

NOTICE OF MEETING

SHEBOYGAN COUNTY EXECUTIVE COMMITTEE

August 21, 2023 3:00 P.M.

Administration Building
508 New York Ave
Sheboygan WI 53081
Room 302

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Correspondence

Approval of Minutes for the July 27, 2023 Executive Committee Meeting

Consideration of Resolution No. 07 – 2024 Five-Year Capital Plan

Consideration of Credit Sale for Amsterdam Dunes Wetland Mitigation Bank Credit Sale

Consideration of Awarding \$185,000 to Boys & Girls Clubs of Sheboygan County, Inc. for the Childcare Taskforce Programs

Consideration of County Board 2024 Proposed Budget

Consideration of County Administrator 2024 Proposed Budget

Consideration of 2nd Quarter Variance Reports

County Administrator's Report

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

Consideration and Approval of Attendance at Other Meetings/Functions

Review and Approve Vouchers

Next Meeting Date: To Be Determined

Adjournment

Prepared by:
Peggy Osthelder
Recording Secretary

Vern Koch
Committee Chairperson

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
Room 302

July 27, 2023

Called to Order: 3:00 PM

Adjourned: 3:32 PM

MEMBERS PRESENT: Vernon Koch, Keith Abler, William Goehring, Edward Procek, and Curt Brauer

ALSO PRESENT: Crystal Fieber, Steve Hatton, Matthew Grenoble, Alayne Krause, and Peggy Osthelder

Chairman Koch called the meeting to order at 3:00 PM. Peggy Osthelder certified compliance with the open meeting law. The meeting notice was posted at 2:00 PM on July 25, 2023.

There was no correspondence to present to the Committee.

Supervisor Goehring made a motion to approve the minutes of the July 23, 2023 Executive Committee Meeting. Motion seconded by Supervisor Abler. Motion carried.

The Committee reviewed Resolution No. 06- Granting Easement to Wisconsin Public Service Corporation for Sheboygan County Memorial Airport. Airport Superintendent Matthew Grenoble gave an overview and answered questions. Supervisor Brauer made a motion to approve the resolution. Motion seconded by Supervisor Abler. Motion carried.

County Administrator Alayne Krause provided a staff update for the leadership positions in which we are recruiting. Administrator Krause then reported on the progress of 2024 Budget Development process. Additionally, Administrator Krause has been working with Sheboygan County's benefits vendors to look for ways to enhance employee benefits where possible. Administrator Krause then reported on the status of the FBO asset acquisition and thanked Corporation Counsel for their assistance with that process. Administrator Krause also reported on her recent presentation at the Wisconsin Towns Association meeting, and recent meetings with various community partners.

The Committee reviewed the Salary/Equity Adjustment for the Administrative Assistant. County Administrator Alayne Krause presented the request and answered questions. Supervisor Brauer made a motion to approve the request. Motion seconded by Supervisor Goehring. Motion carried.

The Committee discussed attendance at special meetings. Supervisor Abler made a motion for blanket approval for Committee Chairperson or designee to attend base budget meetings with any additional supervisors to be authorized by the liaison committee, except in the event of a potential quorum. Motion seconded by Supervisor Procek. Motion carried.

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

The next Executive Committee meeting is scheduled for Monday, August 21, 2023 at 3:00 pm.

Supervisor Brauer made a motion to adjourn. Motion seconded by Supervisor Goehring. Motion

carried.

Peggy Osthelder, Recording Secretary

William Goehring, Secretary

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE EXECUTIVE COMMITTEE

TO WHOM WAS REFERRED RESOLUTION NO: 07

RE: **2024 Five-Year Capital Plan**

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 19th DAY OF September 2023

EXECUTIVE COMMITTEE

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

VERNON KOCH

VERNON KOCH

KEITH ABLER

KEITH ABLER

WILLIAM C. GOEHRING

WILLIAM C. GOEHRING

CURT BRAUER

CURT BRAUER

EDWARD PROCEK

EDWARD PROCEK

1 SHEBOYGAN COUNTY RESOLUTION NO. 07 (2023/24)

2
3 Re: 2024 Five-Year Capital Plan

4
5
6 **WHEREAS**, Section 5.06(9)(b) of the County Code requires the Finance Committee to propose a
7 Five-Year Capital Plan for submission to the County Board at its August monthly meeting, and

8
9 **WHEREAS**, the Finance Committee has considered the capital projects of \$100,000.00 or more
10 included in the budget requests of the Liaison Committees and has placed each project which it endorses
11 into the upcoming budget year or into any budget year for the following four (4) years of the Five-Year
12 Capital Plan, and

13
14 **WHEREAS**, pursuant to County Code Section 7.08, in consideration of receiving the sales and use
15 tax revenues, no annual budget of the Transportation Department shall include bonding capital projects or
16 capital equipment related to road and bridge repairs, maintenance, or road and bridge reconstruction unless
17 authorized by the County Board, and

18
19 **WHEREAS**, the attached Exhibit A is the proposed Five-Year Capital Plan of the Finance
20 Committee, which includes bonding capital projects for the Transportation Department at the University of
21 Wisconsin – Green Bay – Sheboygan Campus related to the Parking Lot reconstruction;

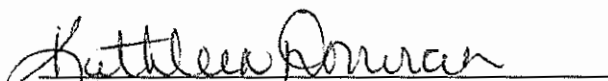
22
23 **NOW, THEREFORE, BE IT RESOLVED**, that the attached Exhibit A be adopted as the Five-Year
24 Capital Plan for Sheboygan County and that pursuant to Section 5.06(9)(b)(6) of the County Code of
25 Ordinances, that portion of the Five-Year Capital Plan as adopted by the Board at its September meeting
26 which identifies the capital projects approved for the upcoming budget year shall constitute the capital
27 projects portion of the full budget for 2024.

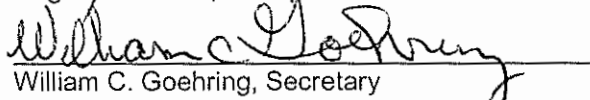
28
29 **BE IT FURTHER RESOLVED**, that the County Board specifically authorizes the Finance
30 Department to include in the 2024 Five-year Capital Plan bonding for the Transportation Department related
31 to the Parking Lot reconstruction of the University of Wisconsin – Green Bay – Sheboygan Campus.


32
33 Respectfully submitted this 15th day of August, 2023.


34
35
36 **FINANCE COMMITTEE**

37
38 
39 _____
40 Roger TeStroete, Chairperson

41 
42 _____
43 Kathleen Donovan, Vice-Chairperson

44 
45 _____
46 William C. Goehring, Secretary

47 
48 _____
49 Keith Adler

50 
51 _____
52 Thomas Wegner

Opposed to Introduction:

County of Sheboygan, Wisconsin
Five Year Capital Plan
Years 2024 through 2028

Project Name	Five Year Capital Plan Project Title	Proj #	Status	Prior Years		2024		2025		2026		2027		2028		2024-2028 Reimburse- ment	County Bonded Cost
				Budget	Reimburse- ment	Budget	Reimburse- ment	Budget	Reimburse- ment	Budget	Reimburse- ment	Budget	Reimburse- ment	Budget	Reimburse- ment		
PLANNING	1 March Bypass/Dam Reconstruction	917	C	\$ 3,000,000	\$ (1,706,014)	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
	2 Multi-Purpose Storage and Semi-permanent Hwy Collection Building	919	P	\$ -	\$ -	\$ 80,000	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880,000
	3 Marsh Storage Building	928	P	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000
	4 Old Park Road Trail Updates		N	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	5 Crystal Lake to Elkhart Lake Connector	906	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ (47,500)	\$ -	\$ (450,000)	\$ (272,500)
BUILDING SERVICES	1 Elevator Upgrades	1028	C	\$ 744,600	\$ (78,812)	\$ 139,000	\$ (215,581)	\$ 453,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 476,419
	2 Courthouse Tuckpointing & Window Replacement	1024	C	\$ 220,000	\$ -	\$ 3,702,400	\$ -	\$ 1,593,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,295,400
	3 HVAC Mt Controls	1068	C	\$ 82,000	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
	4 Jan/Restroom Center Equipment Replacement and Remodel	1055	C	\$ 1,613,500	\$ (16,372)	\$ 283,500	\$ (283,500)	\$ 185,800	\$ (145,823)	\$ 333,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 373,477
	5 Roof Replacements	1040	C	\$ 958,500	\$ (33,493)	\$ 129,500	\$ (643)	\$ -	\$ -	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214,857
	6 Courthouse Parking Lot Replacement	1067	P	\$ -	\$ -	\$ 79,000	\$ (37,456)	\$ -	\$ -	\$ 178,500	\$ -	\$ 156,200	\$ -	\$ -	\$ -	\$ -	\$ 314,700
	7 HHS Remodel Updates	1069	C	\$ 209,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,044
	8 Office LED Lights		N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
	9 UW-Green Bay - Sheboygan Campus - Parking Lot Reconstruction	1056	P	\$ -	\$ -	\$ 451,000	\$ -	\$ 360,992	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,992
SHERIFF	1 Radio Equipment Upgrades		N	\$ -	\$ -	\$ 250,000	\$ (250,000)	\$ 500,000	\$ (100,000)	\$ 500,000	\$ (100,000)	\$ 500,000	\$ (100,000)	\$ 500,000	\$ (100,000)	\$ 500,000	\$ 1,600,000
	2 Expansion of Sheboygan County Detention Center	1951	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ (120,000)	\$ 2,008,000	\$ -	\$ 31,495,000	\$ -	\$ 33,503,000	
Rocky Knoll	1 A building HVAC equipment replacement		N	\$ -	\$ -	\$ 418,000	\$ (418,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 418,000
	2 Building chiller equipment		N	\$ -	\$ -	\$ -	\$ -	\$ 313,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313,000
	3 B building boiler installation		N	\$ -	\$ -	\$ 53,000	\$ -	\$ 855,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 908,000
	4 Pneumatic control replacement		N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 788,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 788,000
	5 A building resident room renovations		N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 848,000	\$ -	\$ -	\$ -	\$ -	\$ 848,000
	6 A and B building office area renovations		N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374,000	\$ -	\$ 374,000	
IT	1 Replace Network Infrastructure	3011	C	\$ 77,764	\$ (77,764)	\$ 57,620	\$ (57,620)	\$ 73,412	\$ (73,412)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2 Microsoft Office Upgrade	3012	P	\$ -	\$ -	\$ 285,733	\$ (285,733)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	3 Data Center Hardware	3013	P	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705,684
	4 Reconstruct TWY B	289	C	\$ 456,250	\$ -	\$ 714,375	\$ (714,375)	\$ 714,375	\$ (714,375)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport	1 Runway 13/31 Precision Approach Path Indicator (PAI) Replacement		N	\$ -	\$ -	\$ 200,000	\$ (180,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	2 Replace/repair Perimeter Fencing		N	\$ -	\$ -	\$ 240,000	\$ (180,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
	3 Solar Renewable Energy Project		N	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 300,000	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000
	4 Runway 4-22 Reconstruction		N	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ (1,900,000)	\$ 4,000,000	\$ (3,800,000)	\$ 3,000,000	\$ (2,850,000)	\$ 3,000,000	\$ (2,850,000)	\$ 600,000	
	5 Reconstruct TWY A		N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ (950,000)	\$ 1,000,000	\$ (950,000)	\$ 100,000
	6 Airport Snow Removal/Maintenance Equipment Building		N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ -	\$ 4,000,000	
	7 Outlying Highway Sheds Building Improvements and Replacement	2952	C	\$ 2,121,346	\$ (1,912,455)	\$ 7,178,128	\$ (2,522,908)	\$ 11,597,651	\$ (2,933,610)	\$ 7,474,184	\$ (4,280,000)	\$ 14,344,885	\$ (8,947,500)	\$ 41,237,000	\$ (5,375,000)	\$ 562,772,790	
NET COUNTY BONDED COST				\$ 7,610,505	\$ 4,655,220	\$ 8,664,021	\$ 3,194,184	\$ 10,397,365	\$ 546,259,285	\$ 62,772,790							

Project established by Department Head and Liaison Committee
Project Start Date: 11/1/2023
11/1/2023
C: Construction of a funded project
P: Financially restricted for prior years (2023 - 2027)

Bond Issue: \$10,886,575

Fund Balance & Net Position: USAGS 2024
Fund: 6021
343,333 TT Net Position
155,580 Capital Projects Fund Balance
497,033

\$ (906,500) ARPA resolution #7 reimbursement approved



Sheboygan County ***Planning & Conservation Department***

Administration Building

508 New York Avenue

Sheboygan, WI 53081-4126

P: (920) 459-3060

P: (920) 459-1370

F: (920) 459-1371

E: plancon@sheboygancounty.com

Director

Aaron C. Brault

TO: Executive Committee Members

FROM: Aaron Brault 

DATE: August 21, 2023

RE: Wetland Mitigation Credit Sale #3

We have been approached regarding our third in-county wetland mitigation bank credit sale. Per the Wisconsin Department of Natural Resources (WDNR) and the US Army Corps of Engineers (USACE), the needed credits for the proposed project is 0.36 wet meadow credits and 0.13 forested credits. County Board Resolution 32 (2021/2022) states that the County Administrator is authorized and directed to sell the County's interest in the Amsterdam Dunes Mitigation Bank, subject to Executive Committee approval. The County Administrator and I have met and she supports my recommendation below.

Project Information

Froedtert Health is proposing to develop a new medical facility in the City of Sheboygan. The permissions to move forward with a credit purchase needed from WDNR and USACE have been granted to the applicant.

Recommendation

I recommend selling the project's needed credits based on the County Board adopted credit sale policy guidance for **\$46,440**. Though Froedtert Health has current operations in Sheboygan County, Sheboygan County is not its primary place of doing business. As such, this amount includes the 10% discount the County Board approved granting businesses that are seeking expansion or newly constructed operations in the community versus the 20% discount existing businesses with primary operations in the County would receive.

This amount is derived from the market rate of \$100,000 per credit for wet meadow credits and \$120,000 for forested wetland credits. $(\$100,000 \times 0.36 \text{ credits} + \$120,000 \times 0.13 \text{ credits}) \times 90\% = \$46,440$.

If this sale is approved, the County will have up to 30.58 credits remaining to sell upon various release criteria.

Thank you for your consideration.



SHEBOYGAN COUNTY

Vernon Koch
County Board Chairman

To: Members of the Executive Committee

From: County Board Chairman Vernon Koch 

Date: August 21, 2023

Re: Proposed 2024 Budget for the County Board

Enclosed is the proposed 2024 budget for the County Board for your review and consideration.

Department Goals - Sheboygan County is governed by a 25-member County Board of Supervisors elected by district to set policy and provide direction. Sheboygan County's mission is to provide courteous, responsive, efficient and effective services to those we serve.

Proposed Budget - The budget proposal meets the established levy target of \$246,921.

Highlights - The most significant fiscal changes to the budget are:

- Increase of Information Technology allocation.
- Decrease in advertising due to opting out of optional 3rd year of contract.
- Decrease of mileage and per diem expenses based on 5-year averages.

There are no capital outlay, furniture, or additional levy requests.

Closing - I want to thank and acknowledge County Administrator Alayne Krause for her work preparing the County Board budget. We have discussed the proposed budget with the Finance Director, and appreciate the Executive Committee's consideration and support.

Thank you.

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
00186 County Board										
400000 Revenues										
410000 Taxes										
411000 Property Tax Levy										
411100 Property Tax - Rea	226,732-	234,752-	226,345-	230,280-	230,280-	115,140-	230,280-	246,921-	16,641-	7.23
411000 Property Tax Levy	226,732-	234,752-	226,345-	230,280-	230,280-	115,140-	230,280-	246,921-	16,641-	7.23
410000 Taxes	226,732-	234,752-	226,345-	230,280-	230,280-	115,140-	230,280-	246,921-	16,641-	7.23
460000 Interest and Other R										
466000 Other Miscellaneous										
466200 Employee Reimburse										
466200 Employee Reimburse										
466000 Other Miscellaneous										
460000 Interest and Other R										
470000 Interdepartmental Re										
473000 System Operation Re										
473000 System Operation Re										
476000 Other Interdepartme										
476000 Other Interdepartme										
470000 Interdepartmental Re										
400000 Revenues	226,732-	234,752-	226,345-	230,280-	230,280-	115,140-	230,280-	246,921-	16,641-	7.23
500000 Expense/Expenditure										
510000 Personnel Related Ex										
511000 Wages										
511100 General										
511105 Regular	125,340	127,732	132,867	135,340	135,340	62,151	132,500	139,265	3,925	2.90
511100 General	125,340	127,732	132,867	135,340	135,340	62,151	132,500	139,265	3,925	2.90

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
511800 Temporary Help										
511800 Temporary Help										
511000 Wages	125,340	127,732	132,867	135,340	135,340	62,151	132,500	139,265	3,925	2.90
512000 Benefits										
512100 General										
512105 Social Security	9,226	9,447	9,508	10,009	10,009	4,549	10,009	10,296	287	2.87
512110 Retirement (Emplo	1,950	1,740	1,716	1,859	1,859	845	1,859	2,047	188	10.11
512100 General	11,177	11,186	11,224	11,868	11,868	5,394	11,868	12,343	475	4.00
512000 Benefits	11,177	11,186	11,224	11,868	11,868	5,394	11,868	12,343	475	4.00
510000 Personnel Related Ex	136,517	138,918	144,091	147,208	147,208	67,545	144,368	151,608	4,400	2.99
530000 Operating Expenses										
531000 Purchased Services										
531800 Utilities										
531800 Utilities										
531000 Purchased Services										
532000 Repair & Maintenanc										
532200 Maintenance of Equ										
532200 Maintenance of Equ	100									
532000 Repair & Maintenanc	100									
533000 General Operating										
533100 Advertising and Pr										
533105 Advertising	13,213	18,813	47,250	38,700	38,700				38,700-	100.00-
533100 Advertising and Pr	13,213	18,813	47,250	38,700	38,700				38,700-	100.00-
533200 Travel and Meals										
533205 Mileage - Employe	14,600	9,394	14,600	18,250	18,250	6,610	14,720	15,400	2,850-	15.62-
533215 Meals - Employee	148	67	32	100	100	34	68	100		

County Department Level 7 w/o CP

For 2024

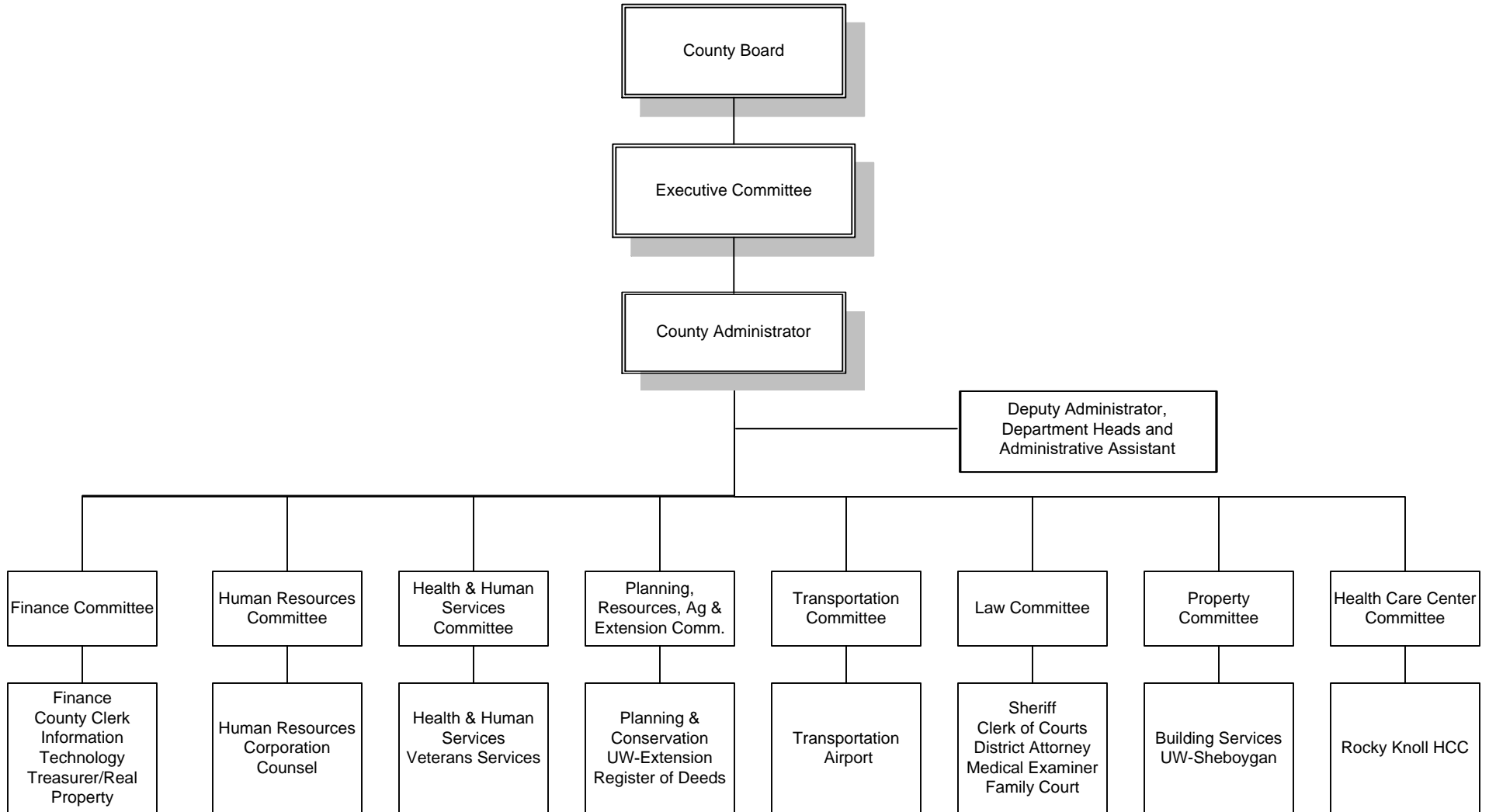
Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
551100 Benefits - General										
551115 Group Life Insura	70	72	73	68	68	34	68	70	2	2.94
551125 Worker Compensati	102	106	109	100	100	49	100	99	1-	1.00-
551100 Benefits - General	2,584	177	182	168	168	83	168	169	1	.60
551000 Employee Related In	2,584	177	182	168	168	83	168	169	1	.60
551900 Insurance Charges										
551905 General Liability	412	413	415	396	396	198	396	410	14	3.54
551920 Property Insurance	1,401	1,733	1,787	1,744	1,744	872	1,744	1,777	33	1.89
551930 Deductible Escrow	53	52	55	61	61	31	61	73	12	19.67
551900 Insurance Charges	1,865	2,198	2,257	2,201	2,201	1,101	2,201	2,260	59	2.68
552000 Repairs & Maint Cha										
552100 Repairs & Maint Ch										
552100 Repairs & Maint Ch										
552000 Repairs & Maint Cha										
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	379	375	376	334	334	167	334	362	28	8.38
553115 Telephone - Long	2	1	1	1	1		1	1		
553135 Printing & Duplic	676		1,290	1,000	1,000	648	750	750	250-	25.00-
553150 Data Processing S	29,376	30,564	30,549	33,012	33,012	16,506	33,012	48,902	15,890	48.13
553100 System Operation C	30,436	30,940	32,215	34,347	34,347	17,322	34,097	50,015	15,668	45.62
553000 System Operation Ch	30,436	30,940	32,215	34,347	34,347	17,322	34,097	50,015	15,668	45.62
556000 Other Interdepartme										
556100 Other Interdepartm										
556100 Other Interdepartm										
556000 Other Interdepartme										
550000 Interdepartmental Ch	34,886	33,315	34,655	36,716	36,716	18,505	36,466	52,444	15,728	42.84

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
Subtotal	15,144-	26,390-	7,007-			1,729-	9,222-			
800000 Net Position										
820000 Fund Balance										
820000 Fund Balance										
800000 Net Position										
00186 County Board	15,144-	26,390-	7,007-			1,729-	9,222-			
Current Change in Fund Balance	15,144-	26,390-	7,007-			1,729-	9,222-			

Sheboygan County Table of Organization



Special Notes

- Chapter 2 Rules of Order – Committee Structure
- The Executive Committee membership includes County Board Chairman, County Board Vice-Chairman and three members elected by the County Board.
- Every County Board Supervisor is assigned a minimum of one committee.
- The County Board Chair makes all Committee assignments with the support of the Executive Committee and subject to confirmation of the County Board.



SHEBOYGAN COUNTY

Alayne Krause
County Administrator

To: Members of the Executive Committee
From: County Administrator Alayne Krause *Alayne Krause*
Date: August 21, 2023
Re: Proposed 2024 Budget for the County Administrator's Office

Enclosed is the proposed 2024 budget for the County Administrator's Office for your review and consideration.

Department Goals - The Office of the County Administrator is responsible for coordinating the administrative and management functions of all County departments. This includes leading the annual budget development process, recommending organizational changes, implementing policies enacted by the County Board, and assuring fiscal and program accountability of services to the taxpayers of Sheboygan County.

Key Performance Measurements - Two key performance measurements that we monitor include working in collaboration with the County Board and staff to construct a balanced budget with limited revenue, and secondly, to monitor and ensure that Department Heads are working within their budget parameters. The County's performance on both fronts is exemplary.

Proposed Budget - The budget proposal is below the established target of \$408,723 by \$11,806.

Highlights - The most significant fiscal changes to the budget are:

- Approved American Rescue Plan Act (ARPA) expenditure of \$104,925 for a full year of the Grant Coordinator's wages, benefits, and miscellaneous office supplies are incorporated into the budget.
- Decrease of expenses related to County-owned vehicle.
- Increase in training allocation.
- Increase of Information Technology allocation.

There are no capital outlay, furniture, or additional levy requests.

Closing - I have discussed the proposed budget with the County Board Chairman and Finance Director, and appreciate the Executive Committee's consideration and support.

Thank you.



SHEBOYGAN COUNTY

Alayne Krause
County Administrator

To: Members of the Executive Committee

From: County Administrator Alayne Krause *Alayne Krause*

Date: August 21, 2023

Re: Performance Measurements

Performance measurements are important in order to be able to evaluate the success of our programs and services. Performance measurements allow us to measure productivity, establish priorities, assure we are making the best use of limited resources, and unite staff around common goals and objectives.

As part of the 2024 budget development process, we again included a performance measurement component to the budget instructions. Every Department Head was required to review and include a summary outline of what they measure in their respective department. In addition, they were asked to incorporate into their budget memo one or two specific examples of performance measurements they will apply going forward. This was a point of discussion during each department budget review meeting. The development and monitoring of performance measurements will continue to be an area we as an organization can improve upon.

As you know, the Office of the County Administrator is responsible for coordinating the administrative and management functions of all County departments. This includes leading the annual budget development process, recommending organizational changes, implementing policies enacted by the County Board, and assuring fiscal and program accountability of services to the taxpayers of Sheboygan County. Two key performance measurements that we monitor include working in collaboration with the County Board and staff to construct a balanced budget with limited revenue, and secondly, to monitor and ensure that Department Heads are working within their budget parameters. The County's performance on both fronts is exemplary.

Sheboygan County is a leader of providing responsive and cost-effective services, and we will continue to strive for continuous improvement.

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
01092 County Administrator										
400000 Revenues										
410000 Taxes										
411000 Property Tax Levy										
411100 Property Tax - Rea	302,932-	365,345-	378,380-	395,738-	395,738-	197,868-	395,738-	408,723-	12,985-	3.28
411000 Property Tax Levy	302,932-	365,345-	378,380-	395,738-	395,738-	197,868-	395,738-	408,723-	12,985-	3.28
410000 Taxes	302,932-	365,345-	378,380-	395,738-	395,738-	197,868-	395,738-	408,723-	12,985-	3.28
420000 Intergovernmental Re										
421000 Federal Grants										
421000 Federal Grants	1,113-									
420000 Intergovernmental Re	1,113-									
460000 Interest and Other R										
466000 Other Miscellaneous										
466125 Miscellaneous Reim	269-	340-	170-	34-	34-				34	100.00-
466200 Employee Reimburse										
466200 Employee Reimburse										
466000 Other Miscellaneous	269-	340-	170-	34-	34-				34	100.00-
460000 Interest and Other R	269-	340-	170-	34-	34-				34	100.00-
470000 Interdepartmental Re										
473000 System Operation Re										
473000 System Operation Re										
476000 Other Interdepartme										
476000 Other Interdepartme	56-									
470000 Interdepartmental Re	56-									
400000 Revenues	304,370-	365,685-	378,550-	395,772-	395,772-	197,868-	395,738-	408,723-	12,951-	3.27

County Department Level 7 w/o CP

For 2024

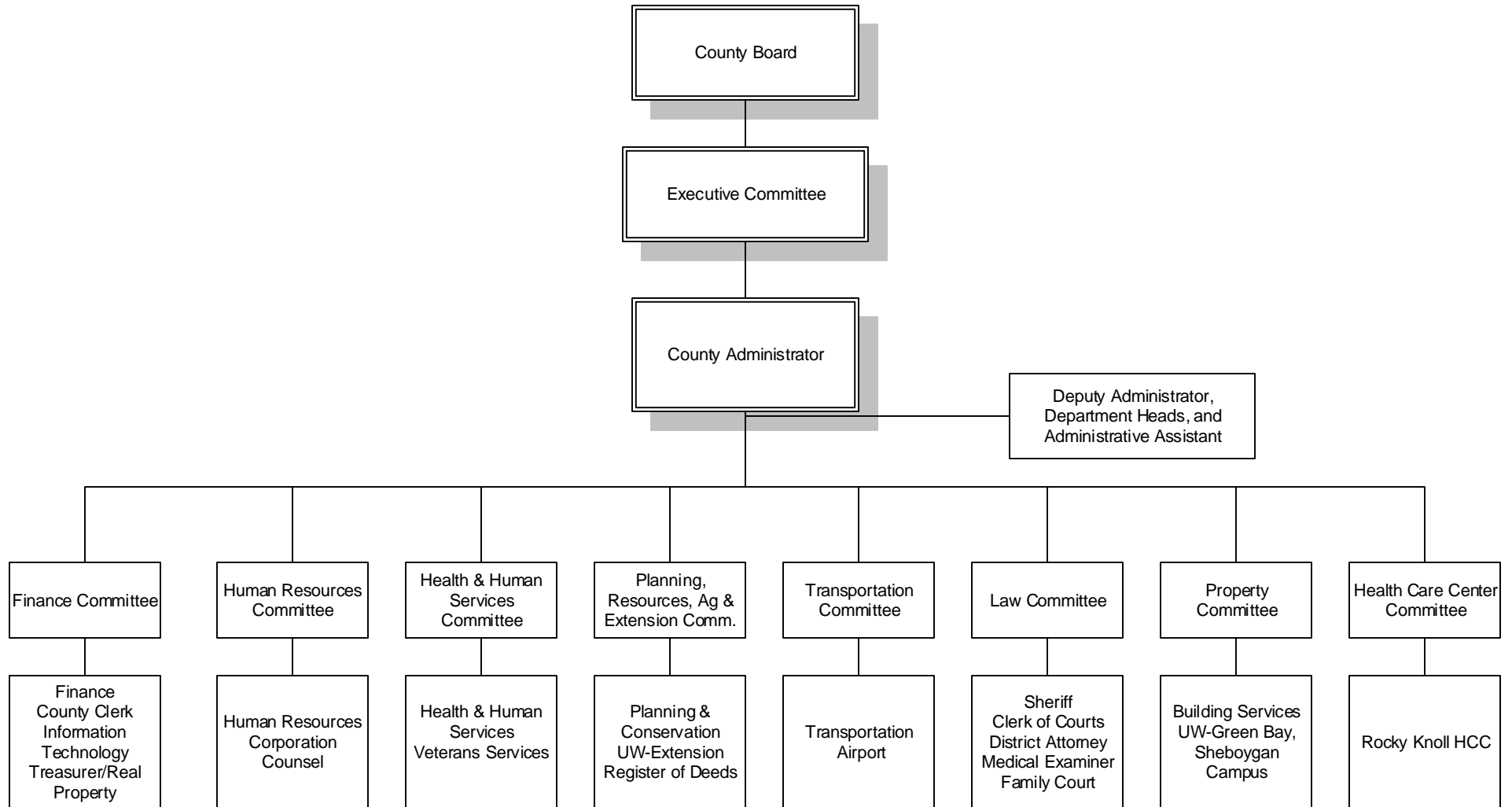
Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
532200 Maintenance of Equ										
532225 Office Equipment	114			150	150		50	100	50-	33.33-
532230 Vehicle	734	217	1,379	470	470				470-	100.00-
532200 Maintenance of Equ	848	217	1,379	620	620		50	100	520-	83.87-
532000 Repair & Maintenan	5,679	217	1,379	620	620		50	100	520-	83.87-
533000 General Operating										
533100 Advertising and Pr										
533100 Advertising and Pr										
533200 Travel and Meals										
533205 Mileage - Employe				330	330		50	50	280-	84.85-
533215 Meals - Employee	127		278	100	100		40	250	150	150.00
533220 Lodging - Employe	1,625	164	3,878	2,650	2,650	417	650	3,950	1,300	49.06
533235 Commercial Trans.	407		1,088	500	500			1,400	900	180.00
533245 Seminars and Trai	984	275	2,040	1,730	1,730	49	750	2,520	790	45.66
533200 Travel and Meals	3,144	439	7,283	5,310	5,310	466	1,490	8,170	2,860	53.86
533300 Dues										
533305 Membership Dues	777	593	900	1,000	1,000		400	1,100	100	10.00
533300 Dues	777	593	900	1,000	1,000		400	1,100	100	10.00
533500 General Supplies										
533505 General	354	526	437	600	600	37	500	600		
533500 General Supplies	354	526	437	600	600	37	500	600		
533700 Office Supplies										
533705 Office	354	292	306	250	250	105-	200	300	50	20.00
533725 Postage	34	99	15	50	50	1	20	50		
533700 Office Supplies	388	391	322	300	300	104-	220	350	50	16.67
533800 Maintenance Suppli										
533825 Fuel - Gasoline	1,683	1,548	2,283	1,920	1,920				1,920-	100.00-
533800 Maintenance Suppli	1,683	1,548	2,283	1,920	1,920				1,920-	100.00-

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
580000 Debt Service										
582000 Interest										
582000 Interest										
580000 Debt Service										
500000 Expense/Expenditure	322,248	357,849	432,813	492,414	492,414	120,302	249,233	501,842	9,428	1.91
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
631000 General Fund	1,879-	983-	8,412-							
631900 LFRF - General Fund	9,429-	1,269-	45,874-	96,642-	96,642-			104,925-	8,283-	8.57
630000 Opt'g Transfers from	11,308-	2,252-	54,286-	96,642-	96,642-			104,925-	8,283-	8.57
600000 Other Financing Sourc	11,308-	2,252-	54,286-	96,642-	96,642-			104,925-	8,283-	8.57
700000 Other Financing Uses										
720000 Transfer to Other Fu										
726000 Oper'tg Transf to I										
726000 Oper'tg Transf to I										
720000 Transfer to Other Fu										
700000 Other Financing Uses										
Subtotal	6,571	10,088-	23-			77,566-	146,505-	11,806-	11,806-	
800000 Net Position										
820000 Fund Balance										
820000 Fund Balance										
800000 Net Position										
01092 County Administrator	6,571	10,088-	23-			77,566-	146,505-	11,806-	11,806-	
Current Change in Fund Balance	6,571	10,088-	23-			77,566-	146,505-	11,806-	11,806-	

Sheboygan County Table of Organization



Special Notes

- Chapter 2 Rules of Order – Committee Structure
- The Executive Committee membership includes County Board Chairman, County Board Vice-Chairman and three members elected by the County Board.
- Every County Board Supervisor is assigned a minimum of one committee.
- The County Board Chair makes all Committee assignments with the support of the Executive Committee and subject to confirmation of the County Board.

2024 Travel and Training Requests

Department: _ County Administrator

Date	Request	Location (if known)	Number of Employees Attending	Employee Mileage 533205**	Employee Meals 533215	Employee Lodging 533220	Commercial Transport 533235	Seminars and Training 533245	Total Cost per request	Requirement for Accreditation or Certification?	Out of County Yes/No
February	WI Counties Assoc. Policy Exchange	Madison	2	25.00	15.00	600.00		300.00	940.00	No	Yes
March	Nt'l Counties Assoc. Annual Conference	Wash. DC	1		110.00	1,500.00	700.00	530.00	2,840.00	No	Yes
September	WI Counties Assoc. Annual Conference	WI Dells	2	25.00	15.00	550.00		400.00	990.00	No	Yes
October	International County Managers Assoc. Annual Conference	Tampa	1		110.00	1,300.00	700.00	790.00	2,900.00	No	Yes
2024	Misc. Professional Development Training	Unknown	3					500.00	500.00	No	Unknown
									-		
									-		
									-		
									-		
			Object Account Total	50.00	250.00	3,950.00	1,400.00	2,520.00	8,170.00		

Grand Total 8,170.00

****2024 Employee Mileage Reimbursement Rate**

with proof of personal auto insurance on file with Accounts Payable

\$.26 with no proof of insurance, or partial coverage, on file with Accounts Payable

\$.51

Grand Total amount above should match the subtotal on the Proposed Variance Report

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY BOARD
FOR THE QUARTER ENDING 06/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Personnel Related Expenditure		
	Wages	5,025.30	Less than budgeted per diems
	Operating Expenses		
	General Operating	44,557.80	Optional year 2 of Discover WI Contract not executed. Positive variance will continue forward throughout year. Less than budgeted expenses for travel and training.
	Variances Less Than Justification Threshold	(38,375.79)	Optional year 2 of Discover WI Contract not executed so ARPA revenue was not transferred. Negative variance will continue forward throughout year.
	TOTAL	11,207.31	Positive

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY ADMINISTRATOR
FOR THE QUARTER ENDING 06/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Personnel Related Expenditure		
	Wages	80,803.51	Less than budgeted expenditures due to vacant positions
	Benefits	12,739.32	Less than budgeted expenditures due to vacant positions
	Operating Expenses		
	General Operating	7,024.48	Less than budgeted expenditures for travel/training, vehicle related expenses, and employee recognition
	Interdepartmental Charges		
	Employee Related Insurance	23,400.72	Less than budgeted expenditures due to vacant positions
	Variances Less Than Justification Threshold	(46,986.34)	ARPA Revenue not transferred in due to vacant position
	TOTAL	76,981.69	Positive