

**MINUTES**  
**MONDAY, FEBRUARY 10, 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**

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*(Draft minutes, not yet approved)*

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

COMMITTEE ABSENT: None

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Tanya Peterson, County Treasurer; Beth Ellingson, Corporation Counsel; Sharon Aubry, Confidential Assistant; Lisa Sherman, Finance Director; Ron Christensen, Veterans Service Officer; Brian Gross, LIS Administrator/County Surveyor; April Flores, Property Lister; Dave Maccaux, Clifton Larson Allen LLP; Dan Kind, J Douglas Bake Airport; Brenda Kempfer; 3 members of the public

TIME MEETING BEGAN: 9:30 a.m.

**1. Approval of Agenda**

**A. Change of Sequence**

Move #6 to follow #2a

**B. Removal of Items**

7B & 7C are the same item – Remove 7C

Motion by Frank/Sleeter to approve the amended agenda. The motion was voted on and carried.

**2. Approval of Minutes of Previous Meetings of January 13 & 23, 2020**

Motion by McMahan/Sekela to approve minutes as amended for January 13 & 23, 2020. The motion was voted on and carried.

**3. Communications – None**

**4. Meet with David Maccaux Principal from Clifton Larson Allen LLP**

Sherman introduced Maccaux to the Committee explaining he is the new Oconto County representative.

Maccaux provided a handout and reviewed it with the Committee. Discussion followed. Informational only, no formal action taken.

**5. Meet with Administrative Coordinator – Review Insurance Claim Against County, if any**

Hamann reported three Work Comp claims and three Property claims (1/15/20 squad/deer, 1/18/20 squad/pickup and 1/19/20 squad/deer). Informational only, no formal action taken.

**6. Meet with Corporation Counsel**

**A. Tax Deed Property Updates:**

- Peterson read letter to Committee from Brenda Kempfer regarding parcel 006343602841L. Kempfer addresses the Committee requesting waiver of interest & penalties for 2015 stating that there was an address error in the Register of Deeds. Gross confirmed to the committee that when Kempfer purchased the two properties, only one address was updated by the Property Listing. Kempfer never received notices due to human error by the County. Kempfer states she is willing to pay all back taxes today. Motion by Frank/Sleeter to waive penalties and interest due to County error. Motion was voted on and carried.
- FTS Investments – 034-050601834B24 through 034-050601834B30 – Peterson reports as of 1-29-2020 payment has not yet been received. Ellingson reports that the Offer to Purchase letter was sent to the Town Attorney. Deadline to receive payment is 3-1-2020.
- R Kluz – 036-2323021121C – No payments have been received to date and eviction order is in place.
- Malingowski – 032-131301123A & 032-131301324 – has been paid in full.
- JMMBEM Enterprises – 042-030300333B has served Oconto County notice of claim on 2-4-2020.
- US Plan Foods – 366-0202805560 & 266-0202805565T – still working with the City of Oconto Falls to take properties.
- Cornelius – 016-363601132A – Extension deadline has expired. Peterson will contact Sheriff's Office to have them secure the property.
- Skarban property – Nothing new to report
- Wawiorka Road – 028-313101224B – Ellingson states Pulaski School District is not interested in property. Motion by Frank/McMahan to sell on Land Sale for \$1. The motion was voted on and carried.
- Downtown Lane – 044-392506804 per Assessor the shed is not over the property line

**B. Discuss/approve Land Sale Bids, If any**

Peterson reported all remaining properties would be up for land sale April 2020.

**7. 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. Cash Reconciliation Report**

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

**C. Bank Reconciliation Report – Removed under 1B**

**D. Discuss/Approve Petty Cash Adjustments**

Sherman provided a handout and reviewed it with the Committee. Sherman requesting approval of the recommended amounts as shown on the report. Motion by Sekela/Frank to approve establishing petty cash account as outline on the report as presented. The motion was voted on and carried.

**E. 2019 Summary**

Sherman provided an updated report and reviewed it with the Committee. Discussion followed. Informational only, no formal action taken.

**8. Meet with Treasurer**

**A. Treasurers Report**

Peterson provided a handout and reviewed it with the Committee. Discussion followed. Informational only, no formal action taken.

**B. Create New Bank Account – Register of Deeds Credit Cards**

Peterson reported discussions have taken place regarding credit card payments in the Register of Deeds office. Software is already in place that works with point and pay. Paperwork has been completed and should go live approximately 3-1-2020. All ACH and credit card payments will go directly to the general fund. Discussion followed. Informational only, no formal action taken.

**9. Meet with Veteran Service Officer**

**A. Monthly Activity Report**

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

**B. Scanning Project Update**

County Board approved the scanning project contract with On Qsolutions. Christensen is meeting with On Qsolutions to get details of the project in place. Christensen contacted Military Museum in Madison regarding whether they would be interested in copies of the paper records. They referred him to WI Historical Museum. Christensen will put together a written list of the records that were scanned once the project is completed and submit it to the WI Historical Museum. They will respond back in writing on proper procedures of disposing of the documents.

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

- Kind addressed the Committee regarding runway/crack repair. Cost of this project approximately \$100,000.
  - Kind addressed the Committee regarding the current fuel terminal. The current system will be reaching its end of life the end of June 2020 and will need to be replaced at a cost of approximately \$20,000.
- Both projects discussed were budgeted for and Kind is requesting signature on forms. Hamann reported a resolution would need to be forwarded to County Board on the projects and the fiscal impact of each project. Discussion followed. Motion Sleeter/McMahon to direct Hamann to create resolution for both projects to be recommended for approval by the County Board. The motion was voted on and carried.

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

Hamann provided an update to the Committee. Towns of Mountain and Brazeau are interested in joining the Suring Library. If this moves forward, it will need various approvals before going to the County Board for final approval. Informational only, no formal action taken.

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

**A. Slum & Blight Project**

- Hamann reviewed the project summary with the Committee. Citizens group members have been selected. County Clerk will need to prepare paperwork for each member selected for approval by County Board. First meeting of the group needs to take place prior to the March 2020 Finance/Insurance Committee meeting. Citizens Group will be used for both the Slum & Blight project as well as the New View/New Beginnings Project.
- One administration proposal was received from MSA with a bid of \$30,700. Bay Lake Regional Planning is currently reviewing all the grant paperwork and can do the administration for approximately \$20,000.

Discussion followed. Motion by Sekela/Frank to deny MSA proposal and recommend to County Board Bay Lakes Regional Planning for the Administration of the Grant on both the Slum & Blight and the New View/New Beginnings projects. The motion was voted on and carried.

**B. New View/New Beginnings Project**

Hamann reviewed the project summary with the Committee. Discussion followed Hamann reported that the following resolutions are still needed.

- Resolution to apply for the grant
- Resolution to authorize \$50,000 and approve the close out of the funds.
- Resolution to certify the property of interest meets Slum & Blight criteria.

Discussion followed. Informational only, no formal action taken.

**13. Update on LEAN Projects**

Hamann reviewed projects by year and reported that Jo Miller will be at the May Finance/Insurance meeting to discuss projects and possible savings.

- 2018 projects completed – Hiring Process & Clinical Intake.
- 2019 projects completed – Maintenance work order requests, RFP process, Register of Deeds credit card payment process & Sheriff Incident Report process.
- 2020 projects to be completed – Technology Services In-processing/Out-processing of employees & District Attorney Office ideas.

Information only, no formal action taken.

**14. Request Funding for Bayshore/Oconto River Flooding for County Expenses**

Hamann requesting the Committee recommend establishing \$50,000 in the Emergency Management account for County flooding expenses. Revenues from the sale of sandbag's will be placed into this account as well. Preliminary cost for sandbags are approximately \$0.27 per bag for unfilled and approximately \$2.00-\$3.00 per bag for filled. Motion by Sleeter/McMahon to recommend to County Board establishing \$50,000 for County flooding expenses in the Emergency Management account. The motion was voted on and carried.

**15. Request State to Adequate Fund the Wisconsin Disaster Fund**

Hamann provided a copy of a resolution and reviewed it with the Committee. Motion by Sleeter/McMahon to recommend forwarding to the County Board the resolution requesting the State adequately fund the Wisconsin Disaster Fund. The Motion was voted on and carried.

**16. Enterprise Lease Vehicles Report**

Hamann reviewed report with the Committee. Informational only, no formal action taken.

**17. Authorization to Attend Meeting(s), If Any – None**

**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 1/1/20 – 1/31/20 – All Co. Depts. Except Human Services - Reviewed.

B. Report of Vendors Paid 1/1/20 – 1/31/20 – Human Services - Reviewed.

C. Report of Mo. Per Diem & Expense Reimbursement for Month of December (paid 1/21/20) - Reviewed.

**19. Announcements/General Information**

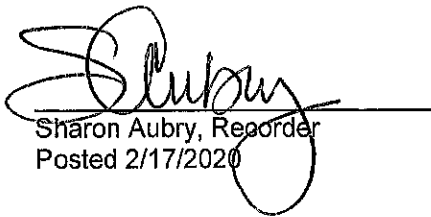
- Hamann will be attending the second meeting of the Lena Tax District 1.

**20. Set Next Meeting Date**

March 9, 2020 at 9:30 a.m.

**21. Adjournment**

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



Sharon Aubry, Recorder  
Posted 2/17/2020