

MINUTES
MONDAY, MAY 11, 2020 – 9:30 A.M.
FINANCE/INSURANCE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
CONFERENCE ROOM #1003 – 1ST FLOOR COURTHOUSE BUILDING “A”
301 WASHINGTON ST., OCONTO WI 54153-1620

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: 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; Kim Pytleski, County Clerk; Mike Reimer, Health & Human Services Director; Paul Erfurth, OCEDC; Steve Skarban

TIME MEETING BEGAN: 9:12 a.m.

1. Elections

A. Committee Chair – Per County Board Rules, County Board Chair is Chair of Finance/Ins. Committee.

B. Committee Vice Chair – Motion by Sekela/Frank to elect Al Sleeter vice Chair of Finance/Ins. Committee.

The motion was voted on and carried.

2. Approval of Agenda

A. Change of Sequence - None

B. Removal of Items - None

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

3. Approval of Minutes of Previous Meetings of March 9 & 19, 2020

Motion by Frank/Sekela to approve minutes as presented for March 9 & 19, 2020. The motion was voted on and carried.

4. Communications

Peterson read a letter from property owner regarding Committee's response to waiver on property tax interest & penalty request. Hamann was contacted on May 7, 2020 by Joyce Greetan looking for a resolution of support from the County Board to have Federal Government bailout Teamsters pension. Discussion followed. No action taken. Committee was notified County Board by Supervisor Melissa Wellens had submitted her immediate resignation from her County Board seat.

5. Discuss/Approve Land Sale Bids, If Any

- Peterson provided a handout and reviewed parcel bids received with Committee. Motion by Frank/McMahon to accept bids received on all parcels that exceed the minimum bids placed. The motion was voted on and carried.
- Steve Skarban address the Committee regarding parcels on Hickory Cemetery Road (parcel 026-090900111) and County Road M (parcel 026-090900414). Mr. Skarban states he did not receive notices and assumed taxes had been paid. Skarban also states there was a mistake on the property descriptions that were filed by the Attorney in the Register of Deeds office. Peterson states all tax bills were sent to Mr. Skarban's home address and all County required procedures were completed appropriately. Committee has already responded to this issue previously and recommends Mr. Skarban go back to the Attorney that drew up the property descriptions and Land Contract.
- Parcel 019-3626036333 – No bids received. Discussion followed. Motion by Frank/Sleeter to change minimum bid from \$80,000.00 to \$50,000.00. The motion was voted on and carried.
- Parcel 022-46270354 - No bids received. Discussion followed. Motion by Sleeter/Sekela to change minimum bid from \$125,000.00 to \$50,000.00. The motion was voted on and carried
- Parcel 036-2323021121C – COVID has postponed further eviction action at this time.
- Parcel 042-030300333B - No bids received. Discussion followed. Motion by Frank/Sleeter to change minimum bid from \$138,000.00 to \$100,000.00. The motion was voted on and carried

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

Hamann reported zero property claims, zero liability claims and two work comp claims with no lost time. Informational only, no formal action taken.

7. Report of County Clerk – Job Description Reclass for Administrative Assistant I – County Clerk's Office

Pytleski provided a handout of Administrative Assistant I – County Clerk Office position requesting it be reviewed for changes in pay grade from F to G and that the title be changed from Administrative Assistant I to Administrative Assistant II based on job duties. Discussion followed. Motion by Sleeter/McMahon to recommend

to Personnel & Wages Committee to approve change in job description, change in title from Administrative Assistant I to Administrative Assistant II and move from pay grade F to G. The motion was voted on and carried.

8. Report of Finance Director

A. County Sales Tax Report

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

B. Bank Reconciliation Report

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

C. Request Increase in County Credit Card Limit

Sherman requesting authorization to change Stephenson National Credit Card overall limit from \$20,000.00 to \$40,000.00 and reviewed reasoning/need for the change. Discussion followed. Motion by McMahon/Sekela to authorize the Finance Director to change the overall Stephenson National Credit Card limit from \$20,000.00 to \$40,000.00. The motion was voted on and carried.

D. 2019 End of Year Financial Summary

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

9. Meet with Treasurer – Treasurers Report March and April

Peterson reviewed the reports with the Committee and reminded the Committee of the CD that came due May 8, 2020. Discussion followed. Motion by Frank/Sleeter to close out Associated CD and move those funds to the Stephenson National investment account. The motion was voted on and carried.

10. Discuss Wisconsin ACT 185

Hamann reviewed and explained WI ACT 185 with the Committee and how it affects Oconto County. Discussion followed. Informational only, no formal action taken.

11. NG911 Grant Funding Match

Hamann reviewed the resolution with the Committee informing them that Law Enforcement Committee has already approved the resolution. Motion by Frank/McMahon to recommend approval of the NG911 Grant Funding Resolution to the County Board using \$66,000.00 from contingency. The motion was voted on and carried.

12. Meet with Veteran Service Officer

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

13. Review Proposed Financial Management Policy Change

Hamann reviewed page 16, Sec. 4.7 #2 of the Financial Management Policy. A request has been received by a Supervisor to change the wording from one per diem to two per diem per day. Discussion followed with possible consideration for 1.5 per diem per day over a certain number of hours. Hamann will work with Ellingson to create proper wording and report back to the Committee. Informational only, no formal action taken.

14. Community Development Block Grant (CDBG) – Close Out Program

A. Proposed Projects Summary & Financial Information

Hamann reviewed the projects recommending to no longer pursue the Slum & Blight project and apply the \$125,000.00 to the New View/New Beginnings project. Informational only, no formal action taken.

B. Resolution to Close Out Revolving Loan Funds

Hamann reviewed resolution with the Committee. Erfurth provided exact amounts and they will have them inserted into the resolution. This resolution was previously postponed at County Board. Resolution will be on May County Board agenda and will be amended as discussed for County Board. Motion by Sleeter/Frank to recommend the amended Close Out Revolving Loan Funds Resolution to County Board for approval. The motion was voted on and carried.

C. Resolution to Commit Revolving Loan Funds & Receivables for CDBG Applications

Hamann reviewed the resolution with the Committee. This was previously postponed at County Board. Resolution will be on County Board Agenda with amended numbers as discussed for County Board. Motion Sleeter/Frank to recommend the Amended Commit Revolving Loan Funds & Receivables for CDBG Applications Resolution to County Board for approval. The motion was voted on and carried.

D. Approval of CDBG - Slum & blight Certification & Compliance Form

Hamann reviewed the resolution. The resolution will need to be withdrawn at County Board by a member of the Finance/Insurance Committee. Informational only, no formal action taken.

E. Resolution for the Submission of a CDBG Application – Slum & Blight

Hamann restated this resolution would need to be withdrawn at county board by a member of the Finance/Insurance Committee. Informational only, no formal action taken.

F. Resolution for the submission of a CDBG Application – New View/New Beginnings Training Center

Hamann reviewed the resolution with the Committee. Line 24 of the resolution will need to be amended with correct numbers. Informational only, no formal action taken.

15. Review of fiscal Impact of COVID to County Financial Condition

Hamann reviewed feedback from Department Heads with the Committee regarding COVID and how it will affect the budget for several years going forward. Sales Tax and budgets will need to be monitored closely. Informational only, no formal action taken.

16. Discuss Preliminary 2021 Budget Guidance Letter

Hamann reviewed the letter/report with the Committee. Personnel & Wages Committee will be reviewing and will be making recommendations. Discussion followed. Capital items will need to be looked at for possible postponement. Informational only, no formal action taken.

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

Chair Bednarik is requesting authorization to attend the WCA Chair Conference on July 23 & 24, 2020 for 2 days per diem and mileage. Motion by Sleeter/McMahon to authorize Bednarik to attend July 23 & 24, 2020 WCA Chair Conference with 2 days per Diem & Mileage. 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 3/1/20 – 4/31/20 – All Co. Depts. Except Human Services - Reviewed.
- B. Report of Vendors Paid 3/1/20 – 4/31/20 – Human Services - Reviewed.
- C. Report of Mo. Per Diem & Expense Reimbursement for Month of March/April (paid 3/19/20 & 4/20/20) - Reviewed.

19. Announcements/General Information

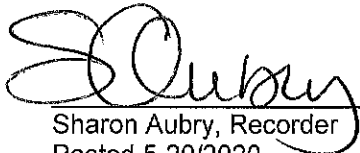
- County Board on May 21, 2020 will be held at Holy Trinity Church at 10am. The church has been reserved for the next 3 months if needed for future meetings.
- The May 28, 2020 Strategic Planning session has been postponed
- Sherman reported C Kazik has completed 1 year as Deputy Finance Director and is doing an excellent job.
- Auditors have finished and the completed audit report should be available in August.

20. Set Next Meeting Date

June 8, 2020 at 9:00 a.m.

21. Adjournment

Meeting was adjourned by the Chair at 12:08 p.m.



Sharon Aubry, Recorder
Posted 5-20/2020