

**MINUTES**  
**WEDNESDAY, AUGUST 12, 2019 – 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:

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Tanya Peterson, County Treasurer; Dale Mohr, UW-Extension Community, Natural Resource & Economic Development Agent; Kim Pytleski, County Clerk; Beth Ellingson, Corporation Counsel; Sharon Aubry, Confidential Assistant; Karl Ballestad, County Board Supervisor; Al Schreiber, County Board Supervisor; Dick Doeren, County Board Supervisor; Lisa Sherman, Finance Director.

TIME MEETING BEGAN: 9:30 a.m.

**1. Approval of Agenda**

**A. Change of Sequence**

Item #14 moved to after item #3. Motion by Sleeter/Frank to approve change of sequence. The motion was voted on and carried.

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

Motion by Sekela/Frank to approve agenda. The motion was voted on and carried.

**2. Approval of Minutes of Previous Meeting held July 24, 2019**

Motion by Frank/Sleeter to approve the July 24, 2019 minutes. The motion was voted on and carried.

**3. Communications**

**Notice of Terminating Tenancy for Oconto County Commission on Aging**

Hamann reviewed letter received regarding Oconto County Commission on Aging – Oconto County Commission on Aging Committee meets soon. Discussion followed.

**14. Discuss Financial Assistance to Municipalities for Flooding Damage and Clean-up**

Oconto County Board Supervisors Schreiber, Ballestad & Doeren addressed the Committee regarding obtaining grants/loans from Oconto County to municipalities affected by flooding along the Bay of Green Bay Shoreline. They would like other municipalities to receive the same consideration regarding grants/loans for flood damage in the area as the northern municipalities received for the July 2019 storm damage. Discussion followed. No action taken by the Committee, Supervisors can take to full County Board on their own if they so desire. Hamann will prepare a formal policy on aid to municipalities for disaster relief going forward.

**4. Discuss/Approve Land Sale/Tax Deed Bids**

Peterson reviewed properties currently for sale. Bids received on 2 lots in the city of Oconto.

- a. Oconto River/McDonald street property received high bid of \$2285.00 and the Congress street property received a high bid of \$2975.00. Motion by Frank/Sleeter to accept the highest bids on both properties. The motion was voted on and carried.
- b. County W property. No bids received with minimum starting bid of \$50,000.00. Discussion followed. Motion by Frank/Sleeter to reset the starting bid to \$10,000.00. The motion was voted on and carried.
- c. 2 lots in Townsend. There were a lot of inquiries on the property. Discussion followed. Motion by Sleeter/Sekela to reset the minimum starting bid to \$130,000.00 for the two Townsend lots. Motion was voted on and carried.

Peterson informed the committee of a couple of sales issues. Those that bought property didn't put insurance on the property until the deed was filed. The date the County Clerk signs the deed the purchased takes ownership. Going forward the County Clerk will sign the deed the date WI Surplus receives the funds.

**5. Approval to Amendments to Chapter 5.101**

Peterson reviewed Chapter 5.101 d3C with the Committee for language on publication and no bids. Discussion followed. Motion by Sleeter/McMahon to recommend to County board adopting changed to ordinance. Motion voted on and carried.

**6. Approve Tax Deed Resolution for Tax Year 2014**

Peterson informed the Committee as of 8-6-2019 there were \$219,458.55 in delinquent taxes for 2014. Reviewed resolution as presented. Discussion followed. Motion by Frank/McMahon to recommend amended resolution as discussed to County Board. Motion voted on and carried.

**7. Meet with Administrative Coordinator**

Review Insurance Claims against the County. Hamann Reviewed with the Committee claims report. Currently there are 28 Work Comp claims this year which is what the County normally has for an entire year.

8. **Meet with County Clerk**
  - A. **Approve Vision Statement**

Pytleski & Mohr reviewed and explained thoughts/purpose of Vision Statement and resolution presented. Discussion followed. Frank & Sekela agreed to review Vision Statement and bring back to the Committee next meeting for further discussion.
  - B. **IN700 Postage Meter**

Pytleski reported that the current postage machine is 6 years old and that is the expected life span of this machine. Currently paying \$250.00 per month for use of the postage meter. New machine to purchase out right would be \$7,400.00. If it were leased the cost would be \$322.00 per month for rental of the new machine, maintenance and the postage meter. Pytleski will budget next year to lease a new machine.
9. **Report of Finance Director**
  - A. **2019 Financial Update**

Sherman reviewed fiscal update report. Auditor that was in recommended running this report and reviewing it monthly. Discussion followed. Committee would like to see the report condensed to show summary of revenue, expenses and net by department and to receive it quarterly.
  - B. **Update on Accounting Group**

Sherman reported the first accounting group went well with 25 in attendance. The next meeting topic will be cash handling/receiving.
  - C. **County Sales Tax Report**

Sherman reviewed the report with the Committee.
  - D. **Discuss 2020 Budget Presentation**

Sherman is looking for feedback from the Committee on what they would like to receive in their budget hearing packets this year. Discussion followed. Committee would like the same information in the packet as they have received in the past.
10. **Meet with Treasurer**

Peterson provided handouts & reviewed them with the Committee. Discussion followed. Treasurer was authorized to move \$3,500,000.00 from a savings account to a CD at 2.25% for 12 months.
11. **Meet with Veteran Service Officer**

Christianson was currently in Washington D.C. Hamann provided handout of activity report to Committee.
12. **Community Development Block Grant Close Out Program**
  - A. **Community Development Block Grant Close Out Project**

Hamann reviewed the summary handout provided by Samuels with options on New View/New Beginnings and resolution. Discussion followed. Option with \$1,200,000.00 to New View/New Beginnings and \$450,000.00 in Public Facilities grant. Hamann also reported the property owner for 145 Washington Street, Oconto was a willing seller and that the County could obtain the property via Slum/Blight. Discussion Followed. Motion by Sleeter/Frank to recommend the amended resolution as discussed to County Board the proposed Community Development Block Grant Projects. The motion was voted on and carried.
  - B. **Adopt Citizen Participation Plan**

Hamann reviewed the resolution with the Committee. Discussion followed. Once approved a committee will need to be created and at least 1 LMI person needs to be appointed to that committee. Motion by Frank/McMahon to recommend for approval the amended resolution to the County Board to adopt a Community Development Block Grant Citizen Participation Plan. The motion was voted on and carried.
  - C. **Adopt Community Development Block Grant Procurement Policy**

Hamann reviewed the CDBG Procurement Policy with the Committee. Discussion followed. Motion by Sekela/McMahon to recommend to County Board the Community Development Block Grant Procurement Policy. Motion voted on and carried.
  - D. **Project Architectural Services RFP**

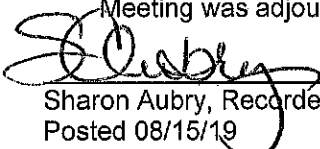
Hamann reviewed the request for qualifications policy. Discussion followed.
  - E. **Project Consulting Services RFP**

Hamann reviewed the request for qualifications. Discussion followed.
13. **Northern Oconto county Storm Update**

Hamann updated the Committee on current status of clean-up and recovery. Costs are currently \$118,000.00 for the first week of clean-up and \$49,900 for the second week of clean-up. There were also \$80,000.00 in grants to the municipalities involved, with grant checks being mailed out during the second week of clean-up. Hamann reports clean-up efforts continue and FEMA should be evaluating the situation in the next week for possible relief. Discussion followed.
15. **Preliminary 2019 Equalized Values & Net New Construction**

Hamann reviewed handout.

16. **Authorization to Attend Meeting(s)** – None
17. **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 7/01/19 – 7/31/19 – All Co. Depts. Except Human Services**  
Reviewed.
  - B. **Report of Vendors Paid 7/01/19 – 7/31/19 – Human Services**  
Reviewed.
  - C. **Report of Mo. Per Diem & Expense Reimbursement for Month of June (paid 7/19/19)**  
Reviewed.
18. **Announcements/General Information**  
Budget hearings are scheduled for September 25, 26 & 27, 2019
19. **Set Next Meeting Date**  
September 9, 2019 at 9:30 a.m.
20. **Adjournment**  
Meeting was adjourned by the Chair at 12:25 a.m.

  
Sharon Aubry, Recorder  
Posted 08/15/19