, Vice-Chairperson


Curt Brauer

Edward J. Procek

Opposed to Introduction:

FISCAL NOTE
May 2022

**Resolution No. 01 (2022/23) RE: Approving Use of American Rescue Plan Act
(ARPA) Funds (No. 4)**

Within the resolution is the breakdown of the requests totaling \$11.1 million. The County received \$22.4 million.

ARPA funds need to be expended or obligated by December 31, 2024. If obligated, funds would need to be expended by December 31, 2026.

Funding:

No additional levy is required.

Respectfully Submitted,



Wendy A. Charnon, Finance Director
May 13, 2022