

# *Menominee Town/County Board of Supervisors*

W3269 Courthouse Lane  
P.O. Box 279  
Keshena, WI 54135



## **PERSONNEL & FINANCE/BUILDINGS AND GROUNDS**

### **COMMITTEE MEETING**

**Members Present:** Beth Moses, Muriel Bzdawka, Patricia Roberts

**Others Present:** Becky Arrowood, Barb Nelson, Ruth Winter, Tim Gatz, Shelley Williams, Kristi Onesti, Lee Stoehr, Pam Frechette, Dave Kristof, Kourtney Erickson, Jeremy Weso, Laure Pecore, Ken Fish

**DATE:** October 13, 2016

**TIME:** 5:00pm

**PLACE:** Menominee County Courthouse, W3269 Courthouse Lane, Keshena, WI. 54135

### **COUNTY AGENDA**

1. Roll Call, Call to order: Meeting called to order at 5:02pm. Quorum present.
2. Community Input: None.
3. Approval of Minutes: September 20, 2016. September 29, 2016 SP meeting, October 6, 2016 SP meeting: **Motion by Patricia Roberts to approve the county portion of the minutes from September 20, September 29 special meeting and October 6 special meeting as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
4. HSD Voucher Payment Requests: **Motion by Patricia Roberts to approve vouchers 131-138 in the amount of \$200,982.29. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
5. County Voucher Payment Requests: **Motion by Muriel Bzdawka to approve vouchers 785-836 in the amount of \$358,603.88. Seconded by Patricia Roberts. All in favor. Motion carried.**

**Motion by Muriel Bzdawka to approve HWY payables; batch 1610-2CT in the amount of \$11,569.30. Seconded by Patricia Roberts. All in favor. Motion carried.**

6. Building and Grounds Report: Maintenance Supervisor, Tim Gatz reviewed his report with the committee. He told the committee that his month was busy with a couple big projects the roof on the courthouse building, the ramp at the Veterans Service Building.

**Motion by Patricia Roberts to approve the Building and grounds report along with the mileage logs. Seconded by Muriel Bzdawka. All in favor. Motion carried.**

7. Review/Approval of Bids on Foreclosed Properties: A bid for parcel # 01580359091 N4457 STH 55 South Branch was received from Kenneth Fish. He submitted a bid of \$1002.00. **Motion by Patricia Roberts to recommend the sale to the Full Board. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
8. Finance Directors Report: Finance Director, Lee Stoehr reviewed his report with the committee. **Motion by Muriel Bzdawka to approve the August report as presented. Seconded by Patricia Roberts. All in favor. Motion carried.**
9. Budget Amendments: None.
10. 2017 County Budget and Management Assistance Grant: Administrative Coordinator, Jeremy Weso reviews his memo with the committee. He is pleased to announce that the county budgets are balanced. They accomplished this by making the following changes since the last meeting:
  - Removed \$40,000 from the MAG which was tentatively allocated for Land records Software. They met with the Treasurer, Land Information Office and Technology Serviced Director to weigh the options. It was determined that approximately \$43,000 will be needed for the project. According to the Land Information Officer, she has the funding available through her grant to cover the full cost of the software and hardware that might be needed for the project.
  - Combined the maintenance garage (\$45,000) Sheriff's squad (\$37,364) and the HSD vehicle (\$20,000) requests from MAG into one lump sum, and transferred that out of the MAG and over to a three year loan. The estimated interest payment of \$1,279 for the loan will come out of the MAG in FY2017.

They transferred into the MAG the following substitute projects/cost:

- Highway Bond in the amount of \$83,185. The total due is \$144,188 so the difference (\$61,003) will continue to be picked up by the levy.
- They revised the Library request to \$18,000 (from \$31,506) representing \$15,000 in annual operating expenses and an estimated \$3,000 for board expenses.
- Increased the Technology Services budget from \$120,258 to \$122,166, representing \$908 increase. The increase was due to a VMware maintenance agreement that will expire in March.
- Increased the Contingency line item to \$28,413 (from the committee's last approval of \$20,000) they thought we should set aside funding for the library in the event additional funding is required.
- They increased the Clerk's budget by \$3,000 to incorporated projected costs for the Ethics Inquiry Board.
- They had inadvertently omitted the Public Health contract. In the FY2016, that appropriation was \$54,665. Shawano County and the Shawano-Menominee Public Health Board believe that the proportional share between the two county is inequitable based upon our population compared to Shawano's. The Public Health Director believes that the cost to Menominee County will be reduced to around \$46,000.

Areas to review/reconsider:

The contingency includes additional funding that may eventually be allocated elsewhere, either to the Healthcare Reserve and/or Library Services. Does the Committee want to redistribute an of that funding?

They anticipate there will be carryover funds in the MAG that will be submitting a carryover request for the follow projects/costs that are currently underspent:

- Food Distribution- Poss. \$2,000
- Sheriff's Dept. Squad Car- Poss. \$2,362
- Maintenance dept. Projects- Poss. \$2,786
- Clerk's Office- Poss. \$3,630
- Total Potential Carry over: \$10,778

Beth Moses feels that we should keep the extra money in Contingency.

**Motion by Muriel Bzdawka to accept the recommended changes. Seconded by Patricia Roberts. All in favor. Motion carried.**

11. Adjourn.

## TOWN AGENDA

1. Community Input: None
2. Approval of Minutes: September 20, 2016: **Motion by Patricia Roberts to Approve the Town portion of the minutes from September 20, 2016 as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
3. Town Voucher Payment Requests: **Motion by Patricia Roberts to approve vouchers 104-111 in the amount of \$32,145.23. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
4. Clinic Request to use Parking Lot: Administrative Coordinator, Jeremy Weso presented a memo to the committee. Tribal Clinic Administration asked if it would be possible to stripe the parking lot area that their employees currently use. They would pay for it. Concerns about liability issues with the parking lot were raised. **Motion by Muriel Bzdawka to approve the striping of the parking lot and to have Corporation Counsel draw up an agreement to include liability would be the responsibility of the Clinic. Seconded by Patricia Roberts. All in favor. Motion carried.**
5. Finance Directors Report: Finance Director, Lee Stoehr reviewed his report with the committee. Records are in balance with the bank statement for the month ending August 2016. There are no receipts in transit. **Motion by Patricia Roberts to approve the Finance Directors report as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
6. Budget Amendments: None.
7. 2017 Town Budget and Management Assistance Grant: Administrative Coordinator, Jeremy Weso reviewed his memo with the committee. He is pleased to report that the Town budget is balance. There is a surplus of \$2,556 that was added to contingency. **Motion by Muriel Bzdawka to accept the recommended changes. Seconded by Patricia Roberts. All in favor. Motion carried.**

8. Adjourn: