

NOTICE OF MEETING

SHEBOYGAN COUNTY FINANCE COMMITTEE

November 2, 2023 – 2:00 PM

Administration Building - Conference Room 302
508 New York Avenue Sheboygan, WI 53081

Finance Department is inviting you to a scheduled Zoom meeting.

Topic: Finance Department's Zoom Meeting
Time: Nov 2, 2023 02:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84479030080?pwd=5dE75jazbAL1QERf8YXfqCE0rFkSrw.1>

Meeting ID: 844 7903 0080

Passcode: 953666

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 – October 11, 2023, 3:30 PM

Finance Committee – Special Meeting – October 24, 2023, 5:30 PM

Correspondence – None at the time of posting

County Administrator Report

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 specific to an item on the agenda.

Finance Director Report

Finance Director 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 an item on the agenda.

County Clerk

Consideration of 2023 Annual Report of Dog Listing Claims

County Board

Resolution No. 13 - Approving Use of American Rescue Plan Act (ARPA) Funds (No. 8)

Finance Director

Consideration of Resolution No. -- Approving the 2024 Budget

Consideration of Resolution No. -- Levying and Apportioning the Tax

Approval of Vouchers

Approval of Attendance at Other Meetings or Functions

Adjournment

Next Scheduled Meeting – November 8, 2023, 3:30 PM, Administration Building

Prepared by:
Stacie Kuck
Recording Secretary

Roger Te Stroete
Committee Chairperson

Wearing a mask will be strongly encouraged. Room 302 has a capacity limit of 21 individuals using the current CDC guidance on COVID-19 social distancing. If the room exceeds capacity, the Committee Chair may ask attendees to leave and participate remotely or adjourn the meeting and reschedule for another time.

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting, and it is likely that a majority of the 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. Badtke 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

October 11, 2023

Called to Order: 3:30 P.M.

Adjourned: 4:41 P.M.

MEMBERS PRESENT: Roger Te Stroete, Kathleen Donovan, William Goehring, Thomas Wegner, Keith Abler

MEMBERS ABSENT:

ALSO PRESENT: **In Person:** Vernon Koch, Edward Procek, Alayne Krause, Steve Hatton, Stacie Kuck, Jeremy Fetterer, Stefanie Albrecht, Jim TeBeest, Kevin Dulmes, Jon Dolson, Laura Henning-Lorenz

Remote: Brenda Hanson, Jacob Verhelst, Crystal Fieber, Jon Kuhlow, Tara Duwe

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

The Chairperson certified compliance with the open meeting law. The notice was posted at 3:00 P.M. October 6, 2023.

Supervisor Goehring moved to approve the minutes of September 27, 2023. Motion seconded by Supervisor Wegner. Motion Carried.

Correspondence – None

County Administrator, Alayne Krause, reminded the Committee about the Budget Bust Up Party following the County Board meeting to celebrate the adoption of the 2024 budget. She informed the Committee that she is working with the Finance Department to create a Question and Answer segment on the Sheboygan County Website for residents regarding the 2024 Budget. She followed with an update on Act 4, which will go live January 1, 2024 and the transition process. She concluded with an overview on proposed legislation regarding the state's sales tax administration fee and how it could possibly affect Sheboygan County in the future.

Finance Director, Steve Hatton, updated the committee on the current status of the 2024 Budget and that the Public Notice will be posted Friday October 13, 2023. He informed the Committee that the 2024 Budget Materials will be ready for the October 24, 2023 Board Meeting. He followed up with further information regarding the Sheboygan County webpage for questions and answers along with summaries for the 2024 Budget. Hatton gave an update a progress update on the pending Bond insurance. He provided the Committee with a staffing update. He concluded with a Sales Tax update.

Jon Dolson, County Clerk, presented a draft resolution – (2023/24) Authorizing the increase of Marriage License Fees to \$90.00 starting January 1, 2024. Supervisor Wegner moved to approve the resolution as drafted and introduce to the County Board October 24, 2023. Motion seconded by Supervisor Abler. Motion Carried.

Jim TeBeest, Buildings Services Director, presented a request for two internal budget adjustments for 2023. Supervisor Goehring moved to approve the budget adjustments as requested. Motion seconded by Supervisor Donovan. Motion Carried.

Laura Henning-Lorenz, Treasurer presented a request to set minimum bid(s) on the following tax foreclosed properties:

Parcel no: 59101491120 set at \$45,000

Parcel no: 59281206120 set at \$28,600

Parcel no: 59281213370 set at \$60,000

Parcel no: 59281506220 set at \$31,500

Properties not sold through the Class 3 sale should proceed with Class 1 sale through the Wisconsin Surplus Auction. The minimum prices were set as follows:

Parcel no: 59101491120 set at \$39,900

Parcel no: 59281206120 set at \$1,000

Parcel no: 59281213370 set at \$59,900

Parcel no: 59281506220 set at \$6,500

Supervisor Goehring moved to approve the request with the changes discussed. Motion seconded by Supervisor Wegner. Motion Carried.

Finance Director, Steve Hatton presented a request for Change of Table Organization in the Finance Department. Supervisor Wegner moved to approve the request. Motion seconded by Supervisor Donovan. Motion Carried.

Finance Director, Steve Hatton presented a Vacant Position Request for a Staff Accountant. Supervisor Wegner moved to approve the request. Motion seconded by Supervisor Goehring. Motion Carried.

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

Finance Director, Steve Hatton presented the Investment Statements for August.

Vouchers were reviewed. Supervisor Wegner moved to approve the expenditures Motion seconded by Supervisor Donovan. Motion Carried

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

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

The next scheduled meeting will be Thursday, October 24, 2022 at 5:30 p.m Sheboygan County Building 5th Floor.

Stacie Kuck
Recording Secretary

William Goehring
Secretary

SHEBOYGAN COUNTY FINANCE COMMITTEE MINUTES

Sheboygan County Court House
615 North 6th Street
Sheboygan WI 53081

October 24, 2023

Called to Order: 5:30 P.M.

Adjourned: 5:54 P.M.

MEMBERS PRESENT: Roger Te Stroete, Kathleen Donovan, William Goehring, Thomas Wegner, Keith Abler

MEMBERS ABSENT:

ALSO PRESENT: **In Person:** Vernon Koch, Alayne Krause, Steve Hatton, Stacie Kuck, Jon Dolson, Gerald Jorgenson

Remote:

Chairperson Te Stroete called the meeting to order at 5:30 P.M.

The Chairperson certified compliance with the open meeting law. The notice was posted at 12:00 P.M. October 20, 2023.

Brad Viegut, Baird Public Finance presented the results of the general obligation promissory note pricing. True interest rate is 4.42%. Viegut also presented the credit rating report assigned to the note and an overview of the current municipal debt market. Finance Director, Steve Hatton presented a request to approve the final resolution to award the sale of \$10,990,000.00 General Obligation Promissory Notes including the pricing as presented by Baird. Supervisor Wegner moved to approve the requests., Motion seconded by Supervisor Abler. Motion Carried.

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

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

Next scheduled meeting – November 2, 2023 at 2:00 PM in Room 302, Administration Building

Prepared by:
Stacie Kuck
Recording Secretary

Roger Te Stroete
Committee Chairperson

COMMITTEE REPORT TO THE COUNTY BOARD

ANNUAL REPORT OF DOG LISTING CLAIMS

Pursuant to Section 174.06 of the Wisconsin Statutes, Municipal Clerks or Town Board Designees are entitled to receive compensation in the amount of **Fifty Cents** for each dog listed by him/her or other designee to be audited and allowed by the County Board out of the Dog License Fund.

Consequently, the Finance Committee, having checked the attached claims for Listing of Dogs, recommends the payment of **\$3906.50** to the municipalities as indicated.

Respectfully submitted this 7th, day of November, 2023

FINANCE COMMITTEE

Roger Te Stroete, Chairperson

Kathleen Donovan, Vice-Chairperson

William C. Goehring, Secretary

Keith Abler

Thomas Wegner

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE FINANCE COMMITTEE

TO WHOM WAS REFERRED RESOLUTION NO: 13

RE: **Aproving Use of American Rescue Plan Act (ARPA) Funds (No. 8)**

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 7th DAY OF November 2023

FINANCE COMMITTEE

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

ROGER TE STROETE

ROGER TE STROETE

KATHLEEN DONOVAN

KATHLEEN DONOVAN

WILLIAM C. GOEHRING

WILLIAM C. GOEHRING

KEITH ABLER

KEITH ABLER

THOMAS WEGNER

THOMAS WEGNER

Description	2023	2024	2025	2026	Total Cost
Rocky Knoll - Shift Differential (CNA,LPN)		\$ 52,000			\$ 52,000
Rocky Knoll - Sign-on Bonus (CNA, LPN, RN)		\$ 30,000			\$ 30,000
Rocky Knoll - Tuition Reimbursement		\$ 9,000			\$ 9,000
Rocky Knoll - Advertising		\$ 7,000			\$ 7,000
Capital Outlay - 2024 Budget					
UW-GB Sheboygan Campus – Phy Ed Building Water line replacement		\$ 25,000			\$ 25,000
UW-GB Sheboygan Campus - Roof Repair Projects		\$ 16,250			\$ 16,250
Sheriff - Headset		\$ 6,000			\$ 6,000
Sheriff - Night vision headset and helmet mounts		\$ 24,000			\$ 24,000
Sheriff - Bi-Directional Amplifier		\$ 20,000			\$ 20,000
Building Services - Air Conditioning for Courthouse Front Lobby		\$ 16,000			\$ 16,000
Rocky Knoll - 2- Vital sign Monitors		\$ 7,200			\$ 7,200
Rocky Knoll - 9 - Bariatric Beds		\$ 18,900			\$ 18,900
Rocky Knoll - Lift - Sit to Stand		\$ 11,800			\$ 11,800
Rocky Knoll - Washer - 60lb capacity		\$ 20,800			\$ 20,800
Rocky Knoll - V-Plow		\$ 8,300			\$ 8,300
Rocky Knoll - Labeling Machine		\$ 2,500			\$ 2,500
Rocky Knoll - DR Pro 330 Leaf Vacuum		\$ 2,700			\$ 2,700
IT - Hard drive disks for backup server		\$ 25,000			\$ 25,000
Additional Levy Request - 2024 Budget					
County Clerk - Even year Election supplies and publications		\$ 33,000			\$ 33,000
Building Services - Print shop carpet		\$ 4,800			\$ 4,800
Building Services - Courthouse 4th Floor Men's Restroom retiling		\$ 6,050			\$ 6,050
Building Services - Replace security cameras		\$ 3,000			\$ 3,000

Total ARPA Requests	\$288,000	\$776,300	\$ -	\$ -	\$ 1,064,300
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These are forecasted amounts. ARPA Funds allocated will be adjusted to actual incurred.

BE IT FURTHER RESOLVED that the 2024 allocations noted in the above chart shall be incorporated into the 2024 budget.

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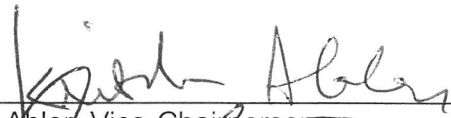
BE IT FURTHER RESOLVED, that the Department liaison committee and Executive Committee have authority to approve any changes to the specific use of ARPA funds contained within the same budget appropriation unit; in the alternative, any change to the above allocation requiring an amendment to the department budget shall follow the normal and customary budget amendment process as outlined in the County Code.

Respectfully submitted this 24th day of October, 2023.

EXECUTIVE COMMITTEE



Vernon Koch, Chairperson



Keith Abler, Vice-Chairperson



William C. Goehring, Secretary



Curt Brauer



Edward J. Procek

Opposed to Introduction:

FISCAL NOTE
October 2023

**Resolution No. 13 (2023/24) RE: Approving Use of American Rescue Plan Act (ARPA)
Funds (No. 8)**

The resolution details the breakdown of the project requests totaling \$1,064,300. The County received \$22.4 million in ARPA funds. Prior to this request, the County Board has approved \$21.9 million for various projects and staff retention efforts. Staff continues to monitor approved items and identify those that are not projected to be fully utilized. As of June 2023, less than \$4.0 million has been expended.

ARPA funds need to be expended or obligated by December 31, 2024. If obligated, funds would need to be expended by December 31, 2026. Any remaining funds that are not both obligated or expended within these timeframes will need to be returned to the US Treasury.

Funding:

ARPA funds are on hand. No additional funding is required.

Respectfully Submitted,



Steve Hatton, Finance Director
October 24, 2023

47 **BE IT FURTHER RESOLVED** that the sum of \$1,767,293.00, which is the amount
48 approved for the budget of the Monarch Library System, pursuant to Wis. Stat. § 43.64, be and
49 hereby is levied against all taxable property in the townships, excluding the Towns of Scott and
50 Sherman, and all villages, excluding the Villages of Adell, Cedar Grove, Elkhart Lake, Kohler,
51 Oostburg, and Random Lake.

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53 (Equalized Rate: .000308319)
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55 **BE IT FURTHER RESOLVED** that the sum of \$38,629.00 County Aid to Bridges or
56 Culverts as approved by Resolution No. 08 (2023/24) be and hereby is levied against all taxable
57 property in the townships in Sheboygan County.

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59 (Equalized Rate: .000006873)
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61 **BE IT FURTHER RESOLVED** that the County Clerk and the County Finance Director
62 shall, pursuant to Wis. Stat. § 70.63 determine and apportion within ten (10) days of this date,
63 the tax levy set forth for the respective municipalities, according and in proportion to the
64 valuations for the towns, villages, and cities as submitted by the Wisconsin Department of
65 Revenue.

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68 Respectfully submitted this 7th day of November, 2023.
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71 **FINANCE COMMITTEE**
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75 _____ Kathleen Donovan, Vice-Chairperson
76 Roger L. Te Stroete, Chairperson
77 _____
78 William C. Goehring, Secretary Keith Ablner
79 _____
80 Thomas Wegner
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84 Opposed to Introduction:
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