

NOTICE OF MEETING
FINANCE COMMITTEE
November 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: 849 6270 0377 Passcode: 799057

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 – November 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 Temporary Pay Adjustment for Interim Finance Director

Consideration of Temporary Pay Adjustment for Interim Deputy Finance Director

Consideration of Budget Adjustment Request

Interim 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 Administrator & County Clerk

Consideration of Equity Adjustments for Assistants to the County Clerk

Treasurer

Consideration of Appraised Value (Minimum Bid) on Building on Tax Foreclosed Property

Consideration of Vacant Position Request - Limited Term Employee - Land Record Project

Approval of Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Next Scheduled Meeting – December 14, 2022, 3:30 PM in Room 302, Administration Building

Prepared by:

Evan Grossen

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

November 9, 2022 **Called to Order: 3:30 P.M.** **Adjourned: 3:57 P.M.**

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

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Vernon Koch, Edward Procek, Gerald Jorgensen, Alayne Krause, Kendra Nyhof, Laura Henning-Lorenz, Matt Strittmater, Stefanie Albrecht, Jeremy Fetterer

Remote: Christian Ellis, Crystal Fieber, Natascha Rowell, Tara Duwe, Jacob Verhelst, Evan Grossen, Lucy Vue

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 4:00 P.M. on November 4th, 2022.

Treasurer, Laura Henning-Lorenz presented to the Committee the following bids on a tax foreclosed properties:

No	Parcel ID Number	Name of Bidder	Amount of Bid
1	59131612653	GTS Capital Holdings IRA LLC, Gregory Soule	\$ 19,280.00
2	59281312900	Nanette Steuerwald	\$ 4,680.00

Supervisor Wegner moved to accept the bids with one motion. Motion seconded by Supervisor Abler. Motion Carried.

Supervisor Goehring moved to approve the minutes of October 27th, 2022. Motion seconded by Supervisor Wegner. Motion Carried.

Correspondence – None

Deputy County Administrator Report – Deputy County Administrator, Alayne Krause expressed appreciation for a smooth budget adoption process.

Deputy County Administrator, Alayne Krause presented a request for a budget adjustment for a recruitment consultant. Supervisor Wegner moved to approve the request. Motion seconded by Supervisor Donovan. Motion Carried.

Interim Finance Director Report – Interim Finance Director, Jeremy Fetterer updated the committee on the Finance Department staffing indicating he will be serving as Interim Finance Director and Auditor/Analyst, Stefanie Albrecht will be serving as Interim Deputy Finance Director

covering tasks and duties of the outgoing Finance Director until a permanent Finance Director is in place.

The Committee discussed Resolution No. 21 — Approving the Use of American Rescue Plan Act (ARPA) Funds (No. 5). Supervisor Goehring moved to recommend that the Resolution be adopted. Motion seconded by Supervisor Abler. Motion Carried.

Interim Deputy Finance Director, Stefanie Albrecht presented the Financial Statements for September.

The Committee reviewed the 3rd Quarter Variances for 2022.

Interim Deputy Finance Director, Stefanie Albrecht presented the Investment Statements for September.

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

Supervisor Goehring requested attendance at the Opioid Summit in Stevens Point. Supervisor Wegner moved to approve the request. Motion seconded by Supervisor Donovan. Motion Carried.

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

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

Jeremy Fetterer
Recording Secretary

William C. Goehring
Secretary




SHEBOYGAN COUNTY

Adam N. Payne
County Administrator

WISCONSIN

To: Members of the Finance Committee

From: County Administrator Adam Payne 

Date: November 23, 2022

Re: Budget Adjustment Request

As you know, the 2023 County Budget was recently adopted and we have a strong fiscal track record. After consulting with Chairman Koch, and similar to what we have done in the past, I worked with our team to prepare and purchase ads in local newspapers. The ads included the 2023 Adopted Budget Summary Graphs and we also, once again, prepared a Question and Answer section to provide more information to constituents about the budget development process and content.

The following is a cost breakdown by publication:

2023 Budget Summary Advertisement		
	Publication	Cost
Preliminary Budget Summary	The Sheboygan Beacon	484.38
	Plymouth Review	548.13
	The Review Xtra	437.50
	The Sheboygan Falls News	345.00
Adopted Budget Summary	Sheboygan Press	1,047.00
	The Sheboygan Beacon	484.38
	Plymouth Review	548.13
	The Review Xtra	437.50
	The Sheboygan Falls News	345.00
	(Total)	4,677.02

After consulting with the Interim Finance Director, I am requesting a budget adjustment to move dollars from one account to another within the Finance Department budget. This redistribution will provide the funding needed for this one-time cost and will not have a negative impact on the overall budget due to the Finance Department's healthy positive variance. Specifically, I am requesting \$4,677.02 in the Regular Wages account (139.511105) be reallocated to the advertising account (139.533150) to cover the cost.

Thank you for your consideration. For 2024, I suggest this cost be incorporated into the annual Finance Department budget.

Consideration of Appraised Value (Minimum Bid) on Building on Tax Foreclosed Property
 Class 3 WI Surplus Auction
 As of November 18, 2022

	59281301306 BUILDING ONLY at 1127 S 7th Street Sheboygan	
Real Estate Taxes (including interest & penalties)	\$ 12,406.23	67%
Acquisition Costs	\$ 450.00	67%
Market Analysis Cost	\$ 167.50	67%
Maintenance & Utility Expenses to Date	\$ 3,844.15	67%
County Specials (includes interest and penalties)	\$ -	
Subtotal	\$ 16,867.88	
Estimated Maintenance through May	\$ 234.50	67%
Estimated Utilities through May	\$ -	
Estimated Advertising through May	\$ 385.00	100%
Estimated Recording Fee	\$ -	
Estimated Wages and Benefits	\$ -	
Subtotal	\$ 619.50	
Subtotal of County Costs and Est. Costs Only	\$ 17,487.38	
Municipal Specials (includes interest)	\$ -	
Pending Municipal Specials	\$ -	
Subtotal	\$ -	
Total Costs and Estimated Costs	\$ 17,487.38	

Parcel Size	Pole building is approx. 60' x 185'	
Estimated Fair Market Value of Building Only	\$ 41,600	2018
Appraisal of Building Only	\$ 87,000	2022
Treasurer's Suggested Minimum Bid	\$ 1,000	
Minimum Bid Set by the Finance Committee		
Future WI Surplus Minimum Bid	\$ -	



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 11/18/2022
To: Finance Committee Members
From: Laura Henning-Lorenz

Position Request:

Position: Limited Term Employee-Land Record Project
Reason for Vacancy: NA

Justification:

One limited term employee from December 26 - 30, 2022; from April 3-7, 2023; and June 19 - July 7, 2023 to work on a land record project. That would be approximately 21 working days.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
2,621.00	375.00	2,996.00

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature *Laura Henning-Lorenz* Date: November 18, 2022

Human Resources Director Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*.)
5. HR begins recruitment process.