



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: **Monday January 11, 2021**  
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:**

Please click the link below to join the webinar:

<https://zoom.us/j/94688601468?pwd=WXdyWitWR3h6SkJBQW82Y0l0YXowUT09>  
Passcode: 402585

Or iPhone one-tap :

US: +13017158592,,94688601468#,,,,\*402585# or +13126266799,,94688601468#,,,,\*402585#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799  
or +1 669 900 9128

Webinar ID: 946 8860 1468

Passcode: 402585

International numbers available: <https://zoom.us/u/adtBGVKEY6>

#### 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 14, 2020 Meeting of the Finance Committee.  
B. Approve vouchers for the month of December 2020 for \$2,575,656.97
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.
5. Todd Reckelberg & J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Approve Resolution for Residential Anti-displacement and Relocation Assistance Plan for CDBG Program
  - ✓ Review and Approve Audit contract with Clifton Larson Allen (CLA)
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 December 2020 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for December 2020.

Adjournment.

Date: January 5, 2021

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**  
**January 11, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Shimulunas, and Supervisor Williams. 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 (via video conference).

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

Public Comment: Chairperson Hansen declared public input open at 5:18 p.m.

Maura Yost, Town of Centerville, advocated for a half cent sales tax. She believed now would be the opportune time to conduct a study regarding the implementation of the half cent sales tax.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 5:21 p.m.

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

Approve vouchers for the month of December 2020 in the amount of \$2,575,656.97: Supervisor Baumann moved, seconded by Supervisor Aulik to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,575,656.97 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 bid received on a tax-deeded property.

1411 S 37<sup>th</sup> St, Manitowoc: One bid was received, however it was lower than the asking price. The bid amount would have to have met the threshold of the asking price because this was the first time it was listed. Supervisor Baumann moved to reject the offer of \$4,500.00 from Jeanette Ceasar, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed unanimously.

Todd Reckelberg, Finance Director – Approve Resolution for Residential Anti-displacement and Relocation Assistance Plan for CDBG Program: Finance Director Reckelberg informed the committee this is the final step in having documented policies in place for the County that meets the requirements of the CDBG program. Supervisor Aulik moved to accept the resolution, seconded by Supervisor Baumann. Upon discussion and vote, the motion carried unanimously.

Review and Approve Audit contract with Clifton Larson Allen (CLA): Assistant Finance Director JJ Gutman provided a quote proposal rate sheet to the committee to renew the 2020 audit year. The County's contract was up with CLA at the end of 2019 audit. Supervisor Aulik informed the committee that the proposal is in line with what he has seen from CLA. Supervisor Williams moved to accept the CLA contract, seconded by Supervisor Aulik. Upon discussion and vote, the motion carried unanimously.

Finance Director Reckelberg stated it has been a privilege serving the County the last 32 plus years. He mentioned the only reason he was successful at his job was because of the hard working people within his department. They made him look good. His final day at the County is Friday, January 15, 2021.

Chairperson Hansen thanked Todd for his service and congratulated him for being a good leader.

Update regarding county finances and year end processes: County Executive Bob Ziegelbauer informed the committee year end processing had started.

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

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

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 5:39 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



## MANITOWOC COUNTY FINANCE COMMITTEE MEETING NOTICE

DATE: **Monday February 8, 2021**  
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:**

Please click the link below to join the webinar:

<https://zoom.us/j/96431972283?pwd=UXpqdHhvNUdDWDNObmddQTFAyK25FUT09>

Passcode: 247506

Or Telephone: (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799  
or +1 669 900 9128

Webinar ID: 964 3197 2283

Passcode: 247506

International numbers available: <https://zoom.us/u/ac1rRuXs4t>

### 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 11, 2021 Meeting of the Finance Committee.  
B. Approve vouchers for the month of January 2021 for \$3,401,090.83
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.
5. J.J. Gutman - Finance Director, Bob Ziegelbauer - County Executive:
  - ✓ Resolution Denying Claim made - Tim Heus (see attached).
  - ✓ Report of Economic Interest Expo Manager - Jennel Shelton (see attached).
  - ✓ Review/Approve proposal for Jail remodel/resolution for fund balance committal for Jail Visitation project.
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 January 2021 - Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for January 2021. (will email when available)

Adjournment.

Date: February 8, 2021

Paul (Biff) Hansen, Committee Chair

By: J.J. Gutman, 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**  
**February 8, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Bonnie Shimulunas, and Supervisor Mike Williams (Williams attended via phone conference). Also in attendance: County Executive Bob Ziegelbauer, Finance Director JJ Gutman, Public Works Director Gerry Neuser, Sheriff Dan Hartwig, Jail Administrator Joy Brixius, County Board Chairperson Jim Brey, Supervisor Kevin Behnke, and Corporation Counsel Peter Conrad (Behnke and Conrad attended via phone conference).

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

Public Comment: Chairperson Hansen declared public input open at 5:16 p.m.

Maura Yost, Town of Centerville, reported on eight portions of the Outagamie County Sales Tax Analysis. The first was the County Executive was against the sales tax; however, the County Board passed it. The second was according to Wisconsin Statutes, the county can share the sales tax revenue with the municipalities and school districts. The third was how other counties use their sales tax revenue. The fourth was the advantages and disadvantages of the sales tax use options. The fifth was an analysis on the sales tax revenue projection. The sixth was how Outagamie County quantified the direct levy reductions. The seventh was the stipulated assumptions of the impact on the tax rate. The final point was the shared revenues methodology. Instead of borrowing, and re-borrowing, Manitowoc County needs to re-examine the half-cent sales tax.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 5:20 p.m.

Approve the minutes of the January 11, 2021 Finance Committee meeting: Supervisor Baumann moved to approve the minutes, seconded by Supervisor Aulik. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of January 2021 in the amount of \$3,401,090.83: Supervisor Aulik moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote, the vouchers in the amount of \$3,401,090.83 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.

1411 S 37<sup>th</sup> St, Manitowoc: Seven bids were received. Supervisor Baumann moved to accept the highest offer of \$25,000.00 from Jessica Andriessen and reject the other offers, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

JJ Gutman, Finance Director – Resolution Denying Claim (Tim Heus): Finance Director Gutman explained Mr. Heus followed a County plow truck that had lowered the plow by a gravel driveway, which resulted in gravel kicking up and cracking his windshield. The insurance company, after an investigation, determined Manitowoc County had no liability for this claim. Supervisor Baumann moved to deny the claim of Tim Heus, seconded by Supervisor Shimulunas. Upon discussion and voice vote, the motion passed unanimously.

Report on Economic Interest: Finance Director Gutman reported receipt of a Report of Economic Interest from Expo Manager Jennell Shelton. Supervisor Aulik moved to place report on file, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Review/Approve Proposal for Jail Remodel/Resolution for Fund Balance Committal for Jail Visitation Project: County Executive Ziegelbauer informed the committee that this project was approved in the annual budget; however, the bid came in higher than the estimated cost used for the budget. Sheriff Hartwig mentioned the jail was built in 1992-1993. The visitation area was built with 20 visitation partitions that have not been used in a long time. Now most visitations are done via video conference and he does not see that changing. It is easier for an inmate to video conference with his/her family versus them coming in to the jail. The remodel will allow proper utilization of a currently unused space along with creating a safer environment for all. Public Workers Director Neuser explained the architect underestimated the cost compared to the bids received. The main factors for the higher bids are that the cost of building materials, special electronics, and labor have increased substantially due to supply and demand because of the pandemic. Supervisor Williams moved to accept the Resolution Authorizing Contract for the Jail Visitation Project Remodel and Committal of Undesignated Fund Balance, seconded by Supervisor Aulik. Upon discussion and vote, the motion carried unanimously.

Update regarding county finances and year end processes: Finance Director Gutman reported the 2020 books would be closed out in a few weeks. County Executive Bob Ziegelbauer mentioned 2020 was a good year and a resolution will be brought to the committee next month.

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

- Monthly/Daily Average Population Report for January 2021 – Manitowoc County Jail.
- Secure Detention Report from HSD for January 2021 would be emailed when available.

Adjournment: Supervisor Aulik moved to adjourn, seconded by Supervisor Baumann. Motion passed unanimously. The committee adjourned at 5:39 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



# MANITOWOC COUNTY

## FINANCE COMMITTEE

### MEETING NOTICE

DATE: **Monday March 8, 2021**  
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:**

Please click the link below to join the webinar:

<https://zoom.us/j/95794508024?pwd=R1R5M3Qwd1BycTdEL05jVkl0UjlaQT09>

Passcode: 254804

Or iPhone one-tap :

US: +13126266799,,95794508024#,,, \*254804# or +16465588656,,95794508024#,,, \*254804#

Or Telephone: (for higher quality, dial a number based on your current location):

US: [+1 312 626 6799](tel:+13126266799) or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128  
or +1 253 215 8782

Webinar ID: 957 9450 8024

Passcode: 254804

International numbers available: <https://zoom.us/j/95794508024>

#### 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 8, 2021 Meeting of the Finance Committee.  
B. Approve vouchers for the month of February 2021 for \$2,857,900.31.
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Denying Claim made – Randolph Valenta (see attached).
  - ✓ Review/Approve resolution for designation of 2020 Year End Fund Balances.
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 February 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for February 2021. (will email when available)

Adjournment.

Date: March 8, 2021

Paul (Biff) Hansen, Committee Chair

By: J.J. Gutman, 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**  
**March 8, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Bonnie Shimulunas, and Supervisor Mike Williams (Williams attended via phone conference). Also in attendance: County Executive Bob Ziegelbauer, Finance Director JJ Gutman, Public Works Director Gerry Neuser, County Treasurer Amy Kocian, 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.

Maura Yost, Town of Centerville, expressed her discontent over the borrowing that has taken place over the years for the county. She believes it has cost the county too much in interest and will in turn affect the future tax paying citizens of Manitowoc County. She still advocates for a half-cent county-wide sales tax in lieu of borrowing.

No one else present wished to speak, subsequently Chairperson Hansen closed public input at 5:19 p.m.

Approve the minutes of the February 8, 2021 Finance Committee meeting: Supervisor Aulik moved to approve the minutes, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of February 2021 in the amount of \$2,857,900.31: Supervisor Baumann moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,857,900.31 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 a bid received on a tax-deeded property.

1910 20<sup>th</sup> St, Two Rivers: One bid was received. Public Works Director Gerry Neuser recommended rejecting the bid for three reasons. First, the bid was a low offer of \$5,000 for a \$45,100 asking price. Second, there is a current lease on this property. The lease agreement offers the leasee the right of first refusal on the property once the lease has expired. Third, if the leasee does not want to purchase the property once the lease has expired, then the bid would be published accordingly. Supervisor Baumann moved to reject the offer of \$5,000.00 from Tim Martinez, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.



JJ Gutman, Finance Director – Resolution Denying Claim (Randolph Valenta): Finance Director Gutman explained Mr. Valenta filed a claim when county plow truck kicked up gravel, which resulted in a cracked windshield to his vehicle. The insurance company, after an investigation, determined Manitowoc County had no liability for this claim. Supervisor Baumann moved to deny the claim of Randolph Valenta, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Review/Approve Resolution for Designation of 2020 Year End Fund Balances: County Executive Bob Ziegelbauer informed the committee there is almost a million dollar surplus in the general fund account for 2020. A portion of this surplus will be appropriated in three ways. First is applying \$450,000 towards Debt Service to pay off a portion of the 2012 General Obligation Note. Second is the designation of \$100,000 for the jail project, which was approved at last month's meeting. Third is designating \$39,000 to Public Works to replace a piece of equipment and \$105,000 to County Treasurer's department to purchase/upgrade the real estate tax software. The undesignated surplus will go into the general fund. Supervisor Baumann moved to approve the Resolution Authorizing Fund Balance Designations, Carry-Overs, Transfers, and Reappropriation of Specified Funds from 2020 to 2021, seconded by Supervisor Shimulunas. Upon discussion and vote, the motion carried unanimously.

Update regarding county finances and year end processes: Finance Director Gutman reported the County was in good financial standing.

Communications: Copies of the following documents were provided in the committee's packet:  
-Monthly/Daily Average Population Report for February 2021 – Manitowoc County Jail.  
-Secure Detention Report from HSD for February 2021 would be emailed when available.

Adjournment: Supervisor Aulik moved to adjourn, seconded by Supervisor Baumann. Motion passed unanimously. The committee adjourned at 5:35 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



**MANITOWOC COUNTY**  
**FINANCE COMMITTEE**  
**(stand-up) MEETING NOTICE**

**DATE: Tuesday March 16, 2021**  
**TIME: 6:15 PM**  
**PLACE: Expo Merchants Building**  
4921 Expo Dr., 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 and acted upon at the meeting:

1. Call to order by Chair Paul (Biff) Hansen:
2. J.J. Gutman - Finance Director, Bob Ziegelbauer - County Executive:  
✓ Resolution Authorizing the Redemption of Taxable General Obligation Refunding Bonds, Dated May 8, 2012

Adjournment.

Date: March 16, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, 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  
Expo Merchants Building  
March 16, 2021

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann and Supervisor Bonnie Shimulunas. Also in attendance: County Executive Bob Ziegelbauer and Finance Director JJ Gutman. Supervisor Mike Williams was excused.

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

JJ Gutman, Finance Director - Resolution Authorizing the Redemption of Taxable General Obligation Refunding Bonds, Dated May 8, 2012: The resolution provides specific rates and call dates that Quarles and Brady need in order to pay off the “2012 bonds”. Supervisor Shimulunas moved to pass the resolution, seconded by Supervisor Aulik. Upon discussion and vote, the motion passed unanimously.

Adjournment: Supervisor Aulik moved to adjourn, seconded by Supervisor Baumann. 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 April 27, 2021**  
TIME: **6:00 PM**  
PLACE: **Heritage Center (Michigan Avenue Campus)**  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Basement Conference 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:**

**When:** Apr 27, 2021 06:00 PM Central Time (US and Canada) **Topic:** Finance Committee Meeting - April

**Please click the link below to join the webinar:**

<https://zoom.us/j/95441554220?pwd=YmJ5c09YRC9aRDIHayt6NE5qeUIQZz09>

**Passcode:** 000596

**Or One tap mobile:** US: +13126266799,,95441554220#,,, \*000596# or +16465588656,,95441554220#,,, \*000596#

**Or Telephone:** (for higher quality, dial a number based on your current location):

US: **+1 312 626 6799** or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128  
or +1 253 215 8782

**Webinar ID:** 954 4155 4220

**Passcode:** 000596

**International numbers available:** <https://zoom.us/j/95441554220?pwd=YmJ5c09YRC9aRDIHayt6NE5qeUIQZz09>

**The following matters may be considered at the meeting:**

1. Call to order by Chair Paul (Biff) Hansen:
2. Public comment regarding any matters that will be taken up by the Finance Committee at this meeting.
3. A. Approve minutes of March 8<sup>th</sup> and March 16<sup>th</sup>, 2021 Meeting of the Finance Committee.  
B. Approve vouchers for the month of March 2021 for \$4,267,545.78
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Report of Economic Interest Expo Manager – James Falkowski (see attached).
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 March 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for March 2021. (will email when available)

Adjournment.

Date: April 20, 2021

Paul (Biff) Hansen, Committee Chair

By: J.J. Gutman, 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**  
**April 27, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, and County Board Chairperson Jim Brey. Also in attendance: County Executive Bob Ziegelbauer and Finance Director JJ Gutman. Supervisor Baumann, Shimulunas, and Williams were excused.

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 March 8 and March 16, 2021 Finance Committee meeting: Supervisor Aulik moved to approve the minutes, seconded by County Board Chairperson Brey. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of March 2021 in the amount of \$4,267,545.78: Supervisor Aulik moved, seconded by County Board Chairperson Brey to approve the vouchers. Upon voice vote, the vouchers in the amount of \$4,267,545.78 were approved.

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

JJ Gutman, Finance Director – Reports of Economic Interest: Finance Director Gutman reported receipt of one Report of Economic Interest received from Supervisor Falkowski. County Board Chairperson Brey moved to place reports on file, seconded by Supervisor Aulik. Upon voice vote, the motion passed unanimously

Update regarding county finances and year end processes: County Executive Ziegelbauer reported the audit would be wrapping up in the next month or so.

Communications: Copies of the following documents were provided in the committee’s packet:  
-Monthly/Daily Average Population Report for March 2021 – Manitowoc County Jail.  
-Secure Detention Report from HSD for March 2021 would be emailed when available.

Adjournment: Supervisor Aulik moved to adjourn, seconded by County Board Chairperson Brey. Motion passed unanimously. The committee adjourned at 6:01 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE: Tuesday May 18th, 2021**  
**TIME: 5:45 PM**  
**PLACE: Heritage Center (Michigan Avenue Campus)**  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Basement Conference 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 April 27, 2021 Meeting of the Finance Committee.
  - B. Approve vouchers for the month of April 2021 for \$2,300,363.23
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Consideration and action on the following matters related to Human Services Department FTE Request:
    - Resolution authorizing Children Long Term Support Waiver position
    - Resolution authorizing Adult Protective Services Ongoing Social Worker position
  - ✓ Consideration and action regarding disallowance of claim Rodriguez and Vetter
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 April 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for April 2021. (will email when available)

Adjournment.

Date: May 18, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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**  
**May 18, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas (5:55). Also in attendance: County Executive Bob Ziegelbauer, Finance Director JJ Gutman, Public Works Director Gerry Neuser, Human Services Director Patricia Dodge, Corporation Counsel Peter Conrad, and County Board Chairperson Jim Brey. Supervisor Jim Baumann was excused.

Call to Order: Chairperson Hansen called the meeting to order at 5:45 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:45 p.m.

No one present wished to speak, subsequently Chairperson Hansen closed public input at 5:46 p.m.

Approve the minutes of the April 27, 2021 Finance Committee meeting: Supervisor Aulik moved to approve the minutes, seconded by Supervisor Williams. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of April 2021 in the amount of \$2,300,363.23: Supervisor Aulik moved, seconded by Supervisor Williams to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,300,363.23 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 Neuser informed the committee no bids were received.

JJ Gutman, Finance Director – Resolution Authorizing Children Long Term Support Waiver Position: Corporation Counsel Conrad informed the committee no action is required by the Finance Committee because this is a state and federal funded position.

Resolution Authorizing Adult Protective Services Ongoing Social Worker Position: Human Services Director Dodge explained that due to the increase in the number of cases referred to Adult Protective Services an increase in staffing is necessary. Manitowoc County has seen an increase in the aging population that are in crisis and have extreme cases involving neglect and financial abuse that have to be investigated anytime Human Services receives notification. Finance Director Gutman has analyzed the cost of this additional position and has concluded that the cost could be paid out of the Human Services Department fund balance along with certain state and federal funding sources. The Human Services Board and Personnel Committee recommend the creation of the position. The Finance Committee has to recommend the transfer of the funds from the Human Services Department fund balance to pay for any portion of the position that is unfunded by state or federal monies for 2021. Supervisor Williams moved to approve the transfer of the funds from the Human Services fund balance to pay for any portion of the position that is unfunded by state or federal monies for 2021, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Resolution Denying Claim (Oscar Rodriguez and Nicolas Vetter): Finance Director Gutman explained the two individuals claimed they were held without due process. The claim was submitted to the County's insurance company. After an investigation, it was determined Manitowoc County had no liability for this claim. Corporation Counsel Conrad recommended denial of the claim. Supervisor Williams moved to deny the claim of Oscar Rodriguez and Nicolas Vetter, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Bob Ziegelbauer, County Executive - Update regarding county finances and year end processes: Executive Ziegelbauer informed the committee the 2020 financial statements will be brought forward next month. He will be encouraging the committee to borrow \$1,000,000 to fund the highway projects that were approved in the budget in the upcoming months.

Communications: Copies of the following documents were provided in the committee's packet:  
-Monthly/Daily Average Population Report for April 2021 – Manitowoc County Jail.  
-Secure Detention Report from HSD for April 2021 would be emailed when available.

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

Respectfully submitted,

Jessica Backus, County Clerk





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

DATE: **Monday, June 14th, 2021**  
TIME: **4:30 PM**  
PLACE: **Manitowoc County Administrative Office Building**  
1110 S. 9th St, 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 18, 2021 Meeting of the Finance Committee.  
B. Approve vouchers for the month of May 2021 for \$2,348,931.76
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Memo from Bob regarding year end fund financials
  - ✓ *Consideration and action on resolution authorizing issuance and sale of \$1.0M GO NOTE*
  - ✓ Memo regarding Federal ARPA funds received
  - ~~✓ Consideration and action regarding disallowance of claim Lushine REMOVED~~
  - ✓ Report of economic interest from Supv. Falkowski
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 May 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for May 2021. (will email when available)

Adjournment.

Date: June 9, 2021  
*Amended: June 10, 2021*

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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

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

**MANITOWOC COUNTY FINANCE COMMITTEE**  
**Administration Building**  
**June 14, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: Finance Director JJ Gutman, Corporation Counsel Peter Conrad, 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, recommended the committee postpone their decision on the resolution authorizing issuance and sale of \$1,000,000 note since the County will be receiving \$15 million from the American Rescue Plan Act.

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

Approve the minutes of the May 18, 2021 Finance Committee meeting: Supervisor Aulik moved to approve the minutes, seconded by Supervisor Williams. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of May 2021 in the amount of \$2,348,931.76: Supervisor Baumann moved, seconded by Supervisor Aulik to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,348,931.76 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: There are no county properties for sale.

JJ Gutman, Finance Director – Memo from County Executive Bob Ziegelbauer: Finance Director Gutman highlighted the following key points from the County Executive’s memo – there was an increase in the general fund of \$134,913 for 2020; the “Human Services special revenue fund” had a surplus of \$613,069.36 adding to the reserve fund balance which provided a fund balance of \$1,662,499.66; the “Capital Projects” reserve fund where the fund from previous property sales was reserved for \$1,785,170.97; and there was surplus in the “Self Health Internal Service Fund” with a balance of \$741,312.82 and a surplus in the “Workers Comp Internal Service Fund” with a balance of \$41,143.84, which were both positive points for 2020.

Memo regarding Federal ARPA funds received: Finance Director Gutman informed the committee that the County will receive a little over \$15 million from the Federal American Rescue Plan Act. The first half of the funds have been placed into a separate account. The second half will be received May of 2022. There are selective categories as to what the funds can be put towards, but the County has a lot of time to decide since the deadline that the funds have to be allocated by is 12/31/2024. Corporation Counsel Conrad informed the committee that this money

cannot be used on roads.

Finance Director Gutman explained some projects this money could be used for: the cost of the Public Health Program, which has state and federal mandated reporting requirements; premium pay for essential employees and PPE; grant money to help businesses in Manitowoc County, with more information is to come on this process in the next five to six months. Infrastructure is another option, but it is limited to water/sewer and broadband. Lost revenue from the last year, which would only apply to the Expo and Airport because they were the only departments that had a loss in revenue.

Supervisor Williams questioned how the grant process for businesses would work. Corporation Counsel Conrad mentioned a committee would more than likely be created to review the applications, if this was a route the County would choose to take with the money.

County Board Chair Brey mentioned the County Executive sent a memo to the three cities regarding the lead pipe issue and how the funds could be used to replace the lead piping. He does not want to give the money back, so if there is a way to combine the county and municipal funds to accomplish this, that would be a good use of the money. He also mentioned the County Board would have the final say as to what happens with the money.

Consideration and action on resolution authorizing issuance and sale of \$1.0M GO NOTE:

Finance Director Gutman explained this note was included in the 2021 budget that was passed last fall. The funds designated to the Highway Department to complete road projects that were scheduled for this year. US Bank provided the best rate at 1.09% for a 5 year loan, which can be prepaid without penalty. Supervisor Baumann moved to approve the Resolution Authorizing the Issuance and Sale of a \$1,000,000 General Obligation Promissory Note, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed unanimously.

Report of Economic Interest for Supervisor Falkowski: Finance Director Gutman reported receipt of one Report of Economic Interest received from Supervisor Falkowski to place on file.

Communications: Copies of the following documents were provided in the committee's packet:

- Monthly/Daily Average Population Report for May 2021 – Manitowoc County Jail.
- Secure Detention Report from HSD for May 2021 would be emailed when available.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Bauman. Motion passed unanimously. The committee adjourned at 5:14 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



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

**DATE: Tuesday July 20th, 2021**

**TIME: 6:15 PM**

**PLACE: Heritage Center (Michigan Avenue Campus)**  
1701 Michigan Avenue, Manitowoc, WI 54220  
(Basement Conference 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 June 14, 2021 Meeting of the Finance Committee.  
B. Approve vouchers for the month of June 2021 for \$3,754,947.47
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Consideration and action on the following Resolution Authorizing Courthouse Bathrooms Remodel and Commitment of Undesignated Fund Balance.
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 June 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for June 2021. (will email when available)

Adjournment.

Date: July 14, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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**  
**July 20, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: Finance Director JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, and County Executive Bob Ziegelbauer.

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

Public Comment: Chairperson Hansen declared public input open at 6:15 p.m.

No one present wished to speak, subsequently Chairperson Hansen closed public input at 6:15 p.m.

Approve the minutes of the June 14, 2021 Finance Committee meeting: Supervisor Aulik moved to approve the minutes, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of June 2021 in the amount of \$3,754,947.47: Chairperson Hansen mentioned the vouchers were unavailable for signatures at this meeting. However, the bills will still be paid. The June Vouchers will be approved and signed at the August meeting.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Neuser informed the committee there were no county properties for sale.

JJ Gutman, Finance Director – Consideration and action on Resolution Authorizing Courthouse Bathrooms Remodel and Commitment of Undesignated Fund Balance: Finance Director Gutman explained the bids for the bathroom remodel project came in at \$170,000 more than the original project estimate of \$381,000. The main factors for the higher bids are that the cost of building materials and labor have increased substantially due to supply and demand because of the pandemic. The original estimate was pre-COVID. This resolution allocates \$170,000 from the undesignated fund balance towards the courthouse bathroom remodel. Supervisor Aulik mentioned bids for everything are high right now and the bathrooms in the courthouse are a very important project. The last time the bathrooms were renovated was 1958 and they are in need of updating. Public Workers Director Neuser mentioned the Public Works Committee reviewed the resolution last week and passed it unanimously. Supervisor Aulik moved to accept the Resolution Authorizing Courthouse Bathrooms Remodel and Commitment of Undesignated Fund Balance, seconded by Supervisor Baumann. Upon vote, the motion carried unanimously.

Communications: Copies of the following documents were provided in the committee’s packet:  
-Monthly/Daily Average Population Report for June 2021 – Manitowoc County Jail.  
-Secure Detention Report from HSD for June 2021 would be emailed when available.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Shimulunas. 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, August 9th, 2021**  
**TIME: 4:30 PM**  
**PLACE: Manitowoc County Administrative Office Building**  
1110 S 9<sup>th</sup> St, 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 July 20, 2021 Meeting of the Finance Committee.
  - B. Approve vouchers for the months of  
June 2021 for \$3,754,947.47  
July 2021 for \$2,767,471.25
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Presentation and acceptance of Audit Report from Bryan Grunewald – CLA
  - ✓ Resolution Denying Claim made - Tim Schmidt (see attached).
  - ✓ Report of Economic Interest Expo Manager – Jennel Shelton (see attached).
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 July 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for July 2021. (will email when available)

Adjournment.

Date: August 4, 2021

Paul (Biff) Hansen, Committee Chair

By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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

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

**MANITOWOC COUNTY FINANCE COMMITTEE**  
**Administration Building**  
**August 9, 2021**

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, Finance Director JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, County Treasurer Amy Kocian, 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, spoke against the borrowing that has taken place over the years at the county and advocated for the half-cent sales tax in place of borrowing.

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

Approve the minutes of the July 20, 2021 Finance Committee meeting: Supervisor Williams moved to approve the minutes, seconded by Supervisor Baumann. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of June 2021 in the amount of \$3,754,947.47 and July 2021 in the amount of \$2,767,471.25: Supervisor Baumann moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote, the vouchers in the amount of \$3,754,947.47 and \$2,767,471.25 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property:  
There are no county properties for sale.

JJ Gutman, Finance Director – Presentation and acceptance of Audit Report from Bryan Grunewald: Bryan Grunewald, Principal Officer with CLA referenced the “Management Communications” that 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. Mr. Grunewald drew attention to three main points. The first was the unassigned category (amount not earmarked for different purposes) under the General Funds showed a balance of \$2,401,375, which was an increase of \$633,078 from 2019. Finance Director Gutman mentioned half of the increase came from selling all the foreclosed properties and getting them back on the tax roll. The second was the Human Services funds under the Special Revenue Funds increased by \$615,588. County Executive Ziegelbauer mentioned the increase in funds comes from the State and Federal Government contributing more funds towards the Human Services Department than the County had budgeted for. The third was properly managing the long-term obligation debt. 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 by managing and controlling the 2020 budget. Supervisor Aulik moved to accept the report as presented, seconded by Supervisor Baumann. No vote taken.

Resolution Denying Claim (Tim Schmidt): Finance Director Gutman explained that Mr. Schmidt was seeking reimbursement for dent and paint repair to the driver's door for alleged damage to his vehicle caused as a result of a rock being discharged from a county tractor that was cutting grass on the Highway 151 and Custer St. The insurance company, after an investigation, determined Manitowoc County had no liability for this claim. Supervisor Williams moved to deny the claim of Tim Schmidt, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Report of Economic Interest for Jennell Shelton: Finance Director Gutman reported receipt of one Report of Economic Interest received from Expo Facility Manager Jennell Shelton to place on file.

Communications: Copies of the following documents were provided in the committee's packet:

- Monthly/Daily Average Population Report for July 2021 – Manitowoc County Jail.
- Secure Detention Report from HSD for July 2021 would be emailed when available.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 4:59 p.m.

Respectfully submitted,

Jessica Backus, County Clerk





# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE: Monday, September 13th, 2021**  
**TIME: 4:30 PM**  
**PLACE: The Heritage Center**  
County Board Meeting Room  
1701 Michigan Ave, 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 August 8, 2021 Meeting of the Finance Committee.
  - B. Approve vouchers for the months of August 2021 for \$13,640,435.84
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Denying Claim made – Casey Rupp (see attached).
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 August 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for August 2021. (will email when available)

Adjournment.

Date: September 9, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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 13, 2021**

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, Finance Director JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, County Board Chairperson Jim Brey, and Supervisor Ken Sitkiewitz.

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

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

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

Approve the minutes of the August 8, 2021 Finance Committee meeting: Supervisor Baumann moved to approve the minutes, seconded by Supervisor Williams. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of August 2021 in the amount of \$13,640,435.84: Supervisor Baumann moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote, the vouchers in the amount of \$13,640,435.84 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: There were no county properties for sale.

JJ Gutman, Finance Director – Resolution Denying Claim (Kasey Rupp): Finance Director Gutman and Corporation Counsel Peter Conrad informed the committee this claim regards involvement with the Human Services Department and they are unable to provide details as the case has to be held confidential. The insurance company, after an investigation, determined Manitowoc County had no liability for this claim. Supervisor Williams moved to deny the claim for Kasey Rupp, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Update on county finances and/or budget: County Executive Bob Ziegelbauer informed the committee they are still working on the 2022 budget. A few additions to the budget would be vacation standardization, 2% lift to the salary schedule with another possible 2% increase for employees with positive reviews, and staffing additions to the Sheriff and Human Services departments. The additional staffing was requested to help with the opioid epidemic. Most of the Human Services staffing requests would be supplemented by state and federal funding. Another addition to the budget would be the American Rescue Plan Act (ARPA). A portion of the ARPA funds would possibly be shared with the cities to assist with lead pipe replacements. They are still looking at ways to share the funds with the villages and towns. After cost sharing, the County would still have \$7.5 million to use for qualifying County projects. County Executive Ziegelbauer mentioned there would be a committee meeting before the October budget presentation to review the budget in detail.

Communications: Copies of the following documents were provided in the committee’s packet:  
-Monthly/Daily Average Population Report for August 2021 – Manitowoc County Jail.  
-Secure Detention Report from HSD for August 2021 would be emailed when available.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Shimulunas. Motion passed unanimously. The committee adjourned at 4:54 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE: Monday, October 11th, 2021**  
**TIME: 4:30 PM**  
**PLACE: Manitowoc County Administrative Office Building**  
1110 S 9<sup>th</sup> St, 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 September 13, 2021 Meeting of the Finance Committee.  
B. Approve vouchers for the months of  
Oct 2021 for \$2,506,848.90
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Denying Claim made -Rupp (see attached).
  - ✓ Resolution Denying Claim made –Schlosser (see attached).
  - ✓ Report of Economic Interest – Falkowski
6. Update on county finances and/or budget – 2022 Budget update
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 Sept 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for Sept 2021.

Adjournment.

Date: October 6, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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**  
**Admin Building**  
**October 11, 2021**

Attendance: Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Mike Williams, and Supervisor Bonnie Shimulunas. Also in attendance: Finance Director JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, Treasurer Amy Kocian and County Executive Bob Ziegelbauer.

Call to Order: Supervisor Aulik called the meeting to order at 4:30 p.m.

Public Comment: Supervisor Aulik declared public input open at 4:30 p.m.

No one present wished to speak, subsequently Supervisor Aulik closed public input at 4:31 p.m.

Approve the minutes of the September 13, 2021 Finance Committee meeting: Supervisor Baumann moved to approve the minutes, seconded by Supervisor Williams. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of September 2021 in the amount of \$2,506,848.90: Supervisor Baumann moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote the vouchers in the amount of \$2,506,848.90 were approved.

Consideration and action on the following matters related to the Sale of Tax Deeded Property: Public Works Director Neuser informed the committee there were 4 new properties that the county took over and asked about setting price points that would set the amount the properties could be sold for at the lowest value so that a bid would be accepted. The city of Two Rivers submitted a bid on the 1910 20<sup>th</sup> St. property in the amount of \$15,000. Supervisor Baumann moved to approve the bid, seconded by Supervisor Williams. Upon voice vote the bid was passed unanimously.

JJ Gutman, Finance Director – Resolution Denying claim (Schlosser): Finance Director Gutman and Corporation Counsel Peter Conrad informed the committee this claim regards an individual that tripped and fell in the courthouse and chipped a tooth. The insurance company determined Manitowoc County had no liability for this claim.

Update on County finances and/or budget: County Executive Bob Ziegelbauer informed the committee that the 2022 budget is a good budget. He is proposing adding 17 positions in the Human Services Department along with 3 positions in the Sheriff Department and a position in the District Attorney's office. The budget also includes a 2% increase in the salary schedule.

Communications: Copies of the following documents were provided in the committee's packet:  
-Monthly/Daily Average Population Report for September 2021 – Manitowoc County Jail.  
-Secure Detention Report from HSD for September 2021 would be emailed when available.

Adjournment: Supervisor Williams moved to adjourn, seconded by Supervisor Baumann. Motion passed unanimously. The committee adjourned at 4:53 p.m.

Respectfully submitted,

J.J. Gutman – Finance Director



**MANITOWOC COUNTY  
FINANCE COMMITTEE  
(stand-up) MEETING NOTICE**

**DATE: Monday, October 25th, 2021**  
**TIME: 5:45 PM**  
**PLACE: The Heritage Center**  
County Board Meeting Room  
1701 Michigan Ave, 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. J.J. Gutman – Finance Director, Bob Ziegelbauer - County Executive:
  - ✓ Resolution Denying Claim made - Howell (see attached).
  - ✓ Resolution Canceling County Checks not Presented within two years of issuance.

Adjournment.

Date: October 13, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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

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

**MANITOWOC COUNTY FINANCE COMMITTEE**  
**Manitowoc County Heritage Center**  
**October 25, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, and Supervisor Mike Williams. Supervisor Bonnie Shimulunas was excused. Also in attendance: Finance Director JJ Gutman, Corporation Counsel Peter Conrad, and County Board Chairperson Jim Brey.

Call to Order: Chairperson Hansen called the meeting to order at 5:45 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:46 p.m.

No one present wished to speak, subsequently Chairperson Hansen closed public input at 5:46 p.m.

JJ Gutman, Finance Director – Resolution Denying Claim (Kimberly Howell): Finance Director Gutman and Corporation Counsel Peter Conrad informed the committee this claim regards involvement with the Human Services Department and they are unable to provide details as the case has to be held confidential. The insurance company, after an investigation, determined Manitowoc County had no liability for this claim. Supervisor Aulik moved to deny the claim for Kimberly Howell, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

JJ Gutman, Finance Director - Resolution Canceling County Checks Not Presented Within Two Years of Issuance: Finance Director Gutman explained a number of checks that were issued by Manitowoc County were not presented for payment within two years of their date of issuance, and the County Treasurer is required to account for these uncashed checks in the reserve to the County’s checking account. Checks issued by the County prior to October 31, 2019 that have not been presented for payment within two years will be canceled and without value. Supervisor Baumann moved, seconded by Supervisor Williams to adopt the resolution. Upon discussion and vote, the motion carried unanimously.

Next Meeting: Tuesday, November 2, 2021 at 5:45 p.m. at Manitowoc County Heritage Center - Education Room (basement).

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Williams. Motion passed unanimously. The committee adjourned at 5:52 p.m.

Respectfully submitted,

Linda S. Herman, Deputy County Clerk



# **MANITOWOC COUNTY**

## **FINANCE COMMITTEE**

### **MEETING NOTICE**

**DATE: Tuesday, November 2nd, 2021**

**TIME: 5:45 PM**

**PLACE: The Heritage Center – Education Room (basement)**  
1701 Michigan Ave, 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. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Discuss and review 2022 Budget

Adjournment.

Date: October 26, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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

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

**MANITOWOC COUNTY FINANCE COMMITTEE**  
**Manitowoc County Heritage Center**  
**November 2, 2021**

Attendance: Chairperson Paul “Biff” Hansen, Supervisor Jamie Aulik, Supervisor Jim Baumann, Supervisor Shimulunas, and Supervisor Mike Williams. Also in attendance: Finance Director JJ Gutman, Corporation Counsel Peter Conrad, County Executive Bob Ziegelbauer, Personnel Director Sharon Cornils, County Board Chairperson Jim Brey, Supervisor Behnke, Supervisor Engelbrecht, Supervisor Falkowski, Supervisor Maresh, and Supervisor Martell.

Call to Order: Chairperson Hansen called the meeting to order at 5:45 p.m.

Public Comment: Chairperson Hansen declared public input open at 5:45 p.m.

No one present wished to speak, subsequently Chairperson Hansen closed public input at 5:45 p.m.

Discuss and Review 2022 Budget: Chairperson Hansen opened the budget up for discussion. Supervisor Behnke mentioned he would be making an amendment on the floor capping the vacation schedule at 27 days versus the 30 days that is proposed in the budget. Discussion followed. Supervisor Aulik moved, seconded by Supervisor Baumann to show support for Supervisor Behnke’s amendment when it comes to the County Board floor.

County Board Chairperson Brey questioned why the ARPA funds were not specifically allocated in the budget book for each city, town, and village. County Executive Ziegelbauer mentioned it the funds were lumped together by city, town, and village because of a spacing issue in the budget book. Each municipality has already been informed as to how much they would be allocated. Supervisor Aulik thanked County Executive Ziegelbauer for sharing the funds because it is a great help to our residents.

Supervisor Baumann moved, seconded by Supervisor Williams to bring the 2022 proposed budget and property levy to the County Board. Upon vote, the motion carried unanimously.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Aulik. Motion passed unanimously. The committee adjourned at 6:10 p.m.

Respectfully submitted,

Jessica Backus, Manitowoc County Clerk





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

**DATE: Monday, November 8th, 2021**  
**TIME: 4:30 PM**  
**PLACE: Manitowoc County Administrative Office Building**  
1110 S. 9<sup>th</sup> St, 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 October 25, 2021 Meeting of the Finance Committee.
  - B. Approve vouchers for the months of October 2021 for \$2,395,966.53
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Denying Claim made – Barylski (see attached).
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 October 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for October 2021. (will email when available)

Adjournment.

Date: November 3, 2021

Paul (Biff) Hansen, Committee Chair

By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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

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

## **MANITOWOC COUNTY FINANCE COMMITTEE**

### **Administration Building**

**November 8, 2021**

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, Finance Director JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, County Board Chairperson Jim Brey, and Supervisor Tyler Martell.

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, commented on the 2022 Budget.

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

Approve the minutes of the October 25, 2021 Finance Committee meeting: Supervisor Baumann moved to approve the minutes, seconded by Supervisor Aulik. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of October 2021 in the amount of \$2,395,966.53: Supervisor Baumann moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,395,966.53 were approved.

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

Public Works Director Gerry Neuser presented a handout listing the bids received on a tax-deeded property. The two properties that received bids were 2022 East River Street, Two Rivers and 128 Schetter Rd, Two Rivers. Both properties received four bids. Supervisor Baumann moved to accept the highest offers of \$30,000.00 for 2022 East River Street and \$35,000.00 for 128 Schetter Rd from Armando Cruz and reject the other offers, seconded by Supervisor Williams. Upon discussion and voice vote, the motion passed unanimously.

JJ Gutman, Finance Director – Resolution Denying Claim (Nicholas Barylski): Finance Director Gutman informed the committee Mr. Barylski filed a claim for a county highway truck that lost a piece of gravel and hit his windshield, which resulted in a cracked windshield to his vehicle. The insurance company, after an investigation, determined Manitowoc County had no liability for this claim. Supervisor Williams moved to deny the claim for Nicholas Barylski, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Update on county finances and/or budget: County Executive Bob Ziegelbauer thanked everyone for supporting the 2022 budget.

Communications: Copies of the following documents were provided in the committee’s packet:

- Monthly/Daily Average Population Report for October 2021 – Manitowoc County Jail.
- Secure Detention Report from HSD for October 2021 would be emailed when available.

Adjournment: Supervisor Baumann moved to adjourn, seconded by Supervisor Aulik. Motion passed unanimously. The committee adjourned at 4:43 p.m.

Respectfully submitted,

Jessica Backus, County Clerk



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

**DATE: Monday, December 13th, 2021**

**TIME: 4:30 PM**

**PLACE: Manitowoc County Administrative Office Building  
1110 S. 9<sup>th</sup> St, 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 November 8, 2021 Meeting of the Finance Committee.
  - B. Approve vouchers for the months of November 2021 for \$2,674,097.76
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.
5. J.J. Gutman – Finance Director, Bob Ziegelbauer – County Executive:
  - ✓ Resolution Denying Claim made – Barylski (see attached).
  - ✓ Review and Approval of Federal Procurement Policy (see attached).
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 2021 – Manitowoc County Jail
  - ✓ Secure Detention Report from HSD for November 2021. (will email when available)

Adjournment.

Date: December 8, 2021

Paul (Biff) Hansen, Committee Chair  
By: J.J. Gutman, Finance Director

Individuals not wishing to attend the meeting may submit any questions regarding the agenda items to Paul Hansen or J.J. Gutman by email. Email addresses can be found on the county website.

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

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

## **MANITOWOC COUNTY FINANCE COMMITTEE**

**Administration Building**

**December 13, 2021**

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, Finance Director JJ Gutman, Corporation Counsel Peter Conrad, Public Works Director Gerry Neuser, County Treasurer Amy Kocian, 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, thanked Corporation Counsel for the ARPA guidelines.

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

Approve the minutes of the November 8, 2021 Finance Committee meeting: Supervisor Baumann moved to approve the minutes, seconded by Supervisor Aulik. Upon voice vote, the motion passed unanimously.

Approve vouchers for the month of November 2021 in the amount of \$2,674,097.76: Supervisor Aulik moved, seconded by Supervisor Shimulunas to approve the vouchers. Upon voice vote, the vouchers in the amount of \$2,674,097.76 were approved.

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

1107 17<sup>th</sup> St, Two Rivers: Four acceptable bids were received. Supervisor Aulik moved to accept the highest offer of \$7,200.00 from Paul Taylor and reject all other bids, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

1727 Johnston Dr, Manitowoc: One bid was received. Supervisor Williams moved to accept the offer of \$5,100.00 from Paul Taylor, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

JJ Gutman, Finance Director – Resolution Denying Claim (Nicholas Barylski): Finance Director Gutman informed the committee Mr. Barylski filed a claim for a county highway truck that lost a piece of gravel, which hit and cracked the windshield of his vehicle. The insurance company, after an investigation, determined Manitowoc County had no liability for this claim. Supervisor Baumann moved to deny the claim for Nicholas Barylski, seconded by Supervisor Aulik. Upon discussion and voice vote, the motion passed unanimously.

Review and Approval of Federal Procurement Policy: Corporation Counsel Conrad informed the committee that according to the ARPA guidelines one of the federal requirements to use the federal funds is that the entity has to have a procurement policy. Supervisor Aulik moved to approve the procurement policy, seconded by Supervisor Baumann. Upon discussion and voice vote, the motion passed unanimously.

Update on county finances and/or budget: County Executive Ziegelbauer mentioned it was a good year and the books will be closed at year end.

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

Respectfully submitted,  
Jessica Backus, County Clerk