

MINUTES
MONDAY, NOVEMBER 9, 2020 – 9:00 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, Al Sleeter, Doug McMahon, Gary Frank

COMMITTEE ABSENT: Greg Sekela

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Tanya Peterson, County Treasurer; Sharon Aubry, Administrative Assistant AC/HR; Lisa Sherman, Finance Director; Ron Christensen, Veterans Services Officer; Kim Pytleski, County Clerk; Beth Ellingson, Corporation Counsel; Annette Behringer, Register of Deeds; Laurie Wusterbarth, Deputy Register of Deeds

TIME MEETING BEGAN: 9:00 a.m.

- 1. Approval of Agenda**
 - A. Change of Sequence** - None
 - B. Removal of Items** - None

Motion by McMahon/Sleeter to approve agenda as presented. The motion was voted on and carried.
- 2. Approval of Minutes of Previous Meetings of October 12, 2020**

Motion by Frank/McMahon to approve minutes as presented for October 12, 2020. The motion was voted on and carried.
- 3. Communications** - None
- 4. Discuss/Approve Land Sale Bids, If Any**

Peterson reports there are currently no land sales. Peterson reports Land Conservation reviewing Town of Pensaukee parcel # 034-42340373B1B request from J. Ehrfurth. Informational only, no formal action taken.
- 5. Meet with Administrative Coordinator – Review Insurance Claim Against County, if any**

Hamann reported three work comp claims with no lost time, one liability claim that has been dismissed and three property claims. Informational only, no formal action taken.
- 6. 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. 2019 Sales Tax Reported Sources**

Hamann reviewed the report with the Committee. Discussion followed. Hamann will provide updated report when one becomes available. Informational only, no formal action taken.
 - D. 2021 Adopted Budget Wrap-Up**

Sherman reviewed status on budget wrap-up. Discussion followed. Informational only, no formal action taken.
 - E. Review Routes to Recovery Funding Claims**

Sherman provided a handout and reviewed it with the Committee. Deadline has been extended through November 17, 2020. Sherman also reports WCA sent out a reminder on levy limits worksheet for claiming. County may use it for 2022 and will await further guidance. Informational only, no formal action taken.
 - F. Quarterly Financial Summary**

Sherman provided a handout and reviewed it with the Committee. Hamann provided a handout and reviewed it with the Committee. Discussion followed. Informational only, no formal action taken.
- 7. Meet with County Clerk – Election Grant Update**

Pytleski reports ICE election equipment worked very well. Town of Underhill may now want to use grant to purchase equipment. Equipment currently not available, they will continue to use EDGE equipment in the interim. Informational only, no formal action taken.

8. Meet with Register of Deeds

A. Approve Refilling a Position

Behringer addressed the Committee. Upon her retirement in January 2021, Laurie Wusterbarth was elected Register of Deeds and Krystal Borkovec has been named Deputy Register of Deeds. With that move Behringer is requesting support in starting the new Deputy Register of Deeds at a step 2 or 3 instead of step 1 based on experience. Behringer provided a handout that outlined the financial impact of this change. Discussion followed. Motion by Sleeter/McMahon to recommend to Personnel & Wages Committee that the new Deputy Register of Deeds start at step 2 when she assumes the position in January. The motion was voted on and carried Frank abstaining.

B. Approve Increasing the Fee for the Landshark Subscriptions

Behringer explained Landshark to the Committee. Register of Deeds will be increasing the subscription fee from \$275 to \$475, which results in approximately and additional revenue of \$19,200.00 per year. Discussion followed. Informational only, no formal action taken.

9. Meet with Treasurer – Treasurers Report October

A. Treasurer Report

Peterson provided handed out and reviewed the report with the Committee. Informational only, no formal action taken.

B. Approve Addition of Separate Bank Account for CDBG-CL-PF 20-11 Grant

Peterson is requesting approval for the addition of a new non-interest bearing account to be established for the CDBG-CL-PF 20-11 Grant. Motion by Frank/Sleeter to approve addition of a separate new non-interest bearing account to be established for the CDBG-CL-PF 20-11 Grant. The motion was voted on and carried.

C. Discuss In Rem process

Peterson reports a meeting has been scheduled with the Judges, Court Commissioner and Corporation Counsel on February 2, 2021 to discuss the process further. Ellingson reviewed status of discussions with Court Commissioner on the matter. Discussion followed. Informational only, no formal action taken.

10. Meet with Veterans Service Officer

A. Monthly Activity Report

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

11. Update on Wisconsin Utility Tax Association

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

12. Update on Acquisition of Property Near Courthouse

Hamann reports appraisal ordered and completed. Hamann reviewed appraisal, City assessment, fair market value and private appraisal homeowners had completed. Discussion followed. Committee authorized Administrative Coordinator to make an offer to purchase the property. Informational only, no formal action taken.

13. Authorization to Attend Meeting(s), If Any - None

14. 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 10/1/20 – 10/31/20 – All Co. Depts. Except Human Services - Reviewed.

B. Report of Vendors Paid 10/1/20 – 10/31/20 – Human Services - Reviewed.

C. Report of Mo. Per Diem & Expense Reimbursement for Month of September (paid 10/20/20) - Reviewed.

15. Announcements/General Information

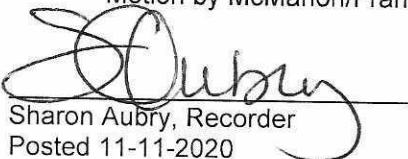
- Should code red be used to remind County Board Supervisors that there is no meeting in November? Discussion followed. Consensus no need.
- Peterson reports N. Tolzman; new Deputy Treasurer will begin working on Thursday, November 12, 2020.
- Hamann gave a status update on grievance in process – independent hearing is scheduled for Friday, November 13, 2020 and once completed an opinion will be issued.

16. Set Next Meeting Date

December 14, 2020 at 9:00 a.m.

17. Adjournment

Motion by McMahon/Frank to adjourn meeting at 10:54 am. The motion was voted on and carried.


Sharon Aubry, Recorder
Posted 11-11-2020