

**MINUTES**  
**MONDAY, JUNE 8, 2015 – 9:30 A.M.**  
**FINANCE/INSURANCE COMMITTEE OF OCONTO COUNTY BOARD SUPERVISORS**  
**CONFERENCE ROOM #2009 – 2ND FLOOR COURTHOUSE BLDG “A”**  
**301 WASHINGTON STREET, OCONTO, WI 54153-1699**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)

COMMITTEE PRESENT: Lee Rymer, Paul Bednarik, Tom Gryboski, Doug McMahan, Greg Sekela

COMMITTEE ABSENT: None

OTHERS PRESENT: Kevin Hamann, Administrative Coordinator; Teri Boos, Finance Director; Tanya Peterson, Treasurer; Kim Pytleski, County Clerk; Annette Behringer, Register of Deeds; Mark Teuteberg, LIS Administrator/Surveyor; Bob Skalitzky, Forest & Parks Administrator; Cheryl Mick, Corporation Counsel; Supervisor Gary Frank

TIME MEETING BEGAN: 9:30 a.m.

1. Approval of Agenda
  - A. Change of Sequence  
None.
  - B. Removal of Items  
None.  
Motion by McMahan, second by Gryboski to approve agenda. Motion carried unanimously.
2. Approval of Minutes of Previous Meeting held May 18, 2015.  
Motion by Sekela, second by Bednarik to approve the minutes of May 18, 2015 meeting. Motion carried unanimously.
3. Communications
  - A. Correspondence from Department of Administration Regarding Tax System Changes  
Letter from Department of Revenue regarding request to use XML files in order to standardize data sharing and collection of data.
4. Meet with Administrative Coordinator
  - A. Review Insurance Claims Against County, if any  
Reviewed six new property claims, all involving a Sheriff's Office squad car.
  - B. Work Comp Dividend  
County received a slider dividend of \$5,905.41 for Work comp as our claims were 46%, max loss was 50%  
Motion by Bednarik, second by McMahan to approve report. Motion carried unanimously.
5. Report of Finance Director
  - A. County Sales Tax Report  
Collections up 4.3% over this time last year.
  - B. Discuss Internal Control Procedures  
Federal Government requires the County adopt an internal control policy to qualify for grants.  
Reviewed draft policy and directed Finance Director to send out to Department Heads for review and comment.  
Motion by Sekela, second by Gryboski to approve report. Motion carried unanimously.
6. Meet with County Clerk
  - A. Discuss Solutions to Publication Cost Differences  
Discussed issue of whether we need to publish our County Board proceedings in the newspaper.  
Cost to do so is approximately \$4,500. County Clerk to discuss with Corporation Counsel and Administrative Coordinator.
7. Meet with Register of Deeds
  - A. Adoption of Copy Usage Policy with Other Offices  
Reviewed proposed policy to clarify usage and access of documents by other departments.  
Policy was reviewed by Corporation Counsel.  
Motion by Bednarik, second by Gryboski to adopt the Register of Deeds Document Copy Usage Policy. Motion carried unanimously.

8. Meet with Treasurer
  - A. Financial Report
    - Interest rates – First Merit – 0.20%
    - State Pool – 0.13%

Two CD's totaling \$1.5 million are coming due 7/19/15.  
Motion by McMahon, second by Bednarik to approve Treasurer's report. Motion carried unanimously.
9. 2016 Budget
  - A. Draft Budget Guidance Letter
    - Discussed wording for 2016 Budget Guidance letter, results of the Strategic Planning session. Directed Administrative Coordinator to draft letter listing each department tax levy for 2016 as discussed, and then to send out to Department Heads for review and comment.
  - B. Budget Review Timetable
    - Reviewed 2016 schedule. No changes from preliminary timetable.
    - Motion by Gryboski, second by McMahon to approve 2016 budget timetable. Motion carried unanimously.
10. Forestry & Parks Capital Projects
  - \$60,000 budgeted for 2 new trucks and \$100,000 for a grader. Trucks actual costs were \$41,000 and grader was \$119,000. Need \$19,000 to be transferred from trucks purchase to grader purchase. Motion by Gryboski, second by McMahon to approve transfer of \$19,000 from truck purchase to grader purchase. Motion carried unanimously.
11. State Electronic Format for Property Data
  - Discussed, with County Surveyor, the request from the State for certain file format for property data. County will hold off until required as then software vendor will be required to make change per our maintenance agreement at no additional cost to the County
12. Delinquent Property Process
  - Reviewed our current process of taking tax deed vs. In-Rem process used by some other counties. Tax deed is an administrative process while in-rem is a judicial process. Consensus was to delay implementing the in-rem process until at least next year.
13. Review of Strategic Planning Results
  - Reviewed draft of executive summary of the strategic planning process. A full report will be provided at the next meeting.
14. Closed Session: Performance Evaluations – The Committee May Convene Into Closed Session Pursuant to WI Stat. 19.85 (1) (C) for the Purpose of Consideration of Employment, Promotion, Compensation, and Performance Evaluations.
  - Motion by Gryboski, second by McMahon to go into closed session at 11:40 a.m. Motion carried unanimously.
15. Return to Open Session: The Committee May Return to Open Session to Conduct Legal Business as allowed by WI Stat. 19.85 (2).
  - Motion by Sekela, second by Bednarik to return to open session at 11:46 a.m. Motion carried unanimously.
16. Approve Reports, Ordinances, Resolutions, & Transfer for County Board Meeting Agenda
  - A. Approval of Law Enforcement Center Financing
    - Reviewed resolution drafted by Quarles & Brady to finance \$10 million notes. County received an AA+ rating from Standard & Poor's.
    - Motion by Sekela, second by Gryboski to recommend resolutions to authorize \$10,000,000 financing for Law Enforcement Center. Motion carried unanimously.
17. 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 05/01/15 – 05/31/15 – All County Depts. except Human Services Reviewed.
  - B. Report of Vendors Paid 05/01/15 – 05/31/15 – Human Services Reviewed.
  - C. Report of Monthly Per Diem & Expense Reimbursements for Month of April (Paid 05/20/15) Reviewed.
    - Motion by Bednarik, second by McMahon to approve payment of bills. Motion carried unanimously.

19. Announcements/Information

Wisconsin Counties Association State Budget information was reviewed.

20. Set Next Meeting Date

Date of next meeting: Wednesday, July 15, 2015.

21. Adjournment

Motion by Sekela, second by McMahon to adjourn meeting.

Meeting was adjourned at 12:15 p.m.

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Kevin Hamann  
KH/cah  
Posted 06/10/15