

NOTICE OF MEETING
FINANCE COMMITTEE
March 23, 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: 856 2198 8143 Passcode: 936951

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 - March 9, 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 Use of Nondepartment Contingency for the Wisconsin County Association's Uniquely Wisconsin Initiative

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

County Board Referral

Consideration of Ordinance No. 07 - Amending Certain Elected Officials' Salaries (Clerk of Courts and Sherriff)

Consideration of Resolution 2022-15 Received From Vilas County - Request State to Revise the Current Real Estate Transfer Fees Revenue Sharing Formula

County Clerk

Review of 2021 Annual Report

District Attorney

Consideration of Equity Adjustments

Treasurer

Draft County Treasurer and Real Property Listing 2021 Annual Report
2021 Sales Report

Approval of Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Next Scheduled Meeting - April 13, 2022, 3:30 PM in Room 302, Administration Building

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

March 9, 2022

Called to Order: 3:30 P.M.

Adjourned: 4:00 P.M.

MEMBERS PRESENT:

In Person: William Goehring, Roger Te Stroete, Keith Abler, Robert Ziegelbauer

Remote: Thomas Wegner

MEMBERS ABSENT:

ALSO PRESENT:

In Person: Vern Koch, Edward Procek, Wendy Charnon, Stefanie Albrecht, Jeremy Fetterer

Remote: Brian Hoffmann, Alayne Krause, Matthew Strittmater, Natascha Rowell

Chairperson Goehring called the meeting to order. Jeremy Fetterer verified that the meeting notice was posted on March 4, 2022 at 5:00 P.M. in compliance with the open meeting law.

Supervisor Abler moved to approve the minutes of the February 23, 2022 meeting. Motion seconded by Supervisor Ziegelbauer. Motion Carried

Correspondence – None

Finance Director Report – Finance Director, Wendy Charnon informed the committee the 2022 bonding funds have been received. She then mentioned the 2023 assumptions will be sent to the County Administrator and she will be meeting with the Deputy County Administrator to discuss American Recovery Plan Act requests which had recently been presented to the Executive Committee.

Finance Director, Wendy Charnon presented a Vacant Position Request for the Rocky Knoll Accounts Receivable Coordinator. Supervisor Ziegelbauer moved to approve the request. Motion seconded by Supervisor Abler. Motion Carried

Finance Director, Wendy Charnon presented the draft 2021 Finance Department Annual Report.

Finance Director, Wendy Charnon presented draft Resolution No. -- ---Authorizing the Finance Committee and Finance Director to Balance Over Budget Departmental Accounts. Supervisor Te Stroete moved to approve the resolution as drafted and introduce the resolution to the County Board in December. Motion seconded by Supervisor Ziegelbauer. Motion Carried

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

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

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

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

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

The next scheduled meeting will be Wednesday, March 23, 2022 at 3:30 p.m.

Jeremy Fetterer
Recording Secretary

Keith Abler
Secretary



SHEBOYGAN COUNTY

Vernon Koch
Chairman of the Board

Adam N. Payne
County Administrator

To: Members of the Finance Committee

From: County Administrator Adam Payne 

Date: March 18, 2022

Re: Consideration of Use of Non-Department Contingency Funds for the WCA's Uniquely Wisconsin Initiative

After consultation with and the support of the County Board Chairman, Vice-Chairman and Supervisor Wegner, I respectfully request that the Finance Committee approve the allocation of \$60,000 from the Non-Departmental Contingency Fund to participate in the Wisconsin Counties Association (WCA) Uniquely Wisconsin Initiative.

As you know, the WCA is asking counties to join together to highlight and help promote the uniqueness of our State and region. Sheboygan County has so much to offer, tremendous job opportunities and workforce needs, and we must attract and retain more workers. This investment will complement our current Discover Wisconsin marketing initiatives, and further showcase Sheboygan County as a great place to live, work and raise a family. This initiative would also help address the feedback we are hearing that we need to be more creative and proactive in reaching out beyond our county and state to attract people to our community.

Attached is a copy of the proposed MOU and summary of the Uniquely Wisconsin marketing project description. At present, seven counties have signed up to participate in this partnership with the WCA and Discover Wisconsin.

Thank you for your consideration.



March 18, 2022

Sheboygan County
Attn: Adam Payne
508 New York Ave.
Sheboygan, WI 53081

Dear County Administrator Payne,

This memorandum of understanding ("MOU") will confirm our acknowledgement with respect to Sheboygan County obtaining from Discover Mediaworks ("Provider") the campaign benefits outlined on Exhibit A to this MOU (the "Benefits").

The Benefits will be provided for the current fiscal year which is measured from January 1st to December 31st.

In consideration of the Benefits to be provided under this MOU, Sheboygan County will pay Wisconsin Counties Association ("Fiscal Agent") the campaign fee in the following amounts:

<u>Fiscal Year</u>	<u>Fee</u>
2022	\$60,000

Payment will be made in full to Wisconsin Counties Association within thirty days of signature of marketing agreement, unless mutually agreed upon.

If the Benefits cannot be provided as a result of a Force Majeure event, Provider will offer mutually agreeable make-good benefits in direct and fair proportion to the Benefits not received by County.

The purpose of this MOU is to serve as a measurement of interest of the collective Participating Counties. In the event full participation (10 counties total) is not reached, the parties agree that the full scope of the project may be revised to reflect this modified number.

If the foregoing is acceptable, please sign and return a copy of this MOU to the undersigned.

PROPOSED BY:
Discover Mediaworks, Inc.

ACCEPTED BY:
Sheboygan County

Josh Ostermann
Content Marketing & Business Dev.

Adam Payne
County Administrator

Date: _____

Date: _____



EXHIBIT A

Total Package with Ten (10) Counties

Broadcast – Discover Wisconsin Regional TV Network

- Two (2) OTO – 26 Minute Documentary Broadcast Shows
- Ten (10) professionally produced :30 TV commercial
- Thirty (30) :30 TV commercial flight buy on Discover Wisconsin Regional Television Network during Discover Wisconsin episodes

Docuseries & Social Media

- Ten (10) 15-18 minute digital shorts
 - Blogs, enewsletters and social posts included in docuseries
- Thirty (30) :60 social media banter videos
 - Each county receives three (3) banter videos
 - Banter videos will be shared via Discover Wisconsin Facebook, YouTube, Instagram, Tik Tok pages

Partnership Marketing

- Ten (10) 30 minute “The Cabin” dedicated podcasts
 - Each county will receive its own dedicated podcast
 - Podcasts will start with a similar Uniquely Wisconsin message and follow the concepts of the banter videos and docuseries
- Ten (10) Passport to Adventure contests promoted on Discover Wisconsin social media and landing page designed and managed by Discover Wisconsin
 - Each county will receive its own giveaway contest
 - Database for sign-ups will be provided to county to share with CVB for marketing purposes

Individual County Assets within Total Package

Shared Assets:

- One (1) approximately 4-5 minute portion in one (1) OTO – 26 Minute Documentary Broadcast Show
- One (1) approximately 4-5 minute portion in three (3) Docuseries Digital Shorts

Solo Assets:

- One (1) :30 second TV commercial production
- Three (3) :30 second TV commercial airings on Discover Wisconsin Regional Television Network
- Three (3) :60 second social media banter videos
- One (1) The Cabin dedicated podcast
- One (1) Passport to Adventure Contest

UNIQUELY WISCONSIN



JOIN US IN HIGHLIGHTING WHAT MAKES OUR STATE SPECIAL

PROJECT DESCRIPTION

Wisconsin is rich with traditions, landmarks and gorgeous natural resources. The Uniquely Wisconsin project invites Wisconsin counties to join together to highlight and promote the uniqueness, culture and people of our State through a shared voice.

This will be accomplished using video, audio, podcasts and social media. Your involvement includes highlighting what is unique about your county and region, doing so in an engaging way that balances emotion, humor and knowledge.

Example Docuseries Concepts:

Wisconsin's Natural Beauty

Multi-Generational Focus

Example Banter Concepts:

Favorite area of Wisconsin?

What does "Up North" mean to you?

Which border is better, river or lake?

Brandy or Whiskey Old Fashioned?

Best fish for a fish fry?

Fishing opener or Deer opener?

Original Production - Documentary

- Full length professionally developed documentary inviting viewers to see what makes Wisconsin wonderful
- Emotional and creative storylines per county will be shared across broadcast television

Uniquely Wisconsin Docuseries

- Themed stories of Wisconsin within participating counties
- Docuseries released on social media, YouTube, and DW App

Discover Wisconsin Social Media

- Banter videos provide a humorous view on how each county is part of the Wisconsin culture
- Millions of impressions, views and placement across all Discover Wisconsin social media channels (Facebook, Instagram, Twitter, etc.) in promotion of Uniquely Wisconsin campaign

"The Cabin" Podcast - Dedicated Podcasts

- Fun and hearty debates between hosts and county guests on topics selected for campaign
- Opportunity for each county to speak on what is most important to them and what makes up their culture

Passport to Adventure

- Invite viewers and fans to explore our state with destination specific promotional giveaways/contests

Television Network Exposure

- Multiple :30 second commercials every week of the Discover Wisconsin schedule across the Regional Television Network

NEXT STEPS

Commitment Date: April 2022

Step 1: Sign MOU

Step 2: Marketing campaign finalized with final list of participating counties

Step 3: Sign marketing agreement listing specific deliverables

Step 4: Creative meetings start (each county to fill out ranking list)

Step 5: Start pre-production and filming logistics

Step 6: Start rollout of marketing campaign

For more information, please contact:

*Mark O'Connell
Executive Director - WCA
o'connell@wicounties.org*

*Josh Schoemann
County Executive - Washington County
County.exec@washcowisco.gov*

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE FINANCE COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: 07

RE: **Amending Certain Elected Officials' Salaries (Clerk of Courts and Sheriff)**

HAVE CONSIDERED THE SAME AND RECOMMEND:

 ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
 THE ORDINANCE BE ENACTED
 FILING WITH THE CLERK
 AMENDING THE ORDINANCE AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 12th DAY OF April 2022

FINANCE COMMITTEE

OPPOSED TO THE REPORT:

WILLIAM C. GOEHRING

ROGER TE STROETE

KEITH ABLER

THOMAS WEGNER

ROBERT ZIEGELBAUER

CONCURRING IN THE REPORT:

WILLIAM C. GOEHRING

ROGER TE STROETE

KEITH ABLER

THOMAS WEGNER

ROBERT ZIEGELBAUER

SHEBOYGAN COUNTY ORDINANCE NO. 07 (2021/22)

Re: **Amending Certain Elected Officials' Salaries (Clerk of Courts and Sheriff)**

WHEREAS, pursuant to the provisions of Section 47.06(5) and the report on file with the County Clerk, the following represents amendment to the salaries of the Clerk of Courts and Sheriff from 2023 through 2026;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Salaries of Certain Elected Officials.** Section 47.06(2) of the Sheboygan County Code of Ordinances is amended to read as follows:

47.06 SALARIES OF ELECTED OFFICIALS.

(2) That annual salaries of the elected officials have been set as follows:

	2022	2023	2024	2025	2026
Clerk of Courts	\$80,351	\$82,762	\$84,831	\$86,951	\$89,125
County Clerk	\$76,841	\$78,378	\$79,945		
Register of Deeds	\$76,841	\$78,378	\$79,945		
Sheriff	\$109,656	\$112,946	\$115,769	\$118,664	\$121,630
Treasurer	\$76,841	\$78,378	\$79,945		

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

Respectfully submitted this 15th day of March, 2022.

HUMAN RESOURCES COMMITTEE



Fran Damp, Chairperson



Roger Te Stroete, Vice-Chairperson



Edward J. Procek, Secretary

Charlette Nennig



Kathleen Donovan

Opposed to Introduction:

Countersigned by:

Vernon Koch, Chairperson

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March 11, 2022, draft

FISCAL NOTE
March 2022

Ordinance No. 07 (2021/22) RE: Amending Certain Elected Officials' Salaries (Clerk of Courts and Sheriff)

Funding:

For the 2023 budget, there would be an overall increase in salary expense of \$5,701. For the years 2024 – 2026, the average annual increase to overall salary expense would be \$5,015.

Respectfully Submitted,



Wendy A. Charnon, Finance Director
March 15, 2022

RESOLUTION 2022 - 15

Re: Request State to Revise the Current Real Estate Transfer Fees Revenue Sharing Formula

WHEREAS, the collection by counties of a real estate transfer fee was mandated by the State of Wisconsin in 1969, and included a requirement that counties remit 50% of all transfer fees collected to the State; and

WHEREAS, in 1981 the State arbitrarily changed the transfer fee formula to now require counties to remit to the State 80% of all transfer fees collected; and

WHEREAS, the County through the Register of Deeds office assumes the annual operating costs of recording all real estate transfers occurring in Vilas County, including the collection of real estate transfer fees; and

WHEREAS, in 2021 Vilas County collected \$1,576,841 in real estate transfer fees with the County's 20% retained share totaling \$315,368, and was required to remit 80% or \$1,261,473 to the State; and

WHEREAS, Vilas County real estate transfer fee collections as averaged over the past five years totaled \$5,208,810 of which the County retained \$1,041,762; and over that same period \$4,167,048 was remitted to the State; and

WHEREAS, in 2021 the State of Wisconsin has built up a budget surplus of approximately \$2.5 billion dollars, while many Wisconsin counties continue to struggle financially due to the ever-increasing costs of providing county government services in an inflationary economy, coupled with the financial restrictions imposed by State mandated levy limits; and

WHEREAS, in an effort to financially assist all Wisconsin Counties, Vilas County requests that the State of Wisconsin return the real estate transfer fee share formula to again allow Wisconsin Counties to retain 50% of all total real estate transfer fees collected, with 50% to be remitted to the State.

NOW, THEREFORE, BE IT RESOLVED by the Vilas County Board of Supervisors in session this 22nd day of February, 2022 that we hereby request that the State of Wisconsin revise the real estate transfer fee share formula to again allow Wisconsin Counties to retain 50% of all real estate transfer fees collected, with 50% to be remitted to the State.

BE IT FURTHER RESOLVED, that a copy of this resolution is sent to Governor Tony Evers, all members of the State Legislature representing Vilas County, the Wisconsin Counties Association and all other Wisconsin Counties.

SUBMITTED BY: Finance & Budget Committee

s/ Ron De Bruyne, Chair

Holly Tomlanovich, Vice-Chair

s/ Jerry Burkett

s/ Michael Cady

s/ Ron Kressin



SHEBOYGAN COUNTY

Jon G. Dolson
County Clerk

February 18, 2022

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne,

Attached for your review is the annual report for the County Clerk Department.

Customer service remains a top priority in our department. The County Clerk Department is often a resident's first point of contact with county services, and we want their first impression of county services to be a great one.

We continue to deliver services based on community needs as well as statutory responsibilities. We, along with municipal clerks and election inspectors, invariably improve our skills in the administration of elections. As marriage and passport applicants continue to ebb and flow as the core of our customer counter, the work ethic and combined knowledge and experience of our department allowed us to continue to meet or exceed customer expectations.

Unfortunately, many wedding and travel plans were postponed, which reduced the amount of revenue we received. Fortunately, marriage applicant numbers for 2021 were almost 15% higher than 2020, and inching back up to the norm. And January 2022 saw the highest number of marriage licenses, for that month, in the last 5 years.

I look forward to another year of serving Sheboygan County.

Respectfully Submitted,

Jon G. Dolson
County Clerk

2021 Annual Report of the County Clerk

Mission Statement and Summary of Responsibilities

"To go beyond the services required by the statutes in order to serve the public and other units of government in the most courteous, efficient, and cost-effective manner possible."

County Clerk's Responsibilities and Services

- Act as the secretary for the County Board
 - o Maintain the records and web site for the board and all of its committees
 - o Follow open meeting laws
 - o Prepare and distribute board meeting agendas and minutes
 - o Assist in County Board meetings
 - o Audit supervisor expense sheets
- Administer county elections
 - o Coordinate federal, state, county, municipal and school district elections
 - Register county candidates and multi-jurisdictional judge candidates
 - Prepare and test ballots
 - Program election tabulation equipment
 - Publish legal notices
 - Tabulate and post election results
- Process marriage license applications
- Conduct passport acceptance agency services (passport applications and photos)
- Administer dog licensing program for all 28 county municipalities
- In addition, my office attends to compiling and distributing annual County Board proceedings and maintaining a state, county and municipal officials directory; checking probate claims; fulfilling open records requests; administering county owned Taylor Park pavilion reservations; handling timber cutting permits; and maintenance of a myriad of unrelated records such as medical examiner's dockets, old school records, highway relocation maps, veteran's grave sites, tax exempt properties, and farmland preservation.

Goals and Objectives Achieved in 2021

Marriage License Applications

- Continuation of strong customer service

Passport Applications

- Continuation of strong customer service

Dog License Administration

- Continuation of streamlining process and accounting practices of dog license system

Elections

- Implementation of Albert Network Monitoring System for all county computers/networks
- Continual goal to expedite election results posting to our website

Budget Status

The 2021 department budget of \$372,959 realized a negative variance at year's end of \$26,815. The 2022 department budget is \$374,052 with a property tax levy of \$223,252.

The following table shows the license, application, photo, and counter fees collected for the past three years. Obviously the pandemic affected these revenues for 2020, as well as 2021.

		2019	2020	2021
Marriage Licenses	Licenses Issued / Date Waivers Granted	601 / 68	498 / 45	564 / 70
	Total Fees Collected	\$ 52,780.00	\$43,455.00	\$ 49,700.00
	County's Share of Revenue	\$25,735.00	\$21,045.00	\$ 24,320.00
	Family Court Commissioner Fees	\$12,020.00	\$9,960.00	\$ 11,280.00
Domestic Partnerships (no longer issuing per state law)	Licenses Issued or terminated / Waivers Granted	1 / 0	0 / 0	0 / 0
	Total Fees Collected	\$ 85.00	\$0.00	\$0.00
	County's Share of Revenue	\$ 60.00	\$0.00	\$0.00
Passport Applications	Number of Applications Processed	1,028	542	556
	Total Fees Collected (County's share 100%)	\$35,980.00	\$18,900.00	\$ 19,460.00
Passport Photos	Number of Photos Taken	1,265	685	741
	Total Fees Collected (subject to sales tax) (County's share 100%)	\$11,927.13	\$6,445.19	\$7,024.68

Issues and Challenges Ahead

Primary concern is bouncing back with marriage and passport applicants, as many wedding and travel plans were postponed in 2020 and 2021 for obvious reasons. Wedding venues are in full swing and foreign countries now appear to be slowly opening back up for tourism. Additionally, time will be spent on continuing education of municipal election inspectors on administering elections, especially with some new municipal clerks who came on board in 2021, as the legislature and elections commission continue to make changes in election law.

Goals and Objectives for 2022

- Research credit/debit card acceptance for department
- Municipalities taking advantage of WI Elections Commission's electronic poll book
- Implementation of customer service survey (paper or on-line)
- Continual growth in customer service
- Continual search for office efficiencies
- Continuing education for staff and self



**DISTRICT ATTORNEY
SHEBOYGAN COUNTY**

Joel Urmanski
District Attorney

615 North 6th Street
Sheboygan, WI 53081-4692

Telephone (920) 459-3040
Fax (920) 459-4383

March 18, 2022

Sheboygan County Finance Committee
508 New York Avenue
Sheboygan, WI 53081

Chairperson Goehring and Finance Committee Members:

The District Attorney's Office is seeking an equity adjustment to be able to increase the pay of 6 of our employees. Within the past 12 months we have experienced challenges finding candidates to fill our entry level position, addressed pay concerns from some staff and recognized compression problems with staff who have been in the Office for many years but have not come close to the midpoint of their pay ranges. This request is being made to remain competitive in the marketplace, retain staff and address compression.

Prior to presentation to you, the Office submitted a proposal for pay increases to Human Resources. After their consideration of our proposal, a meeting and their review/analysis of Office's current wages, they approved the a modified version of our proposal. The increase they authorized is to 6 employees and ranges from a 5% to 7.5%, which equates to increases between \$0.83 to \$1.69 per hour.

An total \$16,850 would be needed to cover this equity adjustment in 2022, using an implementation date of April 1, 2022. Current vacancy savings in the Office are \$16,068 (wage, taxes, retirement, employee insurances as of February 28, 2022), which we suggest should be used to cover the equity adjustments in 2022.

For 2023, the full impact of the equity adjustment is \$20,265. This would be additional needed levy.

I hope the Committee will support the increases for the benefit of our staff and ultimately the County. Myself and Office Manger Amanda Scaife look forward to attending the next Finance Committee Meeting to further discuss the proposal and answer questions.

Sincerely,


Joel Urmanski
District Attorney



SHEBOYGAN COUNTY

Laura Henning-Lorenz
Treasurer and Real Property Listing

February 18, 2022

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne:

On behalf of the County Treasurer and Real Property Listing Office, I am pleased to present our 2021 Annual Report.

Again this year, the entire office made several adjustments while serving our customers safely through yet another year of the COVID-19 pandemic. The added stress that a continued pandemic placed on team members should not go unnoticed.

All team members of this office are thoughtful when handling matters with our customers, hard-working, ethical, adaptable, and steadfast. I am proud of all of them, as they go above and beyond each and every day to give our customers the best service possible.

Additionally, I want to say “thank you” for providing our office with the resources and the support that allows us to carry out our mission. Carrying out our mission means that we are able to provide important services to our customers and many units of government on a daily basis.

Respectfully Submitted,

Laura Henning-Lorenz
County Treasurer/Real Property Listing

Mission Statement and Summary of Responsibilities

The mission statement of the Sheboygan County Treasurer and Real Property Listing Office is to serve the public and other units of government in the most friendly, efficient, and effective manner possible by providing treasury, assessment, tax, and real property information.

The Sheboygan County Treasurer is an elected public official, whose constitutional duties are defined in Wisconsin State Statute, section 59.25. The Real Property Listing duties are defined in Wisconsin State Statute, section 70.09. Those two divisions blend extremely well together in our office, providing our taxpayers with a one-stop-shop experience. The responsibilities include public service, treasury management, land records administration, reporting, and organization and retention of records.

Goals and Objectives Achieved in 2021

- COVID-19 – The pandemic continued during 2021 and our office navigated through another year of practicing pandemic safety, which included masking for most of the year. The good news was that effective vaccines became available for all adults and at no cost. The Administration Building's second and third floor opened back up to the public. Having a person from Building Services continually sanitizing public areas in our building throughout the day was well received and greatly appreciated.
- Ordinance No. 8 – Our office worked together with the County Administrator, County Board Chairperson, Corporation Counsel, and Finance to draft an ordinance that would waive the penalty (not interest) on all delinquent 2020 real estate taxes and continue waiving the penalty on delinquent 2019 second installment real estate taxes to provide ongoing relief to taxpayers during the pandemic. The ordinance went through the approval process and the County Board unanimously passed the ordinance on February 16, 2021.
- Help for Homeowners – Learning continued about new resources for homeowners through the Help for Homeowners program through the State of Wisconsin, Office of the State Treasurer. These resources were provided to our delinquent property owners as they were made available. We also worked collaboratively with Lakeshore CAP (Community Action Program) and our information was able to directly help 6-8 property owners that were directly affected by COVID-19.
- Tax Foreclosures – It is a pleasure to report that during 2021 no occupied homes were taken and sold through the tax foreclosure process. We worked very hard prior to judgment to get as many property owners off of the list, utilizing many resources available.
- Credit Card Options Expanded – There were 3 departments/divisions brought live in March with our credit card vendor. This allows our customers to have more options when purchasing products or paying for services.
- Retirement – In April and after 33 years of service to Sheboygan County, Jayne Dragan, Chief Deputy Treasurer/Administrative Manager retired. Jayne has so many accomplishments and contributions of service that she has made to and for our County that our annual report doesn't have allowable space to even begin mentioning them. It is important to point out that Jayne was a very hard worker, was dedicated to the County, and gave of her time and talents well above and beyond the call of public service. We wish her the best.
- New Deputy Treasurer and Land Description Technician III – Martha Marks became the new Deputy Treasurer/Administrative Manager in April. That was an internal promotion, meaning that her former position as Land Description Technician III became open. Jayne, Martha, and I went through the application and hiring process and hired Riley Calaway for the Land Description Technician III position. His position is very technical and will require many years

of continued internal education. The Human Resources Department did a phenomenal job in helping us navigate through these processes.

- Limited Term Employee (LTE) – We hired Achraf Al Bakir, who completed a large land record tax roll scanning project with our office. While he was with our office we had difficulty finding a LTE for second installment tax collection, so Achraf willingly changed positions and helped us with tax collections at the end of July and beginning of August. Shortly thereafter a local manufacturer offered him a much better wage, benefits, and bonus and he went to work for that company.
- Audited Drainage District – In April our office collaboratively worked with the Ozaukee County Farm Drainage District No. 1 to audit parcels within that district. Updates were made in an effort to ensure that both the district and our office have reconciling data.
- Audited Sanitary District – The Hingham Mill Pond Sanitary District was audited and the audit concluded after eight months of work had been done by our office, the district and their surveyor, and the Town of Lima. Boundary lines were re-defined in areas of question and records on file now reconcile with the original intent of the district's boundary. Coding will be updated in our land record enterprise system in early 2022, as it must be done at a very specific point in time.
- Tyler Munis – Several team members of our office attended all day Tyler Munis education in an effort to prepare for the new accounting system.
- SNAP (Supplemental Nutrition Assistance Program) – Worked collaboratively with Health and Human Services to set up the banking side of a program called SNAP. This allows Health and Human Services to receive electronic payments for this meal program.
- Upgraded Scanners – Our remote deposit scanners had been utilized beyond their expected life cycle. They were replaced, functionality was tested, and after everything tested positively they were implemented in a live environment.
- GCS Land Record Enterprise Software System – Our office went through 4 software updates. On a different note, we began the process of procuring an agreement from GCS, as we will be navigating from our current platform to a web-based platform in 2022.
- Tax Planning – Worked with 10 municipal treasurers and their 8 banks to work on a hybrid for first installment tax collection due to the fact that the COVID-19 pandemic was still not over. Subsequently, our office communicated with all 28 municipal treasurers to work out the customized verbiage for their tax bills. The collaborated changes were successfully communicated on the tax bills for property owners.
- Continuing Education – Several team members in our office were able to attend an in-person educational seminar in the fall while pandemic transmission rates were low.
- Compliance – The Statewide Parcel Map data was submitted to the State of Wisconsin and passed compliance measures.
- Team Meetings – We continued to conduct monthly team meetings, allowing for an opportunity to communicate and keep apprised of updates.

Budget

The total 2021 operating budget for the Treasurer and Real Property Listing Office was \$725,717, of which \$564,117 was property tax levy. Our office ended 2021 with a \$14,387 positive variance. The positive variance was mainly attributed to agriculture use conversion fees that were much higher than anticipated. There were no significant budget modifications.

	2021 Budget	2021 Results	Variance
Revenues	\$725,717	\$735,660	\$9,943
Expenses	\$751,270	\$733,374	\$17,896
Transfers In	\$25,553	\$12,101	\$13,452
	\$0	\$14,387	\$14,387

The Treasurer and Real Property Listing Office was successful in achieving the 2022 budget target, giving back \$517. The total operating budget for our office for 2022 is \$741,269, of which \$581,526 is property tax levy. We have a history of functioning very frugally and we continue to search for cost saving processes and procedures for the people that we serve.

Issues and Challenges Ahead

Certainly, the ongoing COVID-19 pandemic continues to be part of our daily work life. Our department has continued to implement the safety measures that are currently in place for our facility.

Goals and Objectives for 2022

- Test the new LandNav Web.
- Convert to the new LandNav Web.
- Commence updating LandNav Web instructions.
- Continuing education for new team members.
- Work in collaboration with the Finance Department on implementation of the new accounting system, Tyler Munis.

2021 In Rem Sales Report to Finance Committee
Parcel Number Order
March 18, 2022

A	B	C	D	E	F
Award Date	9/8/2021	9/8/2021	9/8/2021	9/8/2021	
Sale Date	10/1/2021	10/12/2021	9/9/2021	10/5/2021	
Parcel No.	59281002680	59281100110	59281201310	59281203660	
Former Owner	Parra	Scheibl	Kau	Lee	
Asset No.	11003	11004	11005	11006	
Asset Type	E	E	E	E	
In Rem	47	47	47	47	
Reconciliation to JDE Asset					
County gain/loss on Sale	(14,550.52)	(14,389.57)	(10,880.77)	(34,623.24)	(74,444.10)
Add maintenance costs not paid	-	-	-	-	
Add interest not paid	-	-	-	4,279.54	
Add penalties not paid	-	-	-	3,095.76	
Other adjustments	14,550.52	14,389.57	10,880.77	27,247.94	
JDE Asset Gain(+)/Loss(-)	-	-	-	-	-