



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Monday January 10, 2011
TIME: 4:30 PM
PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of December 13th Finance Committee Minutes. Approve vouchers for the month of December in the amount of \$2,754,814.49.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
4. Jeff Beyer, Public Works Director:
 - ✓ Authorize the advertising of Tax Deeded Property as reflected in your finance packet.
5. Bob Ziegelbauer, County Executive:
 - ✓ Update on the status of the 2010 and 2011 budgets.
6. From Public Safety:
 - ✓ Resolution Funding Intoxicated Driver Intervention Program.
7. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Preparing for the close of year end 2010, update.
8. Communications and other information contained within your finance packet:
 - ✓ Copy of November and December Manitowoc County Juvenile Detention Center Population Report.

Date January 5, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
Administration Building, 1110 S. 9th St., City of Manitowoc, WI
January 10, 2011

Attendance: Chairperson Mary Muench, Supervisor Greg Dufek, Supervisor Rita Metzger, Supervisor Chuck Hoffman, and Supervisor Jim Brey.

Also Present: Honorable Darryl Deets, County Executive Bob Ziegelbauer, Register in Probate Patricia Koppa, Information Systems Director Bob Blashe, Treasurer Cheryl Duchow, Comptroller Todd Reckelberg, Darlene Wellner, Bob Kaieser, Nancy Slattery, Marilyn Sontag, and County Clerk Jamie Aulik.

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

Public Input: No one present wished to speak; therefore Chairperson Muench closed public input at 4:32 p.m.

Minutes: On a motion by Supervisor Brey, seconded by Supervisor Metzger the minutes of the December 13, 2010 Finance Committee meeting were approved unanimously.

Vouchers for the month of December 2010 in the amount of \$2,754,814.49: Supervisor Hoffman made a motion to approve the vouchers for the month of December 2010, seconded by Supervisor Brey. Discussion followed. Upon vote, the motion to approve the vouchers passed unanimously.

Update on the Information Systems Department: Director Bob Blashe had a handout and explained various ongoing projects in the IS Department. He noted that there are 55 PCs being deployed in the Human Services Department. The IS Department in conjunction with GIS Coordinator Cathy Delain have completed work on the new county map. Lastly, because of a staffing issue, they have hired a contractor to help with PC deployments. Supervisor Dufek asked if they were 100% moved out of the Courthouse and in the new building. Director Blashe said that yes they were, the only thing left in the courthouse is networking equipment to support the courthouse staff. Discussion followed.

Authorize advertising of Tax Deeded Property: Treasurer Cheryl Duchow explained that there was a foreclosure in the City of Manitowoc on Hamilton Street. Taxes weren't paid for 3 years and the county took over the property in October. It can sell the property for back taxes owed and any expenses incurred. Supervisor Brey made a motion to authorize advertising of the tax deeded property, seconded by Chairperson Muench. Upon vote, the motion passed unanimously.

Update on the status of the 2010 and 2011 budgets: County Executive Ziegelbauer explained that budgeting is a year-round process. He said that 2010 overall county budget should nearly break even, but the Human Services Department remains a challenge and will likely be a negative number. That should offset by the year-end numbers in public safety departments. He also explained that the county revenues continue to be at the mercy of outside funding sources. He outlined a proposal made to the Highway Department union in order to keep everyone there working. He asked the Finance Committee to not to spend money on new, non-mandated programs. The county does not have unlimited resources. He said that spending money on new programs sends the wrong message to county employees and we can't say

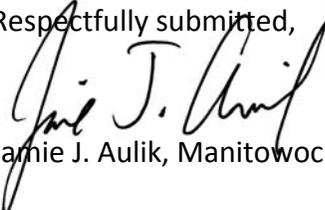
that our employees mean little to us because it would affect the county's credibility with them going forward.

Resolution Funding Intoxicated Driver Intervention Program: Judge Deets said that last July the County Executive was supporting the program and now he's not. The three Judges asked to meet with the County Executive on several occasions to talk about details of the program, but they were rebuffed. Judge Deets said that this was a modest proposal and understood that we are in very difficult fiscal and economic times. But the program was necessary because Manitowoc County is one of the worst counties in Wisconsin for drunk drivers killing people. He cited specific cases where people were killed by drunk drivers. He said that if the program was implemented, he would ensure that good statistics were kept on the impact of the program. Judge Deets explained that the program is for people with a 3rd drunk driving offense or more, and as part of a bail where they were ordered not to drink alcohol, they would wear a bracelet which monitors their perspiration every 30 minutes to verify whether or not they drank. The info is then downloaded and reported to the Sheriff's Department. The \$25,000 being requested is for a contracted staff person to work 18 hours per week and the money would be used for their salary. He estimated that the program could handle about 70 people over the course of the year. Judge Deets said that the Public Safety Committee recommended it 5-0 to the Finance Committee. Discussion followed. Supervisor Dufek made a motion to support the resolution, seconded by Supervisor Metzger. Supervisor Brey said he goes back and forth on this issue and he thought it was admirable that people in the community and the judges want to stop drunk driving. He said that his main concern was that the money may not be there in next year's budget. Supervisor Hoffmann said that it was a good program for one year of funding. After one year would, Supervisor Hoffman said that he would like the committee to review the progress it has made for the money spent on it. There was a discussion on whether or not the bracelet can monitor controlled substances – Judge Deets said that the bracelet only monitors for alcohol consumption and that driving under the influence of alcohol was a substantially bigger problem than driving under the influence of controlled substances. Discussion followed. Upon vote, the motion passed 5-0.

Preparing for the close of year end 2010, update: Comptroller Reckelberg said that within the next week, he would remind departments about year-end bookkeeping that needed to be completed. He noted that it was hard to depend on outside sources of revenue, such as the State of Wisconsin, because he never knows if they're going to follow through on their promises for funding. He cited a case involving reimbursements with the Child Support Department. The county was notified in mid-2010 that the state was changing the reimbursement structure which would have negatively impacted the county, and then later on in the year the State decided not to modify the structure. Discussion followed.

Adjournment: Chairperson Hoffmann made a motion to adjourn, seconded by Supervisor Brey. On a unanimous vote, the Finance Committee adjourned at 5:21 p.m.

Respectfully submitted,


Jamie J. Aulik, Manitowoc County Clerk



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: **Monday February 14, 2011**

TIME: **4:00 PM**

PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of January 10th Finance Committee Minutes. Approve vouchers for the month of January in the amount of \$3,199,001.68.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
4. Jamie Aulik, County Clerk:
 - ✓ Dog License Claim – Port Cities Animal Hospital \$293.30.
 - ✓ 2010 Year-End-Report – County Clerk
5. From Public Safety:
 - ✓ Sheriff's Department Budget – Shift \$14,940 in budgeted funds from SCAAP Outlay account to various personnel related line items for additional jail nursing hours.
6. Jeff Beyer, Public Works Director:
 - ✓ Tax Deeded Property – Sale of property 033-001-016-051.00 Village of Kellnersville and property 018-132-012-004-00 & 018-132-005-00 Town of Two Rivers; also property 052-000-287-190.00 City of Manitowoc.
7. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Resolution Denying Claim by Lauren Goss.
 - ✓ Resolution Denying Claim by Gary Kennedy.
 - ✓ Resolution Amending Human Services Department Special Revenue Fund 2010 Budget.
8. Communications and other information contained within your finance packet:
 - ✓ Copy of January 2011 Manitowoc County Juvenile Detention Center Population Report and Adult Jail Population Report.

Date February 9, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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

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

FINANCE COMMITTEE
Administration Building, 1110 S. 9th St., City of Manitowoc, WI
February 14, 2011

Attendance: Vice-Chairperson Jim Brey, Supervisor Greg Dufek, Supervisor Rita Metzger, Supervisor Chuck Hoffman.

Chairperson Mary Muench was excused.

Also Present: County Executive Bob Ziegelbauer, Public Works Director Jeff Beyer, Information Systems Director Bob Blashe, Comptroller Todd Reckelberg, Treasurer Cheryl Duchow, Sheriff Rob Hermann, County Clerk Jamie Aulik, Dorothy Mosuch, and Charlotte Wanek.

Call to Order: The meeting was called to order at 4:00 p.m.

Public Input: Chairperson Brey opened public input 4:00 p.m.

Charlotte Wanek of the Town of Two Rivers and an abutting property owner questioned the sale of the property in the Town of Two Rivers because the buyer was talking about building a pond next to her. She said that she had animals on her property and she didn't want heavy equipment going over her driveway because the land was tiled and she had pipes running under her driveway. Also, she said that she didn't want there to be a flood if the tile breaks.

Supervisor Hoffman informed Ms. Wanek that the county has no say on how land is used. It is dependent on whether or not the land is zoned properly in accordance with the town's zoning plan and if there are proper building permits.

Dorothy Mousch of the Town of Two Rivers and an abutting property owner said that she was surrounded by swamps and concerned about the possible digging on the property.

Supervisor Hoffman said that the county should look into notifying adjoining land owners when they are selling tax foreclosed properties. The other supervisors present agreed.

No one else present wished to speak, therefore Chairperson Brey closed public input at 4:08 p.m.

Minutes: On a motion by Supervisor Hoffman, seconded by Supervisor Metzger the minutes of the January 10, 2011 Finance Committee meeting were approved unanimously.

Vouchers for the month of December 2010 in the amount of \$3,199,001.68:

Supervisor Metzger had a question about the wages paid to Engstrom and asked which departments use Engstrom employees. Personnel Director Sharon Cornils said that she would compile a list and send it to Supervisor Metzger.

Supervisor Hoffman made a motion to approve the vouchers for the month of January 2011, seconded by Supervisor Dufek. Discussion followed. Upon vote, the motion to approve the vouchers passed unanimously.

Tax Deeded Property – Sale of Property located in the Village of Kellnersville and the Town of Two Rivers: Public Works Director Beyer said that two parcels received bids, one in the Village of Kellnersville and one in the Town of Two Rivers. Supervisor Dufek asked if the parcel in the Town of Two Rivers was the same parcel that the two ladies giving public input opposed. Public Works Director Beyer said yes. He also noted that the new owner will only be able to drive over an abutting neighbor's land with their permission. Also, there are minimum setbacks and regulations for ponds. Supervisor Hoffmann reiterated that there should be a notice of sale given to abutting property owners.

Supervisor Hoffman made a motion to approve the sale of the property for \$225.00 in the Village of Kellnersville, seconded by Supervisor Metzger. Upon vote, the motion passed 4-0.

Supervisor Hoffman made a motion to approve the sale of the property in the Town of Two Rivers for \$7,500.00 seconded by Chairperson Brey. Upon vote, the motion failed 2-2. Public Works Director Beyer said that he needed a reason for the denial. Supervisor Metzger said that she would like to know more about what it was going to be used for and if it is an appropriate use for the land. Supervisor Hoffmann said that zoning carries classifications of what land can be used for. Discussion followed.

Supervisor Dufek made a motion to reconsider the sale of the property in the Town of Two Rivers, seconded by Chairperson Brey. Upon vote, the motion carried unanimously.

Supervisor Hoffmann made a motion to approve the sale of the property in the Town of Two Rivers, seconded by Supervisor Brey. Upon vote, the motion carried unanimously.

Sheriff's Department Budget - shift \$14,940 in budgeted funds from SCAAP Outlay account to various personnel related line items for additional jail nursing hours: – Comptroller Reckelberg explained that they are seeking to shift \$14,940 from the SCAAP Outlay, which is a grant, to various personnel related expenses for additional jail nursing hours. The shift was in line with the terms of the grant. Discussion followed. Supervisor Dufek made a motion to approve the shift, seconded by Supervisor Hoffman. The motion was approved 4-0.

Update on the Information Systems Department: Director Bob Blashe said that everything in his department was good at moment. They are generally deploying Windows 7 and are in the initial testing with Microsoft Office 2010. Positive pay is now fully implemented and there is one transmission to Associated Bank on non-payroll weeks and three transmissions on payroll weeks. The amount of transmissions per week could increase if there would be any emergency checks.

Dog License Claim – Port Cities Animal Hospital: County Clerk Aulik explained that a cat with no proof of rabies vaccination bit an individual in the City of Manitowoc. A police report was filed and the cat was brought to Port Cities Animal hospital for testing and quarantine. The owner of the cat abandoned

the animal at Port Cities Animal Hospital and after 10 days, they turned the animal over to Lakeshore Humane Society and sent Manitowoc County a bill. Procedurally, the county pays usually the bill and pursues payment from the owner through the legal system. County Clerk Aulik was seeking committee approval. Supervisor Hoffman made a motion to approve paying the claim and pursue the owner for payment, seconded by Supervisor Metzger. Upon vote, the motion passed unanimously.

2010 Year-End Report – County Clerk: County Clerk Aulik had two handouts, and gave a year-end report on the County Clerk’s office 2010. He noted that the new service for ATV, Boat, and Snowmobile registrations is starting to pick up and they have received very positive feedback from people who have used the service. He also noted areas where costs were cut, such as the print contract and sample ballot printing.

Resolution Denying Claim by Lauren Goss: Comptroller Reckelberg explained that there was damage to a vehicle where the owner claimed that the county was at fault. The county employee didn’t recall the accident. After reviewing the facts, the county’s insurance company recommended denial of the claim. On a motion by Supervisor Metzger, seconded by Supervisor Hoffman, the committee unanimously voted to pass the resolution to deny the claim.

Resolution Denying Claim by Gary Kennedy: Comptroller Reckelberg said that there was a raid by the Metro Drug unit at a place suspected to be a drug house. The owner of the home filed a claim which sought to recoup the damages from the raid. Comptroller Reckelberg said that it was a legally executed raid, and after reviewing the facts the insurance company recommended denial. Supervisor Metzger made a motion, seconded by Supervisor Hoffman, and the committee unanimously voted to pass the resolution to deny the claim.

Resolution Amending Human Services Department Special Revenue Fund 2010 Budget: Comptroller Reckelberg explained that this is a housecleaning resolution based on grants and aids to the Human Services Department. Chairperson Brey asked if there was any money in the resolution being transferred from the undesignated fund or from any other fund into the Human Services Fund. Comptroller Reckelberg said no, this is just cleaning up the Human Services budget using money within the Human Services budget. Supervisor Hoffmann made a motion to approve the resolution, seconded by Supervisor Dufek. The motion passed unanimously.

Adjournment: Supervisor Hoffman made a motion to adjourn, seconded by Supervisor Metzger. On a unanimous vote, the Finance Committee adjourned at 4:40 p.m.

Respectfully submitted,


Jamie J. Aulik
Manitowoc County Clerk



MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE

DATE: Monday March 14, 2011
TIME: 4:30 PM
PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of February 14th Finance Committee Minutes. Approve vouchers for the month of February in the amount of \$6,959,985.83.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Jeff Beyer, Public Works Director:
 - ✓ Manitowoc County Tax Deeded Property – Advertising for sale Tax Foreclosed Property.
4. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
 - ✓ Resolution Authorizing Out-of-State Travel (Liz Johnson)
 - ✓ Request to add a second protective service area support position.
5. Jamie Aulik, County Clerk:
 - ✓ Responsibility for pursuing dog license claims where the responsible party is known. Discussion and action.
 - ✓ WI Department of Employee Trust Funds payment (reimbursement) of mileage and per diem as a member of the Wisconsin Retirement Board (County Clerk Jamie Aulik). Reporting per the new revised ethics code section 30.21(2).
6. Mark Rohrer, District Attorney:
 - ✓ Update 2011 District Attorney Budget.
7. Cheryl Duchow, Treasurer:
 - ✓ Review of Bank Charges – Associated Bank.
8. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Discussion and possible action regarding the notification of adjacent property owners when the county goes to sell tax deeded property. (Reference County Code Chapter 4 – sections 4.11, 4.12, and 4.125)
9. Communications and other information contained within your finance packet:
 - ✓ Copy of February 2011 Manitowoc County Juvenile Detention Center Population Report and Adult Jail Population Report.
 - ✓ Email from Jeff Beyer to Tim Ryan, etal. regarding Finance Committee's concern on the sale of two tax deeded properties at their last meeting.
 - ✓ Communication from Steve Rollins, Corporation Counsel, to William Mueller regarding his final payment under the Agreement to Pay Delinquent Taxes.
 - ✓ Copy of from Steve Rollins, Corporation Counsel, to Lauren Goss, regarding disallowance of claim.
 - ✓ Copy of from Steve Rollins, Corporation Counsel, to Gary Kennedy, regarding disallowance of claim.

Date March 9, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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Finance Committee
Administration Building, 1110 S. 9th St., City of Manitowoc, WI
March 14, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Rita Metzger, and Supervisor Chuck Hoffman.

Also Present: Treasurer Cheryl Duchow, Comptroller Todd Reckelberg, Corporation Counsel Steven Rollins, Information Systems Director Bob Blashe, County Executive Bob Ziegelbauer, Public Works Director Jeff Beyer, District Attorney Mark Rohrer, Assistant District Attorney Bob Dewane, and County Clerk Jamie Aulik.

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

Public Input: Chairperson Muench opened public input 4:30 p.m. No one present wished to speak, therefore Chairperson Muench closed public input at 4:30 p.m.

Minutes: On a motion by Supervisor Brey, seconded by Supervisor Metzger the minutes of the February 14, 2011 Finance Committee meeting were approved unanimously.

Update on the Information Systems Department: Information Systems Director Bob Blashe said that they are continuing to move servers on to a virtual server environment. In the near future, Kronos will be tested on the virtual server. He also noted that the desktop support person is back, the department loaded Windows XP in Two Rivers squad cars, and the GIS Coordinator Cathy Delain is continuing to make address upgrades so that as many buildings as possible are identified for 911 services.

Resolution Authorizing Out-of-State Travel (Liz Johnson): Director Blashe said that he was asking permission for Ms. Johnson to travel to an annual conference for the AEGIS community in San Antonio, Texas. On a motion by Supervisor Hoffman, seconded by Supervisor Brey, the resolution passed unanimously.

Request to add a second protective service area support position: Director Blashe said that the county has overcommitted Information Systems support to public safety services, and he was respectfully asking the committee to consider adding a second person to support the increased volume of work and coverage needs to support law enforcement. He noted an instance where the individual who presently supports law enforcement was on vacation, and she had to respond to work calls from Florida. Supervisor Muench asked if there was any way to charge fees for Information Systems supporting other units of government. Director Blashe said that the current position is primarily funded by county, but if staff does work for other agencies, they bill them on hourly basis. County Executive Ziegelbauer said that Director Blashe has demonstrated the need and he is supportive of the request. Director Blashe also noted that it would be a union position. Supervisor Brey said that when the original position was created 6 or 7 years ago, at the time there was a concern about whether the always on-call nature of the position would take its toll. He asked where the money would come from. Comptroller Reckelberg said that there is some money in the IS internal fund, and

that the full cost is a little bit lower than stated in the handout that Supervisors received. Director Blashe said that he was merely following the protocol for asking for an addition position by starting with his oversight committee. If approved by the Finance Committee, the request also has to go before the Personnel Committee and the full County Board. Discussion followed.

Supervisor Dufek made a motion to create the position, seconded by Supervisor Brey. Upon vote, the motion passed 4-1 with Supervisor Hoffman voting no and all other supervisors voting aye.

Vouchers for the month of February 2011 in the amount of \$6,959,985.83: Supervisor Dufek asked about bonding for capital projects bonded and how libraries are funded. Supervisor Brey made a motion to approve the vouchers, seconded by Supervisor Hoffman. Upon vote, the motion passed unanimously.

Manitowoc County Tax Deeded Property – Advertising for sale Tax Foreclosed Property: Public Works Director Beyer said that a tax-foreclosed building on Chicago St. in the City of Manitowoc was falling apart and it had to be demolished. Because of the demolition, the property's appraisal has changed; therefore he was asking the committee to re-advertise the property at the new price. There was a discussion on a parking easement with an adjoining property. Supervisor Brey made a motion to approve the advertising of the foreclosed property, seconded by Chairperson Muench. Upon vote, the motion carried unanimously.

Notification of adjacent property owners when the county goes to sell a tax-deeded property: Comptroller Reckelberg explained that at the last committee meeting, Supervisor Hoffman and other committee members thought that it would be a good idea to notify adjacent property owners when a parcel of tax-deeded property is put up for sale. Many times, people close to the property may have interest in buying it. Discussion followed. The committee asked Corporation Counsel Rollins to bring back a policy change to that effect.

Responsibility for pursuing dog license claims where the responsible party is known: County Clerk Aulik said that by statute, when an animal bites someone and the owner is known, and the rabies vaccination is in question, the owner is responsible for paying the fees incurred related to the incident. In cases where the owner is known but fails to pay the veterinary clinic, the county has traditionally paid the fees for quarantine, vaccination, and testing on behalf of the owner out of the dog license fund and pursued the owner through the court system for reimbursement. Now that the county doesn't have a designated pound, municipal governments as opposed to Lakeshore Humane Society will receive the residual funds in the dog fund at the end of the license year. County Clerk Aulik and Corporation Counsel Rollins were asking for guidance on whether or not the county should still pursue claims or whether other entities should pursue claims in these types of actions. Supervisor Brey said that the responsibility should be with the municipalities under the new dog fund system. Supervisor Hoffman agreed, and reaffirmed that deductions will be taken off according to where the animal was seized. Clerk Aulik confirmed that was true. The committee requested that Corporation Counsel Rollins bring back a policy change to reflect the new procedure for pursuing claims where the owner is known.

WI Department of Employee Trust Funds payment (reimbursement) of mileage and per diem as a member of the Wisconsin Retirement Board (County Clerk Jamie Aulik). Reporting per the new revised ethics code section 30.21 (2): County Clerk Aulik said that by virtue of his position as County Clerk, he was appointed to the Wisconsin Retirement Board to fill a position designated for a County Clerk or Deputy County Clerk. He said that the meetings occur quarterly, and he receives \$25 per diem and mileage reimbursement. He said he was reporting this to his oversight committee in order to comply with the newly revised ethics code.

Update on 2011 District Attorney Budget: District Attorney Mark Rohrer spoke on the presently vacant victim witness position in his office and was respectfully requesting that the position continue. He presented comparable counties and their staffing levels. He said that he wasn't sure on where the County Executive stood on his request for the position, but it was budgeted for the year and he modified the job description so that position can be more flexible. Supervisor Dufek made a motion that the position filled and continued, seconded by Supervisor Metzger. Supervisor Hoffman wanted to make sure that there was money available because that position must absolutely be paid for. District Attorney Rohrer also noted that part of the cost of the position was reimbursed by the state. Discussion followed. Upon vote, the motion passed 4-1 with Supervisor Hoffman voting no, all other Supervisors voting aye.

Treasurer Cheryl Duchow said that she will give her report on charges from Associated Bank next month.

Supervisor Dufek said that he liked the report on the census from the Juvenile Detention Center, but he also respectfully requested that Deputy Hastreiter update the committee.

Adjournment: Supervisor Brey made a motion to adjourn, seconded by Supervisor Hoffman. On a unanimous vote, the Finance Committee adjourned at 5:37 p.m.

Respectfully submitted,


Jamie J. Aulik
Manitowoc County Clerk



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: **Monday April 11, 2011**

TIME: **4:30 PM**

PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of March 14th Finance Committee Minutes. Approve vouchers for the month of March in the amount of \$3,607,304.79.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Jeff Beyer, Public Works Director:
 - ✓ Manitowoc County Tax Deeded Property – Review Bids received and take action if appropriate.
4. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
5. Bob Ziegelbauer, County Executive:
 - ✓ Update on State Legislation including the affects on the County budget, current and future.
6. Cheryl Duchow, Treasurer:
 - ✓ Review of Bank Charges – Associated Bank (Denee Mott, Anne Dennison, & Bernard Shaw Associated Bank representatives to review report – see attached).
7. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Resolution Authorizing Designation, Carry-Over, Transfer, and Reappropriation of Specified Funds from 2010 to 2011.
 - ✓ 2010 Year End Update. Attached Update – 2010 Year End Estimated Results (General & Special Revenue Funds Report)
8. Communications and other information contained within your finance packet:
 - ✓ Lieutenant Jeff Hastreiter will be present to discuss and answer committee members questions regarding the Manitowoc County Juvenile Detention Center and Adult Jail – Copy of March 2011 Juvenile Detention Center and Adult Jail Population Report attached.

Date April 5, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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Finance Committee
Administration Building, 1110 S. 9th St., City of Manitowoc, WI
April 11, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, and Supervisor Rita Metzger (4:34 p.m.).

Also Present: Supervisor Randy Vogel, County Executive Bob Ziegelbauer, Sheriff Rob Hermann, Treasurer Cheryl Duchow, Comptroller Todd Reckelberg, Information Systems Director Bob Blashe, Register in Probate Patricia Koppa, Public Works Director Jeff Beyer, Deputy Jeff Hastreiter, Denee Mott, Anne Denissen, Bernard Shaw, and County Clerk Jamie Aulik.

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

Public Input: Chairperson Muench opened public input 4:32 p.m. No one present wished to speak, therefore Chairperson Muench closed public input at 4:32 p.m.

Supervisor Brey said that he would have to leave early in order to go to a City Council meeting.

Minutes: On a motion by Supervisor Brey, seconded by Supervisor Hoffman the minutes of the March 14, 2011 Finance Committee meeting were approved unanimously.

Vouchers from the Month of March 2011 in the amount of \$3,607,304.79: Supervisor Hoffman said that he had a question and sent Comptroller Reckelberg an email and received an answer. Supervisor Dufek also said that he questions and called the Human Services Department and Sheriff's Department and received answers. Discussion followed. Supervisor Hoffman made a motion to approve the vouchers for March 2011, seconded by Supervisor Brey. Upon vote, the motion was approved unanimously.

Review of Bank Charges: Denee Mott of Associated Bank gave a presentation to the committee. She said that their objective is to be a partner with the county, and make it as easy and secure as possible to use Associated Bank's products. She also said that they work to ensure that excess funds are invested at the highest rate of return possible noted that they also assist with reconciling transactions.

Anne Denissen of Associated Bank said that market driven rates or return on investments have changed over time. But because of the amount of money that Manitowoc County keeps at Associated Bank, they give us an "exception" rate which is the best rate that they can give. She gave an example that for February 2011, all of the bank fees were more than offset by the interest earned on money that Manitowoc County had deposited at Associated Bank. In the end, Manitowoc County was paid \$2,400 for the month of February.

Comptroller Reckelberg noted that within their fee structure, was a variable fee charged for the volume of transactions with the bank. Ms. Denissen agreed, but also noted that their fees haven't changed for eight years. Discussion followed.

Bernard Shaw, Director of Public Funds for Associated Bank said that in his career as a banker, Associated Bank was one of the most well run and well capitalized banks he's been employed at. Also, they said that they have a new CEO who is making a lot of positive changes at Associated Bank.

Manitowoc County Tax Deeded Property, 916 Chicago St., City of Manitowoc: Director Beyer said the bid amount from an adjacent property owner was below what the county's incurred costs were, but the property has an existing easement and it was in worse shape than expected when the county took it over. The best thing for the property is to get back on the tax roll. Supervisor Metzger said that she lived in the district and supported accepting the bid. She said that Gilly's, the only bidder, needed the area for parking and it would be good for that area. Director Beyer noted that the easement on the property would deter a lot of people from bidding on the property. But an adjacent property owner would be the best candidate to take over the property. Supervisor Dufek asked if the price is the best the county can hope to get. Director Beyer said that with the economy the way that it is, \$5,000 was probably the best the county was going to fetch. He also noted that because the potentially accepted amount is lower than the total costs to the county, they would have to write a letter stating why they accepted a lower bid than incurred costs and keep it on file.

Supervisor Jim Brey left at 4:46 p.m.

Supervisor Metzger made a motion to accept the \$5,000 bid from Gilly's, because it was best for the purchaser and the neighborhood, and that because of the existing easement - it would be most beneficial to an adjacent property owner, and selling it would get the lot back on the tax roll, seconded by Chairperson Muench. Upon vote, the motion passed 4-0.

Update on the Information Systems Department: Information Systems Director Bob Blashe said that he had a couple of issues crop up this month. He gave an update on items on his monthly report. He also noted that the current AEGIS administrator notified him that they are leaving on the 29th of April for a new job. Lastly, GIS has finalized the new county map for public distribution.

Update on State Legislation including their effects on the county budget, present and future: County Executive Ziegelbauer said that one reason the IS Department brought up the AEGIS position last month is because they had indications that the current AEGIS administrator may be leaving and they wanted to get ahead of the game. County Executive Ziegelbauer also said that the County is managing through uncertainty while the Budget Repair Bill is in limbo. In the meantime, they are managing as best as they can and conserving resources in order to prepare for the law that will be in effect in near future. He noted that the Personnel Committee has been meeting two times a month in anticipation of the law going into effect, and noted various changes that are being proposed to that committee. He also said that the county made an offer to the AFSCME unions in order to try and not layoff jobs at the Highway Department. His long term plan for HSA contributions is in 2011, employees using the county health insurance will contribute 50% towards funding the HSA, and then 100% next year. He also indicated that he wished to recapture the 2nd installment paid on behalf of the union employees operating under an expired contract. Again, he noted that they are juggling uncertainty with the implementation of the law, bargaining, and that is coupled with state budget process. In the end, according to their estimates the overall savings on

employee costs will exceed the cuts to revenue from state, meaning that in the end, Manitowoc County should be in sound fiscal shape. Because of that, the county should also be in a sound and stable employment position. Chairperson Muench asked if all four AFSCME unions have to agree to the concessions in order to save the highway jobs. County Executive Ziegelbauer said yes. Supervisor Dufek noted his concern about the Budget Repair Bill possibly not going into effect and wondered what happens then. County Executive Ziegelbauer said that the good news is that Manitowoc County has gone through the toughest part of the process and we are in relatively stable shape because of all of that.

Discussion on Manitowoc County Juvenile Detention Center and Adult Jail: Sheriff Rob Hermann and Lieutenant Jeff Hastreiter answered Supervisor Greg Dufek's questions regarding the Juvenile Detention Center and Adult Jail. Noted was that the Juvenile Detention population was down, and that overall, adult populations appear stable and not as high as in past years. Supervisor Dufek was concerned that the county be prepared prior to the final minutes of budget deliberations if big cuts are going to be needed to balance the next budget.

Resolution Authorizing Carry Over, Transfer, and Reappropriation of Specified Funds from 2010 to 2011: Motion by Supervisor Hoffman, seconded by Supervisor Metzger to approve the Resolution Authorizing Designation, Carry-Over, Transfer, and Reappropriation of Specified Funds from 2010 to 2011. Upon vote, the motion carried unanimously.

2010 Year End Financial Update: Comptroller Reckelberg and Executive Ziegelbauer updated the committee on year end 2010 unaudited numbers and answered supervisors' questions.

Adjournment: Motion by Supervisor Hoffman, seconded by Supervisor Dufek to adjourn the meeting at 5:44 p.m. Upon vote, the motion carried unanimously.

Respectfully submitted,

Jamie J. Aulik
County Clerk
and
Todd Reckelberg
Comptroller



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Monday May 9, 2011
TIME: 4:30 PM
PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of April 11th Finance Committee Minutes. Approve vouchers for the month of April in the amount of \$3,480,399.80.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Jeff Beyer, Public Works Director:
✓ Manitowoc County Tax Deeded Property – Request to advertise for bids on tax deeded property.
4. Bob Blashe, Information Systems Director:
✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
5. Jamie Aulik, County Clerk:
✓ Resolution Authorizing Participation in United Way Campaign.
6. Todd Reckelberg, Comptroller/Auditor:
✓ Update on Year End 2010, progress report.
7. Communications and other information contained within your finance packet:
✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of April 2011.

Date May 4, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
Administration Building, 1110 S. 9th St., City of Manitowoc, WI
May 9, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, and Supervisor Rita Metzger.

Also Present: Treasurer Cheryl Duchow, Information Systems Director Bob Blashe, County Executive Bob Ziegelbauer, Public Works Director Jeff Beyer, Register In Probate Patricia Koppa, Comptroller Todd Reckelberg, and County Clerk Jamie Aulik.

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

Public Input: Chairperson Muench opened public input at 4:32 p.m. No one present wished to speak, therefore Chairperson Muench closed public input at 4:32 p.m.

Minutes: On a motion by Supervisor Brey, seconded by Supervisor Hoffman the minutes of the April 11, 2011 Finance Committee meeting were approved unanimously.

Vouchers from the Month of April 2011 in the amount of \$3,480,399.80: Supervisor Brey made a motion to approve the vouchers for April 2011, seconded by Supervisor Metzger. Upon vote, the motion was approved unanimously.

Request to advertise for bids on tax deeded property: Public Works Director Beyer said that even though it isn't official policy, he will be notifying the adjacent property owners of the tax-deeded property that he is requesting to have advertised. Discussion followed. Supervisor Brey made a motion to authorize the advertising, seconded by Supervisor Dufek. Upon vote, the motion passed unanimously.

Update on the Information Systems Department: Information Systems Director Bob Blashe said they were going through a skill analysis of the current pool of applicants for the AEGIS administrator positions. He also received notification that the staff member responsible for the CMHC program was resigning. Discussion followed. He also noted that there was a memory upgrade to a server.

Resolution authorizing participation in United Way Campaign: County Clerk Aulik said that this resolution allows Manitowoc County employees to participate in the United Way Campaign, and it allows him to go to workshops and trainings that the United Way conducts during the work day. On a motion by Supervisor Hoffman, seconded by Supervisor Metzger the resolution was approved unanimously.

Update on Year End 2010 Progress Report: Comptroller Reckelberg gave a brief update on the year end finances.

Adjournment: Motion by Supervisor Brey, seconded by Supervisor Hoffman to adjourn the meeting at 4:41 p.m. Upon vote, the motion carried unanimously.

Respectfully submitted,



Jamie J. Aulik
Manitowoc County Clerk



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Monday June 13, 2011
TIME: 4:30 PM
PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of May 9th Finance Committee Minutes. Approve vouchers for the month of May in the amount of \$3,016,811.38.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Jeff Beyer, Public Works Director:
 - ✓ Manitowoc County Tax Deeded Property – Review bids on tax deeded property and take action. Handout will not be available until time of the meeting.
 - ✓ Discuss and Review School Street property in City of Two Rivers proposal by Rick Carey (Chard Development LLC) and take action if necessary.
4. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
 - ✓ Resolution Authorizing Out-of-State Travel (Luke Calista and Matthew Fricke)
5. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Update on Year End 2010, progress report.
6. Communications and other information contained within your finance packet:
 - ✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of May 2011.

Date June 8, 2011

Mary Muench, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee Meeting

Administration Building, 1110 S. 9th St., Manitowoc, WI

June 13, 2011

Attendance: Chairperson Mary Muench, Supervisor Greg Dufek, Supervisor Charles Hoffman, Supervisor Rita Metzger, and Supervisor Jim Brey.

Also present: Comptroller Todd Reckelberg, Payroll Supervisor Terri LaViolette, Information Systems Director Bob Blashe, Public Works Director Jeff Beyer, and Treasurer Cheryl Duchow.

Chairperson Mary Muench called the meeting to order at 4:30 p.m.

1. There was no public input.
2. A motion was made by Supervisor Hoffman and seconded by Supervisor Metzger to approve the minutes of the May 9th Finance Committee. Motion passed unanimously.

After discussion on specific vouchers, a motion was made by Supervisor Brey and seconded by Supervisor Metzger to approve vouchers for the month of May in the amount of \$3,016,811.38. Motion carried unanimously.

3. Jeff Beyer, Public Works Director presented a handout to the committee containing the bids on tax deeded property. After discussion the Committee recommended that based on current market conditions and the desire to get this property back on the tax levy that the sale of 1623 Mirro Drive should proceed. A motion was made by Supervisor Hoffman and seconded by Supervisor Brey to approve the sale. Motion passed unanimously.

The Committee discussed and reviewed the proposal on the School Street property in the City of Two Rivers by Rick Carey. A motion was made by Supervisor Brey and seconded by Supervisor Hoffman to approve the proposal and forward it to the County Board with Joint Public Works Committee approval. The Motion was approved unanimously. Also as part of the proposal the County is asked to work with the purchaser/leaser to pick up the adjacent tax delinquent properties and coordinate any Brownsfield actions with the purchaser.

Jeff Beyer requested that the Committee allow him to do a Class One Notice advertising the sale and requesting bids on the properties listed in the handout. The results will be presented to the Finance Committee in July. A motion was made by Supervisor Muench and seconded by Supervisor Hoffman to advertise the properties. Motion passed unanimously.

4. Bob Blashe, Information Systems Director presented his monthly report to the Committee explaining ongoing projects in the IS Department.

The Committee discussed the Resolution Authorizing Out-of State Travel for Luke Calista and Matthew Fricke. Motion was made by Supervisor Muench and seconded by Supervisor Dufek to approve the Resolution and place it on the next County Board Agenda. The Committee approved the motion unanimously.

5. Todd Reckelberg, Comptroller/Auditor updated the Committee on the Year End 2010 progress report. He stated that the 2010 Comprehensive Annual Financial Report will be ready the end of this month, and that Michael Konecny CPA with Schenck Solutions will be meeting with the Finance Committee and County Board in July. It was thought that the Finance Committee would have a meeting prior to the County Board meeting in July to save him a trip. It was also thought that if there was not much material for the normal July Finance Committee meeting, that it could wait until the meeting prior to County Board. The Comptroller will work with the Finance Committee Chair whether to hold a normal July meeting of the Finance Committee the second Monday of the month or put those items on the Committee's meeting prior to County Board.

Motion made Supervisor Brey and seconded by Supervisor Dufek to adjourn the meeting at 5:01 p.m.
Motion carried unanimously.

Respectfully Submitted,



Terri LaViolette
Payroll Supervisor -Temporary recording secretary.



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Tuesday July 19, 2011

TIME: Immediately Following the 6:15 PM Joint Public Works/Finance Committee Meeting

PLACE: University of Wisconsin Manitowoc
705 Viebahn Street, Manitowoc, WI 54220
Location – Cafeteria

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of June 13th Finance Committee Minutes. Approve vouchers for the month of June in the amount of \$2,209,214.06.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
4. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Resolution Authorizing Two Signatures for any Business Conducted with Public Depositories.
 - ✓ Annual Report from External Auditors (Schenck Solutions) Michael Konency CPA, for the year ended December 31, 2010.
5. Communications and other information contained within your finance packet:
 - ✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of June 2011.

Date July 13, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
UW-Manitowoc, 705 Viebahn St., City of Manitowoc, WI
July 19, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, and Supervisor Rita Metzger.

Also Present: Chairperson Paul Tittl, Supervisor Melvin Waack, Comptroller Todd Reckelberg, Mike Konecny of Schenck Solutions, Public Works Director Jeff Beyer, Assistant Public Works Director Gerry Neuser, Charlie Mathews, Corporation Counsel Steven Rollins, Treasurer Cheryl Duchow, and County Clerk Jamie Aulik.

Call to Order: The meeting was called to order by Chairperson Muench at 6:20 p.m.

Public Input: Chairperson Muench opened public input at 6:20 p.m. No one present wished to speak, therefore Chairperson Muench closed public input at 6:20 p.m.

Approve Minutes of June 13th, 2011 Finance Committee Minutes: On a motion by Supervisor Brey, seconded by Supervisor Hoffman, the minutes of the June 13th, 2011 Finance Committee were approved unanimously.

Approve vouchers for the month of June in the amount of \$2,209,214.06: Supervisor Dufek had a question on a payment made to a funeral home. Comptroller Reckelberg said that it was likely payment for a funeral for an indigent person, which the county is liable to pay for. On a motion by Supervisor Metzger, seconded by Supervisor Brey, the motion to pay the vouchers for the month of June passed unanimously.

Resolution Authorizing Two Signatures for any Business Conducted with Public Depositories: Comptroller Reckelberg explained that most financial institutions are fine with the Clerk and Treasurer's signature on county checks, but one financial institution said that they didn't have a resolution on file that was passed by the County Board saying that a third signature – the County Board Chairperson's signature didn't have to be on the check. Discussion followed. Supervisor Hoffman made a motion to approve the resolution authorizing two signatures, seconded by Supervisor Metzger. Upon vote, the motion passed unanimously.

Annual Report from External Auditors (Schenck Solutions) Michael Konecny CPA, for the year ended December 31, 2010: Mike Konecny, a CPA from Schenck Solutions presented a report on Manitowoc County accounting practices and finances. He said that Manitowoc County had no material weaknesses in its accounting practices, and they encountered no difficulties from staff and no missing numbers while conducting their audit. He said that Manitowoc County was one of only a few places where the uncollected property taxes remained the same – many other counties had substantial increases in uncollected property taxes. The general fund had about \$3.8 million, which was a gain of \$300,000 over last year. Highway revenues were down due to not doing work for local governments, but expenses were also down due to layoffs. He noted that with the transition to Family Care, the Human Services budget was tough to estimate for 2010, but they do expect a payment later this year which may help to offset a deficit in the 2010 HSD budget. He mentioned that the Comptroller's office may want to get more involved in the letting of HSD contracts, and continue to monitor the Highway Department's finances.

Supervisor Hoffman made a motion to accept the audit, seconded by Supervisor Brey. Upon vote, the motion passed unanimously.

Adjournment: Motion by Supervisor Brey, seconded by Supervisor Metzger to adjourn the meeting at 6:59 p.m. Upon vote, the motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, reading "Jamie J. Aulik". The signature is written in a cursive style with a large, looping initial "J" and "A".

Jamie J. Aulik
Manitowoc County Clerk



**MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE
(Joint Meeting)**

DATE: July 19, 2011
TIME: 6:15 p.m.
PLACE: U. W. Manitowoc - Cafeteria

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

JOINT MEETING

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review and Action on Agreement for sale of 2022 School Street Property
4. Review and Action on Resolution for sale of 2022 School Street Property
5. Adjourn Meeting

Date: July 11, 2011

Kevin Behnke, PUBLIC WORKS COMMITTEE CHAIRPERSON
Mary Muench, FINANCE COMMITTEE CHAIRPERSON
By: Jeffery Beyer, Public Works Director

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

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

Joint Finance/Public Works Committee
UW-Manitowoc, 705 Viebahn St., City of Manitowoc, WI
July 19, 2011

Attendance: Chairperson Mary Muench, Chairperson Kevin Behnke, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, Supervisor Rita Metzger, Supervisor Hansen, Supervisor Korinek, Supervisor Weiss, and Supervisor Vogt.

Also Present: Chairperson Paul Tittl, Supervisor Melvin Waack, Supervisor Chuck Hoffman, Comptroller Todd Reckelberg, Charlie Mathews, Mike Konecny, Public Works Director Jeff Beyer, Assistant Public Works Director Gerry Neuser, Corporation Counsel Steven Rollins, Treasurer Cheryl Duchow, and County Clerk Jamie Aulik.

Call to Order: The meeting was called to order by Chairperson Behnke at 6:15 p.m.

Public Input: Chairperson Behnke opened public input 6:15 p.m. No one present wished to speak, therefore Chairperson Behnke closed public input at 6:15 p.m.

Review and Action on the Resolution Authorizing Lease with Option to Purchase 2022 School St., Two Rivers (Chard Development, LLC.): Director Beyer explained the lease agreement and said that there were two minor details that were being ironed out. Corporation Counsel Rollins said that when the county sells tax deeded property, the purchaser receives a quit claim deed not a warranty deed as was requested by the potential purchaser. The other detail dealt with the possibility of contamination on the property. There was an understanding that the price of the property would be reduced if contamination was found on the premises.

Supervisor Hansen made a motion to approve the Lease with option to purchase contingent on Corporation Counsel Rollins' two amendments being incorporated into the final agreement, and forward the resolution to the County Board for approval, seconded by Supervisor Brey. Upon vote, the motion passed unanimously.

Adjournment: Motion by Chairperson Muench, seconded by Supervisor Hansen to adjourn the meeting at 6:19 p.m. Upon vote, the motion carried unanimously.

Respectfully submitted,



Jamie J. Aulik
Manitowoc County Clerk



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Monday August 8, 2011

TIME: 4:30 PM

**PLACE: Administration Building
1110 S. 9th Street
Manitowoc, WI 54220**

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of July 19th Joint Finance Public Works Committee Minutes. Approve vouchers for the month of July in the amount of \$2,339,318.30.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
4. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Presentation, discussion and possible action regarding refunding the remaining portion of our 2002 General Obligation Debt. Bradley Viegut of Baird will present the proposal and answer questions.
 - ✓ Discussion and update regarding 2012 budget.
5. Communications and other information contained within your finance packet:
 - ✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of July 2011.

Date August 3, 2011

Mary Muench, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
Administration Building, 1110 S. 9th St., City of Manitowoc, WI
August 8, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, and Supervisor Rita Metzger.

Supervisor Chuck Hoffman was excused.

Also Present: Brad Viegut of Baird, Treasurer Cheryl Duchow, Comptroller Todd Reckelberg, and County Clerk Jamie Aulik.

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

Public Input: Chairperson Muench opened public input at 4:30 p.m. No one present wished to speak, therefore Chairperson Muench closed public input at 4:30 p.m.

Approve Minutes of July 19th, 2011 Joint Finance-Public Works Committee Minutes: On a motion by Supervisor Brey, seconded by Supervisor Metzger, the minutes of the July 19th, 2011 Joint Finance-Public Works Committee meeting were approved unanimously.

Approve vouchers for the month of July in the amount of \$2,339,318.30: Supervisor Dufek had a question on payments made to funeral homes. Comptroller Reckelberg said that the Human Service Department gets reimbursed for the payments made to funeral homes for indigent residents through a state or federal agency. Depending on what's involved, the payments are usually \$2,000 - \$4,000. On a motion by Supervisor Metzger, seconded by Supervisor Dufek, the motion to pay the vouchers for the month of July passed unanimously.

Presentation, discussion, and possible action regarding refunding the remaining portion of our 2002 General Obligation Debt: Comptroller Reckelberg explained that it is an ongoing process to evaluate refinancing debt. Baird approached him some time ago to refinance 2002 debt, and now that the rates have improved, the county could save as much as \$30,000 per year. Brad Viegut of Baird explained that the county would ultimately be trading a higher interest rate for a lower one. The net savings after fees was approximately \$180,000. The total cost of the transaction is approximately \$51,000. Comptroller Reckelberg said that he's comfortable with refinancing the debt because he generally considers a \$30,000 per year savings to be worth the time and expense to do the transaction and save taxpayer money. Supervisor Dufek asked why the last four years were knocked off the 2002 general obligation bonds. Comptroller Reckelberg said that they were previously bundled with other reissues.

Supervisor Brey made a motion to refer the refinancing proposal to the August 16, 2011 County Board meeting, seconded by Supervisor Dufek. Upon vote, the motion passed unanimously.

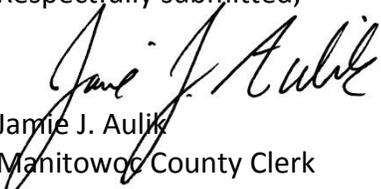
Discussion and update regarding 2012 Budget: Comptroller Reckelberg said that the county had recently held a Department Director meeting and updated staff on impact of Wisconsin Act 10 among other issues,

and the departments received their budget packets. Going forward, the Department of Revenue was getting their forms ready and there may be a few different ways to calculate next year's levy capacity. He also noted that on August 15th, the county should receive the new growth estimate and on September 15th state aid estimates should be received.

Information Systems Report: Supervisor Dufek asked if the staffing in the IS office is getting back up. Director Blashe's report said that the IS Department should be back up to full staff by the end of August.

Adjournment: There was a motion by Supervisor Brey, seconded by Supervisor Metzger to adjourn the meeting at 4:56 p.m. Upon vote, the motion carried unanimously.

Respectfully submitted,



Jamie J. Aulik
Manitowoc County Clerk



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Tuesday September 20, 2011

TIME: 6:15 PM.

**PLACE: University of Wisconsin - Manitowoc
705 Viebahn Street
Manitowoc, WI 54220
(In the cafeteria area)**

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of July 19th Joint Finance Public Works Committee and August 8th Finance Committee Minutes. Approve vouchers for the month of August in the amount of \$14,652,077.61.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
4. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Discussion/review/ and action regarding Resolution Authorizing the Issuance and Sale of \$2,770,000 General Obligation Refunding Bonds.
 - ✓ Discussion and update regarding 2012 budget.
5. Communications and other information contained within your finance packet:
 - ✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of August 2011.

Date September 13, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
UW-Manitowoc, Cafeteria
705 Viebahn St., City of Manitowoc, WI
September 20, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, and Supervisor Rita Metzger.

Also Present: Brad Viegut of Baird, Corporation Counsel Steven Rollins, Comptroller Todd Reckelberg, and County Clerk Jamie Aulik.

Call to Order: The meeting was called to order by Chairperson Muench at 6:17 p.m.

Public Input: Chairperson Muench opened public input at 6:17 p.m. No one present wished to speak, therefore Chairperson Muench closed public input at 6:17 p.m.

Approve Minutes of July 19th, 2011 Joint Finance-Public Works Committee Minutes and August 8th Finance Committee Minutes: On a motion by Supervisor Hoffman, seconded by Supervisor Metzger, the minutes of the July 19th, 2011 Joint Finance-Public Works Committee meeting and August 8th Finance Committee were approved unanimously.

Approve vouchers for the month of August in the amount of \$14,652,077.61: Supervisor Dufek had a question on why the cost of funerals vary. The committee requested to have staff from the Human Services Department present at the next meeting to discuss funeral costs. Supervisor Brey made a motion to pay the vouchers for the month of August, seconded by Chairperson Muench. Upon vote, the motion passed unanimously.

Information Systems Department Report: Chairperson Muench noted that IS Department Director Bob Blashe submitted a departmental report to the committee for their review.

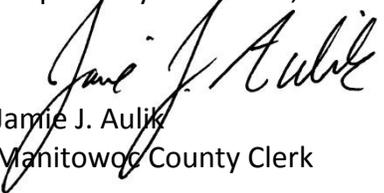
Discussion, review, and action regarding Resolution Authorizing the Issuance and Sale of \$2,710,000 General Obligation Refunding Bonds: Brad Viegut of Baird said that as of today, the bond is lower than the original estimate because issuance costs were less than projected, and the rate was a little lower than expected. The borrowing rate is 1.48% and the total savings are higher than the target of \$30,000 in savings per year, with gross savings amounting to \$194,534 over 6 years. In effect, the refinancing of the debt removes debt that has a higher interest debt and replaces it with a lower interest rate. Supervisor Brey asked how many bids they had on the issuance of the bond. Mr. Viegut said that this was a negotiated bond. Supervisor Hoffman made a motion to approve the resolution, seconded by Supervisor Brey. Upon vote, the motion passed unanimously.

Discussion and update regarding 2012 Budget: Comptroller Reckelberg said that he was still working on the 2012 budget, noting that he was waiting for insurance cost figures for next year. He said that on tonight's agenda was a request being brought in by Chairperson Tittl to amend the County Code referring to when the County Executive presents the budget. He said that creating the 2012 budget has been especially tough, and

he was requesting their support to amend language in the County Code to allow a later date and additional flexibility for the County Executive to present the budget. Supervisor Brey noted that equalized value fell in the City of Manitowoc, and Comptroller Reckelberg said that the new construction figure in Manitowoc County was less than 1%.

Adjournment: Supervisor Brey made a motion to adjourn, seconded by Supervisor Metzger. Upon vote, the motion carried unanimously and the meeting adjourned at 6:28 p.m.

Respectfully submitted,



Jamie J. Aulik
Manitowoc County Clerk



MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE

DATE: **Monday October 10, 2011**
TIME: **4:30 PM.**
PLACE: Administration Building
1110 S. 9th Street
Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of September 20th Finance Committee Minutes. Approve vouchers for the month of September in the amount of \$1,913,055.47.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
4. Cheryl Duchow, Treasurer:
 - ✓ Resolution Canceling County Checks Not Presented Within Two Years of Issuance.
5. Jeff Beyer, Public Works Director:
 - ✓ Tax Deeded Property – approve proposed advertising of tax deeded property for sale.
 - ✓ Discussion and possible action regarding placing tax deeded property that has made its way through the system on the Wisconsin Surplus Online Auction site.
6. Bob Ziegelbauer, County Executive:
 - ✓ Update on 2012 Executive Budget proposal.
7. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Accounts Payable – Check Register, questions and answers including Human Services Dept. funeral payments. See attached MA Burial information.
 - ✓ Resolution Regarding Human Services Director Position – forwarded to Finance Committee from Human Services Board.
 - ✓ Discussion and Action on Ordinance amending Manitowoc County Code 1.03(4) (changes the descriptions of the County Board Supervisory Districts to reflect the newly adopted Supervisory District Plan).
8. Communications and other information contained within your finance packet:
 - ✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of September 2011.
 - ✓ Letter from Corporation Counsel Steven Rollins to JJD Mastercraft Builders regarding County tax deeded property.

Date October 5, 2011

Mary Muench, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
Administration Building
1110 S. 9th St., City of Manitowoc, WI
October 10, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, and Supervisor Rita Metzger.

Also Present: Supervisor Rick Henrickson, Supervisor Ed Rappe, Supervisor Joe Panosh, County Executive Bob Ziegelbauer, Terri LaViolette – Comptroller’s Office, Comptroller Todd Reckelberg, Sheriff Rob Hermann, Treasurer Cheryl Duchow, Public Works Director Jeff Beyer, and County Clerk Jamie Aulik.

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

Public Input: Chairperson Muench opened public input at 4:30 p.m. No one present wished to speak, therefore Chairperson Muench closed public input at 4:30 p.m.

Approve Minutes of September 20, 2011 Finance Committee Minutes: On a motion by Supervisor Hoffman, seconded by Supervisor Metzger, the minutes of the September 20, 2011 Finance Committee were approved unanimously.

Approve vouchers for the month of September 2011 in the amount of \$1,913,055.47: Supervisor Brey made a motion to approve the vouchers for the month of September 2011, seconded by Supervisor Hoffman. Supervisor Dufek had questions about payments made to the Happy Schnapps Combo, Cool City Charters, and other items. He also mentioned that he didn’t like plaques, and that when the last Superintendent of Public Instruction retired, she got a piece of paper.

While information on the payments was being gathered by Comptroller Reckelberg, Supervisor Brey said that he would like the Finance Committee to take a tour of the C&T Building.

The committee moved on to the IS Department Report.

Information Systems Department Report: IS Department Director Blashe said that the department staff is now fully staffed and team is melding together. When asked how his department was doing, he said that he thought things are going well in the IS Department. Supervisor Dufek asked what happens to desktops that are replaced. Director Blashe said that they first go back to the IS Department to see if they can be reused, if not, they go to the Public Works Department, and they try to sell anything that is usable. If it is obsolete, the computer goes to the Recycling Center. Supervisor Metzger asked about the move into the C&T Building and asked if there would be a cut to the IS Department staff due to the efficiencies created because of new technology in the building. Director Blashe said that because more technology has been deployed throughout county departments, more work is created for the IS Department. Discussion followed.

Continued discussion and action on approving vouchers for the month of September in the amount of \$1,913,055.47: Comptroller Reckelberg said that the expenditures were for a recent highway commissioner

conference held in Manitowoc, and that the expenditures will be reimbursed. County Executive Ziegelbauer explained that the Highway Commissioners Conference has their annual meeting in different places, and he had heard that because of the conference being held in Manitowoc there were three hotels filled to near capacity for a couple of days. As the host of the conference, Manitowoc County was the conduit for paying bills. And because we were the host, hospitality was extended to the attendees, who paid for it at their cost. The overall cost to taxpayers was negligible. In the future, he requested that inquiries on specific vouchers be directed to Comptroller Reckelberg prior to the meeting so complete information can be gathered and the items discussed.

Upon vote, the motion to pass the vouchers passed 4-1 with Supervisor Dufek voting no, and all other Supervisors voting aye.

Resolution Canceling County Checks Not Presented Within Two Years of Issuance: Treasurer Duchow explained that this resolution is required every other year so that county checks that aren't cashed can be taken off of the books. If the resolution passes at the County Board meeting, the checks are cancelled. Individuals who have outstanding checks \$10.00 or over are sent a letter which allows them sixty days to request a reissue of the check.

Supervisor Brey made a motion to approve the resolution, seconded by Supervisor Metzger. The motion passed unanimously.

Tax Deeded Property: Public Works Director Beyer explained that there are two properties, one located in the City of Manitowoc and one in the Village of Cleveland that were taken over by the county by the *in rem* process. Director Beyer was seeking approval to publish a Class 3 notice to start advertising the properties. Chairperson Muench made a motion to approve the advertisement, seconded by Supervisor Brey. Upon vote, the motion carried unanimously.

Director Beyer also proposed as another option to sell property to list tax deeded property on the Wisconsin Surplus Site. If a property is sold, the purchaser would pay the 5% fee assessed to the sale price for using the site. Supervisor Brey moved to approve the request, seconded by Supervisor Hoffman. Upon vote, the motion carried unanimously.

Update on 2012 Executive Budget: County Executive Ziegelbauer gave an update on the 2012 budget. He said that there are no proposed changes to the Juvenile Detention Center being made at this time. Also, he said that he was proposing to convert contracted employees to county positions. These are people who are in all other senses serving as county employees but are still contracted. He also noted that there has been a 25% drop in select revenues over the past five years.

His budget has two themes, first holding the line on property taxes where a typical taxpayer should see a slight reduction in their county portion of the tax levy, and stable county employment. He noted that all employees have to contribute and do their part to maintain employment stability. Along with those themes, he proposed a second look at overtime rules, where we would go to strictly the federal minimum standards for overtime, except for holidays which would be paid at the overtime rate. It is estimated that this change to overtime would result in savings of about \$75,000/yr. He also proposed phasing out and eliminating

longevity, with an eye towards creating some order to the wage scale. He was looking to reconfigure the pay rates under the county's control and have something in place by January 1, 2013. He proposed to cut longevity by 50% in 2012, and phase it out completely in 2013. The estimated savings to phase out longevity would be \$125,000/yr. Discussion followed.

Supervisor Dufek asked about eliminating longevity, and that it would pay senior employees the same as new employees and he didn't think that was fair. County Executive Ziegelbauer said that the amount of years working for Manitowoc County wasn't the same as how many years working in the same job. Many people have changed positions, and they should be paid according to their specific job, not necessarily how long they have worked for the county. The change is modest compared to the marketplace.

Supervisor Metzger asked if there would be any change to the step increases that nonrepresented staff receives. County Executive Ziegelbauer said that the plan was to maintain the pay rates for nonrepresented staff. At present, the formerly represented employees have a pay plan that emulates the expired collected bargaining agreement.

Supervisor Brey asked about an across the board pay increase. County Executive Ziegelbauer said that there is no across the board pay increase proposed for next year. His recommendation is to leave pay as it is.

Supervisor Henrickson said that he would like to start discussing the need for a Human Services Director. He said that nothing had to happen right away, but that it should be looked at in the future. He noted that if the position were to go into the budget immediately, the board would have to find the funding from somewhere else in the budget.

Supervisor Metzger mentioned that a company called QSR conducted an audit of Human Services procedures, and said that they noted that some things are falling through the cracks. Also, the employees didn't necessarily feel as though the management of department staff was being handled properly.

Supervisor Dufek said that he could not support a proposition that would add a Human Services Director, with the effect that it would lay people off.

Supervisor Rappe said that for the past 4 years, Manitowoc County has flaunted the law.

Supervisor Brey said that we are not flaunting the law because we do have a designated Human Services Director.

County Executive Ziegelbauer said that Supervisor Metzger got the results of the report wrong. Generally, we received good marks and did above average in a rigorous process. He also said that respects the Human Services Board and County Board members, but he didn't think they were up to the task of micromanaging departments.

Supervisor Rappe said that he liked a lot of what County Executive Ziegelbauer did, but also thought that someone needed to be leading the department with a social worker background.

Supervisor Metzger said that they need a Human Services Director who knows where revenue sources are can bring more revenue back to the department.

Supervisor Brey said that if you ask them about a choice between a director and more staff for casework, most employees would want more people doing jobs.

Supervisor Metzger made a motion to draft a similar resolution in the Finance Committee packet that was included as a communication from the Human Services Board, and forward it to the full County Board. No one seconded the motion. Upon no second, the motion failed.

Adjournment: Supervisor Hoffman made a motion to adjourn, seconded by Supervisor Brey. Upon vote, the motion carried unanimously and the meeting adjourned at 6:28 p.m.

Respectfully submitted,

Terri LaViolette, Comptroller's Office
and
Jamie J. Aulik, Manitowoc County Clerk



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: **Monday November 14, 2011**

TIME: **4:45 PM.**

PLACE: **Communications & Technology Building**
1024 S. 9th Street
Manitowoc, WI 54220

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve Minutes of October 10th Finance Committee Minutes. Approve vouchers for the month of October in the amount of \$2,453,833.20.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Jeff Beyer, Public Works Director:
 - ✓ Tax Deeded Property – approve proposed advertising of tax deeded property for sale.
4. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
 - ✓ Pursuant to Chapter 30 Ethics Code – section 30.21(2) a public official who accepts reimbursement for any travel expense to be paid for by, any person other than the county shall report the reimbursement or payment to the comptroller and to the appropriate board, commission, committee, or council. Said report shall be reflected in the committee meeting minutes. Report from Bob Blashe regarding \$20 declared value by Microsoft to attend a 1-1/2 hour internet based webcast.
5. Jamie Aulik, County Clerk:
 - ✓ Update on the 2012 Manitowoc County Print Contract.
 - ✓ Update on implementing the new voter photo identification requirement and its impact on voters and local election administrators.
6. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Update on new GASB (Governmental Accounting Standards Board) Statement No. 54, Fund Balance Reporting.
7. Communications and other information contained within your finance packet:
 - ✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of October 2011.

Date November 8, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
Communications & Technology Building
1024 S. 9th St., City of Manitowoc, WI
November 14, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, and Supervisor Rita Metzger.

Also Present: Supervisor Don Weiss, Supervisor Norb Vogt, Supervisor Mike Bauknecht, Supervisor Joe Panosh, Supervisor Kevin Schmidt, Supervisor Rick Gerroll, Aging and Disability Resource Center Director Judy Rank, Treasurer Cheryl Duchow, County Veterans Services Officer Patricia Jane Babcock, Personnel Director Sharon Cornils, Sheriff Rob Hermann, Public Works Director Jeff Beyer, Corporation Counsel Steven Rollins, Susie Griepentrog, Nikki Behrmann, Judy Stahl, Dawn Madsen, Karen Bauer, Lori Klosterman, Joe Keil, Lori Krueger, Sherry Bohm, Diane Schmidt, Lois Kiel, Star Green, Katie Brull, Mary Reel, and County Clerk Jamie Aulik.

Call to Order: The meeting was called to order by Chairperson Muench at 4:45 p.m.

Public Input: Chairperson Muench opened public input at 4:46 p.m.

Laurie Krueger, Town of Liberty, and a Joint Dispatch Center employee spoke in opposition to wage cuts. She said that one dispatcher left due to how WI Act 10 has been implemented, and others have opted for early retirements. The hours must be filled by someone and supervisors are not pitching in. Also, she said that work hours are being counted as straight time, where she believes that they should be counted as overtime. Very few other jobs have a 24-7 demand like public safety employees.

Nicole Behrmann, Village of Mishicot, and a Joint Dispatch Center employee spoke in opposition to the overtime rules. She thought that it was an odd comparison between the JDC and the private sector because there is no example in the private sector that handles the work that they do.

Joe Keil, City of Manitowoc and a Sheriff's Department employee said that the County Executive will never take enough from county employees. He cited examples of nonrepresented pay increases and said that some got large raises, and some employees got cuts. Some employees are losing motivation and morale is very low.

Dawn Madsen, City of Manitowoc and a Sheriff's Department employee said that between having to pay her HSA and pension, and now possibly losing half of her longevity the people at the bottom of pay scale are getting hit the hardest. She calculated that she received a 6% reduction this year and a 13% reduction next year. She asked the supervisors to not phase out longevity until the wage study is complete.

Sherrie Bohm, City of Manitowoc and a Human Services Department employee said because of hard economic times people go to the Job Center, so their caseload numbers are high. She has seen a 30% increase in energy assistance over the last 4 years and they have had layoffs since 2008. She said that half of staff is new in the past 2 years. She noted that they are losing out on state and federal money with thousands of dollars going back to the state unused. She's been told by the County Executive to hang in there, and they have had pay cuts. She didn't think that the County Executive's attitude of doing the best we can, is good enough.

Diane Leonhard, City of Manitowoc and a Human Services Department employee said that the rules for the new drug program going into effect in 2012 need a hard look. The copays are \$10, \$25 and \$50, but it is not a Medicare credible plan. To her, it was unacceptable for a premium employer to have bad insurance. She urged examination of a more acceptable plan.

No one else wished to speak, therefore Chairperson Muench closed public input at 5:13 p.m.

Approve Minutes of October 10, 2011 Finance Committee Minutes: Supervisor Brey made a motion to approve the minutes of the October 10, 2011 Finance Committee, seconded by Supervisor Metzger. Supervisor Dufek noted that he previously talked to County Clerk Aulik, and made one change, and that was that his wife received a piece of paper when she retired, not the Superintendent of Public Instruction. Upon vote, the minutes passed 4-1, with Supervisor Dufek voting no, and all other supervisors voting aye.

Approve vouchers for the month of October 2011 in the amount of \$2,453,833.20: Supervisor Brey made a motion to approve the vouchers for the month of October 2011, seconded by Supervisor Hoffman. Upon vote, the motion passed unanimously.

Information Systems Department Report: IS Department Director Blashe said that the supervisors received his IS Department report prior to the meeting, and he had no further input outside of the report.

Chairperson Muench read the following into the minutes, "Pursuant to Chapter 30 Ethics Code – section 30.21(2) a public official who accepts reimbursement for any travel expense to be paid for by, any person other than the county shall report the reimbursement or payment to the comptroller and to the appropriate board, commission, committee, or council. Said report shall be reflected in the committee meeting minutes. Report from Bob Blashe regarding \$20 declared value by Microsoft to attend a 1-1/2 hour internet based webcast."

Update on the 2012 Manitowoc County Print Contract: County Clerk Aulik had a handout which detailed the history of the Manitowoc County Print Contract. He said that for the past 11 years the county has been contracting out bulk copying. The RFP received from Manitowoc Engraving was the lowest since the county has been contracting this service, and it was approximately \$18,000 under the estimate included in the 2012 budget. The contract is a 2-year contract.

Update on implementing the new voter photo identification requirement and its impact on voters and local election administrators: Clerk Aulik explained that new voter laws are set to take effect in 2012. Photo ID and other changes to election laws are the most significant changes to voting in nearly 40 years. He said that in preparation for next year's elections, the Clerk's Office conducted trainings for election officials, municipal clerks, and school district clerks in order to prepare them for a very busy 2012. He had a handout and briefly explained some of the changes.

Update on new GASB (Governmental Accounting Standards Board) Statement No. 54, Fund Balance Reporting: Comptroller Reckelberg briefly explained some of the new terminology as they apply to fund balances, such as restricted, committed, and assigned. He said that the changes in terminology and other information was included in their Finance Committee packet.

Supervisor Brey made a motion to adjourn, seconded by Supervisor Hoffman. Upon unanimous vote, the Finance Committee adjourned at 5:28 p.m.

Respectfully submitted,



Jamie J. Aulik
Manitowoc County Clerk



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

DATE: November 14, 2011

TIME: 5:15 p.m.

PLACE: Communications and Technology Building, 1024 South 9th Street,
Manitowoc

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

1. Regular business (roll call)
2. Discussion of proposed 2012 budget
3. Resolution adopting 2012 budget and property tax levy
4. Adjournment

Date: November 8, 2011

Mary Muench, Chair
Norbert A. Vogt, Chair
By: Sharon Cornils, Personnel Director

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

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

JOINT PERSONNEL & FINANCE COMMITTEE MEETING

November 14, 2011; 5:15 p.m.

PRESENT: Supervisors Brey, Muench, Dufek, Metzger, Hoffman, Schmidt, Markwardt, Rappe and Vogt. Supervisor Hansen was excused.

ALSO PRESENT: Supervisors Behnke, Weiss, Panosh, Vogel, Gerroll, and Bauknecht; Bob Ziegelbauer, County Executive; Steve Rollins, Corporation Counsel; Todd Reckelberg, Comptroller; Sharon Cornils, Personnel Director; and Diane Schmidt, Personnel Coordinator

The joint meeting was called to order at 5:30 p.m. by Chairman Muench. Bob Ziegelbauer made some general comments regarding his budget proposal. His proposal includes a change in the overtime policy. Under the proposal, overtime would be paid according to FLSA rules with the addition that employees would be paid overtime for all time worked on a holiday. These changes will not apply to employees represented by WPPA and the Health Department.

There was concern raised during the public input portion of the Finance Committee meeting regarding the change in prescription drug coverage, so Sharon Cornils explained how the new drug co-pay will work. She also explained why the County's plan is not considered a creditable plan under Medicare, and she answered supervisors questions.

Supervisors Dufek and Metzger expressed their feelings that employees should get overtime pay when they work over 8 hours a day and they questioned the staffing shortage in the Joint Dispatch Center (JDC).

Todd Reckelberg handed out a sheet explaining some adjustments that can be made to the 2012 budget since it was proposed.

Bob Ziegelbauer explained his proposal to cut longevity payments to employees in half in 2012 and eliminate it completely in 2013. During 2012, the Personnel Department will be conducting a comprehensive wage study to consolidate wage schedules throughout the County to reflect the complexity of work performed by County employees and the local labor market. It is intended that this new compensation system can be implemented by January 1, 2013.

Bob also reviewed his proposal to include approximately 20 positions in the County budget that had been contracted positions. In most cases, these individuals have been working in their positions for a number of years and are doing virtually identical work as the County employees. At the time they were contracted, it was usually done because the work was there and it was easier to add contracted services than to add positions to the County payroll, but it is time to treat these people fairly. The cost to add them to the County payroll is approximately \$33,500.

Supervisor Dufek said he hopes that the dispatch operation is watched carefully and that those employees are treated fairly. Bob Ziegelbauer stated that all County employees are treated very well.

Supervisor Behnke asked the Finance Committee to eliminate the \$25,000 transfer from the Expo Special Revenue Fund. He gave four options on how that \$25,000 could be made up

elsewhere. He felt the most reasonable option would be to reduce public property outlay by \$16,000 in the Courthouse activity; \$4,000 in maintenance for the Public Health building activity; and \$5,000 in the maintenance activity for the office complex for a total of \$25,000 to offset the Expo transfer.

Bob Ziegelbauer discussed the overtime again. He explained the Fair Labor Standards Act (FLSA) and said that his proposal includes paying overtime according to the FLSA requirements and adds payment of overtime for time worked on holidays. Bob discussed the current rules and how they differ from the FLSA standards. The new rules would reduce expenditures by \$81,077.

Rita Metzger said she feels the County needs a Human Services Director position and feels that position should be included in the budget. Bob reviewed the changes in organizational structure of the Human Services Department that have occurred since Bob became County Executive. He also indicated that it would cost the County between \$130,000-\$145,000 to hire a director and the County doesn't have that money. Supervisor Brey feels things are working well now. If there is additional money, he'd rather see more line staff being hired. Supervisor Metzger feels the County may be missing revenues that a Director could get. Supervisor Rappe complemented Bob on cleaning up the organizational structure.

Jane Babcock, Veterans Service Officer, asked the Committee for additional funding to allow her to staff her receptionist position for 37.5 hours per week.

Rob Hermann talked about overtime and Bob Ziegelbauer's comment that perhaps supervisors are overlooking the rules to allow some employees to get overtime. His department is following the rules the County adopted. He said the department recently had 536 hours vacant in their department and 215 of those hours had to be filled using overtime. The Sheriff stated that some of the overtime could have been avoided if Bob hadn't stopped the testing process for female corrections officers. Rob also said that their corrections officers are required to pick up an additional 7 shifts per year at straight time (56 additional hours).

A motion was made by Brey to approve the resolution adopting the 2012 budget and property tax levy. The motion was seconded by Hoffman. Supervisor Metzger questioned if the Finance Committee has to approve it or if just the County Board does. A motion was made by Brey and seconded by Muench to amend the proposed budget by including the changes outlined by Todd Reckelberg. That motion carried unanimously. A motion was also made by Brey to make the changes recommended earlier by Kevin Behnke regarding the Expo operation. That motion did not receive a second.

The main motion adopting the budget and recommending passage by the County Board was approved on a vote of 3-2 with Supervisors Dufek and Metzger voting no.

A motion to adjourn the joint meeting at 7:30 p.m. was made by Schmidt, seconded by Vogt and carried unanimously.

Kevin Schmidt, Personnel Committee Secy. Date



MANITOWOC COUNTY
JOINT FINANCE & PERSONNEL COMMITTEE
MEETING NOTICE

DATE: **Monday November 28, 2011**

TIME: **5:00 PM.**

PLACE: **Communications & Technology Building**
1024 S. 9th Street
Manitowoc, WI 54220

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

1. Approve Minutes of the November 14th Joint Finance and Personnel Committee Minutes.
2. Report of County Executive and Department Directors regarding personnel policies and practices raised during public input at county board and committee meetings.
3. Discussion and possible action on Resolution Amending Overtime Policy.
4. Discussion and possible action on Resolution amending Longevity Schedules and Providing for Development of Consolidated Wage Scales.
5. Discussion and possible action on Resolution Adopting 2012 Budget and Property Tax Levy.

Date November 23, 2011

Mary Muench, Finance Committee Chair
Norbert Vogt, Personnel Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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Joint Finance-Personnel Committee

Communications & Technology Building

1024 S. 9th St., City of Manitowoc, WI

November 28, 2011

****Motion*

**Vote*

Attendance: Chairperson Mary Muench, Chairperson Norb Vogt, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, Supervisor Rita Metzger, Supervisor Ed Rappe, Supervisor Don Markwardt, Supervisor Kevin Schmidt, and Supervisor Biff Hansen.

Also Present: Supervisor Susie Maresh, Supervisor Kevin Behnke, Supervisor Dave Korinek, Supervisor Don Weiss, Supervisor Laurie Burke, Supervisor Melvin Waack, Supervisor Joe Panosh, Supervisor Rick Gerroll, Supervisor Mike Bauknecht, Supervisor Randy Vogel, County Executive Bob Ziegelbauer, Highway Commissioner Gary Kennedy, Personnel Director Sharon Cornils, Comptroller Todd Reckelberg, Register In Probate Patricia Koppa, Jayne Rulseh, and County Clerk Jamie Aulik.

Call to Order: The meeting was called to order by Chairperson Muench at 5:00 p.m.

Approve Minutes of the November 14th Joint Finance and Personnel Committee Minutes: On a motion by Supervisor Brey, seconded by Supervisor Markwardt the minutes of the November 14th, 2011 Joint Finance-Personnel Committee were unanimously approved.

Report of County Executive and Department Directors regarding personnel policies and practices raised during public input at county board and committee meetings: Chairperson Muench explained that at the last Joint Finance-Personnel Committee meeting, public input was given and county staff prepared a response to some of the input. County Executive Ziegelbauer said that everyone was all mindful of getting tax bills out in time and reminded the committee of his of two main goals: no terminations and holding the line on taxes. He said that some might not like the intermingling of budgets and policy, but he said that a budget is, by definition, policy. He reiterated the timeline from talking to the Finance and Personnel Committees about his proposed changes through the present.

Personnel Director Sharon Cornils and County Executive Ziegelbauer discussed a handout on responses to public input. Director Cornils mentioned that in the past year, there was only one instance in the JDC where someone worked an 8 hour shift and went to work 8 hours later. The more common practice is switching, where employees will switch their shifts with one-another, sometimes on a routine basis. Earlier this year, the Personnel Department helped develop a schedule which the JDC employees respectfully declined. However, the new 5-2, 5-3 schedule which goes into effect in 2012 was employee driven. There is still a problem with sick call-ins with little notice. Director Cornils also addressed that some believe that JDC supervisors should be dispatching in the JDC. She said that the supervisor's primary responsibility is focused on administrative duties such as scheduling, service complaints, filling out and reviewing required emergency medical dispatch forms, and helping out in other ways, not dispatching. She also pointed out the JDC is

staffed properly. At present, the FTEs have 39,104 work hours available, but need 35,040 to have dispatchers 24-7-365. The difference in hours cover sick and vacation time for the employees.

County Executive Ziegelbauer said that the complaints come down to resistance to change. He said that his proposal with the Fair Labor Standards Act (FLSA) plus overtime on holidays for hours worked was generous. The need to not terminate employees depended on wringing out excesses in how overtime was being used.

There was discussion on the schedule in the Joint Dispatch Center and the role of supervisors.

Discussion and possible action on Resolution Adopting 2012 Budget and Property Tax Levy:

Supervisor Brey said that they were not here to discuss the scheduling policy of the Joint Dispatch Center. The main sticking point is the overtime rules and he saw room to negotiate, but also to address anomalies in departments, such as the JDC, later through the Personnel Committee.

Supervisor Korinek asked how the overtime rules affect the Highway Department and wondered if people such as snow plow drivers should earn overtime if they are working for more than 12 hours even if they haven't reached 40 hours in a week. County Executive Ziegelbauer said that he was open to a change to that effect, but that the overtime policy had to be clear by the rule set in place by the County Board. Discussion followed.

Supervisor Hansen asked what the problems are with the current policy. County Executive Ziegelbauer said that the issue is financial. In some departments Manitowoc County is paying overtime 83% in excess of the federal minimum standard. The history of the decision regarding the 171 hour work rule was overviewed by Director Cornils. County Executive Ziegelbauer said that the Sheriff, to his credit, implemented an additional 56 hours of straight time per year and he called that progress, but they still pay a significant amount of overtime and the main problem is employees giving short notice to use sick days.

Supervisor Schmidt asked Corporation Counsel Rollins if there is a budget in place or what course of action the committee needed to take. Corporation Counsel Rollins said that the agenda was intended to be used as a discussion about the policies included in the proposed budget so that the committee can make decisions about those policy changes. The budget could come out of the Joint Finance-Personnel Committee in the form of a resolution, or they could pass separate resolutions proposing changes to the budget, and decide at the County Board meeting whether or not to incorporate those changes.

Scheduling at the JDC, reasons for switching, sick leave, employee/employer informal agreements to work more than 8 hours, and the possible future implications of an 8 hour overtime policy was discussed.

Supervisor Hansen said that he was not comfortable with keeping someone longer than what they were told they would work for the day without compensating them and noted that the overtime policy has only been in effect for 2 to 3 months.

Supervisor Schmidt said that not everyone is well-versed in personnel policies and he didn't see a resolution to those matters happening at the meeting. He proposed an alternative which would keep the current overtime policy in place through 2012 and make up for the cost by not converting the contracted positions,

taking \$22,544 from the Sheriff Department's budget for a squad car, \$16,000 from Courthouse maintenance for concrete, \$4,000 from Public Health Department's budget for an awning, and \$5,000 from maintenance at the office complex.

Personnel Director Cornils said they are not hitting the target with the current overtime policy because it requires that overtime be paid in too many situations where it would not be required under the FLSA, and it allows for employees to opt for overtime rather than working to fill shift vacancies at a straight time rate. This is causing conflict among employees and a feeling that the policy is being implemented unevenly within and across departments. It's important to treat employees consistently. Supervisor Rappe thought that it was incumbent on department supervisors to make sure that their employees were being treated fairly on how they use overtime, and that they are held accountable if they aren't fair.

Discussion followed on the current overtime policy and other overtime policies in the private and public sector.

***Supervisor Brey made a motion to recommend to the County Board the County Executive's proposed 2012 budget with Supervisor Behnke's amendments, seconded by Supervisor Vogt.

Chairperson Tittl said that there are repercussions for any proposal because the County Executive can potentially veto it again. He noted that the County Executive seemed flexible on the 12 hour rule for overtime.

Supervisor Rappe said that taking the lowest standard of overtime pay isn't necessarily what we want for Manitowoc County.

There was discussion on the wage study and realignment of the compensation schedule for next year. County Executive Ziegelbauer said it is going to happen because the language pertaining to that is included in the budget.

Supervisor Hansen asked how much was budgeted for step increases. The County Executive estimated that \$44,000 was budgeted. Supervisor Hansen wondered if, because of the size of the increases for some employees over the past few years, freezing step increases is something that they may need to take a look at, or look at the increases between steps.

County Executive Ziegelbauer warned that they may not want to treat county employees in such a manner.

There was discussion on the freeze of step increases for one year and it was clarified that all employees except elected officials receive longevity.

Chairperson Tittl said that possibly an overtime rule where more than 12 hours worked in a day results in overtime can be an addition to the budget. He also noted that if they take away steps, other places may try to recruit our employees. Discussion followed.

**Supervisor Markwardt made an amendment to the original motion to change the overtime policy to more than 12 hours worked in a day results in overtime, seconded by Supervisor Hoffman. Discussion followed.

Chairperson Muench noted that next week the levy has to be in the hands of the towns, villages, and cities.

Supervisors Rappe and Hansen noted that they would not support 12 hours in a day because they thought that 12 hours was too high to result in overtime.

*Upon vote, the motion failed 4-6 with Supervisors Brey, Hoffman, Markwardt, and Vogt voting aye, and all other supervisors voting no.

***Supervisor Brey made a motion to remove the funding for step pay in 2012, and include the 12 hours worked in a day overtime rule, seconded by Supervisor Hoffman.

Supervisor Brey clarified that there would be no step increases for any employee and that any savings would go back to the fund balance.

***Supervisor Hansen made a motion to amend Supervisor Brey's motion which would keep the current overtime policy and eliminate step increases for all county employees, seconded by Supervisor Rappe.

Supervisor Dufek asked which employees are under existing labor contracts because they would be unaffected by the motion. Director Cornils said that the Health Department and the WPPA had labor contracts. Because those bargaining units are under contract or, as in the case with the WPPA who will be operating under an expired contract, those employees will still receive step increases regardless of what is agreed to.

*Upon vote, Supervisor Hansen's amendment to the motion passed 6-4 with Supervisors Brey, Hoffman, Markwardt, and Muench voting no, and all other supervisors voting aye.

Supervisor Schmidt pointed out that between the cost of keeping the current overtime policy and freezing step increases, a funding gap was created.

Supervisor Dufek said that with keeping half of the longevity and the current overtime policy, he thought that it may lead to eliminating a job.

***Supervisor Schmidt made a motion to not convert the contracted employees to county employees and take \$22,544 out of the Sheriff's Department Budget, seconded by Supervisor Metzger.

Supervisor Dufek was concerned that the Sheriff's Department would not be able to go without a squad car next year and that deputies needed safe and reliable vehicles.

County Executive Ziegelbauer urged the committee to take their proposals seriously and consider their impact on employees.

Discussion followed on squad cars, freezing step pay, what the proper length of time worked in a day should be until overtime is incurred, and how much an increase of \$81,000 on the county tax rate would be.

Supervisor Hansen said that in order for the joint committee to get their work done, the committee will have to move on the overtime policy. He asked what the savings were if they go to 10 hours for overtime. He also noted that they should have call-in rules in place.

County Executive Ziegelbauer said that the short answer is that it doesn't bring much in savings, but we need to make sure the department is taken out of the equation in order to have savings for overtime. The policy must control short notice for using sick leave, which is driving up costs.

Supervisor Hansen said that if someone is called in on a day off, they should be guaranteed 4 hours of work. Discussion followed.

Supervisor Maresh noted that an 8 hour overtime policy wasn't going to fly.

At the request of Supervisor Brey, Clerk Aulik and Corporation Counsel Rollins clarified what the committee members were voting on.

Comptroller Reckelberg said that the earlier \$44,000 estimate that County Executive Ziegelbauer gave as an estimate for step pay in 2012 was a gross figure, not necessarily a figure that will affect the tax levy because some of the positions receiving step pay increases use various state and federal funding sources.

*Upon vote, the motion failed 3-7 with Supervisors Schmidt, Metzger, and Rappe voting aye and all other supervisors voting no.

There was discussion on what an \$81,000 tax increase would be on the county tax rate and what room was left on the levy in order to have a 0% tax increase. Discussion followed.

***Supervisor Hansen made a motion to change the overtime policy to the Fair Labor Standards Act plus overtime for more than 10 hours worked in a shift, and four hours of work at straight time are guaranteed to an employee who is called in to work on a non-scheduled work day, and overtime on actual holidays for hours worked, and to put step increases back into the budget, seconded by Supervisor Brey. Discussion followed.

*Upon vote, the motion passed 9-1 with Supervisor Metzger voting no and all other supervisors voting aye.

***Supervisor Brey made a motion to approve the budget as amended, seconded by Supervisor Hoffman.

*Upon vote, the motion passed 9-1 with Supervisor Metzger voting no and all other supervisors voting aye.

Supervisor Schmidt made a motion to adjourn, seconded by Supervisor Brey. Upon unanimous vote, the Joint Finance-Personnel Committee adjourned at 7:28 p.m.

Respectfully submitted,


Jamie J. Aulik
Manitowoc County Clerk



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Monday December 12, 2011

TIME: 4:30 PM.

**PLACE: Administration Building
1110 S. 9th Street
Manitowoc, WI 54220**

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

1. Public Input regarding any matters that will be taken up by the Finance Committee at this meeting.
2. Approve November 14th Finance Committee Minutes and the Minutes of the Joint Finance – Personnel Committee Meeting of November 28th. Approve vouchers for the month of November in the amount of \$3,095,777.41.

Reports, Communications and agenda items from Department Directors, Supervisors, and other Standing Committees and other presentations:

3. Jeff Beyer, Public Works Director:
 - ✓ Tax Deeded Property – discussion and action on bids received on tax deeded properties.
4. Bob Blashe, Information Systems Director:
 - ✓ Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department.
5. Jamie Aulik, County Clerk:
 - ✓ Report and discussion of possible recall election costs.
6. Todd Reckelberg, Comptroller/Auditor:
 - ✓ Resolution – Fund Balance Policy in Accordance with Governmental Accounting Standards Board (GASB) Statement No. 54
 - ✓ Review and place on file Manitowoc County, Wisconsin Federal Awards and State Financial Assistance Report, dated December 31, 2010.
7. Communications and other information contained within your finance packet:
 - ✓ Copy of the Manitowoc County Juvenile Detention Center and Adult Jail Population Reports for the month of November 2011.

Date December 7, 2011

Mary Muench, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
Administration Building
1110 S. 9th St., City of Manitowoc, WI
December 12, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, and Supervisor Chuck Hoffman. Supervisor Rita Metzger was excused.

Also Present: Public Works Director Jeff Beyer, Treasurer Cheryl Duchow, Information Systems Department Director Bob Blashe, Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer, and County Clerk Jamie Aulik.

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

Public Input: Chairperson Muench opened public input at 4:30 p.m.

Supervisor Greg Dufek thanked Chairperson Muench for the great job she did chairing the Finance Committee and Joint Finance Committee during the budget process.

No one else present wanted to speak; therefore Chairperson Muench closed public input at 4:32 p.m.

Approve November 14th Finance Committee Minutes and the Minutes of the Joint Finance – Personnel Committee Meeting of November 28th: On a motion by Supervisor Brey, seconded by Supervisor Hoffman the minutes of the November 14, 2011 Finance Committee and the November 28, 2011 Joint Finance-Personnel Committee were approved unanimously.

Approve vouchers for the month of November 2011 in the amount of \$3,095,777.41: Supervisor Dufek had a question about a banquet charge for Aging and Disability Resource Center. Chairperson Muench said that Comptroller Reckelberg would get information on the payment. On a motion by Supervisor Hoffman, seconded by Supervisor Brey the vouchers for the month of November 2011 were approved unanimously.

Jeff Beyer, Public Works Director: Tax Deeded Property – discussion and action on bids received on tax deeded properties. Public Works Director Beyer said that a property in the Town of Mishicot on Fox Lane received two bids, one in the amount of \$7,600 contingent on the septic system passing an inspection, and one for \$5,000 with no contingencies. Director Beyer said that to date, the county's incurred expenses on the property are approximately \$9,858. He said that if the committee chose to reject the bids and didn't sell the property, the existing structures would have to be demolished and additional expenses, up to \$10,000, could be incurred. Supervisor Hoffman, also Chair of the Town of Mishicot said that there has been a history of septic systems failing in that area. Discussion followed on language that can be included as a condition of sale and disclosures involving septic tanks. Supervisor Hoffman made a motion to sell the property as is and to accept the bid in the amount of \$5,000 with a contingency that the buyer either demolishes or improves the buildings to make it habitable within six (6) months, seconded by Supervisor Brey. Upon vote, the motion passed 4-0.

Director Beyer also made an informational note that the new Joint Dispatch Center is up and running and the process of dismantling the old one is starting.

Approve vouchers for the month of November 2011 in the amount of \$3,095,777.41 (continued): Comptroller Reckelberg said that the expense was for a Volunteers banquet through the Aging and Disability Resource Center and was funded by state 3B funds. The volunteers' banquet is an annual event.

Bob Blashe, Information Systems Director: Review report, sent out under separate cover, and answer any questions regarding items taking place in the Information Systems Department: Director Blashe had a handout and briefed the committee on ongoing projects in the IS Department.

Supervisor Hoffman asked about implementing the new phone system for the Human Services Department. County Executive Ziegelbauer said that as an alternative solution to having the state take over the income maintenance system, nine area counties formed a consortium and they alternate answering emergency phones outside of regular work hours. Director Blashe was involved in setting up the technology and phone system to do that. That was a better solution than having all the jobs relocated to Madison.

Jamie Aulik, County Clerk: Report and discussion of possible recall election costs: As part of a request for information from the Wisconsin Legislature, County Clerk Aulik shared with the committee the response he gave. He said with any election, there are numerous fixed costs such as publishing notices and programming election equipment, but local towns, villages, and cities were on board with keeping costs as low as possible. His estimate for a recall election was a little over \$31,000.

Review and place on file Manitowoc County, Wisconsin Federal Awards and State Financial Assistance Report, dated December 31, 2010: Comptroller Reckelberg said that this is the 2nd of two reports that come from auditors. The first being the Comprehensive Annual Financial Report (CAFR), which was distributed and reported on in July. He noted that on page 22, the auditors documented an overstatement of approximately \$775,000 of expenses for direct personal care workers that were already separately reported as administrative and overhead costs. In reality, the WIMCR report total expenses were correct. The expenses noted were just reported within the wrong category on the report, overstating one category, understating another, but the report in total was correct. The final report that was submitted to the state had the correct category and final totals in each section. He also noted that his team is about halfway through implementing procedures and/or technology to assist with correct reporting to the state. Supervisor Brey made a motion to put the Wisconsin Federal Awards and State Financial Assistance Report on file, seconded by Supervisor Hoffman. Upon vote, the motion passed unanimously.

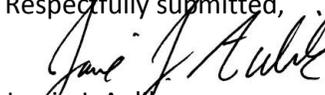
Todd Reckelberg, Comptroller/Auditor: Resolution – Fund Balance Policy in Accordance with Governmental Accounting Standards Board (GASB) Statement No. 54: Comptroller Reckelberg said that this resolution is a pronouncement that we are in compliance with GASB Statement Number 54 and that every municipality should be doing this. Within this statement, it ensures that we account for a clear trail of who did what, who authorized payments, and some accounting terminology has changed. Discussion followed. Chairperson Muench made a motion to adopt the resolution, seconded by Supervisor Brey. Upon vote, the motion passed 4-0.

Comptroller Reckelberg noted that in their packets, the Juvenile Detention and Adult Jail reports were included and noted that the Sheriff is working hard to come in at budget or better for 2011. The Highway Department budget is also on track due to not having a snowstorm yet this year.

Director Blashe noted that tax bill printing was going well and because of efficiencies created between the IS Department and the Treasurer's Office, they cut in half the time that it takes to print them.

Supervisor Brey made a motion to adjourn, seconded by Supervisor Hoffman. Upon unanimous vote, the Finance Committee adjourned at 5:15 p.m.

Respectfully submitted,


Jamie J. Aulik
Manitowoc County Clerk



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Tuesday December 20, 2011
TIME: 6:45 PM
PLACE: U W Manitowoc
705 Viebahn Street, Manitowoc, WI 54220

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

1. Approve the minutes of the December 12th, 2011 Finance Committee meeting.
2. Jeff Beyer, Public Works Director – Tax Deed Property Sale, Fox Lane property in the Town of Mishicot .

Date: December 16, 2011

Mary Muench, Committee Chair
By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Finance Committee
UW-Manitowoc, Cafeteria
705 Viebahn St., City of Manitowoc, WI
December 20, 2011

Attendance: Chairperson Mary Muench, Supervisor Jim Brey, Supervisor Greg Dufek, and Supervisor Chuck Hoffman.

Supervisor Rita Metzger was excused.

Also Present: Public Works Director Jeff Beyer, Corporation Counsel Steven Rollins, and County Clerk Jamie Aulik.

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

Approve Minutes of December 12, 2011 Finance Committee meeting: Supervisor Brey made a motion to approve the minutes of the December 12, 2011 Finance Committee, seconded by Supervisor Hoffman. Upon vote, the minutes passed 4-0.

Jeff Beyer, Public Works Director – Tax Deed Property Sale, Fox Lane property in the Town of Mishicot:

There was a discussion on the wish to have the property demolished or renovated and the legal implications of a counter offer versus putting in the terms regarding demolition or renovation in the wording of the sale.

Supervisor Hoffman made a motion to counteroffer to sell the property for the price offered, provided that the purchaser would demo or renovate the property within 6 months of the sale. If the purchaser agreed with terms of the counteroffer, staff can finish the sale of the property. The motion was seconded by Supervisor Brey. Upon vote, the motion carried unanimously.

Supervisor Hoffman made a motion to adjourn, seconded by Supervisor Brey. Upon unanimous vote, the Finance Committee adjourned at 6:56 p.m.

Respectfully submitted,



Jamie J. Aulik
Manitowoc County Clerk