



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday January 14, 2019  
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 December 10, 2018 Meetings of the Finance Committee.
  - B. Approve vouchers for the month of December 2018 in the amount of \$2,084,145.15.
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: (1) Supervisor James Falkowski, Bay Lakes Meeting.
  - ✓ Update regarding County finances and year end process.
6. 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 2018 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for December 2018.
7. Adjournment.

Date: January 9, 2019

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 14, 2019

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 Treasurer Nancy Saueressig, County Board Chair Jim Brey, Supervisor Zimmer, and **AJ Baumann** (Supervisor Baumann’s grandson).

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

Public Comment: Chairperson Hansen declared public input open at 4:30 p.m.

No one present wished to speak, subsequently Chairperson Hansen closed public input at 4:30 p.m.

Approve the minutes of the December 10<sup>th</sup>, 2018 Finance Committee meeting: Supervisor Williams moved to approve the meeting minutes, seconded by Supervisor Swade. Upon vote, the motion passed unanimously.

Approve vouchers for the month of December 2018 in the amount of \$2,084,145.15: Supervisor Baumann moved, seconded by Supervisor Swade to approve the vouchers. Upon discussion and voice vote, the vouchers in the amount of \$2,084,145.15 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.

5521 Elmwood Rd, Two Rivers: Six bids were received. Supervisor Williams moved to accept the highest offer of \$15,000 from Dennis LeClair, and reject the other offers, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed.

616 N 4<sup>th</sup> St, Manitowoc: Two bids were received. Supervisor Baumann moved to reject all offers, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed.

905 S 20<sup>th</sup> St, Manitowoc: Two bids were received. Supervisor Baumann moved to accept the offer of \$8,000 from Curt Brey and reject the other offer, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed.

1419 S 13<sup>th</sup> St, Manitowoc: Four bids were received. Supervisor Brunner moved to accept the offer of \$20,000 from Nicole Brey, and reject the other offers, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed.

Nagel Ave and Magnolia Avenue: One bid was received. Supervisor Swade moved to accept the offer of \$15,800 from Marshall Hanson and Mia Quistorf, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed.

Todd Reckelberg – Comptroller/Auditor:

Report of Economic Interest: Comptroller/Auditor reported that Supervisor Falkowski complied with the Report of Economic Interest when he sent him a copy of the report pertaining to the Bay Lakes Regional Planning Meeting. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Status of the County’s finances and budget process:

Comptroller Reckelberg reported that the end of the year process has begun. Payroll began the reconciliation of their accounts to complete W2s and 1099s by January 31. Once the 2018 books are closed, the auditors will schedule their visit.

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

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

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 4:56 p.m.

Respectfully submitted,

Lois Kiel, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday February 4, 2019  
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 January 14, 2019 Meetings of the Finance Committee.  
B. Approve vouchers for the month of January 2019 in the amount of \$X,XXX,XXX.XX. (\*)
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. Jessica Backus – County Clerk:
  - ✓ County Clerk Annual Report to Finance Committee.
6. Paul (Biff) Hansen – Finance Chair:
  - ✓ Discussion and possible recommendation regarding which committee should be handling the sale of Tax Deeded Property.
  - ✓ Discussion regarding possible opportunities for Manitowoc County to improve and learn about economic development.
7. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Report of Economic Interest: (1) Jennell Shelton Expo Facility Manager.
  - ✓ Resolution Approving Land Information Plan.
  - ✓ Update Committee regarding Revolving Loan Fund and the State/Federal Close Program.
  - ✓ Initial Resolution Authorizing Not To Exceed \$6,505,000 General Obligation Promissory Notes for Capital Projects. (Highway Bridge and Road Projects and Recycling Center Equipment).
  - ✓ Resolution Providing for the Sale of \$6,505,000 Note Anticipation Notes.
  - ✓ Update regarding County finances and year end processes.
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 2019 – Manitowoc County Jail. (\*)
  - ✓ Secure Detention Report from HSD for January 2019. (\*)
9. Adjournment.

**{ (\*) Some information was not available at the time this needed to be prepared. It will be emailed out to you when it becomes available or handed out at your meeting on Monday February 4. }**

Date: January 29, 2019

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 4, 2019

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, Public Works Director Gerry Neuser, and Supervisor Rick Gerroll.

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, thanked Comptroller Reckelberg for his prompt response to her request for and an explanation of the county’s borrowing history.

No one present wished to speak, subsequently Chairperson Hansen closed public input at 4:32 p.m.

Approve the minutes of the January 14<sup>th</sup>, 2019 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 January 2019 in the amount of \$3,527,331.84: Supervisor Baumann moved, seconded by Supervisor Williams to approve the vouchers. Upon discussion and voice vote, the vouchers in the amount of \$3,527,331.84 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.

616 N 4<sup>th</sup> St, Manitowoc: One bid was received. Supervisor Baumann moved to accept the offer of \$17,100 from Mark Kotnour, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed.

County Clerk – 2018 Annual Report: County Clerk Backus presented the 2018 Annual Report for the County Clerk’s Office that exhibited a slight increase in revenue when compared to 2017.

Paul “Biff” Hansen, Finance Chair:

Discussion and possible action regarding which committee should be handling the sale of Tax Deeded Property: Chairperson Hansen informed the committee that County Board Chair Brey would not be in favor of turning the sale of tax deeded properties over to Public Works Committee. The County Treasurer is the lead person for tax deeded properties and answers to this committee. Thus the reason for this committee to have the final vote on the sale of tax deeded properties. No further action was taken.

Discussion regarding possible opportunities for Manitowoc County to improve and learn about economic development: Chairperson Hansen is concerned with the lack of economic development in Manitowoc County. He would like to meet with officials from Sheboygan County to discuss their recent success with economic development. The City of Manitowoc and Two Rivers were interested in a fact finding study as well. Supervisor Brunner moved, seconded by Supervisor Williams to designate Chairperson Hansen as a representative to gather information from Sheboygan County and provide a report to the committee. Upon discussion and voice vote, the motion passed.

Todd Reckelberg – Comptroller/Auditor:

Report of Economic Interest: Comptroller/Auditor reported that Jennell Shelton, Expo Facility Manager complied with the Report of Economic Interest when she sent him a copy of the report pertaining to the Ant

Hill Mob Annual Banquet. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Resolution Approving Land Information Plan: This plan is required for Manitowoc County to continue its participation in the Land Information Program, and participation in this program allows the county to retain certain fees and qualify for certain grants. Supervisor Williams moved, seconded by Supervisor Baumann to approve the Resolution Approving Land Information Plan. Upon discussion and voice vote, the motion passed.

Update regarding Revolving Loan Fund and the State/Federal Close Program: Comptroller Reckelberg reported the federal government provided funds to different states which local levels were to use to supply loans to the public for economic development projects. This program closed as of February 1 due to various states not following the rules. Wisconsin has two years to turn the funds over to the state government. Manitowoc County will hold the funds until it no longer benefits us which will allow us to charge an administration fee for servicing the outstanding loans. There is a possibility Manitowoc County could receive some of those funds back through grants if the projects we would have met the Federal guidelines. A webinar scheduled in the next few weeks will provide more information about what items would be eligible and the calculation of the County's available amount.

Initial Resolution Authorizing Not to Exceed #6,505,000 General Obligation Promissory Notes for Capital Projects: Comptroller Reckelberg and Brad Viegut, Baird Managing Director explained the general obligation promissory notes is for the public purpose of financing capital projects, consisting of construction and improvements of highways (County Road R and Bridge) and the acquisition of equipment for the Recycling Center. The initial resolution is the first step in authorizing the funds for the 2019 designated capital projects. The initial resolution requires a three-fourths vote of the County Board in order to pass. Supervisor Baumann moved, seconded by Supervisor Brunner to approve the Initial Resolution Authorizing Not to Exceed \$6,505,000 General Obligation Promissory Notes for Capital Projects. Upon discussion and voice vote, the motion passed.

Resolution Providing for the Sale of \$6,505,000 Note Anticipation Notes: Comptroller Reckelberg and Brad Viegut, Baird Managing Director explained the need to authorize the sale of the Notes. This resolution and those after the initial resolution only require a simple majority vote of the County Board in order to pass. Supervisor Brunner moved, seconded by Supervisor Williams to approve the Resolution Providing for the Sale of \$6,505,000 Note Anticipation Notes. Upon discussion and voice vote, the motion passed.

Status of the County's finances and budget process:

Comptroller Reckelberg reported that payroll for 2018 was complete and that W-2's and 1099's have all been handed out or mailed in accordance with the time frame required by law. Next step will be to close out the books and to produce the Comprehensive Annual Financial Report for 2018 along with completing the external audit.

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

- Monthly/Daily Average Population Report for January 2019 – Manitowoc County Jail.
- Secure Detention Report from HSD for January 2019.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Swade. Motion passed unanimously. The committee adjourned at 5:26 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



**MANITOWOC COUNTY  
FINANCE COMMITTEE  
MEETING NOTICE**

DATE: Monday March 11, 2019  
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 February 4, 2019 Meetings of the Finance Committee.  
B. Approve vouchers for the month of February 2019 in the amount of \$2,698,488.30
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:
  - ✓ Report of Economic Interest: (1) Supervisor James Falkowski (2) Chris Christopherson
  - ✓ Update regarding interest rate on \$6,505,000 Note Anticipation Note and standup meeting prior to County Board on March 19 to approve final sale.
  - ✓ Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, And Re-appropriation Of Specified Funds From 2018 to 2019.
  - ✓ Update regarding County finances and year end processes.
6. 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 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for February 2019.
7. Adjournment.

Date: March 7, 2019

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  
March 11, 2019

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

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, informed the committee that her public input exceeded the time allotted and asked for the Chairman’s permission, which was granted, to email the articles, memos and links pertaining to her public comment to the Finance Committee and County Board for their review.

No one present wished to speak, subsequently Chairperson Hansen closed public input at 4:33 p.m.

Approve the minutes of the February 4<sup>th</sup>, 2019 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 February 2019 in the amount of \$2,698,488.30: Supervisor Brunner moved, seconded by Supervisor Swade to approve the vouchers. Upon discussion and voice vote, the vouchers in the amount of \$2,698,488.30 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser reported no bids were received.

Todd Reckelberg – Comptroller/Auditor:

Report of Economic Interest: Comptroller/Auditor reported that Supervisor Falkowski complied with the Report of Economic Interest when he sent him a copy of the report pertaining to the Bay Lakes Regional Planning Meeting. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Comptroller/Auditor reported that Chris Christopherson complied with the Report of Economic Interest when he sent him a copy of the report pertaining to the Wisconsin Avatar Users Group Meeting. The Report has been received and placed on file by the Finance Committee thereby completing the required report.



Update regarding interest rate on \$6,505,000 Note Anticipation Note and standup meeting prior to County Board on March 19 to approve final sale: Comptroller Reckelberg reported the interest rate for the \$6,505,000 Note Anticipation Note was locked in at 2.67%, which is better than the original 2.95%. This decrease saved the County roughly \$15,000.

Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, and Reappropriation of Specified Funds from 2018 to 2019: Comptroller Reckelberg explained that this resolution is an annual carry over resolution, to carry over funds from year to year and clean up year-end books. It was noted the Unreserved/Undesignated balance has doubled since last year and health insurance costs decreased. Supervisor Baumann moved, seconded by Supervisor Swade to approve the Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, and Reappropriation of Specified Funds from 2018 to 2019. Upon discussion and vote, the motion carried unanimously.

Status of the County's finances and budget process: Comptroller Reckelberg reported that the auditors would start their fieldwork in the next week or so. With the year-end coming to a close the County is in good shape. The assistant comptroller is performing well and has been an asset during the year end process.

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

- Monthly/Daily Average Population Report for February 2019 – Manitowoc County Jail.
- Secure Detention Report from HSD for February 2019.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 4:56 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



**MANITOWOC COUNTY  
FINANCE COMMITTEE  
MEETING NOTICE**

**DATE:** Tuesday March 19, 2019  
**TIME:** 6:00 PM  
**PLACE:** Heritage Center (aka MAC, Michigan Avenue Campus)  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Room 207 – behind County Board meeting 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 The Issuance And Sale Of A \$6,505,000 Note Anticipation Note.
3. Adjournment.

Date: March 12, 2019

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 – Room #207

March 19, 2019

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Chairperson Brey, 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 6:00 p.m.

Todd Reckelberg and Brad Viegut, Managing Director Public Finance R W Baird: Report and Resolution Authorizing the Issuance and Sale of a \$6,505,000 Note Anticipation Note: Supervisor Baumann moved to pass the resolution, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously.

Adjournment: Supervisor Swade moved to adjourn, seconded by Supervisor Baumann. The motion passed unanimously. The committee adjourned at 6:04 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



# MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday May 13, 2019  
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, 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 March 11, 2019 and March 19, 2019 Meetings of the Finance Committee.  
B. Approve vouchers for the month of March 2019 in the amount of \$3,415,628.39 and the month of April in the amount of \$4,273,826.92.
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. Maple Lane bid:
      - i. **The Committee may convene in closed session** pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of conducting certain specified public business because competitive or bargaining reasons require a closed session, specifically, the Committee may convene in closed session to discuss the following matter:
        - Sale of parcel no. 018-123-010-012.00, also known as “Maple Lane”;
      - If the Committee convenes in closed session**, it will reconvene in open session prior to taking any action.
      - ii. Reconvene into Open Session: The Committee shall reconvene into open session for possible further discussion, voting, and/or other action on the sale of parcel no. 018-123-010-012.00 (“Maple Lane”).
      - iii. Action regarding sale of parcel no. 018-123-010-012.00 (“Maple Lane”).
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Report of Economic Interest: (1) Gerry Neuser (2) Craig Breit – receive and note in minutes.
  - ✓ Office of the Treasurer, 2018 annual report.
  - ✓ Resolution Denying Claim of Wendy Smith.
  - ✓ Resolution Authorizing The Use Of \$21,633 From The Unres/Desig-Utility Conservation Reserve Account To Complete Blacktopping Of The Cedar Lake Parking Lot.
  - ✓ Permission to get three additional credit cards for the Sheriff’s Department: Joy Brixius-Jail; Larry Ledvina-Support; Dave Remiker-Investigations/evidence.
  - ✓ Update regarding County finances and year end processes.
6. 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 & April 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for March 2019. April’s will be emailed to you when it becomes available.
7. Adjournment.

Date: May 8, 2019

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  
May 13, 2019

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, Treasurer Amy Kocian, and County Board Chair Jim Brey.

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

Public Comment: Chairperson Hansen declared public input open at 4:30 p.m.

Maura Yost, Town of Centerville, compared the debt limits using the Department of Revenue county statutory limit versus county municipal limitations 2017 data. She wanted to bring to the committee’s attention the balloon payment in the Baird Bond in year 2030-2031, which will increase the payment and requested they review sample two-tiered bond table that will be forwarded to everyone. Lastly, she wanted to commend the Ad Hoc County Sales Tax committee on advancing the resolution, but was concerned with some of the chosen words.

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

Approve the minutes of the March 11<sup>th</sup> and 19<sup>th</sup>, 2019 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of March 2019 in the amount of \$3,415,628.39 and April 2019 in the amount of \$4,273,826.92: Supervisor Brunner moved, seconded by Supervisor Swade to approve the vouchers. Upon discussion and voice vote, the vouchers in the amount of \$3,415,628.39 and \$4,273,826.92 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 bid received on a tax-deeded property.

Parcel 018-123-010-012.00 “Maple Lane” in the Town of Two Rivers: One bid was received. Mr. Neuser informed the committee that this property was acquired in 1991. The property is a private road that a majority of the current property owners have an easement to access their properties. All property owners have been informed of the bid process and the current bid received. Supervisor Brunner moved to accept the offer of \$200 from ARISLOAN I Trust, seconded by Committee Chair Hansen. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg – Comptroller/Auditor:

Report of Economic Interest: Comptroller/Auditor reported that Gerry Neuser, Public Works Director, and Craig Breit also of Public Works complied with the Report of Economic Interest when they sent him a copy of the reports pertaining to the Manitowoc Public Utilities Large

Accounts Meeting where some food had been served. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Office of the Treasurer, 2018 Annual Report: Comptroller Reckelberg received the Treasurer's report and presented it to the committee.

Resolution Denying Claim of Wendy Smith: Comptroller Reckelberg explained Ms. Smith submitted a claim stating her home was flooded in March do to work the Manitowoc County Highway Department performed on the road in front of her home. The insurance company denied the claim because the flooding was an act of nature. Supervisor Swade moved to approve the Resolution Denying Claim of Wendy Smith, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion carried unanimously.

Resolution Authorizing the Use of \$21,633 from the Unres/Desig-Utility Conservation Reserve Account to Complete Blacktopping of the Cedar Lake Parking Lot: Comptroller Reckelberg explained there was an alternative bid to the Cedar Lake parking lot blacktopping project which included blacktopping the parking lot adjacent to the main lot. Performing the additional blacktopping at this time would save Manitowoc County future mobilization and construction costs. There are adequate funds available in the Unres/Desig-Utility Conservation Reserve account to fund the budget shortfall of \$21,633. Supervisor Baumann moved, seconded by Supervisor Williams to approve the use of the funds to cover the budget shortfall. Upon discussion and voice vote, the motion passed unanimously.

Permission to get Three Additional Credit Cards for the Sheriff's Department: Joy Brixius-Jail, Larry Ledvina-Support, and Dave Remiker-Investigations/Evidence: Supervisor Baumann moved, seconded by Supervisor Swade to approve the issuance of credit cards to Joy Brixius-Jail, Larry Ledvina-Support, and Dave Remiker-Investigations/Evidence. Upon discussion and voice vote, the motion passed unanimously.

Status of the County's finances and budget process:

Comptroller Reckelberg reported a draft statement for the 2018 audit is in the final review process. The CAFR (Comprehensive Annual Financial Report) is scheduled to be presented at a standup meeting before the June County Board meeting.

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

- Monthly/Daily Average Population Report for March and April 2019 – Manitowoc County Jail.
- Secure Detention Report from HSD for March 2019.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 5:07 p.m.

Respectfully submitted,

Jessica Backus, County Clerk





# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday June 10, 2019  
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, 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 May 13, 2019 Meetings of the Finance Committee.  
B. Approve vouchers for the month of May 2019 in the amount of \$3,444,825.63.
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. Sharon Cornils – Personnel Director:
  - ✓ Review of 2018 Health Plan Performance.
6. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Denying Claim of Heather Kunesh.
  - ✓ Update on Paragon Loan, Revolving Loan Fund (Peter Conrad –Corporation Counsel)
  - ✓ Update regarding County finances and year end processes.
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 May 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for May 2019. Will be emailed to you when it becomes available.
8. Adjournment.

Date: June 5, 2019

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 10, 2019

Attendance: 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, Public Works Director Gerry Neuser, County Treasurer Amy Kocian, Personnel Director Sharon Cornils, and County Board Chair Jim Brey. Chair Paul “Biff” Hansen was excused.

Call to Order: Vice-Chair Williams called the meeting to order at 4:30 p.m.

Public Comment: Vice-Chair Williams declared public input open at 4:30 p.m.

Maura Yost, Town of Centerville, discussed the two options to proceed on the half cent sales tax. Along with the advantages and disadvantages of distributing all revenue to the municipalities, how increased debt was a workaround on levy limits, and how waiting on the Attorney General’s opinion would only delay the half cent sales tax resolution.

No one else present wished to speak, subsequently Vice-Chair Williams closed public input at 4:32 p.m.

Approve the minutes of the May 13<sup>th</sup>, 2019 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Swade. Upon vote, the motion passed unanimously.

Approve vouchers for the month of May 2019 in the amount of \$3,444,825.63: Supervisor Baumann moved, seconded by Supervisor Swade to approve the vouchers. Upon discussion and voice vote, the vouchers in the amount of \$3,444,825.63 was approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Director Neuser reported no bids were received.

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

City of Manitowoc, 807 N 10<sup>th</sup> Street - \$5,000.00  
City of Manitowoc, 813 N 10<sup>th</sup> Street - \$100.00

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

Sharon Cornils, Personnel Director - Review of 2018 Health Plan Performance:

Director Cornils reported that overall Manitowoc County's self-funded health care cost per employee for 2018 was 4.5% below the regional benchmark. Employees contributed 2% of the total premium for single coverage and 7% for family plans, both are well below the regional and national benchmarks. A majority of the claims were low in-network costs, however there were a hand full of claims that incurred \$55,000 or more. Prescription drug costs per employee did increase by 8.8% from the prior year. The plan does provide competitive bidding for prescription medication to provide the lowest cost when possible. It also has a broad network that provides many in-network options for the employees.

Todd Reckelberg, Comptroller/Auditor - Resolution Denying Claim of Heather Kunesh:

Comptroller Reckelberg explained Ms. Kunesh submitted a claim after falling on the ice outside the County's Administration Building. After the insurance company reviewed the information and investigated the facts, it was determined that Manitowoc County was not liable and denied the claim. Supervisor Brunner moved to approve the Resolution Denying Claim of Heather Kunesh, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion carried unanimously.

Update on Paragon Loan, Revolving Loan Fund: Corporation Counsel reported that the defaulted loan has entered into foreclosure with the City of Two Rivers and Manitowoc County. There will be a sheriff sale at the end of July.

Update Regarding County Finances and Year End Processes:

Comptroller Reckelberg reported that there will be a standup meeting at 6:00 prior to the County Board meeting where the external auditors would present the 2018 Annual Report.

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

- Monthly/Daily Average Population Report for May 2019 – Manitowoc County Jail.
- Manitowoc County Jail Secure Detention Report from HSD for May 2019.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 5:15 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



**MANITOWOC COUNTY  
FINANCE COMMITTEE  
MEETING NOTICE**

DATE: Tuesday June 18, 2019  
TIME: 6:00 PM  
PLACE: Heritage Center (aka: Michigan Avenue Campus)  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Room 207 – behind County Board Mtg. Rm.)

This 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. Approve minutes of June 10th, 2019 Meetings of the Finance Committee if available.
3. Todd Reckelberg – Comptroller/Auditor, External Auditor CLA – Bryan Grunewald CPA.  
✓ 2018 Annual Report from External Auditors.
4. Adjournment.

Date: June 12, 2019

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  
June 18, 2019

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, and Supervisor Ken Swade. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, and Clifton Larson Allen (CLA) Principal Officer Bryan Grunewald. Supervisor Mike Williams was excused.

Call to Order: The meeting was called to order by Chairperson Hansen at 6:00 p.m.

Approve the minutes of the June 10<sup>th</sup>, 2019 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Report from External Auditor, CLA on County’s finances for 2018: Bryan Grunewald Principal Officer with CLA referenced the “Management Communications” letter as he briefed the Finance Committee. The letter laid out the responsibilities of the Auditors and that of County management regarding the Financial Statements, internal controls, and reporting responsibilities. It expressed that they did not identify any deficiencies during their audit with respect to internal controls or accounting or financial reporting. Mr. Grunewald noted that the county’s conservative nature and controlled budget has allowed the Unassigned Fund Balance to increase substantially from 2017. He explained the Special Revenue Funds and Capital Projects Funds balance decreased in 2018 due to completed projects for the Expo and UW-Manitowoc previously approved by the County Board. The Highway Department had increased revenue and expenses over 2017 with revenues up over 14%. The Highway Departments machinery cost pool also showed a positive 10.9% increase from 2017. Careful monitoring of the equipment they have on hand and the billable hours that that equipment produces helped to produce that increase. The Human Services Department made great strides compared to the previous year’s as well. They went from a negative fund balance of just over \$214,000 in 2017 to a respectful \$184,000 plus fund balance at the end of 2018. A turn-around of almost \$400,000. Mr. Grunewald also discussed the County’s Long-Term Obligation debt of \$25,110,000, which was very low compared to the \$271,917,895 debt limitation imposed by WI Statute. The County’s low debt compared to the equalized value was only 9%. When he compared our debt outstanding as a percentage of equalized value with ten of the surrounding Counties, we also compared very favorably. Our 9% came in second lowest as the other Counties in his comparison were between the 10% to 16% range. Overall he commented that we had a very good year. Lastly, he directed attention to the Certificate of Achievement for Excellence in Financial Report that was awarded to Manitowoc County for the twenty-seventh consecutive year.

Adjournment: Supervisor Brunner moved to adjourn, seconded by Supervisor Swade and the motion passed unanimously. The committee adjourned at 6:25 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



**MANITOWOC COUNTY  
FINANCE COMMITTEE  
MEETING NOTICE**

DATE: Monday July 8, 2019  
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, 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 June 18, 2019 Meetings of the Finance Committee.  
B. Approve vouchers for the month of June 2019 in the amount of \$3,548,123.53.
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:
  - ✓ Dean Boes, Executive Director Wisconsin Municipal Mutual Insurance Company (WMMIC) Overview of Company, power-point presentation, questions and answers.
  - ✓ Resolution Denying Claim of Eric Pribek.
  - ✓ Two Reports of Economic Interest – Supervisor James Falkowski.
  - ✓ Update on our 2019 Refunding Bond - timeline and Working Group.
  - ✓ Update regarding County finances and budget process (see 2020 Budget Calendar attached).
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Monthly Daily Average Population Report for June 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for May 2019. Will be emailed to you when it becomes available.
7. Adjournment.

Date: July 2, 2019

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 8, 2019

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, Assistant Comptroller JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, County Treasurer Amy Kocian, and WMMIC Executive Director Dean Boes.

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

Public Comment: Chairperson Hansen declared public input open at 4:30 p.m.

Maura Yost, Town of Centerville, advocated for a half-percent sales tax for Manitowoc County. She believes it is the most fiscally conservative way to meet the county’s growing financial needs and obligations rather than continued bonding.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 4:33 p.m.

Approve the minutes of the June 18<sup>th</sup>, 2019 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Approve vouchers for the month of June 2019 in the amount of \$3,548,123.53: Supervisor Baumann moved, seconded by Supervisor Brunner to approve the vouchers. Upon discussion and voice vote, the vouchers in the amount of \$3,548,123.53 were approved.

Gerry Neuser, Public Works Director - 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 a tax-deeded property.

813 N 10<sup>th</sup> St, Manitowoc: Three bids were received. Supervisor Swade moved to accept the offer of \$4,501.00 from Clarence Lee Yelvington Jr. and reject the two lower bids, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously.

807 N 10<sup>th</sup> St, Manitowoc: One bid was received. Supervisor Baumann moved to accept the offer of \$5,174.00 from Richard Lee Wolf, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Comptroller/Auditor – Wisconsin Municipal Mutual Insurance Company (WMMIC): Comptroller Reckelberg introduced Dean Boes, Executive Director of WMMIC. Mr. Boes presented the company’s primary objectives which are to provide its member with a stable, reliable source of liability insurance, have increased growth and safety of WMMIC assets, and annual dividend distribution. Manitowoc County was a founding member and only contributed two percent to the total losses incurred of all members since 1988.

Resolution Denying Claim of Eric Pribek: Comptroller Reckelberg explained Mr. Pribek submitted a claim seeking \$1,972.24 for damage to his truck and camper allegedly caused as a result of Mr. Pribek driving over wet painted lines on County Rd O. After the insurance company reviewed the information and investigated the facts, it was determined that Manitowoc County was not liable and denied the claim. Supervisor Brunner moved to approve the Resolution Denying Claim of Eric Pribek, seconded by Supervisor Williams. Upon discussion and voice vote, the motion carried unanimously.

Report of Economic Interest: Comptroller/Auditor reported that Supervisor Falkowski complied with the Report of Economic Interest when he sent him copies of the reports pertaining to the Bay Lakes Regional Planning meetings. The reports have been received and placed on file by the Finance Committee thereby completing the required report.

Update on the 2019 Refunding Bond – Timeline and Working Group:

Comptroller Reckelberg reported Baird recommended moving forward with the refunding bond because the interest rates are low. The resolution will be discussed at the August Finance Committee meeting, then brought to the August County Board meeting for consideration.

Update Regarding County Finances and Budget Processes:

Comptroller Reckelberg reported the 2020 budget process has begun. The IS Department completes their budget first along with the Comptroller completing the various insurance budgets that are charged back to all departments. Once that is in hand, all the other departments will then be receiving their various forms and information to get to work on their portion of the budget.

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

- Monthly/Daily Average Population Report for June 2019 – Manitowoc County Jail.
- Manitowoc County Jail Secure Detention Report from HSD for June 2019.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 5:13 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday August 12, 2019  
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, 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 July 8, 2019 Meetings of the Finance Committee.
  - B. Approve vouchers for the month of July 2019 in the amount of \$3,455,213.92.
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 of Jeffrey Schnur.
  - ✓ Resolution Authorizing Subordination, Non-Disturbance, And Attornment Agreement (Manitowoc Place and Cellco Partnership d/b/a Verizon Wireless).
  - ✓ Resolution Authorizing the Transfer of \$31,180 From The Highway Enterprise Fund To The Planning And Zoning Activity Budget For County Surveyor Position.
  - ✓ Report of Economic Interest – from Jennell Shelton.
  - ✓ Update and handout regarding 2019 Refunding Bond and Bond Rating if available – also, reminder about standup meeting prior to August 20 CB meeting to approve final numbers and Resolution.
6. Peter Conrad – Corporation Counsel:
  - ✓ Explanation by Corporation Counsel regarding the legality of a County Board Supervisor bidding on County Tax Deeded or Other property.
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 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for July 2019.
8. Adjournment.

Date: August 6, 2019

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 12, 2019

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: County Board Chairperson Jim Brey, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, Corporation Counsel Peter Conrad, and County Treasurer Amy Kocian.

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

Public Comment: Chairperson Hansen declared public input open at 4:30 p.m. No one present wished to speak, subsequently Chairperson Hansen closed public input at 4:31 p.m.

Approve the minutes of the July 8<sup>th</sup>, 2019 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Approve vouchers for the month of July 2019 in the amount of \$3,455,213.92: Supervisor Baumann moved, seconded by Supervisor Swade to approve the vouchers. Upon voice vote, the vouchers in the amount of \$3,455,213.92 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser reported no bids were received.

Todd Reckelberg, Comptroller/Auditor – Resolution Denying Claim of Jeffrey Schnur: Comptroller Reckelberg explained Mr. Schnur submitted a claim seeking up to \$36,000 for alleged damage to trees purportedly caused as a result of surface water discharges affecting his property. After the insurance company reviewed the information and investigated the facts, it was determined that Manitowoc County was not liable and denied the claim. Supervisor Baumann moved to approve the Resolution Denying Claim of Jeffrey Schnur, seconded by Supervisor Brunner. Upon discussion and vote, the motion carried unanimously.

Resolution Authorizing Subordination, Non-Disturbance, and Attornment Agreement (Manitowoc Place and Cellco Partnership d/b/a Verizon Wireless): Corporation Counsel Peter Conrad explained Manitowoc County assisted in this economic development project by making a loan that was secured by a \$99,000 mortgage, together with a Real Estate Mortgage Subordination Agreement. Now, Manitowoc Place, LLC wishes to lease space its building to Cellco Partnership d/b/a Verizon Wireless and has asked that Manitowoc County enter into a Subordination, Non-Disturbance, and Attornment (SNDA) Agreement. The SNDA Agreement provides that Verizon’s lease is subordinate to the county’s mortgage, but also provides that the County will not disturb the lease in the event of a foreclosure and would replace Manitowoc Place as the lessor and receive rent due from Verizon under the lease. Supervisor Brunner moved to approve the Resolution Authorizing Subordination, Non-Disturbance, and Attornment Agreement (Manitowoc Place and Cellco Partnership d/b/a Verizon Wireless), seconded by Supervisor Baumann. Upon discussion and vote, the motion carried unanimously.

Resolution Authorizing the Transfer of \$31,180 from the Highway Enterprise Fund to the Planning and Zoning Activity Budget for the County Surveyor Position: Comptroller Reckelberg explained the addition of a County Surveyor position was included in the 2019 budget. The adopted budget allocated 60% of the cost of the surveyor position in the Planning and Zoning activity budget and 40% in the Highway Department budget. The County has now filled the surveyor position such that 100% of the cost of that position will be charged to the Planning and Zoning activity expense. To properly account for this change, the County must amend its 2019 budget by transferring the \$31,180 budgeted for the surveyor position from the Highway Enterprise Fund to the Planning and Zoning activity budget. Supervisor Williams moved to approve Resolution Authorizing the Transfer of \$31,180 from the Highway Enterprise Fund to the Planning and Zoning Activity Budget for the County Surveyor Position, seconded by Supervisor Baumann. Upon discussion and vote, the motion carried unanimously.

Report of Economic Interest: Comptroller Reckelberg reported that Jennell Shelton complied with the Report of Economic Interest when she sent him a copy of the report pertaining to the Manitowoc Noon Rotary meeting to represent the Expo and the Manitowoc County Fair. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Update and handout regarding 2019 Refunding Bond and Bond Rating: Comptroller Reckelberg reported the interest rates are low putting the County in a favorable position. Moody's Investors Service affirmed the County's A2 general obligation unlimited tax rating and removed the negative outlook. The A2 rating reflects the County's historically narrow, but sufficient financial position, large tax base, and modest debt and pension burdens. There will be a Finance Committee meeting before the August County Board meeting for consideration of the resolution.

Peter Conrad, Corporation Counsel – Explanation Regarding the Legality of a County Board Supervisor Bidding on County Tax Deeded or Other Property: Corporation Counsel Peter Conrad explained that Supervisor Baumann questioned whether a member of the Finance Committee would be allowed to bid on a County tax deeded or other property. CC Conrad informed them that according to state law it is illegal for a member of the Finance Committee to purchase/bid on County tax deeded or other property due to the conflict of interest since the Finance Committee awards the bids.

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

- Monthly/Daily Average Population Report for July 2019 – Manitowoc County Jail.
- Secure Detention Report from HSD for July 2019.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Swade. Motion passed unanimously. The committee adjourned at 4:55 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Tuesday August 20, 2019  
TIME: 6:15 PM  
PLACE: Heritage Center (aka MAC, Michigan Avenue Campus)  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Room 207 – behind County Board meeting room)

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

1. Call to order.
2. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:  
✓ Resolution Authorizing The Issuance And Sale Of \$6,360,000 General Obligation Refunding Bond.
3. Adjournment.

Date: August 13, 2019

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  
August 20, 2019

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

Call to Order: The meeting was called to order by Vice-Chair Williams at 6:15 p.m.

Todd Reckelberg and Brad Viegut, Managing Director Public Finance R W Baird: Report and Resolution Authorizing the Issuance and Sale of \$6,360,000 General Obligation Refunding Bond: Comptroller Reckelberg and Brad Viegut presented the Issue Summary to the committee. The bonds interest rate came in at 2.22% with a maturities of November 1, 2022-2036. The borrowing was reduced by \$304,000 which changed the amount from \$6,360,000 to \$6,065,000. Along with a reduced borrowed amount, the total principal and interest payments were reduced by \$988,871. Supervisor Brunner moved to pass the resolution, seconded by Supervisor Baumann. Upon discussion and vote, the motion passed unanimously.

Adjournment: Supervisor Swade moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 6:24 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday September 9, 2019  
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, 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 August 12 and August 20, 2019 Meetings of the Finance Committee.  
B. Approve vouchers for the month of August 2019 in the amount of \$13,720,504.60.
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. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Reports of Economic Interest – from Jennell Shelton and James Falkowski.
  - ✓ Update on County finances and budgeting process.
6. 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 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for August 2019, not available at this time, (will be emailed out once it is).
7. Adjournment.

Date: September 4, 2019

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 9, 2019

Attendance: Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: County Board Chairperson Jim Brey, County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, Corporation Counsel Peter Conrad, and County Treasurer Amy Kocian. Chair Paul “Biff” Hansen was excused.

Call to Order: Vice-Chair Williams called the meeting to order at 4:30 p.m.

Public Comment: Vice-Chair Williams declared public input open at 4:31 p.m.

Maura Yost, Town of Centerville, spoke about taxes and other financial issues.

No one else present wished to speak, subsequently Vice-Chair Williams closed public input at 4:37 p.m.

Approve the minutes of the August 12<sup>th</sup> and 20<sup>th</sup>, 2019 Finance Committee meetings: Supervisor Brunner moved to approve both the meeting minutes, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Approve vouchers for the month of August 2019 in the amount of \$13,720,504.60: Supervisor Brunner moved, seconded by Supervisor Baumann to approve the vouchers. Upon voice vote, the vouchers in the amount of \$13,720,504.60 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser was not present. Todd Reckelberg reported that there were no bids received.

Todd Reckelberg, Comptroller/Auditor - Report of Economic Interest: Comptroller Reckelberg reported that Jennell Shelton complied with the Report of Economic Interest when she sent him a copy of the report pertaining to the Two Rivers Kiwanis meeting to represent the Expo and the Manitowoc County Fair. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Comptroller Reckelberg reported that Supervisor Jim Falkowski complied with the Report of Economic Interest when he sent him a copy of the report pertaining to the Bay Lakes Regional Planning meeting. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Supervisor Swade moved to approve and place on file the Reports of Economic Interest, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Update on County Finances and Budgeting Process: Comptroller Reckelberg reported on interest rates for bond refunding and noted that if the rates continue as is, in December he will be bringing the paper work forward to the Committee to look at refunding some of our outstanding BAB (Build America Bonds) bonds. We’d start the paperwork in December with a January 2020

offering if the interest rates remain favorable. He also reported on the budget progress. County Executive Bob Ziegelbauer also reminded the supervisors if they had any items they wanted considered for the 2020 budget, now is the time to contact him.

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

- Monthly/Daily Average Population Report for August 2019 – Manitowoc County Jail.
- Secure Detention Report from HSD for August 2019. (This report was emailed out a day after the Finance Committee packets were sent).

Adjournment: Supervisor Brunner moved to adjourn, seconded by Supervisor Swade. Motion passed unanimously. The committee adjourned at 4:50 p.m.

Respectfully submitted,

*Pat Baumann*

Pat Baumann, Accounts Specialist



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday October 14, 2019  
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, 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 September 9, 2019 Meetings of the Finance Committee.  
B. Approve vouchers for the month of September 2019 in the amount of \$2,772,624.57.
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. Peter Conrad – Corporation Counsel, Amy Kocian – Treasurer:
  - ✓ Resolution Approving The Assignment Of The County's Right To Take Judgement Against Property Located At 2023 Washington Street, Two Rivers, Wisconsin to the city Of Two Rivers.
6. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Reports of Economic Interest – from Kody Burg.
  - ✓ Resolution Disallowing Claim by Kelly Demers. See attached letter.
  - ✓ Resolution Disallowing Claim by Dr. Eleazar Kadile. See attached letter.
  - ✓ Resolution Canceling County Checks Not Presented Within Two Years of Issuance.
  - ✓ Update on County finances and budgeting. The Finance Committee may ask questions and deliberate on the County Executive's 2020 Proposed Budget.
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 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for September 2019.
8. Adjournment.

Date: October 9, 2019

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 14, 2019

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: County Executive Bob Ziegelbauer, County Board Chairperson Jim Brey, Supervisor Susie Maresh, Supervisor Jim Falkowski, Supervisor Kevin Behnke, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, Corporation Counsel Peter Conrad, County Treasurer Amy Kocian and County Deputy Treasurer Melissa Oliver.

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

Public Comment: Chairperson Hansen declared public input open at 4:30 p.m.

Maura Yost, Town of Centerville, informed the committee that she will email her review of the County Executive’s budget transmittal letter.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 4:31 p.m.

Approve the minutes of the September 9<sup>th</sup>, 2019 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 2019 in the amount of \$2,772,624.57: Supervisor Williams moved, seconded by Supervisor Baumann to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,772,624.57 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser reported no bids were received.

Director Neuser presented recommended appraised values of eleven tax foreclosed properties proposed to be advertised per a Class 3 notice. Supervisor Brunner moved to accept the appraisals, seconded by Supervisor Williams. Upon discussion and vote, the motion carried unanimously.

Peter Conrad, Corporation Counsel and Amy Kocian, County Treasurer – Resolution Approving the Assignment of the County’s Right to Take Judgement against Property Located at 2023 Washington St., Two Rivers, Wisconsin to the City of Two Rivers: Corporation Counsel Peter Conrad explained the resolution pertains to the abandoned gas station at 2023 Washington St., Two Rivers that was included in the most recent In Rem Foreclosure List. The City desires to see the Property redeveloped and has requested that the County assign its right to take judgement against the Property to the City. The County believes that assigning its right to take judgement against the Property to the City is in both the County and City’s best economic interest and will promote the health, safety, and welfare of the citizens of the County and the City. Supervisor Williams moved to approve the Resolution Approving the Assignment of the County’s Right to Take Judgement against Property Located at 2023 Washington St., Two Rivers, Wisconsin to the City of Two Rivers, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion carried unanimously.

Todd Reckelberg, Comptroller/Auditor and Bob Ziegelbauer, County Executive - Report of Economic Interest: Comptroller Reckelberg reported that Kody Burg complied with the Report of Economic Interest when he sent him a copy of the report pertaining to the quarterly Wisconsin Avatar User Group meeting. The purpose of the meeting was to learn about features of the application and how we use those features to meet the needs of the Human Services Department. The report has been received and placed on file by the Finance Committee, thereby completing the required report.

Resolution Denying Claim of Kelly Demers: Comptroller Reckelberg explained Ms. Demers submitted a claim seeking reimbursement for alleged damage to her vehicle windshield purportedly caused as a result of a rock discharged from a county tractor that was cutting grass on the side of Interstate Highway 43. After the insurance company reviewed the information and investigated the facts, it was determined that Manitowoc County was not liable and denied the claim. Supervisor Baumann moved to approve the Resolution Denying Claim of Kelly Demers, seconded by Supervisor Williams. Upon discussion and voice vote, the motion carried unanimously.

Resolution Denying Claim of Eleazar Kadile: Comptroller Reckelberg explained Mr. Kadile submitted a claim seeking reimbursement in the amount of \$1,842.10 for alleged damage to his vehicle purportedly caused as a result of striking a bump in a construction zone on County Highway T. After the insurance company reviewed the information and investigated the facts, it was determined that Manitowoc County was not liable and denied the claim. Supervisor Baumann moved to approve the Resolution Denying Claim of Eleazar Kadile, seconded by Supervisor Williams. Upon discussion and voice vote, the motion carried unanimously.

Resolution Canceling County Checks Not Presented Within Two Years of Issuance: Comptroller Reckelberg explained a number of checks that were issued by Manitowoc County are not presented for payment within two years of their date of issuance, and the County Treasurer is required to account for these uncashed checks in the reserve to the County's checking account. Checks issued by the County prior to October 31, 2017 that have not been presented for payment within two years will be canceled and without value. Supervisor Brunner moved, seconded by Supervisor Swade to adopt the resolution. Upon discussion and vote, the motion carried unanimously.

Update on County finances and budgeting – questions and deliberation on the County Executive's 2020 Proposed Budget: County Executive Bob Ziegelbauer reported there would be an increase in the Undesignated Fund of nearly \$1,000,000 at year end. The 2020 budget does include borrowing \$1,275,000 to continue with the aggressive highway project. The designation of \$270,000 for the Public Works Department is a continuation of the five year program, which allows the plan to stay on time.

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

- Monthly/Daily Average Population Report for September 2019 – Manitowoc County Jail.
- Secure Detention Report from HSD for September 2019.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 5:06 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday November 4, 2019  
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, 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 October 14, 2019 Meetings of the Finance Committee.
4. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
  - ✓ Discuss and bring forward 2020 Budget to County Board. See Resolution Adopting Budget page 59 of Budget Book.
5. Next Regular Meeting will be Monday November 11.  
Adjournment.

Date: October 29, 2019

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 4, 2019

Attendance: Chairperson 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, Assistant Comptroller JJ Gutman, Corporation Counsel Peter Conrad, IS Manager Kody Burg, County Board Chair Jim Brey, Supervisor Kevin Behnke, Supervisor Susie Maresh, and Herald Times Reporter Alisa Schafer.

Call to Order: The meeting was called to order by Chairperson Hansen at 4:31 p.m.

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

Maura Yost, Town of Centerville, read to the committee key points of her review and comments of the County Executive’s budget transmittal letter.

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

Approve the minutes of the October 14, 2019 Finance Committee meeting: Supervisor Williams moved to approve the October 14, 2019 meeting minutes, seconded by Supervisor Swade. Upon vote, the motion passed unanimously.

Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer – Discuss and Bringing Forward the 2020 Budget Proposal including any answers on any items: County Executive Ziegelbauer gave a brief summary of the 2020 budget. Sharing the prosperity with the tax payers by again holding the line on taxes yet providing quality services was the main focus. The past few years we’ve had big projects we’ve taken care of. The County R Bridge, University of Wisconsin upgrade to name two. Now we’re addressing some of the smaller items like Maribel Caves, finishing up some of the smaller items at Expo. Note we’re going to resurface almost 14 miles of County roads for which we’ll borrow \$1,275,000. That borrowing represents approximately one-half of the cost of road construction for next year. We will also expand our Human Service budget in mental health and foster care in response to the “opioid crisis”, where five employees are being added. On top of accomplishing all that, we’re paying down our debt by \$1,300,000 or nearly 5%.

After Bob’s summary committee members and supervisors attending then asked questions and discussion was held on the following: one percent salary schedule adjustment included in the budget including performance and step increases. Road construction projects and future plans. How our low debt and interest rates being low work into the plan. Jim Brey brought up the Utility Tax dues increase and how the Comptroller explained how that will be handled without having to adjust the 2020 budget.

Supervisor Baumann moved, seconded by Supervisor Brunner to approve the Resolution out of committee Adopting the 2020 Budget and Property Tax Levy and bring forward to the County Board. Upon vote, motion carried unanimously.

Next Meeting: Monday, November 11, 2019 at 4:30 p.m.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Brunner and the motion passed unanimously. The committee adjourned at 5:12 p.m.

Respectfully submitted,  
Pat Baumann, Accounts Specialist



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday November 11, 2019  
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, 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 November 4, 2019 Meetings of the Finance Committee.
  - B. Approve vouchers for the month of October 2019 in the amount of \$2,559,525.59.
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:
  - ✓ Reports of Economic Interest – from Jennell Shelton.
  - ✓ Update regarding Borrowing – See Baird handout for details and timing.
  - ✓ Update on County finances and year end.
6. 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 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for October 2019, will be emailed out when available.
7. Adjournment.

Date: November 6, 2019

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 11, 2019

Attendance: Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, and County Treasurer Amy Kocian. Chair Paul “Biff” Hansen was excused.

Call to Order: Vice-Chair Williams called the meeting to order at 4:30 p.m.

Approve the minutes of the November 4<sup>th</sup>, 2019 Finance Committee meeting: Supervisor Brunner moved to approve the meeting minutes, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Approve vouchers for the month of October 2019 in the amount of \$2,559,525.59: Supervisor Baumann moved, seconded by Supervisor Swade to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,559,525.59 were approved.

Public Comment: Vice-Chair Williams declared public input open at 4:32 p.m.

Maura Yost, Town of Centerville, continued to advocate for a .5% county wide sales tax. She considered borrowing an admission that our county needs more revenue.

No one else present wished to speak, subsequently Vice-Chair Williams closed public input at 4:34 p.m.

Gerry Neuser, Public Works Director - 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.

Town of Liberty, Parcel 008-016-008-004.00: One bid was received. Supervisor Baumann moved to accept the offer of \$9,200.00 from James and Romela Frisch, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously.

Town of Maple Grove, 22536 Hwy 10: One bid was received. Supervisor Brunner moved to accept the offer of \$29,000.00 from Brink Exteriors, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

1010 20<sup>th</sup> St, Two Rivers: One bid was received. Supervisor Baumann moved to accept the offer of \$5,600.00 from Keralee Miedaner, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed unanimously.

2725 12<sup>th</sup> St, Two Rivers: Four bids were received. Supervisor Brunner moved to accept the offer of \$17,100.10 from Keralee Miedaner and reject the three lower bids, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Comptroller/Auditor - Report of Economic Interest: Comptroller Reckelberg reported that Jennell Shelton complied with the Report of Economic Interest when she sent him a copy of the report pertaining to the Northeast WI Motorsports Annual Banquet to represent the Expo and the Manitowoc County Fair. Supervisor Baumann moved to accept the report, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Update regarding Borrowing: Comptroller Reckelberg had Brad Viegut, Managing Director of Baird explain the borrowing timeline. Mr. Viegut informed the committee the County Board would consider the Award Resolution of the General Obligation Promissory Notes at the December 17 County Board meeting. The note's purpose would be to refinance 2010 bonds in the amount of \$8,755,000 at an estimated interest rate of 2.21% and provide the levy supported projects in the amount of \$1,275,000 at an estimated interest rate of 2.20%. Refinancing the 2010 Bonds would project an estimated savings of \$501,783 since the current interest rate is 5.38%. The committee will meet before the December 17 County Board meeting to discuss and bring the Award Resolution to the County Board.

Update on County Finances and Year End: Comptroller Reckelberg reported the start of year end activities and assembly of the adopted budget books. County Executive Ziegelbauer thanked the County Board for their support of the 2020 budget.

Communications: A copy was provided to the committee via email when it became available:  
- Monthly/Daily Average Population Report for October 2019 – Manitowoc County Jail.

Adjournment: Supervisor Brunner moved to adjourn, seconded by Supervisor Baumann. Motion passed unanimously. The committee adjourned at 4:55 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday December 9, 2019  
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, 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 November 11, 2019 Meeting of the Finance Committee.  
B. Approve vouchers for the month of November 2019 in the amount of \$1,973,847.79.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property  
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:
  - ✓ Discussion and possible action regarding request for funds from Nsight Communications, see your Finance packet for emails regarding this matter.
  - ✓ Report of Economic Interest – Craig Breit, Bob McNeil, Jon Benzinger, and Rick Kehrberg.
  - ✓ Update regarding County finances and year end processes along with any available updates and questions regarding our Promissory Note to be sold at the December 17 County Board Meeting.
6. 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 2019 – Manitowoc County Jail.
  - ✓ Secure Detention Report from HSD for November 2019.

**Reminder – Standup meeting at 6:15 PM Tuesday December 17 prior to County Board Meeting.**

Adjournment.

Date: December 4, 2019

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 9, 2019

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

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, continued to advocate for a .5% county wide sales tax to reduce the county debt. She also supported the upcoming refinancing on the former bond.

Jim Paulos, Nsight Representative, informed the committee that the resolution on the agenda this evening is to support grant efforts to provide broadband services to 59 households within the Town of Manitowoc Rapids and the Town of Liberty. If the county would contribute \$1000 towards the broadband effort the grant would have a better chance of succeeding.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 4:33 p.m.

Approve the minutes of the November 11<sup>th</sup>, 2019 Finance Committee meeting: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Swade. Upon vote, the motion passed unanimously.

Approve vouchers for the month of November 2019 in the amount of \$1,973,847.79: Supervisor Brunner moved, seconded by Supervisor Baumann to approve the vouchers. Upon voice vote, the vouchers in the amount of \$1,973,847.79 were approved.

Gerry Neuser, Public Works Director - 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.

1816 13<sup>th</sup> St, Two Rivers: One bid was received. Supervisor Brunner moved to reject the offer because the bid was not signed or dated, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Davis St, Two Rivers: One bid was received. Supervisor Brunner moved to reject the offer because the bidder issued a personal check instead of a cashiers check, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed unanimously.

Woodridge, City of Manitowoc, Parcel 052-789-007-160.00: One bid was received. Supervisor Swade moved to reject the offer because it did not meet the 85% minimum required, seconded by Supervisor Hansen. Upon discussion and voice vote, the motion passed 3 ayes and 1 no.

2137 33<sup>rd</sup> St, Two Rivers: Four bids were received. Supervisor Brunner moved to accept the offer of \$25,000.00 from Paul & Tracy Taylor and reject the three lower offers, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

1822 28<sup>th</sup> St, Two Rivers: Two bids were received. Supervisor Swade moved to accept the offer of \$25,000.00 from Don and Dave Last and reject the other lower offer, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

821 S 19<sup>th</sup> St, Manitowoc: Six bids were received. Supervisor Brunner moved to accept the offer of \$15,500.00 from Paul and Tracy Taylor and reject the five lower offers, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

726 S 15<sup>th</sup> St, Manitowoc: Two bids were received. Supervisor Swade moved to accept the offer of \$7,500.00 from Richard Hermann and reject the other lower offer, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously.

526 S 32<sup>rd</sup> St, Manitowoc: Four bids were received. Supervisor Brunner moved to accept the offer of \$30,000.00 from Don and Dave Last and reject the three lower offers, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Discussion and possible action regarding request for funds from Nsight Communications: County Board Chairperson Brey informed the committee that he received an email from Nsight Telservices requesting the County Board support a resolution for Public Service Commission of Wisconsin broadband expansion grant for 2020 to improve DSL broadband internet service to 59 households along Alverno Rd and Lenz Rd. Within the resolution, they want a fiscal pledge of \$1000. Brey was in support of the resolution without the pledge. Discussion followed in regards to how this would be inappropriate use of taxpayer funds when it only helps 59 households in Manitowoc County and it would not create any jobs within the county. Supervisor Baumann moved to support the resolution without the fiscal pledge, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Comptroller/Auditor - Report of Economic Interest: Comptroller Reckelberg reported that Craig Breit complied with the Report of Economic Interest when he sent him a copy of the report pertaining to the Marshall Best Lock training that he and three staff members attended. Supervisor Swade moved to accept the report, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously. The report has been received and placed on file by the Finance Committee thereby completing the required report.

Update regarding County finances and year end processes along with available updates and questions regarding our Promissory Note to be sold at the December 17 County Board Meeting: Comptroller Reckelberg reported the committee will meet before the December 17 County Board meeting to discuss and bring the Award Resolution to the County Board. County Executive Ziegelbauer mentioned they are wrapping up the current year. County Board Chairperson Brey requested discussion take place at the next finance meeting regarding the community block development grant.

Communications: A copy was provided to the committee via email when it became available:

- Monthly/Daily Average Population Report for November 2019 – Manitowoc County Jail.
- Secure Detention Report from HSD for November 2019.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Swade. Motion passed unanimously. The committee adjourned at 5:09 p.m.

Respectfully submitted,  
Jessica Backus, County Clerk



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

DATE: Tuesday December 17, 2019  
TIME: 6:15 PM  
PLACE: Heritage Center (aka MAC, Michigan Avenue Campus)  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Room 207 – behind County Board meeting 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 the Issuance and Sale of \$10,030,000 General Obligation Promissory Notes.
3. Adjournment.

Date: December 10, 2019

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**  
**AMENDED MEETING NOTICE**

DATE: Tuesday December 17, 2019  
TIME: 6:15 PM  
PLACE: Heritage Center (aka MAC, Michigan Avenue Campus)  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Room 207 – behind County Board meeting 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 the Issuance and Sale of \$10,030,000 General Obligation Promissory Notes.
  - ✓ **Discussion of InRem proceedings of the Paragon Property in Two Rivers, WI.**
3. Adjournment.

Date: December 10, 2019  
**Amended: 12/16/19 @ 9:49 AM**

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.