

**MINUTES**  
**MONDAY, JANUARY 13, 2020 – 9:30 A.M.**  
**FINANCE/INSURANCE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS**  
**CONFERENCE ROOM #1003 – 1<sup>ST</sup> FLOOR COURTHOUSE BUILDING “A”**  
**301 WASHINGTON ST., OCONTO WI 54153-1620**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)  
*(Draft minutes, not yet approved)*

COMMITTEE PRESENT: Paul Bednarik, Greg Sekela, Al Sleeter, Gary Frank, Doug McMahon

COMMITTEE ABSENT: None

OTHERS PRESENT: Tanya Peterson, County Treasurer; Kim Pytleski, County Clerk; Beth Ellingson, Corporation Counsel; Sharon Aubry, Confidential Assistant; Lisa Sherman, Finance Director; Mike Reimer, Director of Health & Human Services; Georgiann & Arlyn Mrs. Cornelius; Member of the public.

TIME MEETING BEGAN: 9:30 a.m.

**1. Approval of Agenda**

**A. Change of Sequence** – None.

**B. Removal of Items** - None.

Motion by McMahon/Sekela to approve the agenda as presented. The motion was voted on and carried.

**2. Approval of Minutes of Previous Meeting held December 9, 2019**

Motion by Sleeter/Frank to approve the amended December 9, 2019 minutes as presented. The motion was voted on and carried.

**3. Communications**

**A. Wisconsin Department of Veterans Affairs – Transportation Grant**

Bednarik reviewed the handout with the Committee. Informational only, no formal action taken.

**B. County Mutual – Highway Equipment Insurance Payouts**

Bednarik reviewed the emails with the Committee. Informational only, no formal action taken.

**4. Corporation Counsel**

**A. Tax Deed Property Updates**

- **Parcel # 016-363601132A – 5024 Nelson Road Gillett** – Georgiann & Arlyn Cornelius addressed the Committee requesting additional time to get personal items out of property. Due to current ongoing health issues they have been unable to get all of their items out of the property. Motion Sleeter/McMahon to recommend extension of eviction until 2-10-2020 to allow the Cornelius' to retrieve their personal belongings from the property. Motion voted on and carried. Bednarik informed the Cornelius' they would need to coordinate with the Treasures office and the Sheriff's Office to gain access to the property. Mrs. Cornelius inquired on the filing paperwork to claim Homestead on the property. Ellingson informed the Cornelius' that by state statute there are only 60 days to file a Homestead claim and that is no longer an option for them.
- **Parcel # 042-030300333B – 18904 Highway 32, Townsend** – Peterson read a letter from Attorney Mike McGuire stating his client is willing to pay all back taxes as the property was part of a land contract. Discussion followed. Treated as information only, no formal action taken. Ellingson reported that Homestead claim paperwork was received on the property. Discussion followed. Ellingson stated that the tax bill could be used to separate the business from the home on this parcel for Homestead claim purposes if need be.
- **Parcel # 036-2323021121C –14164 Tar Dam Road, Mountain** - Peterson reports taxes remain unpaid to date. Treated as information only, no formal action taken.
- **Parcel #034-050601834B24 through 30 – West Benelli Court and Creek Wood Trail** – Ellingson reported that she has reached out to the Attorney on these properties for the status of the sale documents, but hasn't received a response back yet as of this morning.

**B. Discuss/Approve Land Sale Bids, If Any** - None

**5. Closed Session: The Committee may convene into closed session, pursuant to Wisconsin Statute Sec. 19.85(1)(g) for the purpose of discussing updates and strategy for pending County litigation**

Motion by Frank/Sleeter to enter into closed session at 9:52 a.m. The motion was voted on and carried.

**6. Return to Open Session: The Committee shall return to open session to conduct legal business, as allowed by Wisconsin Statute Sec. 19.85(2)**

Motion by McMahon/Frank to return to open session at 10:31 a.m. The Motion was voted on and carried.  
Motion by Frank/Sekela to approve action taken in closed session. The motion was voted on and carried.

**7. Discuss Tax Deed Process**

Ellingson explained the difference between the current tax deed process and INREM process. INREM would eliminate Committee meetings that address exceptions & settlements. The Court handles everything. Most Counties in the state are currently using INREM. Ellingson recommending INREM. Discussion followed. Peterson indicated with INREM you receive a warranty deed as soon as the judge rules on the case. Discussion followed. Peterson reviewed INREME timelines with the Committee. Ellingson stated in her opinion, the Courts can handle it and that the cases are usually all held in one day. Discussion followed. A resolution will be needed to move from the current process to INREM if the change is agreed upon. Ellingson & Peterson will continue to work on this and report back to the Committee on the installation process. It is requested that this be kept on the agenda for the next meeting.

**8. Discuss & Approve WPS Easement Request, 9559 Holt Park Road, Spruce**

Ellingson reported that she was contacted by WPS requesting the County sign off on an easement on the property at 9559 Park Road Suring to allow for overhead wires to be buried underground. Discussion followed. Motion by Sekela/Frank to approve the signing of the easement request. The motion was voted on and carried.

**9. Meet with Administrative coordinator – Review Insurance Claim Against County, if any**

Hamann was absent from the meeting. Bednarik informs the Committee that he has been in contact with Hamann and does not believe there are any new claims to report.

**10. Meet with County Clerk – Election Equipment Agreements with Municipalities**

Pytleski addressed the Committee providing a recap on election equipment and the vendor presentation to municipalities. Pytleski requested that the \$2,000.00 grant be used for the purchase of either the ICE or ICX election equipment. Discussion followed. Motion by Sleeter/McMahon to allow \$2,000.00 grant to municipalities to purchase ICE or ICX equipment only and must be purchased in 2020. Grant monies cannot be carried forward. The motion was voted on and carried; four Ayes and one Abstain (Frank). ICE election equipment training for Clerks will take place on 1-23-2020

**11. Report of Finance Director**

**A. County Sales Tax Report**

Sherman reviewed the report with the Committee. Discussion followed. Informational only, no formal action taken.

**B. 2019 Financial Summary**

Sherman reviewed report with the Committee and requested feedback on format. Discussion followed.

Consensus was the Committee liked the format of the report. Informational only, no formal action taken.

**C. 2020 Cash Balance Reconciliation Adjustment**

Sherman reported that the cash balance in the general ledger does not match the bank statements. Previously, the Finance Director was allowed a \$5,000 variance by the auditor. This has been occurring since prior to 2011. Sherman & Kazik have been working on reconciling the accounts since late March. Sherman states they have been balancing monthly now, and the auditor recommends doing a miscellaneous expense entry to write off the amount. The difference is \$12,775.71. The ledger entry will correct the issue, however it may be noted in the 2019 audit management letter. Sherman will provide a cash reconciliation report to the Committee monthly. Informational only, no formal action taken.

**D. Discuss Unclaimed Check from Clerk of Courts**

Sherman explained that every 2 years the Clerk of Courts publishes any unclaimed checks. If no one comes forward to claim the funds, they are deposited with the Treasurer and rolled into the General Fund. A check from a Sheriff sale to Gordon Aprill (County Road C, Oconto Falls) for \$179,059.59 is outstanding. Ellingson has researched the issue. Sherman stated the auditor recommends this account be set up as a payable, and if not claimed within 10 years by 01/06/2030, the funds then become property of Oconto County. Informational only, no formal action.

**E. Approve Switching Two Bank Accounts from BMO to Stephenson National Bank for New View Industries**

Sherman provided information on switching two bank accounts from BMO to Stephenson National Bank for New View Industries. They are currently not ready to move the accounts, but when they are, it will be two accounts at Stephenson one for checking and the other for ACH. Finance would like to get New View up on the cash receipting and is working with Health and Human Services on this. Discussion followed. Informational only, no formal action taken by the Committee.

**12. Meet with Treasurer - Treasures Report**

Peterson reviewed Treasurers report with the Committee. Discussion followed. Peterson informed the Committee of the list of properties that are to be published. Informational only, no formal action taken by the Committee.

**13. Meet with Veteran Service Officer**

**A. Veterans Monthly Activity Report**

Christensen provided handout and reviewed the report with the Committee. Informational only, no formal action taken by the Committee.

**B. County Veterans Service Grant**

Christensen requesting Bednarik's signature on grant forms. Informational only, no formal action taken by the Committee.

**C. Carry Over of Emergency Relief Funds and WDVA Transportation Grant**

Christensen requesting carryover of Emergency Relief Funds, WDVA Transportation grant and donations. Motion by Frank/McMahon to approve carryover of Emergency Relief Funds, WDVA Transportation Grant and Donations. The motion was voted on and carried.

**D. Approve Scanning Project**

Christensen reported he has over 10,000 files to scan and looking for guidance on where to get funding as this project has not been budgeted for. Christensen provided quotes received for this project. Discussion followed. Motion by Sleeter/Sekela to approve the scanning project contract with On Q Solutions. The motion was voted on and carried. 4-1 (Frank).

**E. Carry Over Vacation - None**

**14. Oconto Airport – Airport Project's Petition**

Bednarik reported that Dan Kind will be retiring this summer and that it may be hard to find a replacement at the current wage. Discussion followed. Bednarik request this be added to the next agenda.

**15. Update on County Joint Library Proposals.**

No action taken. Bednarik requesting this item appear on the next agenda.

**16. Community Development Block Grant (CDBG) – Close Out Projects**

**A. Slum & Blight Project – No Action Taken**

**B. New View/New Beginnings**

Sleeter reported three firms have been interviewed and Samuels Group has been chosen. This project will not move forward until the Grant process has been completed. Bednarik reports the Citizens Committee has been established. Informational only, No further action taken by the Committee.

**C. Application to Bay lake Regional Planning Commission for Grant Application Assistance**

Bednarik reviewed the resolution with the Committee. Motion by McMahon/Sekela to forward the resolution to approve Bay Lake Regional Planning Commission for Grant Application Assistance to the County Board. The motion was voted on and carried.

**17. Authorization to Attend Meeting(s), If Any**

Sleeter & Bednarik will be attending the Legislative Exchange in Madison on February 4 & 5, 2020. Motion by Sekela/Frank to approve Sleeter &

Bednarik attending the Legislative Exchange in Madison on February 4 & 5, 2020. The motion was voted on and carried.

**18. Audit All Current Claims and Accounts Against the County and the Dog License Fund; Approve Payment of Same and Authorize the Issuance of County Orders Therefore**

**A. Report of Vendors Paid 12/01/19 – 12/31/19 – All Co. Depts. Except Human Services**

Reviewed.

**B. Report of Vendors Paid 12/01/19 – 12/31/19 – Human Services**

Reviewed.

**C. Report of Mo. Per Diem & Expense Reimbursement for Month of November (paid 12/20/19)**

Reviewed.

**19. Announcements/General Information**

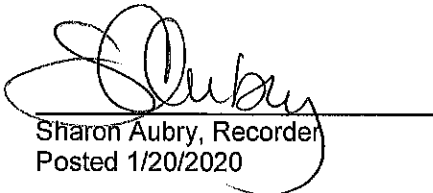
- Peterson provided handout of 2015 Tax Delinquent properties
- Sherman informed the Committee that Dave Maccaux is the new County representative with CLA and will be attending the next meeting to introduce himself to the Committee.

**20. Set Next Meeting Date**

February 10, 2020 at 9:30 a.m.

**21. Adjournment**

Meeting was adjourned by the Chair at 12:36 p.m.

  
Sharon Aubry, Recorder  
Posted 1/20/2020