

## NOTICE OF MEETING

### EXECUTIVE COMMITTEE

**January 25, 2022 1:30 P.M.**

Administrative Building  
Room 302  
508 New York Ave  
Sheboygan WI 53081

Remote Access:

+1 312 626 6799

Meeting ID: 881 1681 1776

Passcode: 071302

<https://us06web.zoom.us/j/88116811776?pwd=dUQwY2RLTXhya2JkKzJEWmM0cVhNZz09>

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting are encouraged to listen remotely. All employees are required to wear a face mask in Sheboygan County facilities regardless of vaccination status. All visitors are asked to please wear a face mask in Sheboygan County facilities.

### AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes – December 28, 2021 Executive Committee Meeting

Consideration of Ordinance No. \_\_\_\_ Re: Amending Section 1.04 of the County Code to Update Qualifications of County Board Supervisor Candidates

Consideration of Resolution No. 33 - Carryover of Unexpended 2021 Appropriations to 2022

Consideration of Resolution No. 34 - Initial Resolution Authorizing \$7,195,000 General Obligation Promissory Notes for Capital Projects

Consideration of Resolution No. 35 - Resolution Providing for the Sale of \$7,195,000 General Obligation Promissory Notes

Discussion on Amendments to Chapter 2: Rules of Order to Govern the Sheboygan County Board of Supervisors

County Administrator's Report

Approval of Attendance at Other Meetings or Functions

Review and Approve Vouchers

Next Meeting Date: To Be Determined

Adjournment

Prepared by:  
Peggy Osthelder, Recording Secretary

Approved by:  
Vernon Koch, Committee Chairperson

NOTE: 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.

*Posted on 1/21/2022 at 2:00 pm*

## SHEBOYGAN COUNTY EXECUTIVE COMMITTEE MEETING MINUTES

Administration Building, Room 302  
508 New York Ave  
Sheboygan, WI 53081

**December 28, 2021**

**Called to Order: 1:35 P.M.**

**Adjourned: 2:06 P.M.**

MEMBERS PRESENT: Vern Koch, William Goehring, Edward Procek, Robert Ziegelbauer, and Keith Abler

ALSO PRESENT: Kathleen Donovan, Adam Payne, Alayne Krause, and Peggy Osthelder

Chairman Koch called the meeting to order. Peggy Osthelder verified that the meeting notice was posted on December 23, 2021 at 2:00 P.M. in compliance with the open meeting law.

Supervisor Abler made a motion to approve the minutes of the November 30, 2021 Executive Committee meeting. Motion seconded by Supervisor Goehring. Motion carried unanimously.

The Committee discussed the Committee Appointments for District 3 Supervisor. County Board Chairman Vern Koch reviewed his appointment process and answered questions. Supervisor Donovan introduced herself and noted her interest in serving on the liaison committees. Supervisor Procek made a motion to approve the appointment to the Health & Human Services Committee and the Human Resources Committee, contingent on County Board approval. Motion seconded by Supervisor Abler. Motion carried unanimously.

Supervisor Ziegelbauer arrived at 1:38 pm.

The Committee discussed the Committee Appointments for the incoming District 18 Supervisor. Supervisor Goehring made a motion to approve the appointment to Property Committee, contingent on County Board approval. Motion seconded by Supervisor Procek. Motion carried unanimously.

County Administrator Adam Payne reported on how the history of the ARPA Taskforce development before providing an update on the ARPA Taskforce Report Guidelines and decision-making timeline. Administrator Payne then reported on a proposal that was introduced at the December 21<sup>st</sup> County Board meeting to approve the use ARPA funds to provide a premium pay increase to recruit and retain correctional staff and Rocky Knoll staff. As a result of this process, an ordinance is being drafted to ensure equity adjustment proposals are reviewed by the Finance Committee so the funding source can be identified. Administrator Payne noted that he and the County Board Chair have signed ½% County sales tax shared revenue agreements for local municipalities. Additionally, Administrator Payne reported that he is working on Department Heads performance evaluations, and pursuant to Supervisor Goehring's request, will be preparing ARPA scoring criteria.

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

The next Executive Committee meeting is scheduled for Tuesday, January 25 at 1:30 pm.

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

William Goehring, Secretary

Peggy Osthelder, Recording Secretary

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SHEBOYGAN COUNTY ORDINANCE NO. \_\_\_\_\_ (2021/22)

Re: **Amending Section 1.04 of the County Code to Update Qualifications of County Board Supervisor Candidates**

**WHEREAS**, pursuant to Wis. Stat. § 59.20, no person may file nomination papers as a candidate or, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.

**WHEREAS**, pursuant to Wis. Stat. § 6.02, an eligible elector is a U.S. citizen age 18 or older who has resided in an election district or ward for 28 consecutive days before any election; and upon review of County Code Section 1.04, it's been determined that the code language requires updating as the qualifications for candidates for the office of county board supervisor have changed.

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

Section 1. **Amending Code**. Section 1.04 of the Sheboygan County Code of Ordinances is hereby amended as follows (deletions indicated by strike-outs, additions by shading):

1.04 **QUALIFICATIONS**. ~~A candidate for the office of supervisor shall be a qualified elector and resident of his supervisory district at least ten (10) days prior to the earliest time for the commencement of the circulation of nomination papers.~~ **No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.**

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

Respectfully submitted this \_\_\_\_ day of \_\_\_\_\_, 2022.

**EXECUTIVE COMMITTEE**

\_\_\_\_\_  
Vernon Koch, Chairperson

\_\_\_\_\_  
Robert Ziegelbauer, Vice-Chairperson

\_\_\_\_\_  
William C. Goehring, Secretary

\_\_\_\_\_  
Keith Abler

\_\_\_\_\_  
Edward J. Procek

Opposed to Introduction:

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\_\_\_\_\_

Countersigned by:

\_\_\_\_\_  
Vernon Koch, Chairperson

1 SHEBOYGAN COUNTY RESOLUTION NO. 33 (2021/22)

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3 Re: Carryover of Unexpended 2021 Appropriations to 2022

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6 WHEREAS, the 2021 County Budget included appropriations for certain items which  
7 were expected to be completed in 2021 but for a variety of reasons were not, and

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9 WHEREAS, the Finance Committee has asked each Department having a surplus and  
10 with unexpended 2021 appropriations supported by levy to justify carryover of the appropriation  
11 to 2022, and the Committee has carefully reviewed each such request and recommends that  
12 the items on the attached list be carried over to and authorized for expenditure in 2022, in the  
13 total amount of \$519,069.00; and


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15 WHEREAS, while the exact amount of the carryover cannot be determined until the  
16 books for 2021 have been closed, the amount requested for carryover will be adjusted to actual  
17 available balances,

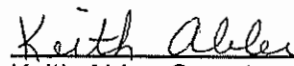
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19 NOW, THEREFORE, BE IT RESOLVED that the aforementioned expenditures be and  
20 hereby are approved for carryover to and expenditure in 2022.

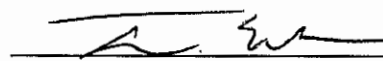
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23 Respectfully submitted this 18th day of January, 2022.


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26 FINANCE COMMITTEE

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30 William C. Goehring, Chairperson

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33 Roger L. TeStroete, Vice-Chairperson

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36 Keith Abler, Secretary

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39 Thomas Wegner, Supervisor

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43 Robert J. Ziegelbauer, Supervisor

44 Opposed to Introduction:  
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ACCOUNT NUMBERS	AMOUNT APPROVED	SUBTOTAL BY DEPT.	ACCOUNT DESCRIPTION	PROJECT/UTILIZATION	Reason Unexpended in 2021
116.532120	\$ 25,237		Grounds	Airfield painting, fence repairs. The BOA will no longer be helping fund the Airfield Painting Project	Timing due to Ryder Cup
187.565000	\$ 101,939		Machinery & Equipment	Snow Removal Equipment. Equipment not received yet	There is delay with equipment being built
Dept. Total		\$ 127,176.00		Airport	
101.532145	\$ 650		Structural	Administration Building roof maintenance (PO #244634).	Vendor not invoiced (partial amount only).
102.532145	\$ 450		Structural	Aging & Disability Resource Center roof maintenance (PO #244634).	Vendor not invoiced (partial amount only).
103.531105	\$ 6,906		Consulting	Courthouse - Architect design for inmate hall and unexpected budget estimate requests (PO #233312).	Fewer requests than typical year.
103.531235	\$ 4,975		DP - Software Maintenance	Courthouse - HVAC control maintenance contract.	Vendor not invoiced.
103.532145	\$ 13,400		Structural	Courthouse - District Attorney windows repairs & analysis report (PO #245016).	Facade assessment report pending.
103.532145	\$ 925		Structural	Courthouse roof maintenance (PO #244634).	Vendor not invoiced (partial amount only).
103.532210	\$ 3,225		Air Conditioning	Courthouse - IT Liebert maintenance contract (PO #241310)	Vendor delay.
103.533915	\$ 412		Cleaning	Courthouse - Maxxi II 35-9 gallon floor nozzle with rubber strip (PO #246199).	Supply chain delay issues.
103.533930	\$ 3,150		Equipment	Courthouse - Security camera replacements.	Supply chain delay issues.
103.533955	\$ 56,306		Contingency	Courthouse - Emergency repair funds, typically carryover unused amounts.	Remaining funds to provide additional funding for unknown failures.
104.532145	\$ 835		Structural	Detention Center roof maintenance (PO #244634).	Vendor not invoiced (partial amount only).
104.532205	\$ 2,817		Heat	Detention Center - Install heating unit in Sally Port (PO #243260).	Vendor not invoiced.
105.532130	\$ 2,100		Plumbing	Health & Human Services - Add water meter bypass (PO #244927).	Plumbing contractor backlog.
105.532145	\$ 1,346		Structural	Health & Human Services - Mezzanine update	Time to draw plans & contractor backlogs delayed start
105.532145	\$ 1,809		Structural	Health & Human Services - Finish and install carpeting (PO #245978).	Time to draw plans & contractor backlogs delayed start
105.532145	\$ 5,650		Structural	Health & Human Services - Remove wallpaper, texture walls, sand paneling and paint (PO #245976).	Time to draw plans & contractor backlogs delayed start
105.532145	\$ 4,195		Structural	Health & Human Services - Remove spline ceiling and install new tile/grid ceiling (PO #245977).	Time to draw plans & contractor backlogs delayed start
105.532145	\$ 875		Structural	Health & Human Services roof maintenance (PO #244634).	Vendor not invoiced (partial amount only).
106.532145	\$ 875		Structural	Law Enforcement Center roof maintenance (PO #244634).	Vendor not invoiced (partial amount only).
198.564000	\$ 25,590		Building Improvements - 15 Years	Courthouse - 4th Floor Inmate hallway to escort inmates to Branch IV, out of the public hall and not crossing through Branch III (PO #246058).	Architect delay, bid awarded 1/12/21; supply chain issues delaying start.
Dept. Total		\$ 195,901.00		Building Improvements - 15 Years	Remaining amount for owner purchased materials.
195.564000	\$ 560,000		Building Improvements	New Roof at Marsh Building. Current roof is on borrowed time.	Due to high material costs, bids came in a minimum of \$37,000 over the estimated price.
127.532145	\$ 9,000		Structural	Staining/Sealing Marsh Lodge. Has not been recoated since it was constructed in 1996.	Received one bid which was over \$2000 more than estimated. Decided to move forward regardless and use some operating funds to cover the difference, but could not be completed prior to cold weather setting in.
Dept. Total		\$ 69,000.00		Planning and Conservation	



ACCOUNT NUMBERS	AMOUNT APPROVED	SUBTOTAL BY DEPT.	ACCOUNT DESCRIPTION	PROJECT/JUSTIFICATION	Reason Unexpended in 2021
169.533923	\$1,207		Noncap Off F&E -\$500	Unexpended costs for new phone equipment	Project/Vendor Delay
169.531105	\$6,000		Consulting	Unexpended consulting costs to implement County phone system at UW Extension	Project/Vendor Delay
<b>Dept. Total</b>		<b>\$ 7,207.00</b>		UW Green Bay - Sheboygan Campus	
<b>Subtotal</b>		<b>\$ 399,284.00</b>		<b>General Fund</b>	
212.533926	\$24,635		Non Cap Equipment over \$500	IT Upgrade of Conference Room 372. HHS would like the building to fully support virtual calls and HHS Committee meetings. Conference Room 372 currently does not and this upgrade would allow that.	This budget adjustment was approved in December 2021, and ordering of equipment will overlap into 2022.
212.533928	\$1,200		Computer Sys \$500-\$4999	Basement Cell Booster. HHS had budgeted for a basement cell booster to help with cell service.	The electrician has not yet ordered the cell booster.
220.567000	\$64,602		Vehicles	ADRC bus. A bus was budgeted for purchase in 2021.	There has been a delay and the final purchase of the budgeted 2021 bus will not be until 2022. A 20% payment has been made PO #244193 and PO #244584
2511.533928	\$1,348		Computer Sys \$500-\$4999	DSS backordered laptop. IT made us aware that the order will not come until 2022.	The item is backordered.
<b>Dept. Total</b>		<b>\$ 91,785.00</b>		<b>HHS</b>	
<b>Subtotal</b>		<b>\$ 91,785.00</b>		<b>Special Revenue Fund</b>	
444.531235	28,000.00		DP - Software Maintenance	ArcGIS Licenses & CAD Licenses. Need these licenses to operate the software	ArcGIS software was not purchased yet
<b>Dept. Total</b>		<b>\$ 28,000.00</b>		<b>Highway</b>	
<b>Subtotal</b>		<b>\$ 28,000.00</b>		<b>Internal Service Fund</b>	
<b>Grand Total</b>		<b>\$ 519,069.00</b>		balance Submitted to County Board 1-18-2022	

Resolution No. 34 (2021/22)

INITIAL RESOLUTION AUTHORIZING \$7,195,000 GENERAL  
OBLIGATION PROMISSORY NOTES FOR CAPITAL PROJECTS

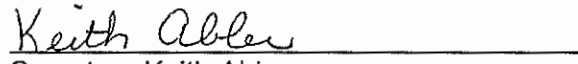
BE IT RESOLVED by the County Board of Supervisors of Sheboygan County, Wisconsin (the "County"), that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$7,195,000 for the public purpose of paying the cost of capital projects included in the County's capital projects budget, including improvements to County buildings, park and recreation projects, asphalt plant replacement, software upgrades and other technology improvements and other capital projects and equipment.

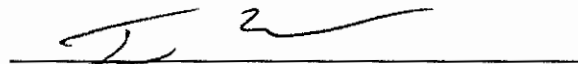
Respectfully submitted this 18th day of January, 2022.

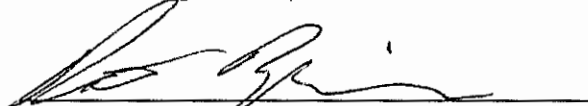
FINANCE COMMITTEE

  
Chairperson-William C. Goehring

  
Vice-Chairperson-Roger L. Te Stroete

  
Secretary-Keith Abler

  
Thomas Wegner, Supervisor

  
Robert J. Ziegelbauer, Supervisor

RESOLUTION PROVIDING FOR THE SALE OF \$7,195,000  
GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS the County Board of Supervisors of Sheboygan County, Wisconsin (the "County") has adopted an initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$7,195,000 for the public purpose of paying the cost of capital projects included in the County's capital projects budget, including improvements to County buildings, park and recreation projects, asphalt plant replacement, software upgrades and other technology improvements and other capital projects and equipment;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

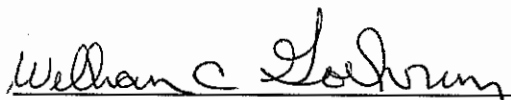
Section 1. Issuance of the Notes. The County shall issue its General Obligation Promissory Notes in an amount not to exceed \$7,195,000 (the "Notes") for the purpose above specified.

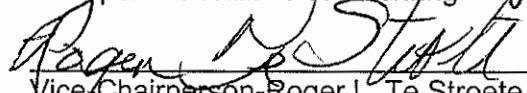
Section 2. Sale of the Notes. The County Board of Supervisors hereby authorizes and directs the officers of the County to take all actions necessary to negotiate the sale of the Notes to Robert W. Baird & Co. Incorporated ("Baird"). At a subsequent meeting, the County Board of Supervisors shall take further action to approve the details of the Notes and authorize the sale of the Notes.

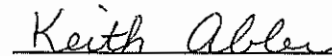
Section 3. Official Statement. The County Clerk shall cause an Official Statement concerning this issue to be prepared by Baird. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

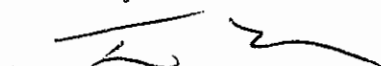
Respectfully submitted this 18th day of January, 2022.

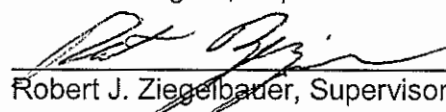
FINANCE COMMITTEE

  
\_\_\_\_\_  
Chairperson-William C. Goehring

  
\_\_\_\_\_  
Vice Chairperson-Roger L. Te Stroete

  
\_\_\_\_\_  
Secretary-Keith Abler

  
\_\_\_\_\_  
Thomas Wegner, Supervisor

  
\_\_\_\_\_  
Robert J. Ziegelbauer, Supervisor