

NOTICE OF MEETING

EXECUTIVE COMMITTEE

January 2, 2019 3:00 P.M.

Administration Building
508 New York Ave
Sheboygan WI 53081
Room 306

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes – November 26, 2018 Executive Committee Meeting

Public Input and Comments on Agenda Items/Non-Agenda Items

Committee Action

Consideration of Revolving Loan Fund Refinancing Application for DeO'Malley's Inc., DBA Carole's Café

Referrals from County Board

Consideration of Resolution No. 23 – Declaration of Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Consideration of Resolution No. 25 – Supporting Rotary Club of Sheboygan and Lakeshore Natural Resource Partnership, Inc. Restoration of Our Trees Sheboygan (ROOTS) Program to Mitigate the Effects of the Emerald Ash Borer (EAB) in Sheboygan County

Consideration of Ordinance No. 11 – Changing Supervisory District Boundaries to Reflect Annexation Supervisory Districts 18 and 19 (City of Sheboygan Falls)

Chairman's Report - Wisconsin Counties Association Board Report

County Administrator's Report

Approval of Attendance at Other Meetings or Functions

Review and Approve Vouchers

Next Meeting Date: Thursday, January 31 at 3:00pm

Adjournment

Prepared by:
Alayne Bosman
Recording Secretary

Tom Wegner
Committee Chairperson

Posted on 12/27/2018 at 1:00pm

NOTE: Members of the public are invited to offer comments on topics which may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

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.

If listed as an agenda item, the "Administrator's Report" is a summary of key activities for the previous month and planned for upcoming months including performance evaluations, liaison committee issues and County Board issues. No action will be taken by the Executive committee resulting from the report unless it is a specific item on the agenda.

Persons with disabilities needing assistance to attend or participate are asked to notify the County Board Chairman/County Administrator's Office at 920-459-3103 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY EXECUTIVE COMMITTEE MINUTES

Administration Building
508 New York Ave
Sheboygan, WI 53081

November 26, 2018

Called to Order: 3:30 P.M.

Adjourned: 4:35 P.M.

MEMBERS PRESENT: Tom Wegner, Vernon Koch, William Goehring, Ed Procek, Robert Ziegelbauer

MEMBERS ABSENT: None

ALSO PRESENT: Adam Payne, Alayne Bosman, Crystal Fieber, Jean Gallimore, Chad Broeren, and Corey Norlander

Chairman Wegner called the meeting to order. Alayne Bosman verified that the meeting notice was posted on November 19, 2018 at 2:30 P.M. in compliance with the open meeting law.

Supervisor Goehring made a motion to approve the minutes of the October 29, 2018 Executive Committee meeting. Motion seconded by Supervisor Koch. Motion carried unanimously.

The Courthouse Security Policies & Procedures were presented and discussion ensued. Supervisor Ziegelbauer made a motion to approve the policies and procedures. Motion seconded by Supervisor Koch. Motion carried unanimously.

The Committee discussed the 3rd Quarter Variance Reports for the County Administrator & County Board budgets. Supervisor Koch made a motion to approve the variance reports. Motion seconded by Supervisor Ziegelbauer. Motion carried unanimously.

County Administrator Adam Payne reported on an accepted offer for one lot at Amsterdam Dunes, gave an update on the progress of the customs facility, reported that 31 miles were paved this year, and remarked on the upcoming transition at the Governor's office.

Vouchers were reviewed. Supervisor Goehring made a motion to approve the vouchers. Motion seconded by Supervisor Koch. Motion carried unanimously.

The next Executive Committee meeting will be Wednesday, January 2nd at 3:00pm.

Supervisor Ziegelbauer made a motion to adjourn. Motion seconded by Supervisor Koch. Motion carried unanimously.

William Goehring, Secretary

Alayne Bosman, Recording Secretary

Summary of DeO'Malley's Inc., DBA Caroles Café, Loan Request and RLF Committee Recommendation

OVERVIEW OF APPLICATION

Carole's Cafe is a full-service restaurant/cafe located at 210 East Mill St. The building is on the main street of downtown Plymouth WI. The restaurant features a menu containing a mix of moderately priced "comfort" breakfast and lunch foods, based upon time honored recipes. Carole's Café will now be open for breakfast, lunch, and dinner.

Carole's Cafe is owned and operated by DeO'Malley's Inc., a corporation managed by Carole O'Malley

Carole's Cafe is requesting refinancing existing loan of \$116,915, plus additional \$20,000 from unexpected renovation costs. Total refinance amount of \$136,915 from the Sheboygan County RLF and Waldo State Bank. The refinancing request is for:

- o \$80,000 total from Waldo State Bank. \$60,000 paid on existing balance of RLF, and \$20,000 unexpected renovation costs.
- o \$56,915 remaining balance refinanced from Sheboygan County Revolving Loan Fund

The loan restructure would benefit Carole's Café cashflow and allow for the accumulation of working capital. The loan restructure will benefit the Sheboygan County RLF by decreasing the remaining loan fund balance and increasing the loan fund cash balance.

Background:

	Current Projections	Proposed Projections
Monthly sales	\$ 28,600.00	\$ 28,600.00
Sales	\$ 343,200.00	\$ 343,200.00
Sales Taxes	\$ 18,876.00	\$ 18,876.00
Cost of Goods	\$ 75,504.00	\$ 75,504.00
Gross Operating Income	\$ 248,820.00	\$ 248,820.00
Expenses:		
Total Expenses	\$ 216,623.00	\$ 216,623.00
Net Income	\$ 32,197.00	\$ 32,197.00
Loan Payments:		
County RLF Payment:	\$ 19,812.00	\$ 6,594.00
Pam Goelzer	\$ 12,000.00	\$ 12,000.00
Waldo State Bank		\$ 7,980.00
Total Debt Service	\$ 31,812.00	\$ 26,574.00
Net cash flow	\$ 385.00	\$ 5,623.00

The RLF Committee has recommended the following with a 5-0 vote:

RLF Loan: \$55,555

Interest Rate/Term: 10 year term, 3% first 6.5 years, Wall Street Prime -1 fixed remaining 3.5 years

Collateral: Collateral will be a 2nd lien on real property, appraised value of \$207,000, & FFE, 2nd to Waldo State Bank and personal guarantee of Carole O'Malley

Conditions: Conditions under the RLF Manual will be required. Carole's Café met the conditions of current RLF loan and is in good standing for the creation of LMI jobs.

1 SHEBOYGAN COUNTY RESOLUTION NO. 23 (2018/19)

2
3 Re: Declaration of Official Intent to Reimburse Expenditures from
4 Proceeds of Borrowing
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7 WHEREAS, Sheboygan County plans to undertake the 2019 Capital Projects Plan (the
8 "Project"), and
9

10 WHEREAS, Sheboygan County may finance the project on a long-term basis by issuing
11 the tax-exempt bonds or promissory notes (the "Bonds"), and
12

13 WHEREAS, because the bonds will not be issued prior to January 1, 2020, Sheboygan
14 County must provide interim financing to cover the cost of the Project incurred prior to receipt of
15 the proceeds of the Bonds, and
16

17 WHEREAS, it is necessary, desirable, and in the best interest of Sheboygan County to
18 advance monies from its funds on hand on an interim basis to pay the costs of the Project until
19 the Bonds are issued;
20

21 NOW, THEREFORE, BE IT RESOLVED, that:
22

23 1. Expenditure of Funds. Sheboygan County shall make expenditures as
24 needed from its funds on hand to pay the costs of the Project until Bond proceeds
25 become available.
26

27 2. Declaration of Official Intent. Sheboygan County hereby officially
28 declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures
29 with proceeds of the bonds, the principal amount of which is not expected to exceed
30 \$2,936,076.00.
31

32 3. Unavailability of Long-term Funds. No funds for payment of the
33 Project from sources other than the Bonds are, or are reasonably expected to be,
34 reserved, allocated on a long-term basis, or otherwise set aside by Sheboygan County
35 pursuant to its budget or financial policies.
36

37 4. Public Availability of Official Intent Resolution. This Resolution shall
38 be made available for public inspection at the County Clerk's office within thirty (30) days
39 after its approval in compliance with applicable State law governing the availability of
40 records or official acts, including Subchapter II of Chapter 19, and shall remain available
41 for public inspection until the Bonds are issued.
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5. Effective Date. This Resolution shall be effective upon its adoption.

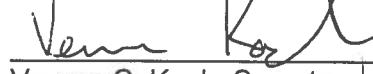
Respectfully submitted this 18th day of December, 2018.

FINANCE COMMITTEE

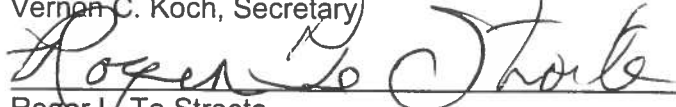


William C. Goehring, Chairperson

Greg Weggeman, Vice-Chairperson



Vernon C. Koch, Secretary



Roger L. Te Stroete



Keith Abler

Opposed to Introduction:

(Signature page to
Declaration of Official Intent to
Reimburse Expenditures from
Proceeds of Borrowing)

FISCAL NOTE
December 2018

**Resolution No. 23 (2018/19) RE: Declaration of Official Intent to Reimburse
Expenditures from Proceeds of Borrowing**

This resolution is required for the County to bond in 2020 for the Five Year Capital Plan projects that are approved for 2019.

Funding:

No additional funding is required.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Wendy A. Charnon". The signature is written in black ink and is positioned above a horizontal line.

Wendy A. Charnon, Finance Director
December 18, 2018

SHEBOYGAN COUNTY RESOLUTION NO. 25 (2018/19)

Re: **Supporting Rotary Club of Sheboygan and Lakeshore Natural Resource Partnership, Inc. Restoration of Our Trees Sheboygan (ROOTS) Program to Mitigate the Effects of the Emerald Ash Borer (EAB) in Sheboygan County**

WHEREAS, several municipalities, including Elkhart Lake, Plymouth, and Sheboygan, are Tree City USA communities, and

WHEREAS, the Emerald Ash Borer (EAB) is a non-native invasive insect that is infesting and killing ash trees all over the Midwest, including Sheboygan County, and

WHEREAS, municipal governments like the Sheboygan County have limited resources to mitigate the devastating effects from EAB, and

WHEREAS, the Rotary Club of Sheboygan and the Lakeshore Natural Resource Partnership, Inc., have established the Restoration Of Our Trees Sheboygan (ROOTS) partnership, and

WHEREAS, the ROOTS partnership is developing a broad county-wide collaboration to address EAB throughout Sheboygan County, and

WHEREAS, it is the desire of the partnership to partner with all sectors including private, public, and non-profit sectors to mitigate the effects of EAB, and

WHEREAS, the partnership intends to seek grant resources and fundraise for EAB initiatives that will support EAB mitigation throughout Sheboygan County;

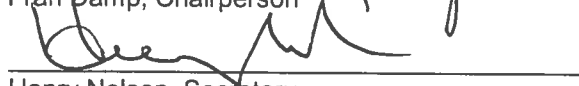
NOW, THEREFORE, BE IT RESOLVED that the Sheboygan County Board of Supervisors supports the efforts of the Rotary Club of Sheboygan and Lakeshore Natural Resource Partnership, Inc., collaborative efforts under the ROOTS initiative to spearhead EAB programs.

Respectfully submitted this 18th day of December, 2018.

PLANNING, RESOURCES, AGRICULTURE, AND EXTENSION COMMITTEE*



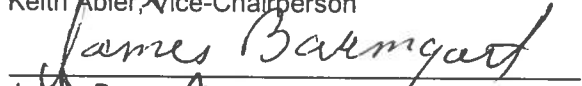
Fran Damp, Chairperson




Henry Nelson, Secretary



Keith Abler, Vice-Chairperson



James Baumgard



Paul A. Gruber

Opposed to Introduction:

*County Board members signing only

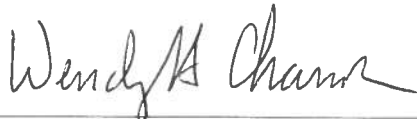
FISCAL NOTE
December 2018

Resolution No. 25 (2018/19) RE: Supporting Rotary Club of Sheboygan and Lakeshore Natural Resource Partnership, Inc. Restoration of Our Trees Sheboygan (ROOTS) Program to Mitigate the Effects of the Emerald Ash Borer (EAB) in Sheboygan County

Funding:

No additional funding is required.

Respectfully Submitted,



Wendy A. Charnon, Finance Director
December 18, 2018

1 **SHEBOYGAN COUNTY ORDINANCE NO. 11 (2018/19)**

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3 **Re: Changing Supervisory District Boundaries to Reflect Annexation**
4 **Supervisory Districts 18 and 19 (City of Sheboygan Falls)**
5

6
7 **WHEREAS**, the Sheboygan County Board established its current supervisory district
8 boundaries by enactment of Ordinance No. 3 (2011/12) on September 20, 2011, subject to
9 certain subsequent amendments, and

10
11 **WHEREAS**, on September 19, 2018, the City of Sheboygan Falls enacted an Ordinance
12 establishing wards and aldermanic districts for newly-annexed City territory, and the City has
13 requested that the newly-annexed territory be included in the Supervisory Districts of the
14 Supervisors representing the City of Sheboygan Falls, and

15
16 **WHEREAS**, Wis. Stat. § 59.10(3)(c) authorizes county boards to amend their
17 supervisory district plans to reflect municipal annexations, and such an amendment to address
18 the City of Sheboygan Falls annexation would be in the best interests of Sheboygan County;

19
20 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan
21 does ordain as follows:

22
23 Section 1. **Amending Supervisory Districts No. 18 and 19.** Section 1.02
24 of the Sheboygan County Code of Ordinances is hereby amended as follows (additions
25 indicated by shading; deletions by strikeouts):

26
27 **SUPERVISORY DISTRICT NO. 18:**

28
29 **Town of Sheboygan Falls Wards 1 and 3** – That portion of the Town of
30 Sheboygan Falls South and East of the line commencing at the intersection of
31 Willow Road and County Road O, East on County Road O to Meadowlark Road,
32 North on Meadowlark Road to County Road J, East on County Road J to
33 Rangeline Road less those portions annexed to the City of Sheboygan Falls by
34 City Ordinance No. 2013-4 and City Ordinance No. 2016-9. **City of Sheboygan**
35 **Falls Wards 1, 2 and 9** – That portion of the City of Sheboygan Falls West of the
36 line commencing at Bluebird Lane and County Road C, which becomes Fond du
37 Lac Avenue, East on Fond du Lac Avenue to Leavens Avenue, East on Leavens
38 Avenue to Second Street, South on Second Street to Western Avenue, East on
39 Western Avenue to First Street, North on First Street to Leavens Avenue, East
40 on Leavens Avenue to Main Street, South on Main Street to Broadway,
41 Southeast on Broadway to Buffalo Street, South on Buffalo Street to Monroe
42 Street, West on Monroe Street, which becomes County Road PPP to the
43 boundary of the City of Sheboygan Falls. **City of Sheboygan Falls Ward 8** –
44 That portion of the City of Sheboygan Falls North and East of the line
45 commencing at the northern boundary of the City of Sheboygan Falls and State
46 Highway 32, South on State Highway 32, which becomes North Main Street, to
47 Forest Avenue, East on Forest Avenue to the eastern boundary of the City of
48 Sheboygan Falls.
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SUPERVISORY DISTRICT NO. 19:

City of Sheboygan Falls Wards 3 through 7, 10, and 11 – That portion of the City of Sheboygan Falls East of the line commencing at the southern boundary of the City of Sheboygan Falls and County Road PPP, East on County Road PPP, which becomes Monroe Street, to Buffalo Street, North on Buffalo Street to Broadway, Northwest on Broadway to Main Street, North on Main Street to Leavens Avenue, West on Leavens Avenue to First Street, South on First Street to Western Avenue, West on Western Avenue to Second Street, North on Second Street to Leavens Avenue, West on Leavens Avenue to Fond du Lac Avenue, which becomes County Road C, West on County Road C to Bluebird Lane, North on Bluebird Lane to the boundary of the City of Sheboygan Falls, North and East along the boundary of the City of Sheboygan Falls to State Highway 32, South on State Highway 32 to Forest Avenue, East on Forest Avenue to the eastern boundary of the City of Sheboygan Falls plus those portions annexed to the City of Sheboygan Falls by City Ordinance No. 2013-4 and City Ordinance No. 2016-9.

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 18th day of December, 2018.

FINANCE COMMITTEE



William C. Goehring, Chairperson

Greg Weggeman, Vice-Chairperson



Vernon Koch, Secretary



Keith Ablér



Roger Te Stroete

Opposed to Introduction:

FISCAL NOTE
December 2018

Ordinance No. 11 (2018/19) RE: Changing Supervisory District Boundaries to Reflect Annexation Supervisory Districts 18 and 19 (City of Sheboygan Falls)

Funding:

No additional funding is required.

Respectfully Submitted,

A handwritten signature in black ink that reads "Wendy A. Charnon". The signature is written in a cursive style with a long horizontal flourish at the end.

Wendy A. Charnon, Finance Director
December 18, 2018