



MEETING MINUTES

Committee: Finance Committee
Date: Friday, January 10, 2020
Time: 9:00 a.m.
Location: County Board Room, Lower Level of the Safety Building

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 9:00 AM by Chairman Scupien
2. Roll call was conducted:

FINANCE COMMITTEE			
Name	Role	Status	
Don Scupien	Chairman	present	
Doug Nonnenmacher	Vice Chairman	present	
Vernon Cahak	Member	present	
Sandy Fischer	Member	present	
Pete Pennington	Member	present	
Non- Committee Members Present			
Name	Interest	Name	Interest
Pam Resch	Finance Director	Sue Paycer	IT Director
Erik Rantala	Forestry Administrator	Brian Braun	Highway Commissioner
Kim Bissonette	Assistant Finance Director	Tina Ver Hagen	Human Resources
Becky Rank	Deputy County Clerk/Recording Sec.	Dominic Frandrup	Library Director
Karalee Brock	Lead Program Assistant	Roy Dieck	Citizen
Donna Mullins	Citizen	Brianna Ketchum	Citizen
Dave Solin	County Board Chairman	Tammy Wilhelm	Treasurer
Roger Mullins	Citizen		

3. Please silence all cell phones:
4. The Committee recited the Pledge of Allegiance:
5. **Approval of previous meeting minutes from December 12, 2019.** Motion by Pennington, second by Cahak to approve the previous meeting minutes of December 12, 2019. All ayes, motion carried.
6. **Recognition of others present and public comments on agenda items:** Chairman Scupien welcomes all to the meeting. Chairman Scupien asked that all Finance Committee meetings be moved to the Wolf River Room, in the Resource Center.
7. **Update the Committee on the funds from borrowing per February Finance Committee Meeting:** Finance Director Resch presented the Committee with an updated list on borrowed funds. Resch stated the Highway Building Project has some bill to be paid, RMS is holding a bill until issue fixed. Resch stated any funds remaining from projects will go to the IT Projects. Discussion held on grant opportunity for 911 upgrade. Information only.
8. **Discuss with possible action reimbursement request form Karalee Brock, Lead Program assistant, for Nasco Camp Supplies, referral from the Ag & Extension Committee Meeting.** Brock address the Committee asking for reimbursement from supplies purchased on her personal credit card for the amount of \$35.55. Ag & Extension approved this reimbursement. Motion by Pennington, second by Fischer to approve the reimbursement of \$35.55. All ayes, motion carried.

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- 9. Discuss, with possible action, request for P-card for Amanda Budzenski, Ag & Extension Program Assistant.** Resch stated that Budzenski is a new hire. Motion by Pennington, second by Nonnenmacher to approve the request for a P-card for Budzenski. All ayes, motion carried.

Chairman Scupien asked the Committee if all P-card should be done for positions and not the employee. The Committee agreed this would be more efficient however would like the P-cards approved by Oversight Committee. Resch will look into the change of policy. Information only.
- 10. Discuss, with possible action, Cell Phone Booster, for Ag & Extension Officer Area, per Lead Program Assistant request.** Brock asked to purchase a cell phone booster for the Ag & Extension Office now located at the Health Care Center, stating there is no cell reception in the building. Brock has discussed with IT Director Paycer; Paycer agrees this would be the best option. The cost of the Booster is \$489 with funding from the Ag & Extension budget. Committee questioned if the Booster could be used on a trial bases to make sure it will rectify the problem. Motion by Pennington, second by Nonnenmacher to approve the purchase of a cell phone booster at a cost of \$489 for Ag & Extension Office area, pending a trial of the equipment. All ayes, motion carried.
- 11. Discuss with possible action dog claim referred from the Town of Neva.** Donna Mullins, victim of the dog claim, updated the Committee on the loss of her animals (domestic fowl). It was determined dogs were the cause of the loss of animals. The dogs were captured. Ms. Mullins asked for reimbursement of \$895.00 for 12 hens, 10 roosters, 7 ducks, 11 guineas and pen material. Funding would come from Dog Licenses Fund. Discussion held. Motion by Fischer, second by Cahak to approve the reimbursement of \$895.00 to Donna Mullis with funds coming from Dog Licenses Fund. All ayes, except Pennington and Nonnenmacher. 3-2, motion carried.
- 12. Discuss, with possible action, issuance of a purchasing card for Highway Employee.** Braun requested a new P-card for the Operations Manager with a \$2,000 limit. Motion by Pennington, second by Cahak to approve a new P-card for the Operations Manager with a \$2,000 limit. All ayes, motion carried.
- 13. Discuss, with possible action, reduction of purchasing card limit for Highway Commissioner.** Braun stated the auditor suggested reducing the limit on the Highway Commissioner's P-card from \$25,000 to \$10,000. Motion by Fischer, second by Nonnenmacher to approve reducing the limit on the Highway Commissioner P-card from \$25,000 to \$10,000. All ayes, motion carried.
- 14. Discuss, with possible action, Highway Fuel Tank Capital Project.** Supervisor Pennington and Braun updated the Committee on action taken from Highway Committee. The Highway Committee approved proposal from Metco for \$214,795 for a below ground, single tank, turn key ready, checking with the City of Antigo on the Well Head Protection, with the fuel replacement not to exceed \$275,000. Pennington would like Finance to keep the full \$275,000 allocated to the Highway Fuel Tank Capital Project until the project is complete. Information only.
- 15. Update on Employee Assistance Program (EAP), HR Director Ver Hagen.** Ver Hagen updated the Committee on the Employee Assistance Program (EAP). Ver Hagen stated that all new employees and employees that may need support are given the information on EAP. EAP helps provide a work/life in-balance through short-term counseling. Ver Hagen presented the Committee with EAP Utilization Summary from 2015-2019 the numbers show the program is being used. Information only.
- 16. Update on the Cell Phone Use and Policy.** Resch stated Assistant Finance Director Bissonette has reviewed the plan changes with Cellcom. Resch stated there is a savings of \$200 per month from \$1,700 per month to \$1,500 per month for County Cell Phones. Resch stated that Langlade County has contracted for a certain number of phones; therefore, some cell phone numbers are being re-used. Resch stated the surcharge fees are \$262 to \$533 per month. Per the current policy, upon the exit interview, HR Ver Hagen will collect all phone equipment. Department Heads will need to track equipment given to an employee during the time of employment. Information only.
- 17. Review, with possible action, the 911 Redundancy Agreement with Marathon County.** IT Director Paycer addressed the Committee on the 911 Redundancy Agreement with Marathon County. Paycer stated

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Corporation Counsel Stowe is working with Marathon County in the creation of an intergovernmental agreement. Paycer explained this agreement would protect Langlade County if either party needs to dissolve the 911 Redundancy Agreement. Chairman Scupien would like to review the final intergovernmental agreement. This item will be brought back. Information only.

18. **Forestry Update on revenues for 2019 and projected 2020 timber sales revenue.** Rantala updated the Committee stating the revenues for 2019 was the second highest on record with a total of \$2,453,100.20. Rantala stated that due to the July Storm Damage, more timber was harvested than anticipated, but could hurt future sales and revenues. Forestry approve replenishing the Recreation fund (\$83,985.72) and Land Buy Account (\$81,938.96) coming out of excess timber sales. Rantala gave the history of the Land Buy Account. Rantala stated Langlade County should make the projected revenues for 2020 depending on markets and weather. Rantala has projected a decrease in timber revenue for the years to come do to the increase of sales from the July 2019 storm damage. Chairman Scupien and Committee thanked Rantala and his staff and Highway Department for all the work done with the July Storm. Braun updated on FEMA, stating a meeting with FEMA is scheduled for January 21, 2020. Information only.

Committee took a 5 minute break at 10:00 a.m.

19. **At approximately 9:30 a.m., consider moving into closed session pursuant to §19.85 (1)(e), Wis. Stat., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, discuss land purchase and land trade.** Motion by Nonnenmacher, second by Pennington to move into closed session. Chairman Scupien, aye; Nonnenmacher, aye; Cahak, aye; Fischer, aye; Pennington, aye. The Committee commenced into closed session at 10:07 a.m.

Chairman Scupien asked the room be cleared with Rantala, Solin, Resch and Rank remaining in closed session.

20. **At approximately 10:00 a.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Nonnenmacher, second by Cahak to move into open session at 10:30 a.m. all ayes, motion carried. Motion by Nonnenmacher, second by Fischer to proceed with action discussed during closed session. All ayes, motion carried.
21. **Discuss, with possible action, a cell phone for the County Manager.** Resch stated the County Manager will receive a new phone with one of the existing phone numbers. The cost will be \$40.00 per month. Motion by Pennington, second by Fischer to approve the purchase of a cell phone for the County Manager, with funding from the County Manager budget. All ayes, motion carried.
22. **Ratify Chairman Solin's and Finance Committee Chairman Scupien's decisions to approve the purchase of a laptop with accessories and two monitors for County Manager.** IT Director Paycer updated the Committee on equipment purchased for the County Manager. Paycer stated she has ordered two monitors for \$512.82, laptop \$1662.21, docking station \$173.13. \$2348.16 total to approve out of the Technology Fund. Motion by Pennington, second by Fischer to approve equipment of \$2348.16 for the County Manager, with funding from the Technology Fund. All ayes, motion carried.
23. **Discuss, with possible action, officer furniture for County Manager.** Resch stated office furniture and a u-shaped desk has been requested for the County Manager. Resch stated quotes were received by Clermont Printing for \$6,238 and Emmons Business Interior \$5,800. Resch stated the funding will come from personnel savings in the County Manager budget. Nonnenmacher discussed a possible donation for \$10,000 to cover the County Manager office furniture. Chairman Scupien stated the donation would be used elsewhere. Motion by Pennington, second by Scupien to approve the purchase of office furniture for the County Manager from Emmons Business Interior for \$5,800, with funding from personnel savings in the County Manager budget. All ayes, motion carried.
24. **Discuss, with possible action, approval of RS #72-2019 Authorize Change of Basis in Work Schedule for the Information Technology Assistant/Network Specialist.** Resch stated per Resolution #72-2019, the Information

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Technology Assistant/Network Specialist in the IT Department would be moved from 35 hours per week to 37.5 hours per week. Approximately \$12,000 of unspent FY2019 wages and benefit appropriations will be transferred from the FY2019 IT Department budget to the Assigned for Budgetary Purposes account then moving that funding to the IT Budget. Motion by Pennington, second by Nonnenmacher to forward Resolution #72-2019 authorize change of basis in work schedule for the IT Assistant/Network Specialist to full County Board. All ayes, motion carried.

25. **Information Technology Director's report regarding the Information Technology Department.** IT Director Paycer updated the Committee on 2019 budget. Majority of the new switches and equipment have been received. Paycer stated Insight will tentatively begin work the week of January 27, 2020 to start replacement of switches. Joe Marier has been working on the conversion of County wide email system. Paycer stated she will notify employees of a start date. Paycer is continuing XML Files for the Department Revenue. Information only.
26. **Discuss, with possible action, officer furniture for Finance Director.** Resch requested to purchase office furniture and reception furniture for the Finance Department. Quotes for a table in the Finance Directors Office: Clermont Printing \$349 and Emmons Business Interior \$244.97 plus freight. Resch state a quote as also been given for reception area furniture: Clermont Printing \$2,039 and Emmons Business Interior \$2,013.64. Resch stated there is a donation being made for the Resource Center Office Furnishings for \$10,000 in the Memory of Deceased Members of County Board. Resch stated historical Society pictures will be framed and hung in the Resource Center. Discussion held. Agenda Item tabled.
27. **Finance Director's report regarding the finances of the County.** Resch presented the Committee with a written report of Social Services Foster Care, Guardianship, Kinship, Youth Aids and Juvenile through November 2019. Resch stated a grant has been awarded for two Transit busses. Resch updated the Committee on end of year budget numbers stating some December bills need to be entered with transfers from department to department and journal entries need to be made. Discussion held. Resch stated Highway is doing good and getting caught up from the Storm Damage journal entries. Information only.
28. **At approximately 10:45 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; consider yearly performance evaluation Finance Director:** Motion by Pennington, second by Chalk to move into closed session. Chairman Scupien, aye; Nonnenmacher, aye; Cahak, aye; Fischer, aye; Pennington, aye. The Committee commenced into closed session at 11:07 a.m. Chairman Scupien cleared the room, Resch remained in closed session.
29. **At approximately 11:00 a.m., return to open session with possible action taken on any matters discussed in closed session:** Motion by Pennington, second by Nonnenmacher to return to open session at 11:33 a.m. all ayes, motion carried. Motion by Nonnenmacher, second by Fischer to approve the performance evaluation of the Finance Director. All ayes, motion carried.
30. **Review Departmental Budgets presented to the Committee:** Discussed in item #27
31. **Update on Departmental Budgets.** Discussed in item #27
32. **Verify date of next meeting:** February 7, 2020 to be moved to the Wolf River Room in the Resource Center
33. **Adjourn the meeting.** Motion by Pennington, second by Fischer to adjourn the meeting at 11:37 a.m. All ayes, motion carried.

Minutes transcribed and submitted by:
Becky Rank, DEPUTY COUNTY CLERK