

# *Menominee Town/County Board of Supervisors*

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



## **PERSONNEL & FINANCE/BUILDINGS AND COMMITTEE MEETING**

*Members Present: Beth Moses, Keith Tourtillott, Gregg Malmstrom.*

*Others Present: Lona Tourtillott, Kourtney Erickson, Mary Beth Pecore, Jeremy Weso, Lori Wendorf, Shelley Williams.*

**DATE: April 25, 2023**

**TIME: 5pm**

**PLACE: County Board Room ( Lower Level of the Courthouse.)**

## **COUNTY AGENDA**

- 1. Call to order, Roll call:** *Meeting was called to order by Lona Tourtillott. Roll Call taken, Quorum Present.*
- 2. Election of Officers:** *Lona Tourtillott(designated recorder), opens the floor for nominations for Chair for the Personnel and Finance committee. Keith Tourtillott nominates Beth Moses. No other nominations. New Chair is Beth Moses.*  
  
*New Chair, Beth Moses opens the floor for nominations for vice chair. Keith Tourtillott nominates Gregg Malmstrom. No other nominations, Gregg Malmstrom in Vice Chair.*
- 3. Community Input:** *None.*
- 4. Approval of Minutes: 4-11-2023:** *Motion by Keith Tourtillott to approve the minutes from 4-11-2023 with any/all changes. Seconded by Gregg Malmstrom. All in favor. Motion carried.*
- 5. HSD Voucher Payment Request:** *Motion by Keith Tourtillott to approve the HSD vouchers 043-048 in the amount of \$27,864.66. Seconded by Gregg Malmstrom. All in favor. Motion carried.*
- 6. County Voucher Payment Request:** *Motion by Keith Tourtillott to approve county vouchers 208-233 in the amount of \$40,449.46. Seconded by Gregg Malmstrom. All in favor. Motion carried.*

*Motion by Keith Tourtillott to approve Dispatch vouchers PS078 & 079 in the amount of \$2,670.71. Seconded by Gregg Malmstrom. All in favor. Motion carried.*

*Motion by Keith Tourtillott to approve Medical Examiners voucher PS077 in the amount of \$700.00 Seconded by Gregg Malmstrom. All in favor. Motion carried.*

*Motion by Keith Tourtillott to approve Sheriff vouchers PS80 – 082 in the amount of \$599.47. Seconded by Gregg Malmstrom. All in favor. Motion carried.*

- 7. FY 2023 Budget Increase in the amount of \$48,893: State County Child Welfare TSSF targeted Safety Support Funds Program:** *Motion by Keith Tourtillott to approve the Budget Increase for County Child Welfare TSSF in the amount of \$48,893. and recommend to the County board for approval. Seconded by Gregg Malmstrom. All in favor. Motion carried.*
- 8. Administrative Coordinator's Position- Funding:** *At the County Board meeting on the 18<sup>th</sup> of April, the board made a motion for this item be brought to the P&F committee to look for funding for this position. Discussion. Chair, Beth Moses asks if the Job description that was included in the packet is the current one. Admin. Coordinator, Jeremy Weso, informed her that it is current. The County Board approved it in 2014. Would like to see what other Counties job descriptions look like and the wages and what changes would need to be made to our job description and what we would be looking at for wages. Also, bring the duties that were doled out to other employees. Bring it back to the next personnel and finance meeting, include the documents that was developed by UW Extension with the information.*
- 9. Finance Directors Report:** *Finance Director, Kourtney Erickson, submitted her report, which was included in the meeting packet. There was an issue with a receipt from March was deposited in February and one receipt that was entered incorrectly and was off by \$900. All other deposits and receipts reconciled or were in transit.*
- 10. Treasurers Report:** *Treasurer, Mary Beth Pecore gave an oral report to the committee. Auditors were questioning the tax certificate. The treasurer explained that in tax system program wasn't a place for the treasurer to change the tax year, Dina Mumford is coming back in to help correct the situation. Concerns on the certificates being valid and creating a problem with money owed for taxes dropping off after 10 years. This will put the county behind 1 year. She also handed out a report on one tax payers report to show what all need to be do to complete the report that the Board is asking for. She can run a report for each tax payer, but it doesn't show where the monies are applied. She explained the process for entering the payments that are sent in of brought in person. Further discussion. The committee is looking to have a meeting with Corporation counsel. To information for understanding on the foreclosure process. If Corp Counsel is to busy, check with Wisconsin Towns Association. Gregg is requesting written reports from the Treasurer going forward.*

## **11. Adjourn.**

### **TOWN AGENDA**

- 1. Community Input:** *None.*
- 2. Approval of Minutes: 4-11-2023:** *Motion by Keith Tourtillott to approve the Town portion of the minutes with any/all corrections. Seconded by Gregg Malmstrom. All in favor. Motion carried.*

- 3. Town Vouchers Payment Request:** *Motion by Keith Tourtillott to approve Town vouchers 9-10 in the amount of \$47,512.67, Seconded by Gregg Malmstrom. All in favor. Motion carried. Motion by Keith to approve the Fire Dept bill FD032 -034 \$405.20. Seconded by Gregg Malmstrom. All in favor. Motion carried.*
- 4. Town Finance Report:** *Finance Director, Kourtney Erickson submitted her report for the committee in the meeting packet. Town finance records agree with the bank statement.*
- 5. Adjourn.**