

MINUTES
Monday, August 19, 2019

FINANCE COMMITTEE

Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Finance Department and County Treasurer

Call Meeting to Order

The Monday, August 19, 2019 Finance Committee meeting was called to order by Vice Chair Englebert at 3:00 p.m. at the Door County Government Center.

Establish a Quorum ~ Roll Call

Committee members present: Nancy Robillard, David Englebert, David Enigl, Susan Kohout, Richard Virlee, and Laura Vlies Wotachek.

Others present: Administrator Ken Pabich, Finance Director Steve Wipperfurth, CC Grant Thomas, Treasurer Jay Zahn, and County Clerk Jill Lau.

Adopt Agenda / Properly Noticed

Motion by Robillard, seconded by Enigl to adopt the agenda. Motion carried by unanimous voice vote.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Approve Minutes of the July 15, 2019 Regular Finance Committee Meeting

Motion by Virlee, seconded by Kohout to approve the minutes of the July 15, 2019 regular meeting. Motion carried by unanimous voice vote.

Communications

No communications were presented.

Public Comment

N/A.

Old Business

No old business was presented.

**County Treasurer
Treasurer's Report**

County Treasurer Zahn reviewed the July 2019 report included in the meeting packet. Also included in the meeting packet was a history report of delinquent tax collections and interest and penalties collected.

In Rem properties will be advertised with bids to be opened at the October meeting.

**Finance Director Department Update
Investment Report
Checking Account Summary
Comparison of Sales Tax Revenues
Unassigned Fund Balance & Contingency Fund Status
Health Insurance & Workers Comp**

All reports were included in the meeting packet. Investment portfolio now includes the Associated Trust investments.

New Business (Review / Action)

**Approval of Transfer of Non-Budgeted Funds for Cost of Abatement or Removal of a Human Health Hazard
["County v. Gray" Door County Case No. 2019-CV-103]**

CC Thomas explained the County Sanitarian and Public Health Nurse determined there was a human health hazard at a private residence. A notice was issued which resulted in a civil action requiring the human health hazard be removed. Because of the nature of this case and the significance of this property it is anticipated there will be a large expense. Estimated costs for the abatement or removal of the human health hazard is up to \$40,000. The request is to transfer funds from the Contingency Expense Account. Concerns were expressed that this property has been cleaned up before and what will prevent the same issues from happening again in the future. The County intends to place a lien against the property for the costs of the clean-up. Discussion regarding asking for a provision in the judgement to allow annual inspections of the property by the County.

Motion by Kohout, seconded by Virlee to transfer up to \$40,000 from the Contingency Expense Account to the Wrap-Around Adult Account in Human Services. Motion carried by unanimous voice vote.

Discussion - County Revolving Loan Fund Program

Administrator Pabich reviewed the current status of the RLF Program. As discussed at a prior meeting the program is Federal dollars. The State is closing down the program. The County is required to return the funds to the State. Within a 3-year window the County can apply for those dollars to have them allocated back to our community. There are specific regulations to apply for the funds and what the funds can be used for. The City of Sturgeon Bay received their funds prior to a certain time and those funds are considered de-regulated. The County is working with the City of Sturgeon Bay towards a loan partnership program. Some areas the County money could be used is public restrooms in parks, some types of Senior programming. Committee members suggested a presentation be given to the full County Board.

Review 2020 Finance Department Budget

The proposed budget was included in the meeting packet and was reviewed. It was noted the majority of the department expenses is salary and wages. There is no revenue generated by the department. The budget will be brought back at next month's meeting for action.

Interest Rate Sheet - FYI

Reviewed.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

Nothing as of this meeting.

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date

Regular Monthly Meeting – September 3, 2019 – 1:00 p.m.

Meeting Per Diem Code

951.

Adjourn

Motion by Enigl, seconded by Vlies Wotachek to adjourn. Time: 3:53 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk