



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday January 12, 2015  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the December 8<sup>th</sup>, 2014 Finance Committee meeting.  
B. Approve vouchers for the month of December 2014 in the amount of \$2,347,480.06.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Todd Reckelberg – Comptroller/Auditor:
  - ✓ Report of Economic Interest per Ethics Code:
    - A. Jamie Aulik, County Clerk
  - ✓ Report by Comptroller of Funds Deposited to County Treasurer for taking part in a survey.
  - ✓ Authorization from Finance Committee to cancel and issue County Credits Cards based upon recent retirements. (Public Works, Airport).
  - ✓ Update and discussion regarding our 2014 finances and year end processes.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report (December) – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for December.
7. Adjournment.

Date: January 7, 2014

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

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

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

FINANCE COMMITTEE MINUTES OF JANUARY 12, 2015  
Meeting was held at the Administration Building – Conf. Rm. A

Members Present: Supervisor and Finance Chair Paul (Biff) Hansen, Supervisor Michael Williams, Supervisor Greg Dufek, Supervisor Todd Holschbach, and Supervisor Rita Metzger.

Others Present: Comptroller/Auditor Todd Reckelberg, Payroll Administrator Terri LaViolette, Public Works Director Gerry Neuser, Treasurer Cheryl Duchow, and Supervisor and County Board Chair Jim Brey.

The meeting was called to order by Chair Biff Hansen at 4:30 PM.

Public comment: Chair Bill Hansen called for Public input. There was none, public input was closed.

Motion by Supervisor Williams seconded by Supervisor Holschbach to approve the minutes of the December 8<sup>th</sup>, 2014 Finance Committee meeting as presented. Motion passed 4 ayes, 0 nays. Supervisor Metzger arrived at 4:31 PM.

Motion was made by Supervisor Metzger and seconded by supervisor Williams to approve the vouchers for the month of December 2014 in the amount of \$2,347,480.06. Motion passed unanimously.

Mr. Neuser updated the committee regarding bids received by the County on its' tax deeded property. A handout was provided. Three bids had been received on two properties.

Property one: Vacant lot between 1302 & 1310 S. 10 Street, Manitowoc: 052-000-326-050.00 IR 2014-26. The bid is below the appraised value of \$6,000 and below the \$4,239.27 (excluding interest) the County has into the property. The property is believed to be unbuildable . Bid by Steve Metzger of \$19.77. Discussion followed. Supervisor Metzger did not participate in the discussion. Motion by Supervisor Dufek, seconded by Supervisor Williams to approve sale of the property to Steve Metzger for \$19.77. Motion passed with 4 ayes, 0 nays and Supervisor Metzger abstaining.

Property two: 1609 25<sup>th</sup> Street, Two Rivers 053-145-004-021.03 IR 2014-40. The appraised value set by the Finance Committee was \$15, 000. Two bids were received. James & MeriDee Lemberger bid \$5,000. James Modl Sr. bid \$1,000. It was the recommendation of staff to accept the \$5,000 bid from James & MeriDee Lemberger and to reject the bid by James Modl Sr. Motion by Supervisor Williams, seconded by Supervisor Holschbach to accept the bid from James & MeriDee Lemberger for \$5,000. Motion passed unanimously. Motion made by Supervisor Williams seconded by Supervisor Holschbach to deny the bid from James Modl Sr in the amount of \$1,000. Motion passed unanimously.

Report of Economic Interest, Jamie Aulik: The committee received and placed on file Mr. Aulik's report of Economic Interest.

The Comptroller also reported having received a \$50 check for taking part in a Bank survey. The check was signed over to the County Treasurer and deposited in the County's account.

Chair Biff Hansen went on record stating that the Finance Committee had received the Report of Economic Interest from Jamie Aulik and also acknowledged the \$50.00 check from the Comptroller that was deposited in the County's account.

The Comptroller updated the committee regarding the county's credit card policy, and that the committee was required to authorize the issuance of new cards. With the retirement of the Public Works Director and Airport Director, the Comptroller was requesting permission from the committee to cancel their cards and to get issued new cards for their replacements (cancel Jeff Beyer and Chuck Behnke and reissue to Gerry Neuser and Jeremy J. Hildebrand) . Motion was made by Supervisor Metzger and seconded by Supervisor Holschbach to cancel and replace those cards. Motion passed unanimously.

Update and discussion regarding our 2014 finances and year end processes. The Comptroller updated the committee on the year end closing process and time line of when they can expect to receive various pieces of information. Supervisor Jim Brey discussed the possibility of carrying over any excess funds in the County Board budget which could be designated towards upgrading the County Board's voting system in their meeting room. Also, they may want to consider designating other excess funds for such other projects, such as replacing the County's web site and integration of and use of social media, which the IS Director has been considering.

Communications and other information, the Committee received and placed on file the Jail and Juvenile Detention Center use reports.

Motion by Supervisor Dufek seconded by Supervisor Holschbach to adjourn the meeting at 4:58 PM. Motion passed unanimously.

Respectfully submitted,



Terri LaViolette

Payroll Administrator / Temporary Recording Secretary



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

**DATE:** Tuesday January 20, 2015

**TIME:** 6:45 PM

**PLACE:** U.W. Manitowoc  
705 Viebahn Street  
Manitowoc, WI 54220  
(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 at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Resolution Approving Claim (Rural Insurance Claim)
3. Adjournment.

Date: January 13, 2015

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

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

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

MANITOWOC COUNTY FINANCE COMMITTEE  
UW-Manitowoc  
705 Viebahn St., Manitowoc, WI  
January 20, 2015

Attendance: Vice-Chairperson Greg Dufek, Supervisor Rita Metzger, Supervisor Todd Holschbach, and Supervisor Mike Williams. Chairperson Biff Hansen was excused.


Call to Order: The meeting was called to order by Vice-chairperson Dufek at 6:45 p.m.

Resolution Approving Claim (Rural Insurance Claim): Supervisor Metzger moved to approve the resolution approving the claim. Comptroller Reckelberg explained the circumstances of the claim. The motion was seconded by Supervisor Williams. Discussion followed. Upon vote, the motion passed unanimously.

County Board Chair Brey requested that county property located on East Reed Ave. in Manitowoc be listed on the agenda for the next Finance Committee meeting.

Adjournment: Supervisor Williams moved, seconded by Supervisor Metzger and the motion passed unanimously. The committee adjourned at 6:53 p.m.

Respectfully submitted,



Jamie J. Aulik  
Manitowoc County Clerk



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE:** Monday February 9, 2015  
**TIME:** 4:30 PM  
**PLACE:** Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the January 12<sup>th</sup> and 20<sup>th</sup>, 2015 Finance Committee meeting.  
B. Approve vouchers for the month of January 2015 in the amount of \$2,873,238.59.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
  - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Jim Brey – County Board Chair:
  - ✓ Discussion of tax deeded property located on East Reed Ave. in the City of Manitowoc.
6. Jamie Aulik – County Clerk:
  - ✓ County Clerk Annual Report 2014
7. Bob Blashe – Information Systems Director:
  - ✓ Resolution Authorizing Out-of-State Travel (Cathy DeLain)
  - ✓ Update on I.S. Department
8. Rita Metzger – Supervisor District 3, Finance Committee Member
  - ✓ Discussion and possible action regarding use of County resources for employee retirement events.
9. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Update on status of 2014 finances, year-end processes, and 2015 budget.
10. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for January 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for January 2015 (Not Avail at time of printing).
11. Adjournment.

Date: February 5, 2015

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

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MANITOWOC COUNTY FINANCE COMMITTEE  
Manitowoc County Administration Building  
1110 S. 9<sup>th</sup> St., Manitowoc, WI  
February 9, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Rita Metzger, Supervisor Todd Holschbach, and Supervisor Mike Williams.

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

Public Comment: No one present wished to speak.

Approve the minutes of the January 12, 2015 and January 20, 2015 Finance Committee meetings: Supervisor Holschbach moved to approve the minutes of the January 12, 2015 and January 20, 2015 meeting minutes, seconded by Supervisor Metzger. Upon vote, the minutes of both meetings were unanimously approved.

Approve vouchers for the month of January 2015 in the amount of \$2,873,238.59: Supervisor Metzger moved, seconded by Supervisor Williams to approve vouchers for the month of January 2015 in the amount of \$2,873,238.59. Upon vote, the vouchers were approved unanimously.

Discussion of tax deeded property located on East Reed Ave. in the City of Manitowoc: County Board Chairperson Brey mentioned that he talked with officials at the City of Manitowoc about the property. He said that if the property was left in conservancy, it would be a win-win for both the county and the city, and he recommended selling it to the City of Manitowoc for a dollar. Discussion followed on the property. Supervisor Holschbach moved to start discussions with the City of Manitowoc about the property and that the county would be willing to sell it to them for \$1.00, seconded by Supervisor Williams. Discussion followed. Upon vote, the motion passed unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property:

1523 22nd Street, Two Rivers; 053-000-029-060.06; IR 2014-36: Public Works Director Gerry Neuser presented Brian Shull's bid of \$100.00 for the property. He said that after review, staff recommended that the bid not be accepted. Discussion followed. Supervisor Holschbach moved to accept the staff's recommendation to not accept the bid, seconded by Supervisor Williams. Upon discussion and vote, the motion passed unanimously.

County Clerk Annual Report 2014: County Clerk Jamie Aulik gave an annual report on office operations for calendar year 2014 to the committee. He had a handout summarizing events, and a handout on duties and services provided by the clerk's office. He said that in particular, workload increases are occurring in the area of election administration training due to the number of law changes. He answered supervisors' questions.

Update on the I.S. Department: IS Director Bob Blashe said everything was going well. There was discussion on the change to the Microsoft Outlook email client.


Resolution Authorizing Out-of-State Travel (Cathy DeLain): Director Blashe explained the resolution. Supervisor Metzger moved to approve the resolution, seconded by Supervisor Dufek. Upon discussion and vote, the motion passed unanimously.

Discussion and possible action regarding use of County resources for employee retirement events: There was a discussion on invitations for employee retirements. There was consensus that it was not an issue.

Update on status of 2014 finances, year-end processes, and 2015 budget: Comptroller Reckelberg said that there were still outstanding entries for taxes. He also mentioned that the Governor's proposed budget sought to eliminate the Local Government Property Insurance Fund, which is something the county participates in. Discussion followed.

Adjournment: Supervisor Holschbach moved to adjourn, seconded by Supervisor Dufek and the motion passed unanimously. The committee adjourned at 5:20 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk





# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday March 9, 2015  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the February 9, 2015 Finance Committee meeting.  
B. Approve vouchers for the month of February 2015 in the amount of \$2,850,391.11.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
  - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Bob Blashe – Information Systems Director:
  - ✓ Resolution Authorizing Out-of-State Travel (Matthew Frick)
6. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Resolution Authorizing Self Insurance Status for Worker's Compensation.
  - ✓ Resolution Denying Claim (Jim Theyerl)
  - ✓ Update on status of 2014 finances, year-end processes, and 2015 budget.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for February 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for February 2015.
8. Adjournment.

Date: March 4, 2015

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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MANITOWOC COUNTY FINANCE COMMITTEE  
Manitowoc County Administration Building  
1110 S. 9<sup>th</sup> St., Manitowoc, WI  
March 9, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Rita Metzger, Supervisor Todd Holschbach, and Supervisor Mike Williams.

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

Public Comment:

Maura Yost said that state statute requires a single qualified human services director, and the county executive had neither the authority nor discretion to appoint four co-directors. She thanked the committee for the opportunity to address the topic.

No more public input, closed at 4:32 p.m.

Approve the minutes of the February 9, 2015 Finance Committee meetings: Supervisor Williams moved to approve the minutes of the February 9, 2015 meeting minutes, seconded by Supervisor Metzger. Upon vote, the minutes were unanimously approved.

Approve vouchers for the month of February 2015 in the amount of \$2,850,391.11: Supervisor Metzger moved, seconded by Supervisor Williams to approve vouchers for the month of February 2015 in the amount of \$2,850,391.11. Upon vote, the vouchers were approved unanimously.

1012 19th Street, Two Rivers; 053-000-016-090.07; IR 2014-34: Public Works Director Gerry Neuser said that if the county doesn't sell it, they will be forced to take it down. County staff recommended accepting the \$500.00 bid from Troy Jaschob. Supervisor Metzger moved to accept the bid from Troy Jaschob, seconded by Supervisor Holschbach. Supervisor Williams noted he would be abstaining from voting on this and the other bids. Upon vote, the motion passed 4-0 with Supervisor Williams abstaining. Supervisor Metzger moved to not accept the \$250.00 bid from Frank Kulpa, and the \$100.00 bid from Herman Sprang, seconded by Supervisor Holschbach. Upon vote, the motion passed 4-0, with Supervisor Williams abstaining.

1523 22nd Street, Two Rivers; 053-000-029-060.06; IR 2014-36: Public Works Director Neuser noted staff recommended accepting the \$2,100.00 from Herman Sprang. Supervisor Metzger moved to accept the \$2,100.00 bid from Herman Sprang, seconded by Supervisor Holschbach. Discussion followed. Upon vote, the motion passed 4-0 with Supervisor Williams abstaining. Supervisor Metzger moved to not accept the \$1,000.99

from Frank Kulpa and \$1,000.00 bid from Brian Shull, seconded by Supervisor Holschbach. Upon vote, the motion passed 4-0 with Supervisor Williams abstaining.

2107 Lincoln Street, Two Rivers; 053-128-004-102.06; IR 2014-39: Public Works Director Neuser said the property was salvageable, but it would take some effort. He noted that staff recommended accepting the \$500.00 bid from Herman Sprang. Supervisor Metzger moved to accept the \$500.00 bid from Herman Sprang, seconded by Supervisor Holschbach. Upon discussion and vote, the motion passed 4-0 with Supervisor Williams abstaining.

Information Systems Director Bob Blashe noted there will be a training at 6:30 p.m. prior to the next county board meeting.

Resolution Authorizing Out-of-State Travel (Matthew Fricke): Director Blashe said the AEGIS system administrator conference is in Dallas and runs from May 3-5. Discussion followed. Supervisor Metzger moved to pass the resolution authorizing out-of-state travel for Matthew Fricke, seconded by Supervisor Dufek. Upon discussion and vote, the motion passed unanimously.


Resolution Authorizing Self-Insurance Status for Worker's Compensation: Comptroller Reckelberg said that the resolution allows us to be a self-insured provider for workers compensation. Discussion followed. Supervisor Holschbach moved to pass the resolution authorizing self-insurance status for worker's compensation, seconded by Supervisor Williams. Upon discussion and vote, the motion passed unanimously.

Resolution Denying Claim (Jim Theyerl): Corporation Counsel Conrad said Mr. Theyerl was suing the county for defamation, and the county's insurance carrier was recommending denying the claim. Discussion followed. Supervisor Williams moved to pass the resolution denying the claim by Jim Theyerl, seconded by Supervisor Metzger. Upon discussion and vote, the motion passed unanimously.

Update on status of 2014 finances, year-end processes, and 2015 budget: Comptroller Reckelberg said that next month there will be a resolution to carry over funds from 2014, but otherwise 2015 is going well. County Executive Ziegelbauer agreed.

Adjournment: Supervisor Metzger moved to adjourn, seconded by Supervisor Dufek and the motion passed unanimously. The committee adjourned at 4:58 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday April 13, 2015

TIME: 4:30 PM

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

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
  - A. Approve the minutes of the March 9, 2015 Finance Committee meeting.
  - B. Approve vouchers for the month of March 2015 in the amount of \$2,924,734.10.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Preston Jones – Register of Deeds:
  - ✓ Resolution Authorizing Acceptance of Coastal Management Grant For LIDAR Data Collection.
6. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, And Reappropriation of Specified Funds From 2014 to 2015.
  - ✓ Update on status of 2014 finances, year-end processes, and 2015 budget.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy, Notice of Disallowance of Claim from Corporation Counsel Peter Conrad to Jim Theyerl.
  - ✓ Copy of Monthly Daily Average Population Report for March 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for March 2015(Was not available at time of Mailing).
8. Adjournment.

Date: April 8, 2015

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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MANITOWOC COUNTY FINANCE COMMITTEE  
Manitowoc County Administration Building  
1110 S. 9<sup>th</sup> St., Manitowoc, WI  
April 13, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Rita Metzger, Supervisor Todd Holschbach, and Supervisor Mike Williams.

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

Public Comment: Maura Yost mentioned that the previous meeting minutes didn't accurately reflect her input.

No one else present wished to speak, therefore public input was closed at 4:32 p.m.

Approve the minutes of the March 9, 2015 Finance Committee meeting: Supervisor Metzger moved to amend the March 9, 2015 meeting minutes by striking, "She asked to meet with Peter Conrad, the new Corporation Counsel and was looking forward to acquainting him with her advocacy on the subject," seconded by Supervisor Williams. Upon vote, the amendment passed unanimously.

Supervisor Metzger moved to approve the minutes as amended, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of March 2015 in the amount of \$2,924,734.10: Supervisor Holschbach moved, seconded by Supervisor Dufek to approve vouchers for the month of March 2015 in the amount of \$2,924,734.10. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property:

052-520-047-010.00 – vacant land on E. Reed Ave. in the City of Manitowoc: Public Works Director Gerry Neuser said they received a bid of \$500.00 from Travis Stevens, and staff had no recommendation because the City of Manitowoc expressed interest in this property, but no bid has been submitted. Discussion followed. Supervisor Holschbach moved to deny the bid, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Resolution Authorizing Acceptance of Coastal Management Grant for LIDAR Data Collection: Register of Deeds Preston Jones explained that the county has the opportunity for a grant for 50 percent of the cost with U.S. Geological Survey. Manitowoc County is the only county without a map with this type of information on Lake Michigan. Fees to pay for Manitowoc County's portion would come from fees that are collected in the Register of Deeds office which go towards land records technology. Supervisor Metzger moved to approve the resolution, seconded by Supervisor Holschbach. Upon discussion and vote, the motion passed unanimously.

Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, And Reappropriation of Specified Funds From 2014 to 2015: Comptroller Reckelberg explained that this resolution is an annual carry over resolution, to carry over funds from year to year and clean up year-end books. It was noted Manitowoc County would like to get its debt lower in order to create additional debt capacity to fund projects like the bridge on County Highway R, and make renovations to UW-Manitowoc.

County Board Chairperson Brey said he wished to have the remaining money in the 2014 county board budget, which was \$4,995, carried over into a designated fund for technology related to county board activities. County Executive Ziegelbauer said it was a matter which should appropriately be discussed at budget time. Discussion followed.


Supervisor Holschbach moved to create a designated fund of \$4,995 for technology for a new voting system and electronic devices to conduct county board business, seconded by Supervisor Metzger. Discussion followed. Upon vote, the motion passed 3-2 with Supervisors Dufek and Williams voting no, and all other supervisors voting aye.

Supervisor Holschbach moved to approve the resolution as amended, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Update on status of 2014 finances, year-end processes, and 2015 budget: Comptroller Reckelberg reported the auditors are doing a field audit, and they didn't find anything surprising.

Adjournment: Supervisor Dufek moved to adjourn, seconded by Supervisor Holschbach and the motion passed unanimously. The committee adjourned at 5:28 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday May 11, 2015  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
  - A. Approve the minutes of the April 13, 2015 Finance Committee meeting.
  - B. Approve vouchers for the month of April 2015 in the amount of \$1,700,090.86.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
  - ✓ Resolution Authorizing the Sale of Residential Facility Located at 5350 Expo Drive. (Resolution was not available at the time the agenda was prepared and distributed).
5. Jamie Aulik – County Clerk:
  - ✓ Resolution Authorizing Participation in United Way Campaign.
6. Peter Conrad – Corporation Counsel:
  - ✓ Resolution Authorizing Litigation Against Victoria Chavez.
7. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Update on status of 2014 finances, year-end processes, and 2015 budget.
8. Paul (Biff) Hansen – Chair Finance Committee:
  - ✓ Request Corporation Counsel to write Attorney General for their opinion regarding Human Services Director. (Put on the agenda at the direction of Chair Hansen and request of Supervisor Rita Metzger).
9. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for April 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for April 2015.
10. Adjournment.

Date: May 7, 2015

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

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

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MANITOWOC COUNTY FINANCE COMMITTEE  
Manitowoc County Administration Building  
1110 S. 9<sup>th</sup> St., Manitowoc, WI  
May 11, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Rita Metzger, Supervisor Todd Holschbach, and Supervisor Mike Williams.

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

Public Comment:

Maura Yost, Town of Centerville thanked Supervisors Hansen and Metzger for listing a request for our Corporation Counsel to write the Attorney General for their opinion regarding the Human Services Director. Among other comments, she thanked the committee for their support of the request.

Chairperson Hansen said he didn't appreciate the tone of the comments nor did he appreciate personal attacks on supervisors. He may consult the Corporation Counsel about having public comment listed on the agenda in the future.

No one else present wished to speak, therefore public comment was closed at 4:34 p.m.

Approve the minutes of the April 13, 2015 Finance Committee meeting: Supervisor Metzger moved to approve the April 13, 2015 meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of April 2015 in the amount of \$1,700,090.86: Supervisor Holschbach moved, seconded by Supervisor Metzger to approve vouchers for the month of April 2015 in the amount of \$1,700,090.86. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property:

052-520-047-010.00 – vacant land on E. Reed Ave. in the City of Manitowoc: Public Works Director Gerry Neuser said they received a bid of \$1.00 from the City of Manitowoc. Staff had no recommendation on the bid. Discussion followed, and it was noted the land wouldn't be developed. Supervisor Holschbach moved to accept the bid, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Resolution Authorizing the Sale of Residential Facility Located at 5053 Expo Drive: Public Works Director Gerry Neuser explained that the property was purchased in 2005 for an adult population of people with disabilities who couldn't find local care facilities to take them in because they were at capacity. Comptroller Reckelberg explained that at the time the house was purchased, the county's Human Services Department was



operating those programs. Since then, the programs have been transferred through the Family Care Program to the Lakeland Care District. At present, the county only collects rent on the property, and the care for the residents is through TLC Homes, who is interested in purchasing the property. Discussion followed on the terms of the sale, liability to the county, and other items. Supervisor Williams moved to approve the resolution, seconded by Supervisor Dufek. Discussion followed. Upon vote, the motion passed unanimously.

Resolution Authorizing Participation in United Way Campaign: County Clerk Aulik said it was an annual resolution which authorizes the United Way to hold a campaign in Manitowoc County government, and he explained the rationale for the resolution. Supervisor Holschbach moved to approve the resolution, seconded by Supervisor Metzger. Upon vote, the motion passed 4-0 with Supervisor Williams abstaining.

Resolution Authorizing Litigation Against Victoria Chavez: Corporation Counsel Peter Conrad explained that the county would likely win a case against Ms. Chavez, who owed Manitowoc County around \$8,000, but that the cost of doing so would likely exceed the award the county would receive from pursuing litigation. He thought whether or not to proceed should be a decision made by supervisors. Discussion followed on the details of the case, the worker's compensation claim, and other matters related to the case. Supervisor Holschbach moved to not adopt the resolution, seconded by Supervisor Metzger. Upon vote, the motion passed 4-0 with Supervisor Williams abstaining.

Update on status of 2014 finances, year-end processes, and 2015 budget: Comptroller Reckelberg reported that the auditors have left, and the Comprehensive Annual Financial Report would be available next month. Due to the June county board meeting being held at Point Beach Nuclear Power Plant, the auditors will likely explain the report to the committee members in July.

Request Corporation Counsel to write Attorney General for their opinion regarding Human Services Director: Chairperson Hansen said he listed it on the agenda as a courtesy to Supervisor Metzger, but he did not support any action from the committee on this issue, and thought it would be more appropriate if the Personnel and/or Executive Committee took up the matter. Discussion followed.

Supervisor Metzger moved to request the Corporation Counsel write the Attorney General for their opinion regarding the Human Services Director. Motion died due to lack of a second.

Adjournment: Supervisor Dufek moved to adjourn, seconded by Supervisor Holschbach and the motion passed unanimously. The committee adjourned at 5:14 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE:** Monday June 8, 2015

**TIME:** 4:30 PM

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

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
  - A. Approve the minutes of the May 11, 2015 Finance Committee meeting.
  - B. Approve vouchers for the month of May 2015 in the amount of \$1,895,864.99.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Update on status of year-end processes for 2014, and status of 2015.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for May 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for May 2015. (Not available)
7. Adjournment.

Date: June 4, 2015

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

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

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

MANITOWOC COUNTY FINANCE COMMITTEE  
Manitowoc County Administration Building  
1110 S. 9<sup>th</sup> St., Manitowoc, WI  
June 8, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Rita Metzger, Supervisor Todd Holschbach, and Supervisor Mike Williams.

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

Public Comment: No one present wished to speak, therefore public comment was closed at 4:30 p.m.

Approve the minutes of the May 11, 2015 Finance Committee meeting: Supervisor Metzger moved to approve the May 11, 2015 meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.


Approve vouchers for the month of May 2015 in the amount of \$1,895,864.99: Supervisor Metzger moved, seconded by Supervisor Holschbach to approve vouchers for the month of May 2015 in the amount of \$1,895,864.99. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: No bids were received, thus matters were considered.

Update on status of 2014 finances, year-end processes, and 2015 budget: Comptroller Reckelberg reported that he will send the committee members the Comprehensive Annual Financial Report whenever it is received, and the auditors will give a presentation to the committee and the county board in July.

Adjournment: Supervisor Dufek moved to adjourn, seconded by Supervisor Holschbach and the motion passed unanimously. The committee adjourned at 4:35 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

DATE: Tuesday July 21, 2015

TIME: 6:15 PM

PLACE: U. W. Manitowoc  
705 Viebahn Street, Manitowoc, WI 54220  
(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 at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the June 8, 2015 Finance Committee meeting.  
B. Approve vouchers for the month of June 2015 in the amount of \$2,992,973.64.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Todd Reckelberg – Comptroller/Auditor & Michael Konecny – Schenck SC external auditors:
  - ✓ Report from external auditors – 2014 CAFR and Management Communications.
6. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Update on status of 2015 and the 2016 budget process.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for June 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for June 2015. (Not available)
8. Adjournment.

Date: July 15, 2015

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

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

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

MANITOWOC COUNTY FINANCE COMMITTEE  
UW-Manitowoc  
705 Viebahn St., Manitowoc, WI  
July 21, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, and Supervisor Mike Williams. Supervisor Holschbach and Supervisor Metzger were excused.

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

Public Comment: No one present wished to speak, therefore public comment was closed at 6:15 p.m.

Approve the minutes of the June 8, 2015 Finance Committee meeting: Supervisor Williams moved to approve the June 8, 2015 meeting minutes, seconded by Supervisor Dufek. Upon vote, the motion passed unanimously.

Approve vouchers for the month of June 2015 in the amount of \$2,992,973.64: Supervisor Dufek moved, seconded by Supervisor Williams to approve vouchers for the month of June 2015 in the amount of \$2,992,973.64. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: No bids were received, thus no matters were considered.


Report from external auditors – 2014 Comprehensive Annual Financial Report and Management Communications: Comptroller Reckelberg introduced Mike Konecny, and Brian Grunwald from Schenck S.C. They noted they didn't identify any deficiencies with regard to Manitowoc County's accounting practices. They said that the county had a good year, and highlighted the reduction of uncollected taxes, a positive balance in the Human Services Special Revenue Fund, and active management of the Highway Enterprise Fund. Mr. Konecny also mentioned that it is likely his last year of auditing due to his upcoming retirement.

Update on status of 2015 and the 2016 budget process: Comptroller Reckelberg said the county is overall in good shape for 2015, and the 2016 budget process has kicked off. County Executive Ziegelbauer added that insurance is doing well, and more will be reported on the 2016 budget in the future.

Supervisor Williams requested a discussion and information related to the county's debt collection practices be included on next month's agenda.

Adjournment: Supervisor Dufek moved to adjourn, seconded by Supervisor Williams and the motion passed unanimously. The committee adjourned at 6:45 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday August 10, 2015  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the July 21, 2015 Finance Committee meeting.  
B. Approve vouchers for the month of July 2015 in the amount of \$1,925,000.88.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Resolution Appropriating and Transferring \$45,000 From the General Fund Undesignated Account and Transferring To The New Public Health Department Capital Project Fund Account For Completion of Public Works Garage.
  - ✓ Resolution Denying Claim (Brian Halada)
  - ✓ County's debt collection practices. (requested by Supervisor Williams at our last meeting)
  - ✓ Update on status of 2016 budget process.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Communications from Lt. Jeff Olson of The Salvation Army regarding adding them as an allowable payroll deduction for county employees.
  - ✓ Copy of Monthly Daily Average Population Report for July 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for July 2015.
7. Adjournment.

Date: August 5, 2015

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

Manitowoc County Finance Committee Minutes  
August 10, 2015

Call to Order: The meeting was called to order by Vice Chairman Greg Dufek at 4:30 PM in Conference Room A of the Administration Building, 1110 S. 9<sup>th</sup> Street, Manitowoc.

Attendance: Members present at the meeting was Supervisor Mike Williams, Supervisor Todd Holschbach, Supervisor Rita Metzger, and County Board Chairman Jim Brey, excused was Chairman Paul (Biff) Hansen. Also present was Comptroller Todd Reckelberg, County Executive Bob Ziegelbauer, Assistant Comptroller Shawn Alfred, Public Works Director Gerry Neuser, Kyle Bryntesen and Maura Yost.

Public Comment: Two individuals were present and made the following public comments:

- Kyle Bryntesen, Business Development Director for the Wisconsin and Upper Michigan Division of the Salvation Army, requested the committee consider allowing Manitowoc County Employees the ability to donate money through payroll deduction to the Salvation Army. Previously, the Salvation Army received donations from employees through their United Way donation, but our United Way no longer allocates funds to the Salvation Army. The Finance Committee recommended that Mr. Bryntesen make this request to the full Manitowoc County Board at the next board meeting on August 18, 2015 at 7 pm.
- Maura Yost requested that a full time Human Services Director be added to the 2016 Budget for consideration.

Approval of Minutes: The minutes of the July 21, 2015 Finance Committee meeting were moved to be approved by Supervisor Williams and seconded by Supervisor Metzger. Upon vote, the motion passed unanimously.

Approval of Vouchers: The vouchers for the month of July 2015 in the amount of \$1,925,000.88 were moved to be approved by Supervisor Metzger and seconded by Supervisor Holschbach. Upon vote, the vouchers were approved unanimously.

Sale of Tax Deeded Properties: Gerry Neuser, Public Works Director, informed that no bids were received, thus no matters need to be acted upon or considered.

Resolution Appropriating and Transferring \$45,000 From the General Fund Undesignated Account and Transferring To The New Public Health Department Capital Project Fund Account for Completion of Public Works Garage:

Comptroller Todd Reckelberg requested that \$45,000 be moved from the General Fund Undesignated Account and transferred to the New Public Health Department Capital Project Fund Account for the completion of the Public Works Garage. The additional funds are needed to finalize the project and will be used to move some electrical connections, fencing, and redo some blacktop along with adding the garage for public works. The project will be in total \$75,000. Motion by Supervisor Holsbach, second by Supervisor Williams to approve and send on to the County Board the Resolution Appropriating and Transferring \$45,000 From the General Fund Undesignated Account and Transferring To The New Public

Health Department Capital Project Fund Account For Completion of Public Works Garage. Upon vote, the motion passed unanimously.

Resolution Denying Claim (Brian Halada):

Comptroller Todd Reckelberg updated the committee that our insurance company is recommending the claim against the County by Brian Halada for replacing his vehicles' windshield be denied. A Highway Department truck was in the area but was running empty at the time. According to our insurance company, road debris by itself does not make us liable for the claim.

County's debt collection practices:

At the request of Supervisor Williams, the Comptroller updated the committee regarding the County's collection efforts. He also introduced Dan Whitney, Director of Business Operations for the Clerk of Courts Office, who presented to the Committee a new method the County will be using in collection of owed debts. He provided a handout to all Committee members and answered their questions.

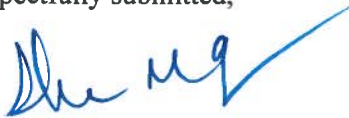
Update on status of 2016 Budget process:

County Executive Bob Ziegelbauer gave an update on the 2016 Budget process and explained the Budget is in the early stages, and is proceeding ahead of schedule. More information will be forth coming in the weeks ahead.

Communications: Included in the finance committee packet was a letter from Lt. Jeff Olson of the Salvation Army asking the County to consider allowing employee contributions to the Salvation Army through payroll deductions. Also included was the secure juvenile detention report from Stacy Ledvina of our Human Services Department for the month of July which also included a series of graphs reflecting 2013, 2014 and the first six months of 2015 information. Jeff Hastreiter Assistant Jail Administrator provided the Monthly Daily Average Population Report for July for adult jail.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Holschbach and the motion passed unanimously. The committee adjourned at 5:14 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Shawn Alfred', with a long horizontal stroke extending to the right.

Shawn Alfred, CPA  
Assistant Comptroller/Auditor  
Temporary Recording Secretary





# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE:** Monday September 14, 2015

**TIME:** 4:30 PM

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

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the August 10, 2015 Finance Committee meeting.  
B. Approve vouchers for the month of August 2015 in the amount of \$13,692,795.97.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
    - B. Authorization to advertise tax deeded properties for sale.
5. Preston Jones – Register of Deeds:
  - ✓ Resolution Authorizing Out-of-State Travel (Kristi Tuesburg).
6. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Update on status of 2016 budget process.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for August 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for July 2015.
8. Adjournment.

Date: September 9, 2015

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

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MANITOWOC COUNTY FINANCE COMMITTEE  
Manitowoc County Administration Building  
1110 S. 9<sup>th</sup> St., Manitowoc, WI  
September 14, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Mike Williams, Supervisor Todd Holschbach, and Supervisor Rita Metzger.

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

Public Comment: No one present wished to speak, therefore public comment was closed at 4:30 p.m.

Approve the minutes of the August 10, 2015 Finance Committee meeting: Supervisor Metzger moved to approve the August 10, 2015 meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of August 2015 in the amount of \$13,692,795.97: Supervisor Metzger moved, seconded by Supervisor Holschbach to approve vouchers for the month of August 2015 in the amount of \$13,692,795.97. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: No bids were received, thus no matters were considered.


Authorization to advertise tax deeded properties for sale. Public Works Director Gerry Neuser had a hand out with four properties that were taken by the county during the *in rem* process, and asked that they be approved to be advertised in the paper for their appraised value. Discussion followed. Supervisor Holschbach moved, seconded by Supervisor Dufek to approve the advertisement of the properties. Upon vote, the motion passed unanimously.

Resolution Authorizing Out-of-State Travel (Kristi Tuesberg): Register of Deeds Preston Jones explained that Ms. Tuesberg needed to attend the conference to keep up to date with software related to land information in their office. Supervisor Williams moved, seconded by Supervisor Holschbach to approve the resolution. Upon vote, the motion passed unanimously.

Update on status of the 2016 budget process: County Executive Ziegelbauer said they're prepping the budget, and also planning for purchases in 2017 and 2018. Supervisor Holschbach said he was going to discuss a plan to control fragmites with the Highway Committee.

Adjournment: Supervisor Metzger moved to adjourn, seconded by Supervisor Holschbach and the motion passed unanimously. The committee adjourned at 4:56 p.m.

Respectfully submitted,



Jamie J. Aulik  
Manitowoc County Clerk



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

**DATE:** Monday October 19, 2015  
**TIME:** 4:30 PM  
**PLACE:** Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the September 14, 2015 Finance Committee meeting.  
B. Approve vouchers for the month of September 2015 in the amount of \$2,207,692.90.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
    - B. Authorization to advertise tax deeded properties for sale.
5. Cheryl Duchow – Treasurer:
  - ✓ Resolution Canceling County Checks Not Presented Within Two Years of Issuance.
6. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Permission to issue Marc Holsen, Highway Commissioner a County credit card, discontinue Gary Kennedy's credit card.
  - ✓ Finance Committee 2016 budget discussion and recommendations.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for September 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for September 2015.
8. Adjournment.

Date: October 14, 2015

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE  
Manitowoc County Administration Building  
1110 S. 9<sup>th</sup> St., Manitowoc, WI  
October 19, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Mike Williams, Supervisor Todd Holschbach, and Supervisor Rita Metzger.

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

Public Comment:

Chip Yost, Town of Centerville, asked for a resolution to create and fund a position for a single qualified human services director position, and to fulfill the requirements of state law and county code.

Approve the minutes of the September 14, 2015 Finance Committee meeting: Supervisor Holschbach moved to approve the September 14, 2015 meeting minutes, seconded by Supervisor Metzger. Upon vote, the motion passed unanimously.

Approve vouchers for the month of September 2015 in the amount of \$2,207,692.90: Supervisor Metzger moved, seconded by Supervisor Williams to approve vouchers for the month of September 2015 in the amount of \$ 2,207,692.90. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser had a handout listing eleven properties that the county took through the in rem process, and he was requesting approval on the appraised values on the properties and advertising them. Director Neuser and Corporation Counsel Peter Conrad answered supervisors' questions. Supervisor Metzger moved to accept the appraised values and approve advertising, seconded by Supervisor Williams. Discussion followed. Upon vote, the motion passed unanimously.

Resolution Canceling County Checks Not Presented Within Two Years of Issuance: Deputy Treasurer Nancy Saueressig explained the resolution. Supervisor Williams moved to approve the resolution, seconded by Supervisor Metzger. Discussion followed. Upon vote, the motion passed unanimously.

Permission to issue Marc Holsen, Highway Commissioner a County credit card, discontinue Gary Kennedy's credit card: Comptroller Reckelberg discussed that in order to issue a county credit card, it needs to be approved by the Finance Committee. Supervisor Metzger moved to approve Commissioner Holsen a credit card, seconded by Supervisor Dufek. Upon vote, the motion passed unanimously.

Finance Committee 2016 budget discussion and recommendations: Chairperson Brey said he initially had a request for \$20,000 for iPads for county board members, and got the number down to \$12,000. He said he was withdrawing his request at this time.

Personnel Director Sharon Cornils explained the county's health insurance plan, compared it to other local units of government, discussed the changes to it in the budget and the need to keep plan costs down so the county can stay under the Cadillac tax threshold of the Affordable Care Act. Discussion followed.

Director Cornils discussed the pay plan changes in the budget, which were implemented December 2012. She said the proposed changes were an enhancement to the plan, and that the pay plan was competitive given the number of applicants for job openings. Discussion followed.

The County Executive highlighted a few areas of his proposed budget for the committee, to include the increase in mental health funding in the Human Services Department budget, funds for maintaining county building infrastructure and how the county was preparing for the large capital projects on the county's horizon in 2017 and 2018.

Money for lawsuits involving Manitowoc County was discussed.


Supervisor Holschbach commented on the Highway Department budget and that his concern regarding controlling fragmites, an invasive species, was included in the Executive's proposed budget.

Under communications, the Finance Committee received and placed on file the Jail population report for September and Human Services Department Juvenile Detention Report for September.

The committee requested that Sharon Cornils, Personnel Director, present to the County Board at their October 26 meeting the information she presented to the Finance Committee regarding the change in insurance and the pay plan incorporated into the Executive's proposed budget.

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

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk



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

**DATE:** Tuesday November 3, 2015

**TIME:** 6:15 PM

**PLACE:** U.W. Manitowoc  
705 Viebahn Street, Manitowoc, WI 54220  
(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 at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve the minutes of the October 19, 2015 Finance Committee meeting.  
B. Approve vouchers for the month of October 2015.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Finance Committee 2016 budget discussion and recommendation to County Board – Resolution Adopting 2016 Budget and Property Levy.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ There was no other information available at the time this was published.
7. Adjournment.

Date: October 28, 2015

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

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

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

MANITOWOC COUNTY FINANCE COMMITTEE  
UW-Manitowoc  
705 Viebahn St., Manitowoc, WI  
November 3, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Mike Williams, Supervisor Todd Holschbach, and Supervisor Rita Metzger.

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

Public Comment:

Chip Yost, Town of Centerville, asked the committee to not approve the budget because it was lacking a single qualified human services director position, and the county should fulfill the requirements of state law and county code.

There was no further public comment, thus public comment was closed at 6:17 p.m.

Approve the minutes of the October 19, 2015 Finance Committee meeting: Supervisor Williams moved to approve the October 19, 2015 meeting minutes, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

Approve vouchers for the month of October 2015 in the amount of \$2,250,284.30: Supervisor Metzger moved, seconded by Supervisor Holschbach to approve vouchers for the month of October 2015 in the amount of \$2,250,284.30. Upon vote, the vouchers were approved unanimously.

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

512 5th Street, Kiel; 051-508-006-000.00 IR 2011-10: One bid was received. Supervisor Metzger moved to accept the bid of \$1,200 from Randall Burg, seconded by Supervisor Williams. Director Neuser said the cost to demolish the existing structure on the property would be in the \$10,000 range. Upon vote, the motion passed unanimously.

1521 Philippen St., City of Manitowoc, 052-355-060-011.00 IR 2013-29: Three bids were received. Supervisor Holschbach moved to accept the highest bid in the amount of \$12,100 from Moraine Properties, and not accept the bids from Lawrence and Stacy Ledvina, and Clyde Sahn, seconded by Supervisor Metzger. Upon discussion and vote, the motion passed unanimously.




1009 N. 12th St., City of Manitowoc, 052-475-001-150.00 IR 2012-28: Three bids were received. Supervisor Metzger moved to approve the highest bid in the amount of \$21,000 from Daniel Modor, and not accept the bids from Moraine Properties and Clyde Sahn, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

Finance Committee 2016 budget discussion and recommendation to County Board – Resolution Adopting 2016 Budget and Property Levy: Comptroller Reckelberg explained that the revised budget resolution the supervisors received cleaned up language. Supervisor Dufek moved, seconded by Supervisor Holschbach to approve the budget. Corporation Counsel Conrad clarified that some lines in the budget resolution were changed to clarify that the changes to insurance deductibles applied to protective service employees under the Wisconsin retirement system hired prior to 2011, but the clarification doesn't make any fiscal changes or change the number of employees affected.

Discussion followed. Supervisor Metzger said she didn't agree with the high deductibles for those in the Wisconsin Professional Police Association and also wanted a letter from the Wisconsin Attorney General clarifying whether or not the Human Services Department co-director arrangement was legal. Upon vote, the motion passed 4-1.

Adjournment: Supervisor Dufek moved to adjourn, seconded by Supervisor Metzger and the motion passed unanimously. The committee adjourned at 6:30 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: Monday December 14, 2015  
TIME: 4:30 PM  
PLACE: Administration Building  
1110 S. 9<sup>th</sup> Street, Manitowoc, WI 54220  
(Conference Room A)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
  - A. Approve the minutes of the November 3, 2015 Finance Committee meeting.
  - B. Approve vouchers for the month of November 2015 in the amount of \$2,238,976.99.
4. Gerry Neuser – Public Works Director:
  - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
    - A. If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full detail will be provided at meeting.
5. Jamie Aulik – County Clerk:
  - ✓ Review and approve Print Contract for 2016 and 2017. See quotes attached.
  - ✓ Review and approve Ballot printing services for 2016 and 2017. See quotes attached.
  - ✓ Report on Office sales of DNR Licenses and nonrenewal of sales agent contract. See attached report.
  - ✓ Report of Economic Interest – regarding participation on Wisconsin Retirement Board. See attached.
6. Todd Reckelberg – Comptroller/Auditor & Bob Ziegelbauer – County Executive:
  - ✓ Resolution To Terminate Coverage With The Local Government Property Insurance Fund (LGPIF) And Elect Property Insurance Coverage From The New Municipal Property Insurance Company (MPIC).
  - ✓ Discussion and possible action on the sale of public property.

The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a close session. Specifically, the meeting may require a closed session in order to deliberate or negotiate regarding the sale of certain Manitowoc County owned real property located in the city of Manitowoc.

No action will be taken in closed session.

If the Committee convenes in closed session, it will reconvene in open session.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
  - ✓ Copy of Monthly Daily Average Population Report for November 2015 – Manitowoc County Jail
  - ✓ Copy of Secure Detention Report from HSD for November 2015.
8. Adjournment.

Date: December 8, 2015

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE  
UW-Manitowoc  
705 Viebahn St., Manitowoc, WI  
December 14, 2015

Attendance: Chairperson Biff Hansen, Supervisor Greg Dufek, Supervisor Mike Williams, Supervisor Todd Holschbach, and Supervisor Rita Metzger.

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

Public Comment:

No one present wished to speak, therefore public input was closed at 4:31 p.m.

Approve the minutes of the November 3, 2015 Finance Committee meeting: Supervisor Metzger moved to approve the November 3, 2015 meeting minutes, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

Approve vouchers for the month of November 2015 in the amount of \$2,238,976.99: Supervisor Holschbach moved, seconded by Supervisor Williams to approve vouchers for the month of November 2015 in the amount of \$2,238,976.99. Upon vote, the vouchers were approved unanimously.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser had a handout listing bids received on various tax deeded properties, the asking price, the county investment in the property, and staff recommendations. He said that any bid can be accepted.

14523 Clarks Mills Rd., Cato (4 Parcels): Discussion on the property followed. Supervisor Metzger moved to accept the bid in the amount of \$30,101 from Ken & Tina Alfson, and not accept the other two bids, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

1513 S. 14<sup>th</sup> St., City of Manitowoc: Supervisor Williams moved to accept the bid of \$500 from Moraine Properties, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

935 N. 11<sup>th</sup> St., City of Manitowoc: Discussion on the property followed. Supervisor Metzger moved to not accept the bid of \$5,000 by Moraine Properties, seconded by Supervisor Holschbach. Upon vote, the motion passed unanimously.

3814 Rock St., City of Manitowoc: Discussion on the property followed. Supervisor Williams moved to accept the bid of \$4,800 from John and Kelly Moder, seconded by Supervisor Metzger. Upon vote, the motion passed unanimously.

1618 21<sup>st</sup> St., City of Two Rivers: Discussion on the property followed. Supervisor Metzger moved to not accept the bid of \$8,500 from Moraine Properties, seconded by Supervisor Williams. Upon discussion and vote, the motion passed unanimously.

2000 Madison St., City of Two Rivers: Discussion on the property followed. Supervisor Holschbach moved to accept the \$500 bid from Moraine Properties and not accept the bid from Dennis and Marilyn Nooker, seconded by Supervisor Metzger. Upon vote, the motion passed unanimously.

1918 School St., City of Two Rivers: Supervisor Metzger moved to not accept the bid of \$6,000 by Moraine Properties, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

2407 16<sup>th</sup> St., City of Two Rivers: Discussion on the property followed. Supervisor Metzger moved to not accept the bid in the amount of \$5,000 from Moraine Properties, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

1022 23<sup>rd</sup> St., City of Two Rivers: Supervisor Holschbach moved to accept the bid in the amount of \$4,000, seconded by Supervisor Dufek. Upon vote, the motion passed unanimously.

Review and approve Print Contract for 2016 and 2017: County Clerk Aulik presented the bids received on the bulk printing contract for 2016-2017. Discussion followed. Supervisor Williams moved to accept Manitowoc Engraving's bid of \$36,948 for each year of the two year contract, seconded by Supervisor Metzger. Upon vote, the motion passed unanimously.

Review and approve Ballot printing services for 2016 and 2017: County Clerk Aulik presented the bids received for ballot printing for 2016-2017. Supervisor Holschbach moved to approve Fricke Printing Services, Inc. bid of \$.1597 per ballot, seconded by Supervisor Metzger. Upon vote, the motion was approved unanimously.

Report on Office sales of DNR Licenses and nonrenewal of sales agent contract: County Clerk Aulik presented a report and analysis on DNR license sales for the county clerk's office. The DNR was requiring a new contract which would require including additional types of licenses to be sold, and he said the revenue did not cover the time it takes to conduct the sale. Discussion followed. Supervisor Metzger moved to not renew the contract, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Report of Economic Interest – regarding participation on Wisconsin Retirement Board:  
Per the ethics code, County Clerk Aulik placed on file a report of economic interest for 2015 related to his membership on the Wisconsin Retirement Board.

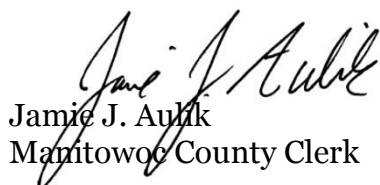
Resolution To Terminate Coverage With The Local Government Property Insurance Fund (LGPIF) And Elect Property Insurance Coverage From The New Municipal Property Insurance Company (MPIC): Comptroller Reckelberg explained that the LGPIF went bankrupt and a consortium of local governments formed the MPIC. Discussion followed. Supervisor Metzger moved to approve the resolution terminating coverage with the LGPIF, and to go with the MPIC seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Discussion and possible action on the sale of public property: Supervisor Holschbach moved to convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Supervisor Dufek. Supervisors Hansen, Metzger, Williams, Dufek and Holschbach voted aye, and the committee unanimously voted to convene in closed session.

Supervisor Holschbach moved to reconvene in open session, seconded by Supervisor Williams. Supervisors Hansen, Metzger, Williams, Dufek and Holschbach voted aye, and the committee unanimously voted to reconvene in open session.

Adjournment: Supervisor Holschbach moved to adjourn, seconded by Supervisor Dufek and the motion passed unanimously. The committee adjourned at 5:38 p.m.

Respectfully submitted,

  
Jamie J. Aulik  
Manitowoc County Clerk