

MINUTES
MONDAY, FEBRUARY 11, 2019 – 9:30 A.M.
FINANCE/INSURANCE COMMITTEE OF OCONTO COUNTY BOARD SUPERVISORS
CONFERENCE ROOM #1003 – 1st FLOOR COURTHOUSE BLDG. “A”
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.co.oconto.wi.us

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

COMMITTEE ABSENT: Doug McMahon (excused)

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Tanya Peterson, County Treasurer; Lisa Sherman, Finance Director; Ron Christensen, Veteran Services Officer; Annette Behringer, Register of Deeds; Paul Ehrfurth, Oconto County Economic Development Council; Cheryl Mick

TIME MEETING BEGAN: 9:30 a.m.

1. Approval of Agenda
 - A. Change of Sequence – Request to move 7B & D to follow Item 3.
 - B. Removal of Items - None.
Motion by Sleeter, second by Frank to approve agenda as amended above. Motion carried unanimously.
2. Approval of Minutes of Previous Meeting held January 14, 2019
Motion by Frank, second by Sekela to approve the January 14, 2019 minutes. Motion carried unanimously.
3. Communications
County Mutual – Liability Dividend – Received notice of our 2017 dividend of \$4,907.
7. Meet with Treasurer
 - B. Creekwood Trail Special Assessment
Property in the Town of Pensaukee has an outstanding special assessment/interest/penalty of approximately \$222,000. Corporation Counsel to work with legal counsel for the town on the matter.
 - D. Gilmet Request for Payment Extension for 2013 Tax Year
Request to extend deadline due to Post Office closing due to cold weather in late January. No action taken.
4. Discuss/Approve Any Land Sale Bids
 - Reviewed Land Sale Reconciliation for 2018 – Reviewed proposal to purchase land regarding delinquent tax parcel #265-32200202032 after we take ownership of parcel.
 - Reviewed 2018 land sale results.Motion by Sleeter, second by Frank to accept offer of \$2,200 after we take ownership of parcel #265-32200202032. Motion carried unanimously.
5. Meet with Administrative Coordinator
 - A. Review Insurance Claims Against County, if any
Reviewed 6 new workers compensation claims and 2 new property claims.
6. Report of Finance Director
 - A. County Sales Tax Report - End of January collections were \$177,186, up 41.8% over 2018.
 - B. 2018 Carryover Funds – Finance Director provided a preliminary report on requested accounts and amounts to be carried over from 2018 to 2019. Final list to be presented next month.
 - C. Increasing the Credit Card Limit – Working with Stephenson National Bank on changing authorizing authority from Teri Boos to Lisa Sherman, getting additional cards, and increasing the credit limits.
 - D. Suspected Fraud Policy – Reviewing current internal control procedures to determine if changes needed. Last revision on internal controls policy occurred in 2015.
7. Meet with Treasurer
 - A. Treasurer’s Report
Reviewed January’s report: Monthly interest at Stephenson National Bank was \$17,275.36; Local Government Investment Pool was \$16,183.39; Associated was \$3,768.90. Next CDs due April 2, 2019 and April 9, 2019.

- C. 2013 Tax Deed Resolution
Reviewed resolution to issue tax deeds for unpaid taxes from 2013.
Motion by Frank, second by Sekela to recommend 2013 tax deed resolution. Motion carried unanimously.
8. Meet with Veteran Service Officer
Veterans Monthly Activity Report- Reviewed report for January/February.
9. Update on CDBG Close Out Program Projects
Administrative Coordinator attended webinar on January 23. Program manual is 97 pages and applications are between 15 to 20 pages long. Will work with Paul Ehrfurth of Oconto County Economic Development Council and affected Department Heads as to preparing applications.
10. Approval of Increasing Hours for County Treasurer Clerk Typist II
Reviewed resolution to increase part-time Clerk Typist II position from 416 hours per year to 860 hours per year effective March 3, 2019.
Motion by Frank, second by Sleeter to recommend resolution to increase hours from 416 to 860 as requested. Motion carried unanimously.
11. Approval of Converting Register of Deeds Clerk Typist II from Part-Time to Full-Time
Reviewed resolution to increase part-time Clerk Typist II position from part-time to full-time effective March 3, 2019.
Motion by Frank, second by Sleeter to recommend resolution to increase position from part-time (29 hours per week) to full-time (37.5 hours per week). Motion carried unanimously.
12. Review Survey of County Mileage & Meals Reimbursement
Reviewed survey of other counties as to what they pay for mileage reimbursement and meals. No changes to our rate of \$35 per day for meals and the IRS rate for mileage.
13. Review 4th Quarter Nationwide Deferred Compensation Report
Reviewed. Current balance of \$4,250,176.01. Expect next quarter's balance to be much less due to employees transferring their funds to the new deferred comp provider.
14. Fiscal Notes Process
Discussed how we submit fiscal notes on resolutions to the County Board. Request is to make it part of the actual resolution. Will submit a Board rule change to require if as part of written resolution.
15. Revised Capital Budget Financial Forecast Due to Lower Sales Tax Collections
Due to increase in January sales tax, no need to discuss.
16. Review 2018 Planning Survey & Discuss 2019 Strategic Planning
Discussed whether to hold an event for 2019 and, if so, what should it be. Preliminary discussion is to focus on Board size and structure. Administration to contact Wisconsin Counties Association for possible educational session on the topic.
17. Approve Authorization to Attend Meetings, 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 01/01/19 – 01/31/19 – All Co. Depts. Except Human Services
Reviewed.
 - B. Report of Vendors Paid 01/01/19 – 01/31/19 – Human Services
Reviewed.
 - C. Report of Mo. Per Diem & Expense Reimbursement for Month of December (paid 01/18/19)
Reviewed.
Motion by Sleeter, second by Frank to pay the bills. Motion carried unanimously.
19. Announcements/General Information
Discussed Board rule changes suggested to date.
20. Set Next Meeting Dates
March 11, 2019 at 9:30 a.m.
21. Adjournment
Motion by Frank, second by Sleeter to adjourn. Motion carried unanimously. Meeting was adjourned at 12:03 p.m.

Kevin Hamann, Recorder

KH/cah

Posted 02/14/2019