



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: Monday January 13, 2020
TIME: 4:30 PM
PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220
(Conference Room A – Computer Lab)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of December 9 and December 17, 2019 Meetings of the Finance Committee.
B. Approve vouchers for the month of December 2019 in the amount of \$2,364,594.29
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
 - ✓ Update on Executive Estates (Woodridge Subdivision).
 - ✓ Discussion and possible action regarding the pricing of Tax Deeded property.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Report of Economic Interest – County Board Chairman Jim Brey won a shirt at the Counties Association meeting which was turned over to Human Services, and Supervisor James Falkowski, has two Bake Lakes Regional Meeting reimbursement reports attached.
 - ✓ Request to issue a County Credit Card to Jason Latva – TAD Program/AODA Supervisor HSD and to Cathy Ley – ADRC Director.
 - ✓ Update and discussion regarding Paragon Revolving Loan Fund Loan.
 - ✓ Update and Discussion regarding the Revolving Loan Fund and the Close Program.
 - ✓ Update regarding County finances and year end processes.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for December 2019 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for December 2019, will be emailed out when it becomes available.

Adjournment.

Date: January 7, 2020

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE
Administration Building
January 13, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Mike Williams, and Supervisor Ken Swade. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Public Works Director Gerry Neuser, County Board Chairperson Jim Brey, and County Treasurer Amy Kocian.

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

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

Maura Yost, Town of Centerville, continued to advocate for a .5% county wide sales tax as the most conservative and least expense way to meet out county’s continuous and growing budgetary needs.

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

Approve the minutes of the December 9th and December 17th, 2019 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Brunner. Upon vote, the motion passed unanimously.

Approve vouchers for the month of December 2019 in the amount of \$2,364,594.29: Supervisor Brunner moved, seconded by Supervisor Williams to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,364,594.29 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on tax-deeded properties and informed the committee of an additional bid received at 4:10 p.m. today. Mr. Neuser stated that these properties represent the last of the in rem properties taken in 2019.

Woodridge Lot, City of Manitowoc, Parcel 052-789-007-160.00: One bid was received. Supervisor Brunner moved to accept the offer of \$16,000.00 from Chad & Kyle Schworer, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed unanimously.

1816 13th St, Two Rivers, Parcel 053-000-086-081.01: Four bids were received, including one at 4:10 p.m. today. Supervisor Williams moved to accept the offer of \$6,000.00 from Rachel Huss and reject the three lower offers, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Davis St, Two Rivers, Parcel 053-315-002-130.09: One bid was received. Supervisor Baumann moved to accept the offer of \$90.00 from Ben Schema, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed unanimously.

Executive Estates (Woodridge Subdivision) – Gerald Neuser presented brief history of Woodridge Subdivision - Executive Estate Lots sale activity.

Discussion and possible action regarding the pricing of Tax Deeded property - Discussion on the future pricing of the property. Pricing will remain as is with a possible review in the future.

Todd Reckelberg, Comptroller/Auditor - Reports of Economic Interest: Comptroller Reckelberg reported receipt of three Reports of Economic Interest. Supervisor Swade moved to place reports on file and send t-shirt to Human Services, seconded by Supervisor Williams. Upon voice vote, the motion passed unanimously.

County Credit Card Requests – Jason Latva – TAD Program/AODA Supervisor HSD and Cathy Ley – ADRC Director - Comptroller Reckelberg recommends issuance of a county credit card to Jason Latva and Cathy Ley. Supervisor Williams moved to issue a county credit card to Jason Latva – TAD Program/AODA Supervisor HSD and Cathy Ley – DRC Director, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously.

Update and discussion regarding Revolving Loan Fund and the Close Program – Comptroller Reckelberg and County Executive Ziegelbauer provided an update and details on the fund/program. Year-end information and a tentative meeting schedule has been distributed to committee members. Comptroller Reckelberg reported the County will have approximately \$1 million dollars available to be returned to the County via approved grants. January 31, 2021 is the deadline for submittal. County Executive Ziegelbauer stated a report will be given to Finance Committee after each of the meetings on the schedule as to status and doesn't foresee changes to the program, at least in the next year. Chair Hansen requested that this matter be kept on the agenda to keep committee updated.

Update regarding county finances and year end processes – Comptroller Reckelberg reported at this point everything looks good, but it is very early. County Executive Ziegelbauer reported one of the best seasons regarding health insurance and that more information will be available in February and March. Comptroller Reckelberg anticipates a carryover resolution in March or April.

Update and discussion regarding Paragon Revolving Loan Fund Loan – County Executive Ziegelbauer reviewed his communications to the county board. He also informed the committee that a settlement agreement had been reached with the City of Two Rivers. Further discussion and answer session followed.

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

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

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

Respectfully submitted,
Linda Herman, Deputy County Clerk



MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday February 10, 2020
TIME: 4:30 PM
PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220
(Conference Room A – Computer Lab)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
 - A. Approve minutes of January 13, 2020 Meeting of the Finance Committee.
 - B. Approve vouchers for the month of January 2020 in the amount of \$2,853,545.50
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Report of Economic Interest – Expo Manager Jennell Shelton and Supervisor James Falkowski.
 - ✓ Update and Discussion regarding the Revolving Loan Fund and the Close Program.
 - ✓ Update regarding County finances and year end processes.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for January 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for January 2020,

Adjournment.

Date: February 5, 2020

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

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

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

MANITOWOC COUNTY FINANCE COMMITTEE
Administration Building
February 10, 2020

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

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

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

Approve the minutes of the January 13th, 2020 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of January 2020 in the amount of \$2,853,545.50: Supervisor Brunner moved, seconded by Supervisor Swade to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,853,545.50 were approved.

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

Todd Reckelberg, Comptroller/Auditor - Reports of Economic Interest: Comptroller Reckelberg reported receipt of two Reports of Economic Interest, one from Supervisor Falkowski and one from Jennell Shelton Expo Manager. Supervisor Williams moved to place reports on file, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Update and discussion regarding Revolving Loan Fund and the Close Program – Comptroller Reckelberg reported the County will have approximately \$1.2 million dollars available in the Revolving Loan Fund that will need to be returned to the State. The funds turned back to the State are eligible to be returned to the County via approved grants. The grants need to be based on CDGB low to moderate income (LMI) areas or to rectify an immediate emergency. The State also mentions that ADA projects would qualify as well. There are meetings scheduled for March and June and throughout the year to discuss and gather information for projects that we can write grants for to get our money returned. January 31, 2021 is the final (mandatory) close date with January 15 of 2021 as the scheduled receipt date for the Two Rivers payment of the Paragon Loan, we’ll want to finalize our closeout between January 16 and 31 of 2021 to maximize the final amount available for return to us through the grant process.

Update regarding county finances and year end processes – Comptroller Reckelberg reported at this point everything looks good. He anticipates a carryover resolution in March. County Executive Ziegelbauer reported 2019 was a good year. Even better than 2018, which was a great year. There will be a full report in March with a surplus again.

Communications: A copy of the following was provided in the committee’s packet emailed with the agenda:

- Monthly/Daily Average Population Report for January 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for 2020.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Brunner. Motion passed unanimously. The committee adjourned at 4:46 p.m.

Respectfully submitted,
Jessica Backus, County Clerk



MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday March 9, 2020

TIME: 4:30 PM

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

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of February 10, 2020 Meeting of the Finance Committee.
B. Approve vouchers for the month of February 2020 in the amount of \$3,304,914.21
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Report of Economic Interest – None
 - ✓ Resolution Denying Claim – Progressive Insurance claim #19-1916789
 - ✓ Update and Discussion regarding the Revolving Loan Fund and the Close Program.
 - ✓ Discussion and possible action regarding elected officials compensation in years with 27 pay dates.
 - ✓ Update regarding County finances and year end processes.
 - ✓ Resolution Authorizing Fund Balance Designations, Carry-Over, Transfers, and Re-appropriation of Specified Funds From 2019 to 2020.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for January & February 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for February 2020 will be emailed out when it becomes available.

Adjournment.

Date: March 4, 2020

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE
Administration Building
March 9, 2020

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

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

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

Maura Yost, Town of Centerville, continued to advocate for a county-wide sales tax.

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

Approve the minutes of the February 10th, 2020 Finance Committee meetings: Supervisor Brunner moved to approve the meeting minutes, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Approve vouchers for the month of February 2020 in the amount of \$3,304,914.21: Supervisor Baumann moved, seconded by Supervisor Swade to approve the vouchers. Upon voice vote, the vouchers in the amount of \$3,304,914.21 were approved.

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

Woodridge, City of Manitowoc, Parcel 052-788-011-100.00: One bid was received. Supervisor Baumann moved to accept the offer of \$16,622.00 from Chad Hoerth, seconded by Supervisor Brunner. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Comptroller/Auditor - Reports of Economic Interest: Comptroller Reckelberg reported no economic interests were received for February.

Resolution Denying Claim – Progressive Insurance Claim #19-1916789: Corporation Counsel Peter Conrad reported this was a subrogation claim from Progressive Insurance regarding the denied claim for Wendy Smith. Corporation Counsel Conrad recommended denial of the Progressive Insurance claim. Supervisor Brunner moved to deny the Progressive Insurance claim, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Update and discussion regarding Revolving Loan Fund and the Close Program: Comptroller Reckelberg gave an overview of last month’s meeting. All members were assigned a task to research and discuss at the March 26 meeting. County Board Chair Jim Brey would like different departments to report how they could use the funds from the \$1.2 million grant money that would become available after this program is closed. This item will continue to be on the Finance Agenda until the Close Program is completed.

Discussion and possible action regarding elected officials compensation in years with 27 pay dates: Comptroller Reckelberg asked Personnel Director Sharon Cornils to report on the 26 versus 27 pay dates in 2020. Personnel Director Cornils informed the committee that salaries for elected officials are set by resolution. The practice has been to divide the salary by 26 and pay that same amount each pay period. Once every 11 years there are 27 pay dates in a year, which happens in 2020. What must be done is divide the 2020 annual salary by 27 instead of 26. This was not caught in previous years, which resulted in overpayment of salary. We caught the error and corrected the pay date amount that will be paid for the remainder of 2020, so there will not be an overpayment. Corporation Counsel Conrad has stated that the County does have discretion to require repayment from elected officials over paid in 2009. The repayment may be difficult due to valid defenses that the persons from whom the repayment would be sought. The Personnel Committee has made a recommendation to the Finance Committee to not seek repayment of excess amount paid in 2009. When the County Executive was notified of the situation, he immediately ordered a full review and accounting. He had requested a deduction from his check to pay back his overpayment from 2009. Supervisor Brunner moved to accept the recommendation from the Personnel Committee to not seek repayment of excess amount paid to elected officials in 2009, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed unanimously.

Update regarding county finances and year end processes – County Executive Bob Ziegelbauer reported Manitowoc County had a great year in 2019. There was almost \$2,300,000 in surplus for 2019. This was due to receiving higher revenue than expected, reduced costs, and one-time revenues. He proposed that \$665,000 would be delegated to the Debt Services fund to pay off the 2013 debt issue, designate \$25,000 for a new tax program for the Treasurer's office, \$35,000 for a system upgrade in the Comptroller's office, and \$20,252 for Planning and Parks to replace a tractor. After those designations, that will leave an increase in the General Fund Undesignated/Unreserved account of \$765,683. This would be a 75% increase from the previous year. So far, 2019 was a strong year for financial performance for Manitowoc County.

Resolution Authorizing Fund Balance Designation, Carry-Over, Transfers, and Re-appropriation of Specified Funds from 2019-2020: Comptroller Reckelberg presented the Resolution Authorizing Fund Balance Designation, Carry-Over, Transfers, and Re-appropriation of Specified Funds from 2019-2020. Supervisor Baumann moved to accept the resolution, seconded by Supervisor Swade. Upon discussion and voice vote, the motion passed unanimously.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for January and February 2020 – Manitowoc County Jail.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Swade. Motion passed unanimously. The committee adjourned at 5:05 p.m.

Respectfully submitted,
Jessica Backus, County Clerk



MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Tuesday March 17, 2020
TIME: 6:15 PM
PLACE: Heritage Center (aka MAC, Michigan Avenue Campus)
1701 Michigan Avenue, Manitowoc, WI 54220
(Room 207 – behind County Board meeting room)

This meeting is open to the public, 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. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the **Sale of Tax Deeded Property**.
If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
3. Adjournment.

Date: March 10, 2020

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

Heritage Center – Room #207

March 17, 2020

Attendance: Chair Paul “Biff” Hansen, Supervisor Jim Baumann, Supervisor John Brunner, Supervisor Ken Swade, and Supervisor Mike Williams. Also in attendance: Chairperson Brey, Comptroller Todd Reckelberg, and Public Works Director Gerry Neuser.

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

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

Woodridge, City of Manitowoc, Parcel 052-788-011-090.00: One bid was received. Supervisor Brunner moved to accept the offer of \$16,600.00 from Randal Rettler, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Adjournment: Supervisor Swade moved to adjourn, seconded by Supervisor Brunner. The motion passed unanimously. The committee adjourned at 6:16 p.m.

Respectfully submitted,
Jessica Backus, County Clerk



MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Monday May 11, 2020
TIME: 5:15 PM
PLACE: Administration Building
1110 S. 9th Street, Manitowoc, WI 54220
(Conference Room A – Computer Lab)

Also available remotely via Zoom conferencing

Members of the Finance Committee will appear remotely via zoom conferencing due to the public health emergency declared by the County and the Wisconsin Governor's Executive Order. Members of the public may attend the meeting on Zoom at the following link:

<https://zoom.us/j/99670778924?pwd=WjhrZzVQUdVqT2pNZGFhUHZQMxN1dz09>

Password: 569580

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Committee election of:
 - A. Finance Committee Vice-chair
 - B. Finance Committee Secretary
3.
 - A. Approve minutes of March 9, and March 17, 2020 Meetings of the Finance Committee.
 - B. Approve vouchers for the month of March 2020 in the amount of \$4,625,170.25 and the month of April 2020 of \$2,418,719.73 (both emailed to you earlier)
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If any bids are received by the County prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Report of Economic Interest – two from Supervisor James Falkowski.
 - ✓ Request Finance Committee approval to issue credit card to County Clerk Jessica Backus for County Board and County Clerk use.
 - ✓ Update and Discussion regarding the Revolving Loan Fund and the Close Program.
 - ✓ Resolution Waiving Interest and Penalties on Property Taxes, see communications from Executive Bob Ziegelbauer, Corporation Counsel Peter Conrad, WCA Q&A attached.
 - ✓ Update regarding County finances and year end processes.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for March & April 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for March & April 2020.

Adjournment.

Date: May 6, 2020

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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MANITOWOC COUNTY FINANCE COMMITTEE
Zoom Meeting
May 11, 2020

Attendance via Zoom: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Bonnie Shimulunas, and Supervisor Mike Williams. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, County Treasurer Amy Kocian, County Board Chairperson Jim Brey, Supervisor Jim Falkowski, and Supervisor Cathy Wagner.

Call to Order: Chairperson Hansen called the meeting to order at 5:22 p.m.

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

Secretary: Supervisor Aulik nominated Supervisor Baumann. There were no other nominations. Upon voice vote, Supervisor Baumann was elected as Secretary for a two-year term by unanimous vote.

Approve the minutes of the March 9th and March 17th, 2020 Finance Committee meetings: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of March 2020 in the amount of \$4,625,170.25 and the month of April 2020 in the amount of \$2,418,719.73: Supervisor Aulik moved, seconded by Supervisor Williams to approve the vouchers. Upon voice vote, the vouchers in the amounts of \$4,625,170.25 and \$2,418,719.73 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser informed the committee there were no bids received for this month. He also introduced himself to the new committee members and explained public works role with the sale of tax deed properties.

Todd Reckelberg, Comptroller/Auditor - Reports of Economic Interest: Comptroller Reckelberg reported receipt of two Reports of Economic Interest from Supervisor Falkowski. Supervisor Williams moved to place reports on file, seconded by Supervisor Aulik. Upon voice vote, the motion passed unanimously.

County Credit Card Request for Jessica Backus, Manitowoc County Clerk: Comptroller Reckelberg recommends issuance of a county credit card to Jessica Backus, Manitowoc County Clerk. Supervisor Baumann moved to issue a county credit card to Jessica Backus, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Update and discussion regarding Revolving Loan Fund and the Close Program: Comptroller Reckelberg gave a brief overview of the revolving loan fund and the close program to the new committee members. He informed the committee the next meeting would take place in June. This item will continue to be on the Finance Agenda until the Close Program is completed.

Resolution Waiving Interest and Penalties on Property Taxes: County Executive Bob Ziegelbauer recommends a resolution waiving interest and penalties on property taxes. He summarized Wisconsin Act 185 which authorizes taxing districts to waive interest and penalties on 2020 property tax payments due and payable after April 1, 2020 provided certain conditions are met. The effect of this resolution is the 2020 property tax installment payments that are due and payable after April 1, 2020 are deferred until October 1, 2020 for all property taxpayers in the taxing districts that have passed these resolutions. This allows the County to delay the July 31 payment to October 1. It is only for this year. This is a two-step process where the County Board would adopt the resolution, then local municipalities would pass a similar resolution. If the municipality does not pass the resolution, then it would not exist for that municipality. There is no cost to the municipalities because the County collects after the 1st payment, except for the Cities of Manitowoc and Two Rivers. Manitowoc County takes on all the risk of this change. The cost to the County would be \$7,500 for reprogramming of the tax software, lost revenue from interest on taxes, and uncertainty of the collection which we always have. The final settlement would be delayed from August to September. We have discussed this with the school districts and if they need to settle earlier, we are willing to work with them. In this uncertain time in our economy, the County's finances are strong and we owe our property tax payers this break in uncertain times. This would give them a chance to relieve this oppressive penalty.

County Executive Ziegelbauer opened the topic up for discussion. Supervisor Aulik believed this is an option that would benefit the taxpayers. His concern was if there was a benefit available for the people who pay their taxes on time. County Executive Ziegelbauer mentioned that anyone that did pay half their tax payment would be eligible. If someone hasn't paid the first half of their tax payment, interest and penalties that were imposed because of a missed property tax payment before April 1, 2020 continue to accrue normally until the property tax bill is paid like normal. Supervisor Aulik would like to see a conservative effort to have all the municipalities on the same page which would help the County Treasurer.

County Treasurer Amy Kocian voiced concerns if some municipalities pass the resolution and others do not. There will be a divide. Some taxpayers would get a break, while others may not. She wants to help the taxpayers, but the legislature should have made this uniform.

Supervisor Jim Brey agrees that the legislature should have gone with an all or nothing approach. The City of Manitowoc will be passing a resolution waiving interest and penalties on property tax at next week's common council meeting. He believes the Towns and Villages will move forward with this as well. It is a small effort, but worthwhile.

Chairperson Hansen questioned whether smaller municipalities would be willing to support this resolution. Supervisor Falkowski mentioned he does not see an issue with the municipalities he represents for the most part.

Supervisor Aulik reiterated there is no cost to the municipalities and it is in the Town/Village Board's best interest to help out their residents at the end of the day. County Executive Ziegelbauer confirmed Supervisor Aulik comments.

Chairperson Hansen agreed this would be a good thing for the taxpayers.

Supervisor Baumann moved to accept the resolution, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed unanimously.

Update regarding county finances and year end processes: Comptroller Reckelberg informed the committee that the County's Form A will meet the May 15 filing deadline. The CAFR (Comprehensive Annual Financial Report) may be available for the June County Board meeting. This is one item that has been delayed by 30 days. If we do not see it in June, then it would be available at the July County Board meeting.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for March and April 2020 – Manitowoc County Jail.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Aulik. Motion passed unanimously. The committee adjourned at 6:02 p.m.

Respectfully submitted,
Jessica Backus, County Clerk



MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: Tuesday June 16, 2020
TIME: 6:00 PM
PLACE: Expo - Merchants Building
4921 Expo Drive, Manitowoc, WI 54220

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
 - A. Approve minutes of May 11, 2020 Meeting of the Finance Committee.
 - B. Approve vouchers for the month of May 2020 for \$2,394,909.85
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If the County receives any bids prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Resolution Denying Claim made by (Bryan Miller). See attached.
 - ✓ Update and Discussion regarding the Revolving Loan Fund and the Close Program.
 - ✓ Update regarding County finances and year-end processes.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for May 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for May 2020.

Adjournment.

Date: June 9, 2020

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
Expo Merchants Building
June 16, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, Supervisor Ken Sitkiewitz and County Board Chairperson Jim Brey.

Call to Order: Chairperson Hansen called the meeting to order at 6:00 p.m.

Public Comment: Chairperson Hansen declared public input open at 6:00 p.m. No one present wished to speak, subsequently Chairperson Hansen closed public input at 6:00 p.m.

Approve the minutes of the May 11, 2020 Finance Committee meetings: Supervisor Aulik moved to approve the meeting minutes, seconded by Supervisor Williams. Upon vote, the motion passed unanimously.

Approve vouchers for the month of May 2020 in the amount of \$2,394,909.85: Supervisor Baumann moved, seconded by Supervisor Aulik to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,394,909.85 were approved.

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

Woodridge, City of Manitowoc, Parcel 052-789-012-110.00: Two bids were received. Supervisor Williams moved to accept the offer of \$20,300.00 from David & Nicole Bishop and reject the other offer, seconded by Supervisor Aulik.

Woodridge, City of Manitowoc, Parcel 052-789-007-200.00: One bid was received. Supervisor Baumann moved to accept the offer of \$16,500.00 from John Christianson, seconded by Supervisor Williams.

Todd Reckelberg, Comptroller/Auditor – Resolution Denying Claim made by (Bryan Miller):
Comptroller Reckelberg reported subject vehicle in claim was on the foreclosed property. The claimant was given ample time to claim and remove the car without any action. Vehicle was auctioned at sheriff sale and claimant requested reimbursement for the vehicle to which he was never the owner of. Corporation Counsel Conrad recommended denial of the claim. Supervisor Williams moved to deny the claim of Bryan Miller, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Update and discussion regarding Revolving Loan Fund and the Close Program – Comptroller Reckelberg reported the next meeting is June 24, 2020 at 10:00 a.m. More information would be available regarding what type of projects would qualify for the grant upon request.

Update regarding county finances and year end processes – Comptroller Reckelberg reported at this point the audit is behind schedule. The CAFR (Comprehensive Annual Financial Report) should be available for the July County Board meeting and the Finance meeting prior to the County Board meeting. County Executive Ziegelbauer reported 2019 was a good year and is waiting for the audit report.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for May 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for May 2020.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 6:16 p.m.

Respectfully submitted,
Jessica Backus, County Clerk



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: Tuesday July 21, 2020

TIME: 6:00 PM

PLACE: Expo - Merchants Building
4921 Expo Drive, Manitowoc, WI 54220

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of June 16, 2020 Meeting of the Finance Committee.
B. Approve vouchers for the month of June 2020 for \$2,188,550.39
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If the County receives any bids prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Resolution Denying Claim made by (David Niles). See attached.
 - ✓ Resolution Authorizing Grant Application (Wisconsin Elections Commission – County Election Security Subgrant).
 - ✓ Requesting permission to issue credit cards to Corporation Counsel Peter Conrad and Personnel Director Sharon Cornils.
 - ✓ Update and Discussion regarding the Revolving Loan Fund and the Close Program.
 - ✓ Annual Review with the County's External Auditors.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for June 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for June 2020.

Adjournment.

Date: July 14, 2020

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
Expo Merchants Building
July 21, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, County Treasurer Amy Kocian, Assistant Comptroller JJ Gutman, Supervisor Ken Sitkiewitz, Clifton Larson Allen (CLA) Principal Officer Bryan Grunewald and County Board Chairperson Jim Brey.

Call to Order: Chairperson Hansen called the meeting to order at 6:00 p.m.

Public Comment: Chairperson Hansen declared public input open at 6:00 p.m. No one present wished to speak, subsequently Chairperson Hansen closed public input at 6:01 p.m.

Approve the minutes of the June 16, 2020 Finance Committee meeting: Supervisor Williams moved to approve the meeting minutes, seconded by Supervisor Aulik. Upon vote, the motion passed unanimously.

Approve vouchers for the month of June 2020 in the amount of \$2,188,550.39: Supervisor Baumann moved, seconded by Supervisor Aulik to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,188,550.39 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a listing of the bids received on seven tax-deeded properties; all bids came in at 85% of the asking price, all from Robert J. Popp, and it is staff recommendation to accept all seven bids.

Woodridge Lot, City of Manitowoc, Parcel 052-788-011-010.00 - \$17,200.00
Woodridge Lot, City of Manitowoc, Parcel 052-788-011-030.00 - \$18,500.00
Woodridge Lot, City of Manitowoc, Parcel 052-788-011-020.00 - \$17,000.00
Woodridge Lot, City of Manitowoc, Parcel 052-788-011-050.00 - \$16,000.00
Woodridge Lot, City of Manitowoc, Parcel 052-788-011-110.00 - \$17,700.00
Woodridge Lot, City of Manitowoc, Parcel 052-788-001-210.00 - \$19,100.00
Woodridge Lot, City of Manitowoc, Parcel 052-788-001-200.00 - \$18,900.00

Supervisor Baumann moved to accept all offers of Robert J. Popp, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed unanimously.

Mr. Neuser also distributed an updated sale activity summary of the Woodridge Subdivision – Executive Estates Lots.

Todd Reckelberg, Comptroller/Auditor – Resolution Denying Claim made by (David Niles): Comptroller Reckelberg and Corporation Counsel Conrad reported Niles seeking claim for injuries he may have sustained while being brought into custody. Matter has been reviewed and correspondence received from insurance company stating Manitowoc County has no liability on this claim. Corporation Counsel Conrad recommended denial of the claim. Supervisor Williams moved to deny the claim of David Niles, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Comptroller/Auditor – Resolution Authorizing Grant Application (Wisconsin Elections Commission – County Election Security Subgrant). Comptroller Reckelberg reported County Clerk Jessica Backus has applied for the referenced grant. Supervisor Jamie Aulik stated the purpose of the grant is to enhance election technology and make election security improvements, such as a security risk assessment and DMARC protocol to authenticate emails. Supervisor Williams moved, seconded by Supervisor Baumann to adopt the Resolution Authorizing Grant Application (Wisconsin Elections Commission – County Election Security Subgrant). Upon discussion and voice vote, the motion passed unanimously.

County Credit Card Request for Peter Conrad, Corporation Counsel and Sharon Cornils, Personnel Director: Comptroller Reckelberg recommends issuance of a county credit card to Peter Conrad, Corporation Counsel and Sharon Cornils, Personnel Director. Supervisor Baumann moved to issue a county credit card to Peter Conrad and Sharon Cornils, seconded by Supervisor Shimulunas. Upon discussion and voice vote, the motion passed unanimously. Comptroller Reckelberg will check into various payment terms and potential benefits of the cards.

Update and discussion regarding Revolving Loan Fund and the Close Program – Chairperson Hansen mentioned possible use of funds by Door County to make loans, but this is not acceptable according to Comptroller Reckelberg. Comptroller Reckelberg gave brief update and there will be more information at an August meeting on various potential projects.

Report from External Auditor, CLA on County's finances for 2019: Bryan Grunewald, Principal Officer with CLA referenced the "Management Communications" letter as he briefed the Finance Committee. The letter laid out the responsibilities of the Auditors and that of County management regarding Financial Statements, internal controls and reporting responsibilities. Mr. Grunewald noted that the auditing process continues to go well and urges the committee to review both the Management's Discussion and Analysis document and Comprehensive Annual Financial Report carefully and to contact him with any questions. It was noted that the General Fund Balance is \$5,609,106 at year end compared to a 2018 balance of \$5,104,092, indicating a strong year for the General Fund. Mr. Grunewald drew attention to the unassigned (amount not earmarked for different purposes) category line which is the available working capital amount and contingency reserves and stressed the need to maintain some of that and not spend all. From a dollar perspective he stated the increase in that account creates flexibility. The Debt Service Fund increased from \$601,977 to \$1,278,781 in 2019 and those funds are restricted for future interest and principal payments. The Special Revenue Funds totals are very comparable from 2018 to 2019, with various categories showing fluctuation; one being the Human Service Balance showing a very strong increase going from \$169,128 to \$1,034,081. The Highway Fund takeaway shows a very busy year with a strong balance in net position and it was noted that a significant portion of that net position is tied up with capital assets (\$7.8 million restricted) and (\$1.8 unrestricted). Human Services Fund revenues increased and over the last couple of years that fund has grown from the deficit of \$214,000 in 2017. Self insurance funds, health, worker's comp and dental, all show revenues exceeding claims, and also exhibit strong reserve balances. Bob Ziegelbauer contributed that we have 5 years of surpluses and next year will be the 7th year in a row without an increase in premiums. General obligation debt shows strong perspective from a debt position; statutory limit is \$286 million and county has \$28 million outstanding; the benchmark ratio is 20% or below and the county's history is between 7 and 10%. Mr. Grunewald stated that from a debt perspective the county is in strong financial condition and that overall the county had a very strong financial year.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for June 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for June 2020.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Aulik. Motion passed unanimously. The committee adjourned at 6:31p.m.

Respectfully submitted,

Linda Herman, Deputy County Clerk



MANITOWOC COUNTY
FINANCE COMMITTEE
AMENDED MEETING NOTICE

DATE: Monday August 10, 2020

TIME: ~~4:30 PM~~ 5:15 PM

**PLACE: ~~Administration Building (Computer Lab)~~
~~1110 S. 9th Street, Manitowoc, WI 54220~~**

**Manitowoc County Heritage Center
(County Board Meeting Room)
1701 Michigan Ave., Manitowoc**

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
 - A. Approve minutes of July 21, 2020 Meeting of the Finance Committee.
 - B. Approve vouchers for the month of July 2020 for \$2,161,215.73
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If the County receives any bids prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Resolution Denying Claim made by (Ecology Technology-Lee Meyer).
 - ✓ Resolution Denying Claim made by (Lynette Simonar).
 - ✓ Update and Discussion regarding the Revolving Loan Fund and the Close Program.
 - ✓ Update on the County's finances and the budget process and outlook for next year.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for July 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for July 2020. (will be emailed when it becomes available)

Adjournment.

Date: August 5, 2020

Amended: August 6, 2020 @ 3:41 p.m.

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE

Heritage Center

August 10, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Corporation Counsel Peter Conrad, County Treasurer Amy Kocian, Assistant Comptroller JJ Gutman, and County Board Chairperson Jim Brey.

Call to Order: Chairperson Hansen called the meeting to order at 5:15 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:15 p.m. No one present wished to speak, subsequently Chairperson Hansen closed public input at 5:15 p.m.

Approve the minutes of the July 21, 2020 Finance Committee meeting: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Aulik. Upon vote, the motion passed unanimously.

Approve vouchers for the month of July 2020 in the amount of \$2,161,215.73: Supervisor Aulik moved, seconded by Supervisor Baumann to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,161,215.73 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a listing of the bids received on five tax-deeded properties; all bids came in at 85% of the asking price, all from Robert J. Popp, and it is staff recommendation to accept all seven bids.

Woodridge Lot, City of Manitowoc, Parcel 052-789-009-020.00 - \$12,980.00

Woodridge Lot, City of Manitowoc, Parcel 052-788-001-190.00 - \$18,530.00

Woodridge Lot, City of Manitowoc, Parcel 052-789-012-060.00 - \$13,550.00

Woodridge Lot, City of Manitowoc, Parcel 052-789-012-100.00 - \$18,410.00

Woodridge Lot, City of Manitowoc, Parcel 052-789-006-430.00 - \$13,060.00

Supervisor Baumann moved to accept all offers of Robert J. Popp, seconded by Supervisor Shimulunas. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Comptroller/Auditor – Resolution Denying Claim made by (Lee Meyer/Ecology Technology): Comptroller Reckelberg explained Mr. Meyer submitted a claim seeking reimbursement for alleged damage to his vehicle caused as a result of rocks discharged from a county tractor that was cutting grass on the I-43 exit ramp by Menards. The matter had been reviewed and correspondence received from insurance company stating Manitowoc County has no liability on this claim. Corporation Counsel Conrad recommended denial of the claim. Supervisor Baumann moved to deny the claim of Lee Meyer/Ecology Technology, seconded by Supervisor Shimulunas. Upon discussion and voice vote, the motion passed unanimously.

Resolution Denying Claim made by (Lynette Simonar): Comptroller Reckelberg explained Ms. Simonar submitted a claim seeking reimbursement for alleged damage to her vehicle caused as a result of rocks discharged from a county tractor that was cutting grass on County Rd Q. The matter had been reviewed and correspondence received from insurance company stating Manitowoc County has no liability on this claim. Corporation Counsel Conrad recommended denial of the claim. Supervisor Baumann moved to deny the claim of Lynette Simonar, seconded by Supervisor Shimulunas. Upon discussion and voice vote, the motion passed unanimously.

Update and discussion regarding Revolving Loan Fund and the Close Program – Chairperson Hansen reported the committee had their final meeting. The itemized list of projects was all but complete. Once the final project has been received, the itemized list would be turned over to the County Executive to review and bring forward to the Finance Committee, then the County Board.

Update regarding county finances and year end processes – County Executive Ziegelbauer reported the 2021 budget was on time with no reservations. The big items for the 2021 budget are within the highway budget, capital projects, and the elevator in the courthouse. He does not anticipate cuts in the shared revenue for 2021. He will still hold the line on taxes. Manitowoc County is in good shape even if there was a cut to state funding because we have aggregated a surplus over the last three years.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for July 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for July 2020.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Aulik. Motion passed unanimously. The committee adjourned at 5:33p.m.

Respectfully submitted,

Jessica Backus, County Clerk



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: **Monday September 14, 2020**
TIME: **5:15 PM**
PLACE: **Heritage Center (Michigan Avenue Campus)**
1701 Michigan Avenue, Manitowoc, WI 54220
(County Board Meeting Room)

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

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of August 10, 2020 Meeting of the Finance Committee.
B. Approve vouchers for the month of August 2020 for \$7,529,056.65
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If the County receives any bids prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
 - ✓ Reset appraised values of some tax deeded property. See attached email from Gerry Neuser.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Report of Economic Interest from Supervisor James Falkowski (see attached).
 - ✓ Introduction to PMA, an additional investment source for the Treasurer's deposits. Authorize Resolution to utilize PMA as a depository.
 - ✓ Revolving Loan Fund Close Program Projects List – Discuss & possible action on project list for forwarded by Resolution to the County Boards October meeting.
 - ✓ Update on the County's finances and the budget process.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for August 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for August 2020. (will be emailed when it becomes available)

Adjournment.

Date: September 9, 2020

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE
Heritage Center
September 14, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, County Treasurer Amy Kocian, Assistant Comptroller JJ Gutman, and County Board Chairperson Jim Brey.

Call to Order: Chairperson Hansen called the meeting to order at 5:15 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:15 p.m. No one present wished to speak, subsequently Chairperson Hansen closed public input at 5:16 p.m.

Approve the minutes of the August 10, 2020 Finance Committee meeting: Supervisor Williams moved to approve the meeting minutes, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Approve vouchers for the month of August 2020 in the amount of \$7,529,056.65: Supervisor Aulik moved, seconded by Supervisor Baumann to approve the vouchers. Upon voice vote, the vouchers in the amount of \$7,529,056.65 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser informed the committee there were no bids received for this month.

Reset appraised values of tax deeded property: Public Works Director Gerry Neuser presented a listing of three tax foreclosed properties that the County has maintained for decades and believes the appraised value is unrealistic due to the location, size, and un-buildable condition. The best the County could hope for is an adjacent property owner to purchase the lot to increase their lot size. Supervisor Baumann questioned if the adjacent property owners were notified of the tax foreclosed properties. Mr. Neuser informed the committee letters were sent to the adjacent property owners, but they felt the price was too much for the sliver of land. Supervisor Aulik stated these properties were likely surveyor errors and are only costing the County money to maintain. Supervisor Hansen questioned if the parcel would be split between adjacent owners if they would both make an offer. Mr. Neuser mentioned all adjacent owners would receive a letter notifying them that the price was decreased and it would be on a first response basis. Supervisor Aulik moved to lower the appraised value to \$1.00 on each of the three parcels highlighted on the tax foreclosed sheet, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Comptroller/Auditor – Report on Economic Interest: Comptroller Reckelberg reported receipt of a Report of Economic Interest from Supervisor Falkowski. Supervisor Aulik moved to place report on file, seconded by Supervisor Williams. Upon voice vote, the motion passed unanimously.

Introduction to PMA: Assistant Comptroller JJ Gutman reported that he has worked with PMA for 13 years and introduced Sara Schnoor, VP, WI Institutional Sales. Ms. Schnoor provided an

overview of PMA and the Wisconsin Investment Series Cooperative. Comptroller Reckelberg informed the committee this would allow the treasurer to have another investment option. County Treasurer Amy Kocian agreed that having another investment option would be beneficial for the County. Supervisor Hansen would like a resolution drafted for the next finance meeting for further discussion.

Update and discussion regarding Revolving Loan Fund and the Close Program: Comptroller Reckelberg presented a project list for discussion purposes for the RLF-Close Program Grant. As projects were submitted, Mr. Reckelberg would call the State to verify approval. County Executive Bob Ziegelbauer would like to reach a consensus with the committee on the projects that they would like to see financed through the grant. The various park projects include ADA compliant bathrooms, handicapped accessible docks, and access paving project. The park projects are not only for ADA compliance, but would be utilized by everyone. The courthouse bathrooms have been on hold for a long time. Each bathroom would be a complete remodel to make them ADA compliant. The UWGB-Manitowoc project can be put on hold because it is currently ADA compliant. The committee will have to decide which projects to eliminate because the current total cost estimate of all the projects is higher than the estimated \$1,240,000 available. Mr. Reckelberg will inquire if a public hearing needs to be held and notify the committee at the next finance meeting.

Update regarding county finances and year end processes – County Executive Ziegelbauer reported the County is looking decent. Comptroller Reckelberg will be working on the numbers for the state aid, which will help determine funding for 2021. The possibility of borrowing is there, but we'll see over the next couple of weeks. If we do include some borrowing, it will be minimal and be within our goal of staying below 10% of the max borrowing allowed by state statute.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for August 2020 – Manistowoc County Jail.
- Secure Detention Report from HSD for August 2020 would be emailed when available.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Baumann. Motion passed unanimously. The committee adjourned at 6:22 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: **Monday October 12, 2020**
TIME: **5:15 PM**
PLACE: **Heritage Center (Michigan Avenue Campus)**
1701 Michigan Avenue, Manitowoc, WI 54220
(County Board Meeting Room)
Also available using ZOOM

This meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. Members of the Finance Committee may appear remotely via zoom conferencing due to the public health emergency declared by the County and the Wisconsin Governor's Office. **Members of the public may attend the meeting in person at the address listed above or remotely using Zoom at the following link:**

Join Zoom Meeting

<https://zoom.us/j/99481497444?pwd=QkUvTU1RNGlFNS9BenpaZDIYK3VDUT09>

Meeting ID: 994 8149 7444

Passcode: 237983

One tap mobile

+13017158592,,99481497444#,,,,,0#,,237983# US (Germantown)

+13126266799,,99481497444#,,,,,0#,,237983# US (Chicago)

Dial by your location: +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 669 900 9128 US (San Jose)

Meeting ID: 994 8149 7444

Passcode: 237983

The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
 - A. Approve minutes of September 14, 2020 Meeting of the Finance Committee.
 - B. Approve vouchers for the month of September 2020 for \$9,031,134.09
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property
If the County receives any bids prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Report of Economic Interest from Supervisor James Falkowski (see attached).
 - ✓ PMA, as an additional investment source for the Treasurer's deposits. Authorize Resolution to utilize PMA as a depository.
 - ✓ Revolving Loan Fund Close Program Project Update
 - ✓ Update on the County's finances and the budget process.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for September 2020 – Manitowoc County Jail.
 - ✓ Secure Detention Report from HSD for September 2020. (will be emailed when it becomes available)

Adjournment.

Date: October 7, 2020

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE
Heritage Center
October 12, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik (via video conference), Supervisor Jim Baumann, Supervisor Williams (via video conference), and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, County Treasurer Amy Kocian, Assistant Comptroller JJ Gutman, Public Works Director Gerry Neuser, County Board Chairperson Jim Brey and Corporation Counsel Peter Conrad (via video conference).

Call to Order: Chairperson Hansen called the meeting to order at 5:17 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:17 p.m.

Maura Yost via video conference, Town of Centerville, had a question regarding a line in the PMA resolution. She encouraged good health practices to protect one another during the pandemic. Along with advocating for the half-cent sales tax.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 5:22 p.m.

Approve the minutes of the September 14, 2020 Finance Committee meeting: Supervisor Baumann moved to approve the meeting minutes, seconded by Supervisor Aulik. Upon vote, the motion passed unanimously.

Approve vouchers for the month of September 2020 in the amount of \$9,031,134.09: Supervisor Baumann moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote, the vouchers in the amount of \$9,031,134.09 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser informed the committee there were no bids received for this month.

Todd Reckelberg, Comptroller/Auditor – Report on Economic Interest: Comptroller Reckelberg reported receipt of a Report of Economic Interest from Supervisor Falkowski. Supervisor Shimulunas moved to place report on file, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Authorize Resolution to utilize PMA as a depository: Comptroller Reckelberg presented the resolution authorizing entry into the intergovernmental cooperation agreement relating to the “Wisconsin Investment Series Cooperative” and authorizing participation in the investment programs of the fund with PMA. Supervisor Baumann moved to approve the resolution, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Update and discussion regarding Revolving Loan Fund and the Close Program: Comptroller Reckelberg informed the committee of the timeline in regards to the revolving loan fund close program. October 26 will be a standup meeting to bring in a resolution to approve Citizen Participation Plan and Committee. November 2 will be the public hearing and authorize a resolution to be brought to the November 5 County Board meeting. The committee may meet as needed to meet program guidelines after the resolution is approved on November 5.

Update regarding county finances and year end processes – County Executive Ziegelbauer reported he will hold the line on taxes again this year. The 2021 budget concentrates on staying on course with current smaller projects. There is a possibility of borrowing \$1 million dollars for highway projects, and retiring \$2.26 million dollars of debt.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for September 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for September 2020 would be emailed when available.

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

Respectfully submitted,
Jessica Backus, County Clerk



**MANITOWOC COUNTY
FINANCE COMMITTEE
MEETING NOTICE**

DATE: Monday October 26, 2020
TIME: 6:15 PM
PLACE: Expo
4921 Expo Drive, Manitowoc, WI 54220

This meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session.

The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Todd Reckelberg – Comptroller/Auditor:
 - ✓ Resolution Repealing And Replacing Citizen Participation Plan For The Community Development Block Grant Program.

Adjournment.

Date: October 20, 2020

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
Expo Merchants Building
October 26, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: Comptroller Todd Reckelberg, Assistant and Comptroller JJ Gutman.

Call to Order: Chairperson Hansen called the meeting to order at 6:15 p.m.

Todd Reckelberg, Comptroller/Auditor - Resolution Repealing and Replacing Citizen Participation Plan for the Community Development Block Grant Program: The resolution updated the 10 year old plan with current language, statutes, and standard procedures. Supervisor Baumann moved to pass the resolution, seconded by Supervisor Aulik. Upon discussion and vote, the motion passed unanimously.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 6:18 p.m.

Respectfully submitted,
Jessica Backus, County Clerk



MANITOWOC COUNTY

FINANCE COMMITTEE

MEETING NOTICE

DATE: Monday November 2, 2020

TIME: Immediately following the Finance/Public Participation Committee meeting that starts at 5:00 PM

PLACE: Heritage Center (Michigan Avenue Campus)
1701 Michigan Avenue, Manitowoc, WI 54220
(County Board Meeting Room)
Also available using ZOOM

This meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. Members of the Finance Committee may appear remotely via zoom conferencing due to the public health emergency declared by the County and the Wisconsin Governor's Office. **Members of the public may attend the meeting in person at the address listed above or remotely using Zoom at the following link:**

Join Zoom Meeting

<https://zoom.us/j/93996714892?pwd=UHB1Nk9VbGpERHJlRS9yWUxoc1NPUT09>

Meeting ID: 939 9671 4892

Passcode: 046538

+13017158592,,93996714892#,,,,,0#,,046538# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

Find your local number: <https://zoom.us/u/acDXPqLsOl>

The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3.
 - A. Approve minutes of October 12, and 26th, 2020 Meeting of the Finance Committee.
 - B. Approve vouchers for the month of October 2020 for \$2,118,177.08
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property.
 - A. If the County receives any bids prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
 - B. Approving recommended appraised values to be advertised per a Class 3 notice.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Ordinance Amending Manitowoc County Code To Change Title Of Comptroller/Auditor To Finance Director.
 - ✓ Resolution Authorizing Staff To Apply For And Accept CDBG-CLOSE Fund Grants For the Projects Listed.
 - ✓ Review and make recommendation to County Board regarding 2021 Executive's Proposed Budget.
6. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for October 2020 – Manitowoc County Jail, (will be emailed when it becomes available).
 - ✓ Secure Detention Report from HSD for October 2020. (will be emailed when it becomes available).

Adjournment.

Date: October 28, 2020

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE
Heritage Center
November 2, 2020

The Finance Committee meeting for the purpose of public input and participation regarding the County's CDBG Close Program grant request:

Attendance: Chairperson Paul "Biff" Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, Public Works Director Gerry Neuser, Parks Director Tim Ryan, Human Services Director Patricia Dodge, Supervisors Jonathan Neils, Kevin Behnke, Rick Gerroll, Susie Maresh, and James Falkowski, and County Board Chairperson Jim Brey. Corporation Counsel Peter Conrad (via video conference).

Call to Order: Chairperson Hansen called the meeting to order at 5:00 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:00 p.m.

Elizabeth Runge – City of Two Rivers Economic Development discussed the 24th St project which will cost an estimated \$1.7 million to complete and urged the county to contribute \$185K for the project.

No one else present wished to speak; subsequently Chairperson Hansen closed public input at 5:07 p.m.

Approve Resolution Authorizing Staff to Apply For and Accept CDBG-CLOSE Fund Grants for the Projects Listed: Chairperson Hansen stated that \$185k of funds should be used for the 24th St project to offset funds paid to county for Paragon property and asked for clarification on the status of property and funds paid to the County. County Executive Bob Ziegelbauer stated that the City of Two Rivers signed a contract with the County of Manitowoc for the Paragon Property. Peter Conrad stated that Two Rivers is in good position to recoup funds for this property with a future business enterprise. Supervisor Aulik circled discussion back to the projects listed and that he agrees with the project listing. Supervisor Williams stated he agreed with Supervisor Aulik and asked about recourse for funds owed to the City of Two Rivers from the developer.

Supervisor Baumann made a motion to approve the resolution with the list of items as presented, second by Supervisor Williams. Upon discussion and voice vote, the motion passed 4 ayes and 1 no.

A motion by Supervisor Aulik second by Supervisor Baumann to adjourn the public input/participation portion of the meeting. Motion carried.

Call to Order: Chairperson Hansen immediately called the regular Finance Committee meeting to order at 5:30 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:30 p.m.

Maura Yost via video conference, Town of Centerville, encouraged good health practices to protect one another during the pandemic. Along with advocating for the half-cent sales tax to avoid future borrowing.

Sonja Vasquez 965 S. Manitowoc St, Manitowoc talked on behalf of Lakeshore Visionaries in that the board should be investing & encouraging education in the Human Services Department and what they provide the public.

No one else present wished to speak; subsequently Chairperson Hansen closed public input at 5:40 p.m.

Approve the minutes of the October 12, and 26th, 2020 Finance Committee meeting: Supervisor Williams moved to approve the meeting minutes, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of October 2020 in the amount of \$2,118,177.08: Supervisor Aulik moved, seconded by Supervisor Baumann to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,118,177.08 were approved.

Ordinance Amending Manitowoc County Code to Change Title of Comptroller/Auditor to Finance Director – Supervisor Aulik moved to approve change, seconded by Supervisor Baumann, Upon vote, the motion passed unanimously.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser discussed current properties held by the county and the value that is being asked for them. Notice will be placed in circulation and when bids are received, they will be brought to finance committee for approval. Supervisor Aulik moved to approve prices and class 3 notice, seconded by Supervisor Baumann, upon voice vote, the motion passed unanimously.

Authorize Resolution to Authorize Staff To Apply For And Accept CDBG-CLOSE Fund Grants for the Projects Listed: Supervisor Brey asked about approval of the project listing and Comptroller Reckelberg stated that he has received preliminary approval for the project list. Supervisor Baumann moved to approve the resolution, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed 4 ayes and 1 no.

Review and make recommendations to County Board regarding the Executive's 2021 Budget proposal – Discussion by Supervisor Aulik supporting budget, along with Supervisors Baumann and Williams supporting budget as presented. Chairperson Hansen stated he would not support budget as he felt the City of Manitowoc and Two Rivers were taken advantage of in their dealings with the County this past year. Supervisor Brey asked for clarification on Fund Balance summary. Supervisor Aulik moved to approve budget as presented by the County Executive, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed 4 ayes and 1 no.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for October 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for October 2020 would be emailed when available.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Aulik. Motion passed unanimously. The committee adjourned at 6:07 p.m.

Respectfully submitted,
JJ. Gutman, Assistant Comptroller



MANITOWOC COUNTY

FINANCE COMMITTEE / PUBLIC PARTICIPATION COMMITTEE

MEETING NOTICE

DATE: **Monday November 2, 2020**

TIME: **5:00 PM**

PLACE: **Heritage Center (Michigan Avenue Campus)**
1701 Michigan Avenue, Manitowoc, WI 54220
(County Board Meeting Room)
Also available using ZOOM

The Finance Committee, meeting in its' capacity as the Public Participation Committee for the County's CDBG (Community Development Block Grant) programs, projects, is open to the public. Members of the Committee may appear remotely via zoom conferencing due to the public health emergency declared by the County and the Wisconsin Governor's Office. **Members of the public may attend the meeting in person at the address listed above or remotely using Zoom at the following link:**

Join Zoom Meeting

<https://zoom.us/j/93996714892?pwd=UHB1Nk9VbGpERHllRS9yWUxoc1NPUT09>

Meeting ID: 939 9671 4892

Passcode: 046538

+13017158592,,93996714892#,,,,,0#,,046538# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

Find your local number: <https://zoom.us/u/acDXPqLsOl>

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. Approve Resolution Authorizing Staff To Apply For And Accept CDBG-CLOSE Fund Grants For the Projects Listed.

Adjournment.

Date: October 28, 2020

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Comptroller/Auditor

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

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

MANITOWOC COUNTY FINANCE COMMITTEE
Heritage Center
November 2, 2020
MINUTES AMENDED 12/16/2020

The Finance Committee meeting for the purpose of public input and participation regarding the County's CDBG Close Program grant request:

Attendance: Chairperson Paul "Biff" Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer, Comptroller Todd Reckelberg, Assistant Comptroller JJ Gutman, Public Works Director Gerry Neuser, Parks Director Tim Ryan, Human Services Director Patricia Dodge, Supervisors Jonathan Neils, Kevin Behnke, Rick Gerroll, Susie Maresh, **Lee Engelbrecht**, and James Falkowski, and County Board Chairperson Jim Brey. Corporation Counsel Peter Conrad (via video conference).

Call to Order: Chairperson Hansen called the meeting to order at 5:00 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:00 p.m.

Elizabeth Runge – City of Two Rivers Economic Development discussed the 24th St project which will cost an estimated \$1.7 million to complete and urged the county to contribute \$185K for the project.

No one else present wished to speak; subsequently Chairperson Hansen closed public input at 5:07 p.m.

Approve Resolution Authorizing Staff to Apply For and Accept CDBG-CLOSE Fund Grants for the Projects Listed: Chairperson Hansen stated that \$185k of funds should be used for the 24th St project to offset funds paid to county for Paragon property and asked for clarification on the status of property and funds paid to the County. County Executive Bob Ziegelbauer stated that the City of Two Rivers signed a contract with the County of Manitowoc for the Paragon Property. Peter Conrad stated that Two Rivers is in good position to recoup funds for this property with a future business enterprise. Supervisor Aulik circled discussion back to the projects listed and that he agrees with the project listing. Supervisor Williams stated he agreed with Supervisor Aulik and asked about recourse for funds owed to the City of Two Rivers from the developer.

Supervisor Baumann made a motion to approve the resolution with the list of items as presented, second by Supervisor Williams. Upon discussion and voice vote, the motion passed 4 ayes and 1 no.

A motion by Supervisor Aulik second by Supervisor Baumann to adjourn the public input/participation portion of the meeting. Motion carried.

Call to Order: Chairperson Hansen immediately called the regular Finance Committee meeting to order at 5:30 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:30 p.m.

Maura Yost via video conference, Town of Centerville, encouraged good health practices to protect one another during the pandemic. Along with advocating for the half-cent sales tax to avoid future borrowing.

Sonja Vasquez 965 S. Manitowoc St, Manitowoc talked on behalf of Lakeshore Visionaries in that the board should be investing & encouraging education in the Human Services Department and what they provide the public.

No one else present wished to speak; subsequently Chairperson Hansen closed public input at 5:40 p.m.

Approve the minutes of the October 12, and 26th, 2020 Finance Committee meeting: Supervisor Williams moved to approve the meeting minutes, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of October 2020 in the amount of \$2,118,177.08: Supervisor Aulik moved, seconded by Supervisor Baumann to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,118,177.08 were approved.

Ordinance Amending Manitowoc County Code to Change Title of Comptroller/Auditor to Finance Director – Supervisor Aulik moved to approve change, seconded by Supervisor Baumann, Upon vote, the motion passed unanimously.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser discussed current properties held by the county and the value that is being asked for them. Notice will be placed in circulation and when bids are received, they will be brought to finance committee for approval. Supervisor Aulik moved to approve prices and class 3 notice, seconded by Supervisor Baumann, upon voice vote, the motion passed unanimously.

Authorize Resolution to Authorize Staff To Apply For And Accept CDBG-CLOSE Fund Grants for the Projects Listed: Supervisor Brey asked about approval of the project listing and Comptroller Reckelberg stated that he has received preliminary approval for the project list. Supervisor Baumann moved to approve the resolution, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed 4 ayes and 1 no.

Review and make recommendations to County Board regarding the Executive's 2021 Budget proposal – Discussion by Supervisor Aulik supporting budget, along with Supervisors Baumann and Williams supporting budget as presented. Chairperson Hansen stated he would not support budget as he felt the City of Manitowoc and Two Rivers were taken advantage of in their dealings with the County this past year. Supervisor Brey asked for clarification on Fund Balance summary. Supervisor Aulik moved to approve budget as presented by the County Executive, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed 4 ayes and 1 no.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for October 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for October 2020 would be emailed when available.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Aulik. Motion passed unanimously. The committee adjourned at 6:07 p.m.

Respectfully submitted,
JJ. Gutman, Assistant Comptroller



MANITOWOC COUNTY

FINANCE COMMITTEE

AMENDED MEETING NOTICE

DATE: **Monday December 14, 2020**

TIME: **5:30 PM**

PLACE: **Manitowoc County Heritage Center (Michigan Avenue Campus)**
1701 Michigan Avenue (County Board Meeting Room), Manitowoc, WI 54220
Also available using ZOOM

This meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. Members of the Finance Committee may appear remotely via zoom conferencing due to the public health emergency declared by the County and the Wisconsin Governor's Office. **Members of the public may attend the meeting in person at the address listed above or remotely using Zoom at the following link:**

Join Zoom Meeting: <https://zoom.us/j/99674062163?pwd=ZDR2bzhNMitraklIYVkwU1vaStPdZ09>

Meeting ID: 996 7406 2163

Passcode: 061955

Or iPhone one-tap :

US: +13126266799,,99674062163#,,,,,0#,,061955# or 16465588656,,99674062163#,,,,,0#,,061955#

Or Telephone:

Dial(for higher quality, dial a number based on your current location): +1 312 626 6799 US (Chicago)

International numbers available: <https://zoom.us/j/99674062163?pwd=ZDR2bzhNMitraklIYVkwU1vaStPdZ09>

The following matters may be considered at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of November 2, 2020 Meeting of the Finance Committee.
B. Approve vouchers for the month of November 2020 for \$2,062,781.97
4. Gerry Neuser – Public Works Director:
 - ✓ Consideration and action on the following matters related to the Sale of Tax Deeded Property.
 - A. If the County receives any bids prior to the Finance Committee meeting, the Committee will receive, review, and act on bids for the Sale of tax deeded property. Full details will be provided at the meeting.
 - B. Approving recommended appraised values to be advertised per a Class 3 notice.
5. Todd Reckelberg – Comptroller/Auditor, Bob Ziegelbauer – County Executive:
 - ✓ Authorize issuance of County Credit Cards to Greg Grotegut, Highway Commissioner; Stephanie Lambert, Public Health Officer; J.J. Gutman, soon to be Finance Director.
 - ✓ *Approve ordinance creating Manitowoc County Code § 2.06 (Fair Housing).*
 - ✓ Announce J.J. Gutman as Finance Director.
6. Update on county finances and/or budget.
7. Communications and other information contained within your finance packet for discussion and any action that may be necessary:
 - ✓ Monthly Daily Average Population Report for November 2020 – Manitowoc County Jail, (will be emailed when it becomes available).
 - ✓ Secure Detention Report from HSD for November 2020. (will be emailed when it becomes available).

Adjournment.

Date: December 8, 2020

Amended: December 10, 2020 @ 11:00 a.m.

Paul (Biff) Hansen, Committee Chair

By: Todd H. Reckelberg, Finance 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.

MANITOWOC COUNTY FINANCE COMMITTEE
Heritage Center
December 14, 2020

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, and Supervisor Williams (via video conference). Also in attendance: County Executive Bob Ziegelbauer, Finance Director Todd Reckelberg, County Treasurer Amy Kocian, Assistant Finance Director JJ Gutman, Public Works Director Gerry Neuser, County Board Chairperson Jim Brey and Corporation Counsel Peter Conrad. Supervisor Bonnie Shimulunas was excused.

Call to Order: Chairperson Hansen called the meeting to order at 5:30 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:32 p.m.

Mary Mueller, City of Two Rivers, expressed concern that she did not sign her bid form and asked the committee to consider accepting the unsigned bid she placed because she was the highest bidder.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 5:34 p.m.

Approve the minutes of the November 2, 2020 Finance Committee meeting: Supervisor Baumann moved to amend the meeting minutes to include Supervisor Lee Engelbrecht in the attendance, seconded by Supervisor Aulik. Supervisor Aulik moved to approve the minutes as amended, seconded by Supervisor Baumann. Upon vote, the motion passed unanimously.

Approve vouchers for the month of November 2020 in the amount of \$2,062,781.97: Supervisor Baumann moved, seconded by Supervisor Aulik to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,062,781.97 were approved.

Gerry Neuser, Public Works Director - Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Gerry Neuser presented a handout listing the bids received on a tax-deeded property. Corporation Counsel explained it is County policy that all bids submitted to the County must be signed by the individual placing the bid. There are no exceptions.

Parcel #018-123-010-012.00 Maple Lane, Town of Two Rivers: One bid was received. Supervisor Baumann moved to accept the offer of \$300.00 from Tim Martinez, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

11 Properties - 2020 In Rem/Tax Foreclosed Properties: Supervisor Baumann moved to accept all 11 property bids at once for the highest acceptable bid on each property, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Director Neuser presented recommended appraised value of tax foreclosed property proposed to be advertised per a Class 3 notice. The property is:

City of Manitowoc, 1411 S 37th Street - \$30,000.00

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

Todd Reckelberg, Finance Director – Authorize issuance of County Credit Cards: Finance Director Reckelberg recommends issuance of a county credit card to Greg Grotegut, Highway Commissioner; Stephanie Lambert, Public Health Officer; JJ Gutman, soon to be Finance Director. Supervisor Baumann moved to issue the three county credit cards, seconded by Supervisor Aulik. Upon discussion and vote, the motion passed unanimously.

Approve ordinance creating Manitowoc County Code §2.06 (Fair Housing): Finance Director Reckelberg informed the committee there has been a Fair Housing policy in place for the County. However, to be eligible for state CDBG Close Program grants, the County needs to be in compliance with the current rules and regulations for participation in the CDGB Close Program, which includes adopting a Fair Housing Ordinance. Supervisor Aulik moved to accept the ordinance, seconded by Supervisor Baumann. Upon discussion and vote, the motion carried unanimously.

Announce JJ Gutman as Finance Director: County Executive Bob Ziegelbauer was pleased to announce that JJ Gutman has accepted the Finance Director position. He was confident JJ will do a wonderful job. Mr. Ziegelbauer also congratulated Todd Reckelberg on his retirement and thanked him for his many years of service.

Update regarding county finances and year end processes: Assistant Finance Director JJ Gutman informed the committee year end processing had started. Supervisor Aulik informed the committee that both Todd and JJ have done an excellent job. They are always willing to answer his questions when he calls. He appreciates both of them.

Communications: A copy of the following was provided in the committee's packet emailed with the agenda:

- Monthly/Daily Average Population Report for November 2020 – Manitowoc County Jail.
- Secure Detention Report from HSD for November 2020 would be emailed when available.

Adjournment: Supervisor Aulik moved to adjourn, seconded by Supervisor Baumann. Motion passed unanimously. The committee adjourned at 6:00 p.m.

Respectfully submitted,

Jessica Backus, County Clerk