

NOTICE OF MEETING

SHEBOYGAN COUNTY EXECUTIVE COMMITTEE

November 29, 2022 3:00 P.M.

Administration Building
508 New York Ave
Sheboygan WI 53081
Room 302

Remote Access:

(US) +1 252-404-1376

Pin: 631 052 600#

Meeting ID: meet.google.com/tcg-nwns-xuz

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 for the October 25, 2022 Executive Committee Meeting

Discussion of Resolution No. 15 – Supporting Housing Development at UW-Green Bay, Sheboygan Campus

Consideration of Ordinance No. 04 – Changing Supervisory District Boundaries to Reflect Annexation from Town of Wilson into District 10 and from Town of Sheboygan into District 5

Consideration of Reallocation of ARPA Funds at Rocky Knoll

Consideration of New Planning & Conservation Office Hours

Consideration of 3rd Quarter Variance Reports

Consideration of Budget Adjustment for Budget Summary Advertisement

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

October 25, 2022

Called to Order: 3:32 PM

Adjourned: 4:36 PM

MEMBERS PRESENT: **In Person:** Vernon Koch, Keith Abler, and William Goehring
 Remote: Edward Procek

MEMBERS ABSENT: Curt Brauer

ALSO PRESENT: **In Person:** Gerald Jorgensen, Robert Ziegelbauer, Matthew Strittmater,
 Cory Roeseler, Greg Schnell, Wendy Charnon, Adam Payne, Crystal
 Fieber, Alayne Krause, and Peggy Osthelder
 Remote: Christian Ellis (arrived in person at 3:41 PM)

Chairman Koch called the meeting to order at 3:32 PM. Peggy Osthelder certified compliance with the open meeting law. The meeting notice was posted at 4:00 PM. on October 21, 2022.

Supervisor Goehring made a motion to approve the minutes of the September 29, 2022 Executive Committee meeting. Motion seconded by Supervisor Abler. Motion carried.

The Committee discussed Resolution No. – Approving the Use of American Rescue Plan Act (ARPA) Funds (No. 5). County Administrator Adam Payne gave an overview, and Health & Human Services Director Matthew Strittmater answered questions. Supervisor Goehring made a motion to approve the resolution. Motion seconded by Supervisor Abler. Motion carried.

The Committee discussed Resolution No. 17 - Approving WE Energies Easement for Asphalt Plant. Transportation Director Greg Schnell gave an overview and answered questions. Supervisor Abler made a motion to approve the resolution. Motion seconded by Supervisor Procek. Motion carried.

The Committee discussed the Opioid Settlement Payment Plan. County Administrator Adam Payne, Health & Human Services Director Matthew Strittmater, and Sheriff Cory Roeseler gave an overview and answered questions. The Committee expressed verbal support for the installment payment plan option over the option for securitization. No action was taken.

The Committee discussed the Opioid Funding Use Proposal. County Administrator Adam Payne, Health & Human Services Director Matthew Strittmater and Sheriff Cory Roeseler gave an overview and answered questions. Supervisor Goehring made a motion to support covering Detention Center body scanners with these funds as proposed by the Finance Committee and for future proposals to move through their respective liaison committees. Motion seconded by Supervisor Abler. Motion carried.

The Committee discussed a Vacant Position Request for the Grant Coordinator. Deputy County Administrator Alayne Krause gave an overview and answered questions. Supervisor Abler made a motion to approve the request. Motion seconded by Supervisor Goehring. Motion carried.

County Administrator Adam Payne reported that the 2023 budget will be presented during that evening's County Board meeting. He thanked the Committee, and expressed gratitude for a thoughtful and supportive County Board. Administrator Payne also reported on staffing challenges in the Human Resources Department, action steps in progress, and that the Fixed Based Operator (FBO) at the airport is currently undergoing an appraisal. Administrator Payne also spoke on the possibility of considering amendments to Chapter 47 of the Sheboygan County Code to provide for additional compensation to employees. This will be considered at the upcoming Finance Committee meeting.

The Committee discussed the Temporary Pay Adjustment Request for the Deputy County Administrator, now serving as co-interim Human Resources Director. County Administrator Adam Payne gave an overview and answered questions. Supervisor Goehring made a motion to approve the request. Motion seconded by Supervisor Abler. 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 Tuesday, November 29, 2022 at 3:00 PM.

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

Peggy Osthelder, Recording Secretary

William Goehring, Secretary

1 SHEBOYGAN COUNTY RESOLUTION NO. 15 (2022/23)

2
3 Re: **Supporting Housing Development at UW-Green Bay, Sheboygan**
4 **Campus**

5
6
7 **WHEREAS**, Sheboygan County owns the buildings and real estate comprising the UW-
8 Green Bay Sheboygan Campus ("Campus") as set forth in the Agreement (the "Agreement") for
9 College and Extension Use of Campus entered into between the parties on June 20, 2018; and

10
11 **WHEREAS**, pursuant to the Agreement, the County has the right to approve all
12 subleases of the Campus; and

13
14 **WHEREAS**, Kohler Company conveyed the Campus to Sheboygan County by warranty
15 deed on February 26, 1962 with the requirement that the Campus be used for "an educational
16 institution or some comparable public purpose such as a park, playground or recreational area";
17 and

18
19 **WHEREAS**, Kohler Company and the UW-Green Bay wish to explore residential
20 housing on the Campus, which would serve the students attending the University of Green Bay,
21 Sheboygan Campus and provide an opportunity for local companies with an educational
22 relationship with the UW-Green Bay to use the newly constructed residential units for temporary
23 housing for their employees; and

24
25 **WHEREAS**, with the growing demand for Engineering, Business and Psychology
26 programs at the Sheboygan Campus, onsite housing will further enhance opportunities for
27 students and help fulfill employer needs; and

28
29 **WHEREAS**, request for proposals will be solicited from interested third party developers
30 for construction of the residential housing and the selected developer will acquire rights to the
31 portion of Campus used for housing through a sublease; and

32
33 **WHEREAS**, similar models of private development and operation of educational and
34 select community-focused housing have proven successful at UW campuses such as Platteville
35 and Stevens Point; and

36
37 **WHEREAS**, it is further contemplated that Kohler Company will assist with the housing
38 development through an in-kind donation of plumbing fixtures and will release the deed
39 restriction for the portion of the campus intended for mixed-use housing; and

40
41 **WHEREAS**, Kohler Company and the UW-Green Bay, in collaboration with the
42 Sheboygan County Economic Development Corporation, wish to obtain the support of
43 Sheboygan County in moving forward with exploration of a residential housing development on
44 the Campus.

45
46 **NOW, THEREFORE, BE IT RESOLVED** that the Sheboygan County Board of
47 Supervisors authorizes and supports the issuance of a Request for Proposal, or other
48 competitive procurement process, to establish residential housing, except the County shall not

49 be responsible for design or construction management, or operations of the same, at the UW-
50 Green Bay Sheboygan Campus.

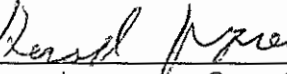
51
52 **BE IT FURTHER RESOLVED** that any sublease or other development agreement that
53 UW-Green Bay wishes to enter into for the residential housing development is subject to the
54 approval of the Property Committee and the Executive Committee of the Sheboygan County
55 Board.

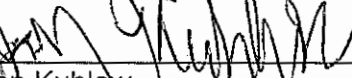
56
57
58 Respectfully submitted this 20th day of September, 2022.

61 **PROPERTY COMMITTEE**

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63 _____
64 Henry Nelson, Chairperson

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66 _____
67 George Kulow, Vice-Chairperson

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69 _____
70 Jerry Jorgensen, Secretary

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72 _____
73 Jon Kuhlow

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75 _____
76 Brian Smith

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78 Opposed to Introduction:

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80 _____
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FISCAL NOTE
September 2022

**Resolution No. 15 (2022/23) RE: Supporting Housing Development at UW-Green Bay,
Sheboygan Campus**

Funding:

No additional funding is required.

Respectfully Submitted,



Wendy A. Charnon, Finance Director
September 20, 2022

Sheboygan County Resolution No. 15 (2022/23)
Re: Supporting Housing Development at UW-Green Bay, Sheboygan Campus

Questions & Answers

November 29, 2022

Question: What are enrollment projections for the Sheboygan Campus?

Answer: We are anticipating enrollments to be in the mid-400's (currently at 440) and grow incrementally as we see increased interest in Engineering, Business and Psychology majors.

These enrollment projections are stated without taking into consideration any significant investments into campus. We are in the midst of adding \$160,000 of Engineering equipment, in the process of designing a high-impact business lab and the potential for housing all would positively influence this growth.

Question: How long has UW-Stevens Point & UW-Platteville used Bluffstone Housing Management Firm?

Answer: UWSP signed their agreement in 2013 and Platteville in 2014.

Question: What is UWGB's mixed use and how does it work?

Answer: The Green Bay campus has anywhere from 200-300 non-student residents using housing facilities. Based on availability they stay for a day, month, semester and up to a year. They sign, "renters' agreements" however it would be recommended standard apartment leases be used for our housing project. Enrolled students have priority over community members.

Question: What do the agreements at other campuses look like? Are there any issues at UWSP?

Answer: Marathon Co (Wausau) is part of UW-Stevens Point. They do not offer housing. Their Marshfield location does through Bluffstone and they are pleased with the results of their arrangement.

The Bluffstone agreement with Stevens Point allows for non-student residents once student occupancy reaches 50%. An annual occupancy report is shared with key stakeholders. Children are not allowed in the Bluffstone facility.

Question: How does Payment In Lieu Of Taxes (PILOT) work?

Answer: A PILOT payment is a payment made to state or local government by tax exempt entities, such as non-profits, universities, churches or hospitals. The payments recognize that property tax base is a main source of revenue for government entities and that entities exempt from taxation still need city services, such as police and fire protection. Below is the language from the agreement between Sauk County and the City of Baraboo (Landlord) and Bluffstone, LLC (Tenant) for the housing development at the UW-Sauk County Campus.

Section 19.1 Assistance for Tax Treatment and Payment in Lieu of Taxes – Landlord will assist, upon request by Tenant, in obtaining any favorable tax treatment with respect to the Leased Premises

constructed pursuant to this Article 19 that is allowable under the current law. Landlord shall not be obligated to provide Tenant with legal or tax advice or undertake any liability whatsoever. Tenant will be responsible for all taxes on the property if the property is not tax exempt. In the event that the Project shall become property tax exempt, Tenant shall pay to the City Baraboo a payment in lieu of taxes ("PILOT") in payment of services and facilities provided the Project and Tenant by the Landlord. The PILOT shall consist of the fair market value of the Project and Tenant multiplied by the City mil rate. The PILOT payment shall be due and owing in such amounts and at the same times as if the PILOT were a payment of property taxes.

In discussion with the City of Baraboo Treasurer, in 2021, the Tenant paid a personal property tax payment of \$35,500 to the City using the mill rate applied to the assessed value of the buildings (\$1,590,000.00). Per the Sauk County agreement, the Developer is not responsible for any PILOT based on the tax-exempt status of the underlying real estate, but in the event the buildings become tax exempt, the owner will be responsible for a PILOT payment at the same rate as if they were taxable.

There is discretion as to how to set up the PILOT payment, and it would be possible to create a contractual obligation for payments to the city and the county equal to the amount that would otherwise be paid for taxes on the real estate. Without any contractual language in regards to a PILOT payment, the developer-owned buildings will be assessed as personal property by the taxing authority. The hangars at the Sheboygan County Airport and the buildings in the South Pier district of the City of Sheboygan are two examples of buildings taxed apart from the underlying real estate.

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE EXECUTIVE COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: 04

RE: **Changing Supervisory District Boundaries to Reflect Annexation from Town of Wilson into District 10 and from Town of Sheboygan into District 5**

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 20th DAY OF December 2022

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

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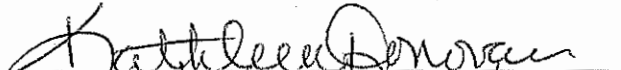
Section 3. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 1st day of November, 2022.

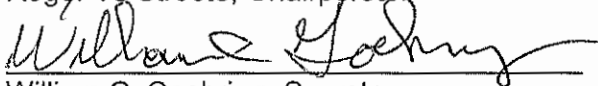
FINANCE COMMITTEE



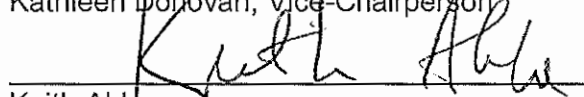
Roger Te Stroete, Chairperson



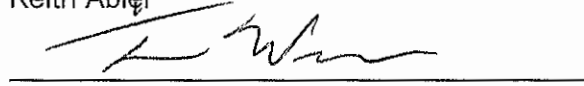
Kathleen Donovan, Vice-Chairperson



William C. Goehring, Secretary



Keith Abler



Thomas Wegner

Opposed to Introduction:

Countersigned by:

Vernon C. Koch, Chairperson

FISCAL NOTE
November 2022

Ordinance No. 04 (2022/23) RE: Changing Supervisory District Boundaries to Reflect Annexation from Town of Wilson into District 10 and from Town of Sheboygan into District 5

Funding:

No additional funding is required.

Respectfully Submitted,



Wendy A Charnon, Finance Director
November 1, 2022



TO: Health Care Center Committee Members
FROM: Kayla Clinton, Rocky Knoll Administrator
DATE: November 10, 2022
SUBJECT: Reallocation of ARPA Funds

Rocky Knoll continues to face a workforce crisis brought on by the COVID-19 pandemic. With over 30 open Certified Nursing Assistant positions and seven Nurse positions, we continue to prioritize our recruitment and retention efforts.

Child care remains a barrier to employment and a significant need in Sheboygan County. Rocky Knoll's onsite childcare program, Growing Generations, also struggles to recruit and retain teachers. Currently we have only one open spot for a child in the 0-2-year-old room and the 2-5-year-old room is full. Growing Generations cannot enroll any additional children based on required staffing teacher to child ratios.

In order to attract nursing candidates who may have childcare needs, our goals include assisting Growing Generations in hiring additional teachers. Additional teachers would allow for "drop in" childcare. This enable employees who are willing to pick up a shift, drop off their child at Growing Generations and pick their child up at the end of their shift.

We are proposing an \$3 hourly incentive for Growing Generation teachers working onsite at Rocky Knoll for two years. The cost of a staffing incentive for Growing Generations teachers 2022-2024 is \$105,066. This includes the staffing incentive for six full-time and two part-time teachers. We would like to reallocate the previously approved ARPA funds that were unused from the education and reimbursement programs and LTE evening and weekend receptionists.

Thank you for your consideration.





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: November 29th, 2022

RE: Office Hours

I would like to formally request a change to our official office hours on a trial basis of 6 months. As you know, our office is currently open 9 hours from 8am until 5pm. I would like to change this to 8.5 hours from 8:00am until 4:30pm, starting 1/1/2023, for the reasons outlined below and the attached documentation. If after the 6 months there are no insurmountable issues that arise, I would like the change to become permanent with your approval at that time. Chapter 56.03 of the County Code states that our Department's Liaison Committee along with the Executive Committee can approve variances from set hours. The Planning, Resources, Ag & Extension Committee unanimously approved this request at their November 8, 2022 meeting.

- We have conducted a number of surveys over the years to document when our foot traffic and calls come in. Both seasonal and pre- and post- COVID results show the same trend, we receive very little of our business after 4pm on all days throughout the week, not just Fridays. Our most recent survey from March 2022 through August 2022 shows that 3.5% of our business took place between 4-4:30pm and 0.9% of our business took place from 4:30-5pm. In fact, between March and August we did not receive one in-person visit between 4:30-5pm on Friday's. In summary, approximately **96% of our business happens prior to 4pm while over 99% happens prior to 4:30pm.**
- Nearly three fourths of our staff start at 7:30am or before already to better align with those people we work with most. Farmers, contractors, pumpers and installers all tend to get an early start.
- 71 of the 72 Wisconsin Counties have an office similar to ours. **90% of those counties close before 5pm.** Only 7 counties stay open until 5. Out of our 9 peer counties, 2 stay open until 5pm (Rock & Walworth). Out of our adjacent counties, all close prior to 5:00pm though Manitowoc County stays open until 5pm on Mondays.
- Local municipal offices (with regular hours 5 days a week) have similar hours to those requested. Plymouth, Sheboygan Falls, Kohler, Cedar Grove, Elkhart Lake, Howards Grove, & Town of Sheboygan all close at 4:00pm (some closer earlier on Fridays). Sheboygan, Oostburg & the Town of Wilson all close at 4:30 (Wilson is not open Fridays).
- 8am – 5pm is 9 hours, but staff is only paid for 8-hour days. This makes staffing the front desk difficult frequently when much of our staff conducts field work outside of the office and/or when vacations/sick days are factored in.
- Many of our staff have children. A 4:30pm closing time, better aligning with our actual traffic, would provide quality of life improvements to that staff. In fact, in gauging our staff's interest, it would provide better quality of life improvements for nearly everyone based on their interests and commitments outside of work.
- The County's mission statement mentions providing efficient services. Our Department would be more efficient in having staff here earlier when the vast majority of our traffic takes place rather than keeping people here later when things are very slow.
- In today's climate of trying to attract and retain the best employees, a schedule that aligns with activity will help provide a sense of achievement staff was productive the entire day versus feeling like that last hour dragged because there was no activity.

Thank you for your consideration.

Hours for County Planning, Zoning, Sanitation, Parks Departments (March 2022)

County	Open	Close	Open Friday	Close Friday	Open Monday	Close Monday	Notes
Douglas	8	4:30					
Forest	8	4:30					
Marquette	8	4:30					
Oneida	8	4:30					
Price	8	4:30					
Washburn	8	4:30					
Burnett	8	4:30					
Polk	8	4:30					
Barron	8	4:30					
Taylor	8	4:30					
Langlade	8	4:30					
Menominee	8	4:30					
Marathon	8	4:30					
Clark	8	4:30					
Chippewa	8	4:30					
Dunn	8	4:30					
St. Croix	8	4:30					
Pierce	8	4:30					
Eau Claire	8	4:30					
Wood	8	4:30					
Portage	7:30	4:30					
Outagamie	8	4:30					
Brown	8	4:30					
Door	8	4:30					
Kewaunee	8	4:30					
Manitowoc	8	4:30			8	5	
Calumet	8	4:30					
Winnebago	8	4:30					
Waushara	8	4:30					
Shawano	8	4:30					
Marquette	8	4:30					
Adams	8	4:30					
Juneau	8	4:30					
Monroe	8	4:30					
Trempleau	8	4:30					
La Crosse	8	4:30					
Vernon	8	4:30					
Richland	7:30	4:30					
Sauk	8	4:30					
Columbia	8	4:30					
Dodge	8	4:30					
Fond du Lac	8	4:30					
Green Lake	8	4:30					
Ozaukee	8	4:30					
Washington	7:30	4:30					
Waukesha	8	4:30					
Jefferson	8	4:30					
Dane	7:45	4:30					
Iowa	8	4:30					
Grant	7	4:30					
Lafayette	8	4:30					
Green	8	4:30					
Racine	8	4:30					
Jackson	8	4:30					
Crawford	8	4:30					
Bayfield	8	4					
Ashland	8	4					
Iron	8	4					
Vilas	8	4					
Florence	8:30	4					
Sawyer	8	4					
Oconto	8	4					
Pepin	8	4					
Waupaca	8	4					
Rusk	7	5	8		4:30		
Lincoln	9	5					
Buffalo	8	5					
Sheboygan	8	5					
Rock	8	5					Closed 12-1
Walworth	8	5					
Kenosha	8	5					

All Counties	Amounts
77% Close at 4:30	55/71
13% Close at 4:00	9/71
10% Close at 5:00	7/71

*No MKE County Included
 **90% Close before 5pm

Peer Counties	Amounts
78% Close at 4:30	7/9
22% Close at 5:00	2/9

*Peer Counties are those used in annual budget comparison

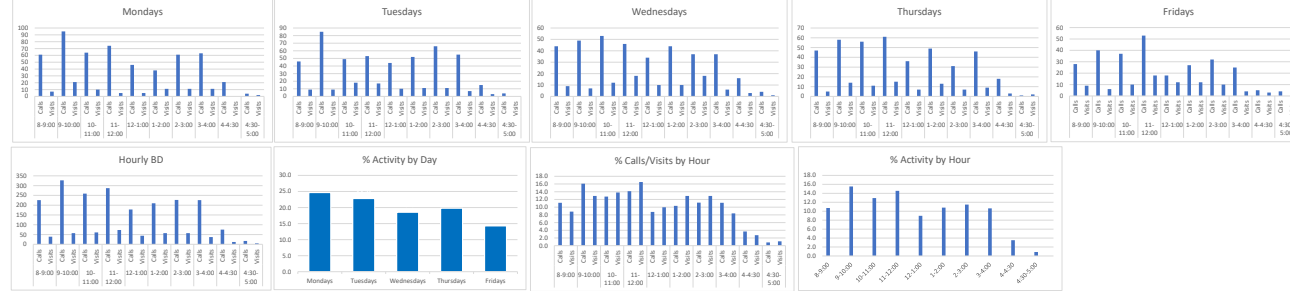
Adjacent Counties
100% Close at 4:30

*Manitowoc stays open until 5 on Mondays

Cumulative March-August

	8-9:00		9-10:00		10-11:00		11-12:00		12-1:00		1-2:00		2-3:00		3-4:00		4-4:30		4:30-5:00	
	Calls	Visits	Calls	Visits	Calls	Visits	Calls	Visits	Calls	Visits	Calls	Visits	Calls	Visits	Calls	Visits	Calls	Visits	Calls	Visits
Mondays	61	7	95	21	64	10	74	5	46	5	38	11	61	11	63	11	21	0	4	2
Tuesdays	46	9	85	9	49	18	53	17	44	10	52	11	66	11	55	7	15	3	4	0
Wednesdays	44	9	49	7	53	12	46	18	34	10	44	10	37	18	37	6	16	3	4	1
Thursdays	47	5	58	14	56	11	61	15	36	7	49	13	31	7	46	9	18	3	1	1
Friday	28	9	40	6	37	10	53	18	18	12	27	12	32	10	25	4	5	3	4	0
Hourly BD	226	39	327	57	259	61	287	73	178	44	210	57	227	57	226	37	75	12	17	5
Calls/visits %	11.1	8.8	16.1	12.9	12.7	13.8	14.1	16.5	8.8	10.0	10.3	12.9	11.2	12.9	11.1	8.4	3.7	2.7	0.8	1.1
All activity %	10.7		15.5		12.9		14.6		9.0		10.8		11.5		10.6		3.5		0.9	

610 24.7 2032
 564 22.8 442
 458 18.5
 489 19.8
 353 14.3
 2474



**VARIANCE REPORT FOR DEPARTMENT -- COUNTY ADMINISTRATOR
FOR THE QUARTER ENDING 09/30/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Personnel Related Expenditure		
	Wages	(2,083.25)	Review of budget adjustments to support equity increases will be reviewed in the 4th quarter.
	Variances Less Than Justification Threshold	936.79	
	TOTAL	(1,146.46) Negative	

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY BOARD
FOR THE QUARTER ENDING 09/30/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Personnel Related Expenditure		
	Wages	4,382.42	Less per diems than budgeted
	Operating Expenses		
	General Operating	5,072.01	Less travel expenses than budgeted
	Variances Less Than Justification Threshold	-314.73	
	TOTAL	9,139.70	Positive



SHEBOYGAN COUNTY

Adam N. Payne
County Administrator

WISCONSIN

To: Members of the Executive Committee

From: County Administrator Adam Payne 

Date: November 29, 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.