



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE:** Monday January 8, 2018

**TIME:** 4:30 PM

**PLACE:** Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the December 11 Meeting of the Finance Committee.  
B. Approve vouchers for the month of December 2017 in the amount of \$3,209,147.60.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
  - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion regarding .5% County Sales Tax.
6. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Update on County finances/operations and year end process.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for December 2017 – Manitowoc County Jail. (was not available at time packets were put together) Will be emailed out when available.
  - ✓ Secure Detention Report from HSD for December 2017 (was not available at time packets were put together). Will be emailed out when available.
8. Adjournment.

Date: January 3, 2018

Paul (Biff) Hansen, Committee Chair  
By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**MANITOWOC COUNTY FINANCE COMMITTEE**  
**Administration Building**  
**January 8, 2018**

Attendance: Vice-Chair Todd Holschbach, Supervisor Jim Baumann, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Corporation Counsel Peter Conrad, Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer, County Board Chair Jim Brey, and Supervisor Don Zimmer. Chairperson Hansen was excused.

Call to Order: The meeting was called to order by Vice-Chairperson Holschbach at 4:30 p.m.

Public comment: Maura Yost, Town of Centerville, addressed the Finance Committee regarding whether the financing of \$12 million of necessary road and bridge work over 10 or more years will be more expensive than a .5% sales tax. Ms. Yost expressed concern regarding the interest dollars being paid for existing outstanding debt.

No one else present wished to speak; therefore public comment was closed at 4:35 p.m.

Approve the minutes of the December 11, 2017 Finance Committee meeting: Supervisor Baumann moved to approve the meetings' minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of December 2017 in the amount of \$3,209,147.60: Supervisor Baumann moved, seconded by Supervisor Swade to approve vouchers for the month of December 2017 in the amount of \$3,209,147.60. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on two tax-deeded property.

Woodridge Estates Subdivision 8 Lot 5 of Block 1, Manitowoc, WI 54220 – One bid was received. Supervisor Swade moved to accept the offer of \$16,000 from Lori Hall, seconded by Supervisor Baumann. Upon discussion and vote, the motion passed unanimously.

Woodridge Estates Subdivision 8 Lot 21 of Block 7, Manitowoc, WI 54220 – One bid was received. Supervisor Baumann moved to accept the offer of \$22,700 from Brian Lodel (TLG Holdings, LLC, seconded by Supervisor Williams. Upon discussion and vote, the motion passed unanimously.

Discussion continued regarding .5% County Sales Tax:

Supervisor Baumann indicated, after speaking with the Department of Revenue that a portion of the sale tax could be split with municipalities and school districts. Corporation Counsel Peter Conrad gave an update on the Brown County lawsuit that is seeking a court injunction to stop collection of the 0.5% sales alleging it is illegal because it's intended to raise money for specific projects. Supervisor Baumann explained that when he did a comparison of roads, the towns and villages had more miles than the county. He commented that those municipalities would be

happy with any additional funds to update their roads. Supervisor Brey discussed a potential advisory referendum. Vice-Chair Holschbach explained that the committee will continue to research and have discussion on the potential sales tax. Supervisor Zimmer expressed the need for citizens to know how the sales tax would be spent before they make a decision. Chairperson Brey noted that he and Supervisor Behnke spoke with the County Executive and requested an Attorney General opinion regarding whether the county could dictate how the municipalities could use their portion of a sales tax.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer – Update on County Finances and Operations: Comptroller Todd Reckelberg reported that the budget is tight at this time, but everything is ok.

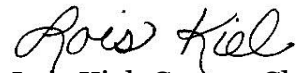
County Executive reported that the county has retained the cost of health insurance for the past four years and preliminary estimates indicate that we continue to do well. He pointed out that employees are not being assessed the Act 10 recommended cost of 12% of the premium. It was noted that HFM and Aurora are now on the same plane with patient charges.

Communications: Copies of each were provided to the committee:

- Monthly/Daily Average Population Report for December 2017 - Manitowoc County Jail via email..
- Secure Detention Report from HSD for November 2017 – via email.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Baumann and the motion passed unanimously. The committee adjourned at 5:17 p.m.

Respectfully submitted,



Lois Kiel, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday February 12, 2018

TIME: 4:30 PM

PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the January 8, 2018 Meeting of the Finance Committee.  
B. Approve vouchers for the month of January 2018 in the amount of \$3,559,521.72.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
    - B. Approving recommended appraised values to be advertised per a Class 3 notice.
5. Lois Kiel – County Clerk:
  - ✓ County Clerk annual report of operations for 2017.
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion regarding .5% County Sales Tax.
7. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Report of Economic Interest – Peter Conrad and Joh Reisenbuechler.
  - ✓ Resolution Denying Claim of Mark Reznichuk.
  - ✓ Update on County finances/operations and year end process.
8. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for January 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for January 2018 (was not available at time packets were put together). Will be emailed out when available.
9. Adjournment.

Date: February 6, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building  
February 12, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Todd Holschbach, Supervisor Jim Baumann, Supervisor Ken Swade. Also in attendance: Corporation Counsel Peter Conrad, Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer, County Board Chair Jim Brey, and Supervisor Kevin Behnke. Supervisor Mike Williams was excused.

Call to Order: The meeting was called to order by Chairperson Hansen at 4:30 p.m.

Public comment: Maura Yost, Town of Centerville, expressed concern that the potential rise in interest rates will impact the county’s borrowing.

No one else present wished to speak; therefore public comment was closed at 4:31 p.m.

Approve the minutes of the January 8, 2018 Finance Committee meeting: Supervisor Baumann moved to approve the meetings’ minutes, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

Approve vouchers for the month of January 2018 in the amount of \$3,559,521.72: Supervisor Baumann moved, seconded by Supervisor Swade to approve vouchers for the month of January 2018 in the amount of \$3,559,521.72. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on two tax-deeded property.

Woodridge Estates Subdivision 8 Lot 42 of Block 6, Manitowoc, WI 54220 – One bid was received. Supervisor Holschbach moved to accept the offer of \$13,000 from Manty Properties LLC, seconded by Supervisor Baumann. Upon discussion and vote, the motion passed unanimously.

Woodridge Estates Subdivision 8 Lot 2 of Block 12, Manitowoc, WI 54220 – One bid was received. Supervisor Baumann moved to accept the offer of \$15,000 from Manty Properties LLC, seconded by Supervisor Holschbach. Upon discussion and vote, the motion passed unanimously.

Woodridge Estates Subdivision 8 Lot 3 of Block 12, Manitowoc, WI 54220 – One bid was received. Supervisor Swade moved to accept the offer of \$15,000 from Manty Properties LLC, seconded by Supervisor Holschbach. Upon discussion and vote, the motion passed unanimously.

Woodridge Estates Subdivision 8 Lot 4 of Block 12, Manitowoc, WI 54220 – Two bids were received. Supervisor Baumann moved to reject the offer of \$17,000 from Lori Hall, and the offer of \$17,000 from Manty Properties LLC, seconded by Supervisor Holschbach. Upon discussion and vote, the motion carried unanimously.

Public Works Director Gerry Neuser presented recommended appraised values of tax foreclosed properties proposed to be advertised per a Class 3 notice. They are:

Town of Two Rivers, 11920 Lakeshore Road - \$12,000  
Village of St. Nazianz, 207 South 2<sup>nd</sup> Street – \$35,000  
Village of Whitelaw, 167 West Menasha Ave. - \$25,000  
City of Two Rivers, 1917 14<sup>th</sup> Street - \$9,000  
City of Two Rivers, 1626 28<sup>th</sup> Street - \$30,000

Supervisor Holschbach moved to accept the appraisals, seconded by Supervisor Swade. Upon discussion and vote, the motion carried unanimously.

County Clerk – 2017 Annual Report: County Clerk Kiel presented the 2017 Annual Report for the County Clerk's Office that exhibited a slight increase in revenue when compared to 2016.

Discussion continued regarding .5% County Sales Tax:

Supervisor Baumann recommended support of the .5% sales tax along with sharing a portion of the sales tax with municipalities and designating a sunset clause. Supervisor Holschbach noted that with the lack of funding from the government, there is a need to begin creating a sales tax formula. County Board Chair Brey explained that he will support the .5% sales tax provided it is modeled after the Sheboygan County plan. Supervisor Swade indicated that it is necessary to look at alternative funding. Corporation Counsel Peter Conrad explained the statute is clear in that a sales tax must be used for property tax relief. Discussion took place regarding bridge repairs. Executive Ziegelbauer noted that we are up to speed with most bridge repairs in the county. Supervisor Behnke explained that the state pays 80% of bridge repairs, the county contributes 10% of the cost and the municipality pays 10%. Finance Chairperson Hansen expressed frustration in that 66 counties are using a sales tax for road improvements and we are being informed that according to statute, Manitowoc County cannot designate a sales tax for upkeep of infrastructure. He commented that citizens are concerned about the poor condition of the roads and they would agree to a sales tax provided they are informed that it would be designated for road improvements. County Board Chair suggested that the committee take what was learned at this meeting and begin to create a formula for the sales tax.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer – Update on County Finances and Operations: Comptroller Reckelberg presented reports of Economic Interest in compliance with the Manitowoc County Ethics Code for Corporation Counsel Peter Conrad and Recycling Center Director Jon Reisenbuechler. Supervisor Baumann moved to accept the reports, seconded by Supervisor Holschbach. Upon vote, the motion carried unanimously.

Supervisor Baumann moved to approve the Resolution Denying Claim of Mark Reznicek, seconded by Supervisor Swade. Upon discussion and vote, the motion carried unanimously.

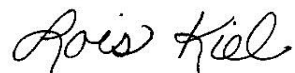
Comptroller Reckelberg presented an update on the year end process of County finances noting that the closing of the 2017 books was approximately halfway close to completion and the county may be somewhat ahead of the game with revenues.

Communications: Copies of each were provided to the committee:

- Monthly/Daily Average Population Report for January 2018 - Manitowoc County Jail via email..
- Secure Detention Report from HSD for January 2018 – via email.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Holschbach and the motion passed unanimously. The committee adjourned at 6:14 p.m.

Respectfully submitted,



Lois Kiel, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday March 12, 2018  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the February 12, 2018 Meeting of the Finance Committee.  
B. Approve vouchers for the month of February 2018 in the amount of \$3,030,621.22.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
  - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Sharon Cornils – Personnel Director:
  - ✓ Update on Health Insurance.
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Corporation Counsel Peter Conrad, opinion regarding the use of .5% County Sales Tax.
  - ✓ Continue discussion and possible action regarding a .5% County Sales Tax.
7. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, and Reappropriation of Specified Funds From 2017 to 2018
  - ✓ Update on County finances/operations and year end process.
8. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for February 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for February 2018 (was not available at time packets were put together). Will be emailed out when available.
9. Adjournment.

Date: March 7, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

March 12, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Todd Holschbach, Supervisor Jim Baumann, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Corporation Counsel Peter Conrad, Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer, County Board Chair Jim Brey, County Treasurer Nancy Saueressig, and Supervisor Kevin Behnke.

Call to Order: The meeting was called to order by Chairperson Hansen at 4:30 p.m.

Public Comment: Maura Yost, Town of Centerville, spoke on the need for adequate transportation infrastructure to promote tourism in our park system along with the use of sales tax funds to reduce the tax levy, and she requested the board to quantify the number of years a sales tax would be needed to bring the county roads up to a sustainable standard. Ms. Yost expressed the opinion that paying interest on borrowed money causes that money to leave the community while a sales tax keeps money circulating within the community.

No one else present wished to speak; therefore public comment was closed at 4:36 p.m.

Approve the minutes of the February 12, 2018 Finance Committee meeting: Supervisor Holschbach moved to approve the meeting minutes, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Approve vouchers for the month of February 2018 in the amount of \$3,030,621.22: Supervisor Baumann moved, seconded by Supervisor Swade to approve vouchers for the month of February 2018 in the amount of \$3,030,621.22. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on three tax-deeded properties.

Woodridge Estates Subdivision 8 Lot 15 of Block 7, Manitowoc, WI 54220: One bid was received. Supervisor Williams moved to accept the offer of \$19,001 from Pekarske Builders, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

1917 14<sup>th</sup> Street, Two Rivers, WI 54241: One bid was received. Supervisor Baumann moved to accept the offer of \$9,700 from Robert Limon Jr. and Nicole L. Malek, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

Woodridge Estates Subdivision 8 Lot 4 of Block 12, Manitowoc, WI 54220: One bid was received. Supervisor Baumann moved to accept the offer of \$17,000 from Lori Hall, seconded by Supervisor Holschbach. Upon discussion and vote, the motion passed unanimously.



Sharon Cornils, Personnel Director – Update on Health Insurance: Sharon reported that they have worked hard to control the costs of health care through the promotion of consumerism and managing the plan. She provided information on the cost savings with Health Payment Systems (HPS) that has given an average discount of 42 percent off the billed charges. Utilizing Focus Health as a preferred plus tier for inpatient hospitalization and outpatient surgeries has generated more than \$750,000 in savings since 2015. “Smart Choice” which offers high quality MRI scans at an accessible price has provided an average savings of \$2000 per MRI. Through implementation of specialty medications, controlling potential waste by limiting the frequency of refills, and using targeted case management, \$116,528 has been received in rebates through the 3<sup>rd</sup> quarter of 2017.

Corporation Counsel Peter Conrad – Review of Memorandum on Use of County Sales Tax Proceeds and Continued Discussion Regarding 5% County Sales Tax: Corporation Counsel Peter Conrad reviewed his memorandum which answered questions that were presented regarding usage of a potential sales tax. Mr. Conrad explained that according to §77.76 (3), school districts must be included in the distribution of funds if a county chooses to distribute a portion of sales tax to municipalities. Discussion followed. Supervisors asked questions regarding the implementation of various sales tax formulas by various other counties. Comptroller Reckelberg was asked to determine the equalized value of school districts which cross over into other counties. Chairperson Brey recommended that it is time to move forward and make a decision. Finance Chair Hansen noted that discussion on the subject will continue to advance.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer – Update on County Finances and Operations: Comptroller Reckelberg announced that there will be a joint meeting with Personnel, Public Works and Finance Committees on Wednesday, March 14 at 5:30 p.m.

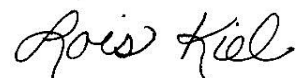
Supervisor Baumann moved to approve the Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, and Reappropriation of Specified Funds from 2017 to 2018, seconded by Supervisor Swade. Upon discussion and vote, the motion carried unanimously.

Communications: Copies of each were provided to the committee:

- Monthly/Daily Average Population Report for February 2018 - Manitowoc County Jail Secure Detention Report from HSD for February 2018 – via email.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Holschbach and the motion passed unanimously. The committee adjourned at 5:45 p.m.

Respectfully submitted,



Lois Kiel, County Clerk



**MANITOWOC COUNTY**  
**FINANCE COMMITTEE**  
**JOINT MEETING NOTICE**

**DATE:** March 14, 2018

**TIME:** 5:30 p.m.

**PLACE:** Manitowoc County Public Health Building  
2<sup>nd</sup> Floor Conference Room 207  
1028 South 9<sup>th</sup> Street, Manitowoc WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Roll call
2. Joint meeting discussion and possible action regarding recommended restructure of the Information Systems Department into a division of the Public Works Department
3. Adjournment

Date: March 13, 2018

Paul Hansen, Finance Committee Chair  
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Finance Committee  
March 14, 2018

PRESENT: Supervisors Hansen, Baumann, Holschbach, Swade, Williams.

The meeting was called to order at 5:30 p.m. with roll call showing all members present.

A motion to approve a resolution Authorizing Restructuring of Information Systems Department into a Division of the Public Works Department was made by Supervisor Baumann, seconded by Supervisor Williams and carried 5-0.

A motion to adjourn was made at 6:10 p.m. Meeting adjourned at 6:10 p.m.

Minutes taken by Sharon Cornils, Personnel Director

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Secretary

Date



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **JOINT MEETING NOTICE**

**DATE:** Tuesday April 3, 2018

**TIME:** 4:45 PM

**PLACE:** Communications & Technology Building  
1024 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(First floor Conference Room)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment.
3. Joint meeting discussion and possible action regarding recommended restructure of the Information Systems Department into a division of Public Works Department.
4. Adjournment.

Date: March 26, 2018

Paul (Biff) Hansen, Committee Chair  
By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Finance Committee  
April 3, 2018

PRESENT: Supervisors Hansen, Holschbach, Swade, Williams.

The meeting was called to order at 4:51 p.m. with roll call showing Supervisors Hansen, Holschbach, Swade and Williams present. Supervisor Baumann was excused.

A motion to adjourn was made by Supervisor Holschbach, seconded by Supervisor Williams and carried 4-0. Meeting was adjourned at 7:06 p.m.

Minutes taken by Sharon Cornils, Personnel Director

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Secretary

Date



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday April 9, 2018  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the March 12, 2018 Meeting of the Finance Committee and their joint meeting minutes with Public Works and Personnel of March 14 and April 3, 2018.  
B. Approve vouchers for the month of March 2018 in the amount of \$3,075,609.90.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion and possible action regarding a .5% County Sales Tax.
6. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Authorizing Acceptance of Great Lakes Career Ready Internship Grant Reimbursement - Register in Probate Office.
  - ✓ Authorization to obtain and issue a Credit Card to Public Health Dept. Director Mary Halada. This card replaces the one that was issued to Amy Wergin which will be cancelled upon her retirement.
  - ✓ Update on County finances/operations and year end process.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for March 2018 – Manitowoc County Jail (was not available at time packets were put together). Will be emailed out when available.
  - ✓ Secure Detention Report from HSD for March 2018 (was not available at time packets were put together). Will be emailed out when available.
8. Adjournment.

Date: April 4, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building  
April 9, 2018  
**Clerk's Correction 4/13/2018**

Attendance: Vice-Chair Todd Holschbach, **Chair Paul Hansen (arrived at 5:00 p.m.)** Supervisor Jim Baumann, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Corporation Counsel Peter Conrad, Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer, County Board Chair Jim Brey, Treasurer Nancy Saueressig, Supervisor Kevin Behnke, and Supervisor Don Zimmer.

Call to Order: The meeting was called to order by Vice-Chairperson Holschbach at 4:30 p.m.

Public comment: Maura Yost, Town of Centerville, addressed the Finance Committee regarding ways to raise county revenue. Ms. Yost commented that it is more fiscally conservative to pay a half-cent sales tax than to borrow money at percentages five or more times that rate for decades into the future.

No one else present wished to speak; therefore public comment was closed at 4:33 p.m.

Approve the minutes of the March 12, 2018 Finance Committee meeting and the joint meeting minutes with Public Works and Personnel of March 14, and April 3, 2018. Supervisor Baumann moved to approve the March 12 meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously. Supervisor Baumann moved to approve the March 14, and April 3, 2018 joint meetings' minutes, seconded by Supervisor Williams. Upon vote, the motion pass unanimously.

Approve vouchers for the month of March 2018 in the amount of \$3,075,609.90: Supervisor Baumann moved, seconded by Supervisor Swade to approve vouchers for the month of March 2018 in the amount of \$3,075,609.90. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on two tax-deeded property.

11920 Lakeshore Rd, Two Rivers – Two bids were received. The first bid was from Thomas Klesper with an offer of \$8,000. The second bid was received from BWCA Holdings, LLC with an offer of \$3,500. Supervisor Williams moved to accept the offer of \$8,000 from Thomas Klesper, seconded by Supervisor Baumann. Upon discussion and vote, the motion passed unanimously.

1626 28<sup>th</sup> Street, Two Rivers – One bid was received. Supervisor Baumann moved to accept the offer of \$10,600 from Moraine Properties Inc, seconded by Supervisor Williams. Upon discussion and vote, the motion passed unanimously.

1267 West Menasha Avenue, Whitelaw – One bid was received. Supervisor Baumann moved to reject the offer of \$1,600 from Moraine Properties Inc, seconded by Supervisor Swade. Upon vote, the motion passed unanimously.

207 S 2<sup>nd</sup> Street, St. Nazianz – One bid was received. Supervisor Swade moved to reject the offer of \$2,200 from Christopher Last, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer

Resolution Authorizing Acceptance of Great Lakes Career Ready Internship Grant Reimbursement. Supervisor Baumann moved, seconded by Supervisor Williams to adopt the Resolution Authorizing Acceptance of Great Lakes Career Ready Internship Grant Reimbursement. Upon discussion and voice vote, the motion passed.

Authorization to obtain and issue a Credit card to Public Health Department Director Mary Halada. Supervisor Swade moved, seconded by Supervisor Baumann to approve the issuance of a credit card to the Public Health Department director Mary Halada. The motion passed by voice vote.

– Update on County Finances and Operations: Comptroller Todd Reckelberg reported that the auditors are completing their fieldwork. The CAFR is on schedule to be finalized in June. Vice-Chair Holschbach requested an update on the Information Systems Department reorganization resolution that is coming before the County Board. Comptroller Reckelberg explained that the fiscal impact on the resolution may have to be modified and he also gave a brief history of the Information Systems Department.

Discussion continued regarding .5% County Sales Tax:

Chairperson Brey commented that he spoke with Sheboygan County Board Chairperson who expressed that the Sheboygan County Corporation Counsel's research on a sales tax indicated the tax could be used for road repairs. Supervisor Holschbach stated that a need has been determined making it necessary to now move forward with a plan. Chairperson Brey noted that the WCA opinion directs counties to retain all the sales tax. Supervisor Hansen remarked the State has not kept up with funding for roads and bridges. Sheboygan County went ahead with their plan in good faith. Supervisor ~~Williams~~ **Baumann** reminded the committee that he had received a letter from Senator LeMahieu stating that a request for an Attorney General's opinion would be addressed in a timely matter. County Executive Ziegelbauer advised the committee to take Corporation Counsel Conrad's opinion very seriously. Supervisor Behnke supported a request for an AG opinion.

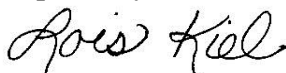
Chairperson Brey moved, seconded by Supervisor Hansen to bring a resolution before the County Board requesting Corporation Counsel to seek an Attorney General Opinion. Upon discussion and vote, the motion passed.

Communications: Copies of each were provided to the committee:

- Monthly/Daily Average Population Report for March 2018 - Manitowoc County Jail via email..
- Secure Detention Report from HSD for March 2018 – via email.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Baumann and the motion passed unanimously. The committee adjourned at 5:44 p.m.

Respectfully submitted,

  
Lois Kiel, County Clerk





# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday May 14, 2018  
TIME: 4:30 PM  
PLACE: Administration Building, 1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but **portions of the meeting may be closed** if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the April 9, 2018 Meeting of the Finance Committee.  
B. Approve vouchers for the month of April 2018 in the amount of \$2,295,730.10.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion and possible action regarding a .5% County Sales Tax.
6. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Request by County Executive to reallocate the vacant Information systems Director position into an information systems manager position
  - ✓ Update on County finances/operations and year end process.

The Committee **may convene in closed session** pursuant to Wisconsin Statute §19.85(1)(g) for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

7. Peter Conrad, Corporation Counsel, regarding a malware attack resulting in an unauthorized redirect of County emails.

If the Committee convened into closed session, it will reconvene into open session pursuant to Wisconsin Statute 19.83 & 19.85(2) and may take action on items discussed in closed session and such other matters as are authorized by law.

8. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for April 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for April 2018 (was not available at time packets were put together). Will be emailed out when available.
9. Adjournment.

Date: May 9, 2018

Paul (Biff) Hansen, Committee Chair  
By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Clerk's Correction – 5/21/2018  
MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

May 14, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Corporation Counsel Peter Conrad, Comptroller Todd Reckelberg, County Board Chair Jim Brey, Supervisor Kevin Behnke, and Supervisor Falkowski. ~~Supervisor Holschbach was excused.~~

Call to Order: The meeting was called to order by Chairperson Hansen at 4:30 p.m.

Agenda: Chairperson Hansen requested to move item 6-Todd Reckelberg’s report to be addressed after item 7- Peter Conrad, Corporation Counsel regarding a malware attack. Supervisor Baumann moved, seconded by Supervisor Swade to approve the amended agenda. Upon vote, the motion passed by a voice vote.

Public Comment: Maura Yost, Town of Centerville, addressed the Board regarding a decision they must make to raise necessary revenue through a half cent sales tax, or to borrow money at a higher rate of interest over two decades. Ms. Yost commented that \$134 million dollars that were allocated for statewide transportation rehab projects will be diverted to local road projects around Foxconn.

No one else present wished to speak; therefore public comment was closed at 4:35 p.m.

Approve the minutes of the April 9, 2018 Finance Committee meeting: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of April 2018 in the amount of \$2,295,730.10: Supervisor Williams moved, seconded by Supervisor Swade to approve vouchers for the month of February 2018 in the amount of \$2,295,730.10. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bid received on one tax-deeded property.

167 West Menasha, Whitelaw, WI 54247: One bid was received. Supervisor Brunner moved to accept the offer of \$2,225.00 from Bryce Sprang and Herman Sprang, seconded by Supervisor Baumann. Upon voice vote, the motion passed. Supervisor Williams abstained.

Comptroller Todd Reckelberg: Mr. Reckelberg reminded supervisors that the Finance Committee’s election of officers will be on the June agenda.

Continued Discussion Regarding 5% County Sales Tax: Supervisor Baumann expressed the opinion that the committee should continue to create a plan for the sales tax. Supervisor Brey noted that he is willing to prepare a plan and present it at the next Finance meeting. Supervisor Brunner would support a plan, but it would need to be marketed to inform citizens what it will cost them. Chairperson Hansen commented that it would be important for the sales tax to be tied to road maintenance. Supervisor Williams agreed that he would also support a referendum. Supervisor Falkowski queried Sheboygan County's plan and explained that the sales tax revenue could not sustain the roads. Supervisor Behnke expressed a concern that schools could be included in the sharing of a sales tax. He would support a referendum. Chairperson Hansen asked everyone to bring a plan and/or a referendum to the next meeting.

Closed Session: Supervisor Williams moved, seconded by Supervisor Baumann to convene in closed session at 5:01 p.m. pursuant to Wis. Stats. §19.85(1) (g) to confer with legal counsel with respect to potential litigation regarding a malware attack resulting in an unauthorized redirect of county emails. Motion carried.

Corporation Counsel Peter Conrad updated the committee on the county's likely involvement in a litigation.

Supervisor Baumann moved, seconded by Supervisor Swade to reconvene in open session at 5:17 p.m. Motion carried.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer:

Request by County Executive to reallocate the vacant Information Systems Director position into an Information Systems Manager position.

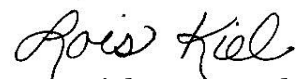
Corporation Counsel Peter Conrad explained that a new position cannot be created by the County Executive except through a new budget. Comptroller Reckelberg clarified that this would be a working position. Discussion followed. Supervisor Bauman moved, seconded by Supervisor Williams to reallocate one FTE IS Director Position to an IS Manager Position.

Communications: Copies of each were provided to the committee:

- Monthly/Daily Average Population Report for April 2018 - Manitowoc County Jail Secure Detention Report from HSD for April 2018 – via email.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Brunner and the motion passed unanimously. The committee adjourned at 5:45 p.m.

Respectfully submitted,



Lois Kiel, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday June 11, 2018  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but **portions of the meeting may be closed** if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Election of Finance Committee Vice-Chair and Secretary.
3. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
4. A. Approve minutes of the May 14, 2018 Meeting as corrected 5/21/18 of the Finance Committee.  
B. Approve vouchers for the month of May 2018 in the amount of \$2,124,307.59.
5. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion and possible action regarding a .5% County Sales Tax.
7. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Initial Resolution Authorizing Not to Exceed \$1,500,000 General Obligation Promissory Notes for Highway Projects.
  - ✓ Resolution Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes.
  - ✓ Update on County finances/operations. Also, look for a standup meeting prior to County Board to receive report from External Auditors.
8. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for May 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for April 2018 (May was not available at time packets were put together and will be emailed out when available).
9. Adjournment.

Date: June 6, 2018

Paul (Biff) Hansen, Committee Chair  
By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

June 11, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, County Board Chair Jim Brey, Supervisor Jon Neils, and Supervisor Kevin Behnke.

Call to Order: The meeting was called to order by Chairperson Hansen at 4:30 p.m.

Election of Finance committee Vice-Chair and Secretary:

Vice-Chair: Supervisor Baumann nominated Supervisor Williams. There were no other nominations. Upon vote, Supervisor Williams was elected Vice-Chair for a two-year term by unanimous vote.

Secretary: Supervisor Baumann nominated Supervisor Swade. There were no other nominations. Supervisor Williams moved to approve the nomination. Upon vote, Supervisor Swade was elected Secretary for a two-year term by unanimous vote.

Public Comment: Maura Yost, Town of Centerville, encouraged the Finance Committee to survey municipalities to develop an account of the county’s road and bridge needs in order to assess the financial needs of the communities. Ms. Yost was uncertain about a sunset date on a potential sales tax due to the burden it could put on a future county board. Ms. Yost was concerned that the committee is set to bond for another \$1,500,000 at a potential interest rate of 2.84%.

No one else present wished to speak; therefore public comment was closed at 4:35 p.m.

Approve the minutes of the May 14, 2018 Finance Committee meeting: Supervisor Swade moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of May 2018 in the amount of \$2,124,307.59: Supervisor Baumann moved, seconded by Supervisor Swade to approve vouchers for the month of May 2018 in the amount of \$2,124,307.59. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bid received on two tax-deeded properties.

207 S. 2<sup>nd</sup> Ave. St. Nazianz: One bid was received. Supervisor Swade moved to accept the offer of \$5,000 from Andy Behnke, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed.

Woodridge Estates 052-789-007-190.00: One bid was received. Supervisor Baumann moved to accept the offer of \$16,500 from Pekarske Builders, seconded by Supervisor Brunner. Upon voice vote, the motion passed.

Continued Discussion Regarding 5% County Sales Tax: Chairperson Brey discussed a potential advisory referendum. Supervisor Williams commented that he is in support of the referendum. Supervisor Baumann would support a sales tax for road repairs with a sunset clause of ten years. Supervisor Brunner noted that a sales tax could make a great difference, but it would need to be marketed as a specific plan for road repairs tailored to our county. Finance Committee Chairperson Hansen suggested that there could be a referendum resolution and question prepared for next month's meeting. County Executive Ziegelbauer explained that nineteen bridges have been approved until 2022 with the repairs being fully funded. Chairperson Brey noted that the County Board will have to decide how to allocate a potential sales tax. He would support allocating a portion to towns and villages.

Supervisor Brunner moved to request Corporation Counsel to draft a referendum resolution and question based on the Sheboygan sales tax model, seconded by Supervisor Swade. Upon discussion and vote, the motion carried by a voice vote.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer:

Initial Resolution Authorizing Not to exceed \$1,500,000 General Obligation Promissory Notes for Highway Projects: Comptroller Reckelberg introduced the resolution. Discussion followed. Supervisor Baumann moved to pass the Initial Resolution Authorizing Not to exceed \$1,500,000 General Obligation Promissory Notes for Highway Projects, seconded by Supervisor Swade. Upon discussion and vote, the motion carried by a voice vote.

Resolution Authorizing the Sale of \$1,500.000 General Obligation Promissory Notes: Discussion followed. Supervisor Baumann moved to pass the Resolution Authorizing the Sale of \$1,500,000 General Obligation Promissory Notes, seconded by Supervisor Williams. Upon voice vote, the motion passed.

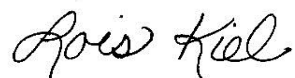
Update on County finances/operations: Comptroller Reckelberg reported that there will be a standup meeting at 6:30 prior to the County Board meeting. The auditors will present a report.

Communications: Copies of each were provided to the committee:

- Monthly/Daily Average Population Report for May 2018 - Manitowoc County Jail Secure Detention Report from HSD for May 2018 – via email.

Adjournment: Supervisor Swade moved to adjourn, seconded by Supervisor Baumann and the motion passed unanimously. The committee adjourned at 5:30 p.m.

Respectfully submitted,



Lois Kiel, County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Tuesday June 19, 2018  
TIME: 6:30 PM  
PLACE: Heritage Center (aka Michigan Avenue Campus MAC)  
1701 Michigan Ave., Manitowoc, WI 54220  
(County Board Room)

The meeting is open to the public, but **portions of the meeting may be closed** if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Report from External Auditor, Schenck SC on the County's finances for 2017. CAFR to be handed out at meeting.
3. Adjournment.

Date: June 13, 2018

Paul (Biff) Hansen, Committee Chair  
By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

June 19, 2018

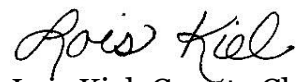
Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, and Schenck SC Principal Officer Bryan Grunewald.

Call to Order: The meeting was called to order by Chairperson Hansen at 6:30 p.m.

Report from External Auditor, Schenck SC on County’s finances for 2017: Bryan Grunewald, Schenck SC Principal Officer referenced the “Management Communications” regarding Financial Statements and expressed that internal financial control has been without any deficiencies. Mr. Grunewald noted that the county’s conservative nature has contributed to control of the budget. He explained that the Human Services budget has been affected by the drug epidemic crisis. Mr. Grunewald highlighted the declining trend in delinquent property taxes which provides additional resources available for appropriation. He directed attention to the Certificate of Achievement for Excellence in Financial Report that was awarded to Manitowoc County for the twenty-sixth consecutive year.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Baumann and the motion passed unanimously. The committee adjourned at 6:54 p.m.

Respectfully submitted,



Lois Kiel, County Clerk





# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday July 9, 2018  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but **portions of the meeting may be closed** if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the June 11 and June 19, 2018 Meetings of the Finance Committee.  
B. Approve vouchers for the month of June 2018 in the amount of \$2,260,994.27.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
    - B. Approving recommended appraised values to be advertised per a Class 3 notice.
5. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion and possible action regarding a .5% County Sales Tax which includes discussion and possible action on a Referendum Resolution.
6. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Update on County finances/operations/budget. Also, look for a standup meeting prior to County Board to approve the Sale of \$1,500,000 Note.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary: **(The following two reports were not available at the time this packet was put together. They will be emailed when they become available).**
  - ✓ Monthly Daily Average Population Report for June 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for June 2018.
8. Adjournment.

Date: July 3, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

July 9, 2018

Attendance: Chair Paul "Biff" Hansen, Supervisor Jim Baumann, Supervisor John Brunner, and Supervisor Mike Williams. Supervisor Ken Swade was excused. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, Treasurer Nancy Saueressig, County Board Chair Jim Brey, Supervisor Kevin Behnke, Supervisor Dave Dyzak, Supervisor James Falkowski, Supervisor Don Zimmer, and Supervisor Jon Neils.

Call to Order: The meeting was called to order by Chairperson Hansen at 4:32 p.m.

Public Comment: Maura Yost, Town of Centerville, encouraged the Finance Committee to exercise prudence when deciding on the potential sales tax.

No one else present wished to speak; therefore public comment was closed at 4:38 p.m.

Approve the minutes of the June 11 and June 19, 2018 Finance Committee meeting: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of June 2018 in the amount of \$2,260,994.27: Supervisor Baumann moved, seconded by Supervisor Williams to approve vouchers for the month of June 2018 in the amount of \$2,260,994.27. Upon vote, the vouchers were approved unanimously.

Consideration of any bids received on Tax Deeded Property. No bids were received.

Approve recommended appraised values to be advertised per a Class 3 notice, tax deeded properties: Public Works Director Gerry Neuser presented a handout listing the tax-deeded property for sale, Tax ID Number 051-720-002-009.00, at 737 St. Paul Street, Kiel. He proposed an appraised value of \$12,000.00. The notice would be published on July 15, July 22 and July 29, 2018. Supervisor Baumann moved to publish the appraised value of \$12,000.00, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Continued discussion and possible action Regarding 5% County Sales Tax which includes discussion and possible action on a Referendum Resolution: Discussion amongst the committee took place regarding imposing a .5% County Sales tax. The discussion revolved around having a non-binding referendum question on the November ballot and whether to share the funds with the local municipalities.

After discussion there was no motion from the committee to forward a referendum to the full board. The committee continued discussion of an ordinance to forward to the County Board regarding implementation of the sales tax. Discussion centered on the focus of sales tax money and construction and legality of the ordinance. This item will again be taken up at their August meeting.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer:

Update on County finances/operations: Comptroller Reckelberg reported that there will be a standup meeting at 6:45 prior to the County Board meeting to approve the sale resolution of our \$1,500,000 GO Note. County Executive Bob Ziegelbauer reported he will be updating the committee regarding the consolidation of the IT Department and the Public Works Department at a future meeting.

Communications: Copies of each will be provided to the committee via email when they become available:

- Jail Monthly/Daily Average Population Report for June 2018. Juvenile Detention Report from HSD for June 2018.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams . Motion passed unanimously. The committee adjourned at 5:42 p.m.

Respectfully submitted,



Pat Baumann



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Tuesday July 17, 2018  
TIME: 6:45 PM  
PLACE: Heritage Center (aka Michigan Avenue Campus MAC)  
1701 Michigan Ave., Manitowoc, WI 54220  
(Room #207 which is behind the County Board Meeting Room)

The meeting is open to the public, but **portions of the meeting may be closed** if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Brad Viegut – Managing Director Public Finance RW Baird and Todd Reckelberg –  
Comptroller/Auditor:  
✓ Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes.
3. Adjournment.

Date: July 10, 2018

Paul (Biff) Hansen, Committee Chair  
By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

July 17, 2018

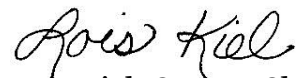
Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Chairperson Brey, County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, and Brad Viegut, Managing Director public Finance R.W. Baird.

Call to Order: The meeting was called to order by Chairperson Hansen at 6:45 p.m.

Todd Reckelberg and Brad Viegut, Managing Director Public Finance R W Baird:  
Report and Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory  
Notes: Supervisor Baumann moved to pass the resolution, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Brunner and the motion passed unanimously. The committee adjourned at 6:54 p.m.

Respectfully submitted,



Lois Kiel, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### **AMENDED MEETING NOTICE**

DATE: Monday August 13, 2018  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

The meeting is open to the public, but **portions of the meeting may be closed** if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the July 9 and July 17, 2018 Meetings of the Finance Committee.  
B. Approve vouchers for the month of July 2018 in the amount of \$3,051,941.94.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Denying Claim by Joan Cohen.
  - ✓ Request by Kristi Tuesburg Register of Deeds for permission to stay overnight in Green Bay for their WRDA Fall Conference October 2 through October 5.
  - ✓ Update by the Comptroller on the finances of the Information Systems Department.
  - ✓ **Tax Deeded Property Discussion.**
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion and possible action regarding a .5% County Sales Tax which includes the discussion and possible action on a Referendum Resolution, or Implementation of a Sales Tax Resolution.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for July 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for July 2018. (Was not available at time of printing, will be emailed when it becomes available)
8. Adjournment.

Date: August 8, 2018

**Amended: August 9, 2018 @ 4:26 p.m.**

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

August 13, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Mike Williams and Supervisor Ken Swade. Also in attendance: Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, Treasurer Nancy Saueressig, County Board Chair Jim Brey, Supervisor Kevin Behnke, and Register of Deeds Kristi Tuesburg.

Call to Order: The meeting was called to order by Chairperson Hansen at 4:30 p.m.

Public Comment: Chairperson Hansen declared public input open at 4:31 p.m..

No one present wished to speak, subsequently Chairperson Hansen closed public input.

Approve the minutes of the July 9 and July 17, 2018 Finance Committee meeting: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of July 2018 in the amount of \$3,051,941.94: Supervisor Swade moved, seconded by Supervisor Baumann to approve vouchers for the month of July 2018 in the amount of \$3,051,941.94. Upon vote, the vouchers were approved unanimously.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer:

Resolution Denying Claim by Joan Cohen: Comptroller Reckelberg referred explanation of this claim over to Corporation Counsel Peter Conrad. He explained that the claim by Ms. Cohen who was hit by a plow at an intersection was moving forward as our plow was backing up. The insurance company notified the county that it is not liable because the car was to be stopped, but proceeded through the intersection anyway. Supervisor Swade moved to adopt the Resolution Denying Claim by Joan Cohen, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion carried.

Request by Kristi Tuesburg Register of Deeds for permission to stay overnight in Green Bay for the WRDA Fall Conference October 2 through October 5: The Register of Deeds conference is being held in Green Bay this year. Kristi Tuesburg requested use of the county credit card for an overnight stay at the hotel that is within the 50-mile travel limit. County policy does not allow for reimbursement or county payment of an overnight stay within those limits without the department’s parent committee prior approval. Comptroller Reckelberg requested committee approval for this stay to be paid. Supervisor Swade moved, seconded by Supervisor Brunner to approve the request for payment of the overnight stay in Green Bay. Upon discussion and voice vote, the motion carried.

Update on County finances/operations: Comptroller Reckelberg updated the committee on the IS Department's 2018 finances. The Comptroller had previously updated the County Executive who requested that he also update the Finance Committee. A handout was provided which illustrated the 12/31/17 balances of a number of accounts and the current 2018 balances. Comptroller Reckelberg gave an explanation of how the accounting and budgeting is done for IS's tech account and for the equipment, salaries, benefits and operational costs of the department. He also explained how depreciation is funded so that as equipment needs replacing, we're in a position to do so without having to borrow for it. The committee asked a number of questions to which the Comptroller responded.

Tax Deeded Property Discussion: Chairperson Brey discussed unpaid assessments on the tax deeded property on Magnolia Avenue that has not been sold.

Treasurer Nancy Saueressig explained the property that was taken over by the county had special assessments for concrete and sewer and gutter. According to statute and opinion of our previous Corporations Counsel Steve Rollins, the taxes and the special assessments are to be written off after 11 years. Chairperson Brey requested to have a discussion on this subject at the next meeting. Corporation Counsel Peter Conrad noted that there will not be a payout on the special assessment according to a legal opinion mentioned earlier.

Finance Chair Paul (Biff) Hansen:

Continued discussion and possible action regarding 5% County Sales Tax that includes discussion and possible action on a Referendum Resolution, or Implementation of a Sales Tax Resolution: Chairperson Hansen explained that he received communications from towns, city, and villages indicating they are in a position that they must borrow funds to repair and replace roads. Discussion followed. Supervisor Swade moved, seconded by Supervisor Baumann to bring forward a resolution seeking the Attorney General's opinion based upon the previous resolution that was presented. Upon voice vote, the motion carried.

Communications: Copies of each will be provided to the committee via email when they become available:

- Monthly/Daily Average Population Report for July 2018 – Manitowoc County Jail.
- Secure Detention Report from HSD for July 2018.

Adjournment: Supervisor Swade moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 6:06 p.m.

Respectfully submitted,

Jessica Backus, Deputy County Clerk





# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday September 10, 2018

TIME: 4:30 PM

PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

This meeting is open to the public. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the August 13, 2018 Meetings of the Finance Committee.  
B. Approve vouchers for the month of August 2018 in the amount of \$13,314,294.85.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
    - B. Update on operations of the Information Systems Department including the status of the computer breach. (Gerry Neuser and Peter Conrad)
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Discussion of Moody's downgrade of County's bond rating from A1 to A2.
  - ✓ Tax Deeded Property Discussion. (Manitowoc City Finance & Attorney to be invited)
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Continue discussion and possible action regarding a .5% County Sales Tax which includes the discussion and possible action on an Ordinance (and/or) Resolution for Implementation of the Sales Tax.
  - ✓ Update and Discussion regarding City of Manitowoc and TID #22.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for August 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for August 2018. (Was not available at time of printing, will be emailed when it becomes available)
8. Adjournment.

Date: September 5, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building  
September 10, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Mike Williams and Supervisor Ken Swade. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, IS Manager Kody Burg, Treasurer Nancy Saueressig, County Board Chair Jim Brey, Supervisors Behnke, Falkowski, and Muench .

Call to Order: Chairperson Hansen called the meeting to order at 4:31 p.m.

Public Comment: Chairperson Hansen declared public input open at 4:31 p.m..

Maura Yost, Town of Centerville, spoke in favor of a half a percent sales tax. She informed the committee that the interest the County would pay over the length of the bond would be taking more out of the tax payers pockets then the half a percent sales tax. The County should not be dependent on borrowing when there is an easy solution to overcome the County debt.

Justin Nickels, City of Manitowoc Mayor, wanted to thank the committee for entertaining a discussion on TIF 22. The Mayor provided information as to why the City wanted to create the district.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 4:48 p.m.

Approve the minutes of the August 13, 2018 Finance Committee meeting: Supervisor Williams moved to approve the meeting minutes, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Approve vouchers for the month of August 2018 in the amount of \$13,314,294.85: Supervisor Williams moved, seconded by Supervisor Swade to approve vouchers for the month of August 2018 in the amount of \$13,314,294.85. Upon vote, the vouchers were approved unanimously.

Consideration of any bids received on Tax Deeded Property: No bids were received.

Update on operations on the Information Systems Department: Public Works Director Gerry Neuser introduced the new IS Manager Kody Burg. Neuser informed the committee of the recent activities and success that have been taking place since May, such as a new backup solution, Human Services Avatar program, and the restructure of the department. In addition, the Human Services breach was identified, investigated and mitigated.

Tax Deeded Property Discussion: The committee allowed City of Manitowoc Finance Director/Treasurer Steve Corbeille and City Attorney Kathleen McDaniel to speak in regards to how special assessments on tax deeded properties were distributed from the County. When the County had a tax deed property in the City, and sold that property, any monies collected would pay back taxes and county expenses first. If any monies were left, then the City would receive the special assessment. The City does not agree with the special assessment payments, or lack of, from various tax deed properties that were sold by the County, but were located within the City. Corbeille informed the committee that in the past, he received a “Distribution of sale proceeds” report that showed the payments on tax deed properties as a check and balance to find out if there were any monies left. He has not seen that report for about a year now. Thus no source for a check and balance to make sure the special assessments were possibly paid. Discussion was had. Chairperson Hansen requested County Treasurer Nancy Saueressig send those reports over to the City Treasurer for transparency. If the matter cannot be resolved, it will return on the October Finance agenda.

Update and Discussion regarding City of Manitowoc and TIF #22: Chairperson Hansen requested Comptroller Todd Reckelberg and City of Manitowoc Mayor Justin Nickels to explain the definition of a TIF and answer questions regarding TIF #22, which could help the committee members make an informed decision regarding the upcoming County Board resolution. Discussion was had.

Discussion on Moody’s Downgrade of County’s Bond rating from A1 to A2: Comptroller Todd Reckelberg apologized to the committee for his error of not having the latest up to date information available at the last County Board meeting. The information he received late in the day would have informed the Board that the County had a decreased rating. Discussion was had.

Continued discussion and possible action regarding .5% County Sales Tax that includes discussion and possible action on an Ordinance (and/or) Resolution for Implementation of the Sales Tax: Chairperson Hansen requested he and County Board Chairperson Brey work together to create an Ad HOC Committee to come up with a decision on the .5% sales tax that could be brought to the Finance Committee and to the County Board.

Communications: Copies of each will be provided to the committee via email when they become available:

- Monthly/Daily Average Population Report for August 2018 – Manitowoc County Jail.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 6:20 p.m.

Respectfully submitted,

Jessica Backus, Deputy County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday October 8, 2018  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

This meeting is open to the public. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the September 10, 2018 Meetings of the Finance Committee.  
B. Approve vouchers for the month of September 2018 in the amount of \$2,403,674.30.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Update regarding the State's Close program regarding our Revolving Loan Fund.
  - ✓ Status of the County's finances and budget process.
6. Paul (Biff) Hansen – Finance Chair and Jim Brey - County Board Chair:
  - ✓ 0.5% Sales Tax update by Jim Brey County Board Chair.
  - ✓ Update from Peter Conrad Corporation Counsel on progress with the City of Manitowoc regarding tax deeded property special assessment situation.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for September 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for September 2018. (Was not available at time of printing, will be emailed when it becomes available)
8. Adjournment.

Date: October 2, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

October 8, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, and Supervisor Ken Swade. Supervisor Williams was excused. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, Treasurer Nancy Saueressig, County Board Chair Jim Brey, and Supervisor Behnke.

Call to Order: Chairperson Hansen called the meeting to order at 4:30 p.m.

Public Comment: Chairperson Hansen declared public input open at 4:31 p.m.

Maura Yost, Town of Centerville, spoke in favor of a half a percent sales tax. Ms. Yost noted that the most recent estimate of Manitowoc County’s anticipated revenue from a sales tax could be \$5.3 million dollars. The 0.5% sales tax could provide an estimated property tax relief of \$1.00 per thousand dollars of a property’ equalized value

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 4:35 p.m.

Approve the minutes of the September 10, 2018 Finance Committee meeting:

Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Approve vouchers for the month of September 2018 in the amount of \$2,403,674.30:

Supervisor Swade abstained from voting on check #623662 and 623663 which were County Fair Premium checks. Upon voice vote, the vouchers in the amount of \$2,403,674.30 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on two tax-deeded properties.

Woodridge Estates Subdivision 8 Lot 11 of Block 12: One bid was received. Supervisor Swade moved to reject the offer of \$19,000 from David and Nicole Bishop, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed.

051-720-002-009.00 737 St. Paul Street, Kiel: Two bids were received. Supervisor Baumann moved to accept the offer of \$8,000 from Brent Halada and Aurelia Aethyr, and reject the offer of \$2,020 from Cody Werdeo, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed.

Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:  
Update regarding the State/Federal Revolving Loan Fund Program called the “Close Program.”

Comptroller Reckelberg explained The State of Wisconsin being in non-compliance with Federal rules at the local level in a number of cases with the Revolving Loan Fund Program has come to an agreement with the Federal Government to “Close” the program at the local level and take control back to the State level. The anticipated start date of October 1 has now been moved back to January 1, 2019. At that time the County will no longer be able to provide loans through the program, but will refer businesses seeking a loan to a State contact. The County may at its’ option continue to receive payments for current loans outstanding for a period of two years. At that time they would be turned over to the State. It was mentioned by the Comptroller that when the “Close” program starts, the County may consider turning over loan collection immediately over to the State. More on this as the State provides updates.

Status of the County’s finances and budget process: Executive Ziegelbauer noted that at the October 9 county board meeting, he will talk about the county’s low level of debt. He provided a handout of a graph which illustrated the county’s debt now and projected into the future approximately 10% of the State allowed maximum.

Paul (Biff) Hansen – Finance Chair and Jim Brey – County Board Chair:

0.5% Sales Tax update by Jim Brey County Board Chair: Chairperson Brey reported that he will appoint Supervisor Baumann as chairperson of a nine member Ad Hoc committee that will explore a potential 0.5% percent sales tax.

Update from Peter Conrad Corporation Counsel on progress with the City of Manitowoc regarding tax deeded property special assessment situation: Corporation Counsel Peter Conrad reported that the city has not contacted the county.

Communications: Copies of each will be provided to the committee via email when they become available:

- Monthly/Daily Average Population Report for September 2018 – Manitowoc County Jail.
- Secure Detention Report from HSD for September 2018.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 5:00 p.m.

Respectfully submitted,

Lois Kiel, County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday November 5, 2018  
TIME: 4:30 PM  
PLACE: **Communications & Technology Building (C&T)**  
1024 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(First floor conference room)

This meeting is open to the public. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the October 8, 2018 Meetings of the Finance Committee.  
B. Approve vouchers for the month of October 2018 in the amount of \$2,544,961.56.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
    - B. Approving recommended appraised values to be advertised per a Class 3 notice.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Update the committee regarding the Executive's 2019 Budget Proposal including questions answers on any items.
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Reports of Economic Interest – Supervisor James Falkowski, and CB Chairman Jim Brey.
  - ✓ Questions, discussion and possible action regarding items included in the proposed 2019 Budget including by not limited to:

A. Library Funding	B. Drug Court
C. Bonding	D. iPads for County Board
E. Membership in the Chamber	F. Participation in Progress Lakeshore
G. Any other items of concern related to the 2019 budget proposal.	
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for October 2018 – Manitowoc County Jail. (Was not available at time of printing, will be emailed when it becomes available)
  - ✓ Secure Detention Report from HSD for October 2018. (Was not available at time of printing, will be emailed when it becomes available)
8. Adjournment.

Date: October 31, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building  
November 5, 2018

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Corporation Counsel Peter Conrad, Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer, County Board Chair Jim Brey, Supervisors Behnke, Dyzak, Falkowski, Gerroll, Hoffman, Holschbach, Maresh, Neils, Vogel and Vogt.

Call to Order: The meeting was called to order by Chairperson Hansen at 4:30 p.m.

Public comment: Peter Wills, Progress Lakeshore, spoke on the positive impact Progress Lakeshore has had on Manitowoc County. However, Manitowoc County is behind in economic development. Right now, forty percent of Manitowoc County residents leave the county every day to go to work, while only thirty percent drive into the county for work. Progress Lakeshore wants to see business retention and expansion in the county. He asked for the support of Manitowoc County through funding Progress Lakeshore in the 2019 budget.

Kristin Stoeger, Library Director, expressed appreciation for the support of the Board. Ms. Stoeger urged the Board to adopt the resolution authorizing \$34,000 payment to the library to assist with the reduction in their circulation.

Will Casey, Town of Newton, explained the reason why closed meetings are maintained for Progress Lakeshore. Private business owners that want to build/bring a business into the community should not be subject to having their private/confidential information open to the public eye. Along with the fact that Progress Lakeshore is not subject to the open meetings law because it is a private organization. However, in order to grow economic development in our county, he requested funding for Progress Lakeshore be added to the 2019 budget.

Maura Yost, Town of Centerville, reminded everyone to vote tomorrow. She spoke in support of a 0.5% county sales tax because the county is in need of additional revenue sources besides the increased reliance of borrowed money. If the county would implement the use of a 0.5% sales tax, this could provide an estimated property tax relief of one dollar per thousand dollars of a property’s equalized value.

Jason Latva, TAD Grant Coordinator, gave a review on how the Drug Court has operated over the past year.

Greg Jagemann, City of Manitowoc, spoke in support of funding Progress Lakeshore. The goal should be to grow business in Manitowoc County. We should want to expand economic development in our community.

Andy Mleziva, City of Manitowoc, spoke in support of funding Progress Lakeshore.

No one present wished to speak, therefore public comment was closed at 4:49 p.m.

Approve the minutes of the October 8, 2018 Finance Committee meeting: Supervisor Brunner moved to approve the October 8, 2018 meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of October 2018 in the amount of \$2,544,961.56: Supervisor Baumann moved, seconded by Supervisor Williams to approve vouchers for the month of October 2018 in the amount of \$2,544,961.56. Upon vote, the vouchers were approved unanimously.

Consideration of any bids received on Tax Deeded Property: No bids were received.



Approve recommended appraised values to be advertised per a Class 3 notice, tax deeded properties: Public Works Director Gerry Neuser presented a handout listing various tax-deeded properties with each respective appraisal for sale. The notice would be published as a class 3 notice per statute. Supervisor Baumann moved to publish all the tax-deeded properties at the respective appraised values, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer – Update Regarding the 2019 Budget Proposal including any answers on any items: County Executive Ziegelbauer reported Manitowoc County has kept low debt for the past 15 years. In the last 11 years, there was a surplus of paying off more debt than borrowing. The 2019 budget will still hold the line on taxes with a marginal increase of less than 1.5%. This increase is due to debt service and will be a one-time increase. The budget includes the main highway project for the County Trunk R bridge replacement and four lane road project, which borrowing will be the source of funding.

Finance Committee - Reports of Economic Interest: County Board Chairperson Brey reported a \$25 gift card he received and turned it in to the County. Supervisor Falkowski reported a stipend.

Budget Questions, Discussion and Recommendation to County Board on the Resolution Adopting 2019 Budget and Property Levy: Discussion was held. Chairperson Hansen called for a recess at 6:03p.m. Chairperson Hansen reconvened the meeting at 6:12p.m.

Amendment: Supervisor Baumann moved, seconded by Supervisor Brunner to amend Resolution Adopting 2019 Budget and Property Tax Levy – add \$422 to the budget to fund a membership with the Chamber of Commerce. Discussion followed. Upon vote, the motion carried by a voice vote.

Amendment: Supervisor Brunner moved, seconded by Supervisor Baumann to amend Resolution Adopting 2019 Budget and Property Tax Levy – add \$60,000 to the budget to participate in Progress Lakeshore. Discussion followed. Upon vote, the motion carried by a voice vote.

Supervisor Brunner moved, seconded by Supervisor Baumann to approve the Resolution Adopting the 2019 Budget and Property Tax Levy as amended. Upon vote, motion carried unanimously.

Communications: Copies of each were provided to the committee:

- Monthly/Daily Average Population Report for October 2018 - Manitowoc County Jail.
- Secure Detention Report from HSD for October 2018 – via email.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner and the motion passed unanimously. The committee adjourned at 7:06 p.m.

Respectfully submitted,  
Jessica Backus, Deputy County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Thursday November 8, 2018  
TIME: 6:15 PM  
PLACE: **Heritage Center** (aka MAC Building)  
1701 Michigan Ave., Manitowoc, WI 54220  
(Second floor lunch room)

This meeting is open to the public. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:  
✓ Resolution Authorizing \$34,000 Payment to Manitowoc Library.
3. Adjournment.

Date: November 1, 2018

Paul (Biff) Hansen, Committee Chair  
By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Heritage Center

1701 Michigan Ave, Manitowoc. WI

November 8, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Williams. Also in attendance: Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, County Board Chair Jim Brey, and Supervisor Holschbach.

Todd Reckelberg – Comptroller/Auditor: Resolution Authorizing \$34,000 Payment to Manitowoc Library. Supervisor Brunner moved, seconded by Supervisor Baumann to adopt the Resolution Authorizing \$34,000 Payment to Manitowoc. Upon discussion and vote, the motion carried unanimously by a voice vote.

Adjournment: Supervisor Swade moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 6:20 p.m.

Respectfully submitted,

Lois Kiel, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday December 10, 2018  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A – Computer Lab)

This meeting is open to the public. The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of the November 5 and November 8, 2018 Meetings of the Finance Committee.  
B. Approve vouchers for the month of November 2018 in the amount of \$1,701,370.50.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
  - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Report of Economic Interest: (2) Kody Burg and Chris Christopherson.
  - ✓ Update regarding County finances and year end process.
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Discussion and possible action regarding Hecker Road property and possible update regarding Department of Revenue valuation.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for November 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for November 2018. (Was not available at time of printing, will be emailed when it becomes available)
8. Adjournment.

Date: December 4, 2018

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MANITOWOC COUNTY FINANCE COMMITTEE  
Administration Building

December 10, 2018

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade and Supervisor Mike Williams. Also in attendance: Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, County Board Chair Jim Brey, Supervisor Kevin Behnke, Supervisor Dave Dyzak, and Supervisor Rick Gerroll.

Call to Order: Chairperson Hansen called the meeting to order at 4:30 p.m.

Public Comment: Chairperson Hansen declared public input open at 4:31 p.m.

Maura Yost, Town of Centerville, spoke in favor of a half a percent sales tax. Ms. Yost discussed the 2018 financial health of the state and county. She commended the Finance Committee for continuing to explore the possibility of a half-penny county sales tax.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 4:34 p.m.

Approve the minutes of the November 5<sup>th</sup> and November 8<sup>th</sup>, 2018 Finance Committee meeting: Supervisor Williams moved to approve the meeting minutes, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Approve vouchers for the month of November 2018 in the amount of \$1,701,370.50: Supervisor Baumann moved, seconded by Supervisor Brunner to approve the vouchers. Upon discussion and voice vote, the vouchers in the amount of \$1,701,370.50 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on tax-deeded properties.

7510 Center Road, Newton: Four bids were received. Supervisor Baumann moved to accept the offer of \$16,475 from Curt Brey, and reject the offers of \$9,000 from Brittiann Perkins, \$12,200 from James and Wilma Kovairk, and \$10,500 from Justin Michael Brooks, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed.

2012 Jackson Street, Two Rivers: Two bids were received. Supervisor Brunner moved to accept the offer of \$13,888 from Richard and Francis Nelson, and reject the offer of \$7,500 from Kelsey Gipson, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed.

14<sup>th</sup> Street Lot, Two Rivers: One bid was received. Supervisor Brunner moved to accept the offer of \$4,900 from Robert Limon, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed.

3716 Rasher, Manitowoc: Two bids were received. Supervisor Brunner moved to accept the offer of \$6,200 from Curt Brey, and reject the offer of \$5,550 from James and Wilma Kovairk, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed.

Expo Drive Lot, Manitowoc: One bid was received. Supervisor Baumann moved to accept the offer of \$11,800 from Diane Knier Revocable Trust, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed.

Todd Reckelberg – Comptroller/Auditor:

Report of Economic Interest: Comptroller/Auditor reported that the IT Manager Kody Burg and Chris Christopherson of the IT Department were complying with the Report of Economic Interest by sending him a copy. The reports have been received and placed on file by the Finance Committee thereby completing the reporting required. Supervisor Williams moved, seconded by Supervisor Brunner to accept the reports. Upon vote, the motion carried.

Status of the County's finances and budget process: Comptroller Reckelberg reported that the 2019 Budget Books are at the printer and will be available at the December 18 County Board meeting.

Comptroller Reckelberg reported that there was a targeted email phishing scam attempt that occurred in our Payroll Department. He was happy to report that no funds were lost and that additional safeguards have been put in place to catch and prevent something like this in the future.

Paul (Biff) Hansen – Finance Chair:

Discussion and possible action regarding Hecker Road property and possible update regarding Department of Revenue valuation: Chairperson Brey noted that any committee may discuss the potential sale of a property without having committee authority for the potential sale of a property. Corporation Counsel Peter Conrad explained that the County Code stipulates what committees are authorized to sell various county properties. Supervisor Brunner commented that he would like to see an updated appraisal on the property. Supervisor Baumann voiced his opinion not to sell the property. Supervisor Gerroll explained that he saw nothing wrong by keeping it zoned as farmland. Supervisor Dyzak noted that the county has a concrete offer and should move forward with the sale. Supervisor Behnke expressed the opinion that there will be a positive change in farming with the recent nearby methane gas facility.

Communications: Copies of each were provided to the committee via email when they became available:

- Monthly/Daily Average Population Report for October 2018 – Manitowoc County Jail.
- Secure Detention Report from HSD for September 2018.

Adjournment: Supervisor Brunner moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 5:25 p.m.

Respectfully submitted,

Lois Kiel, County Clerk