

## MEETING MINUTES

**Committee:** Finance/Information Technology Committee  
**Date:** Tuesday, January 12, 2021  
**Time:** 3:00 PM  
**Location:** County Board Room, Lower Level of the Safety Building

Please note that social distancing was observed. The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 3:00 PM by Chairman Medo

FINANCE COMMITTEE			
Name	Role	Status	
John Medo	Chairman	Present	
Ben Pierce	Member	Present	
George Shinnars	Member	Present	
Robert Benishek	Member	Present	
Don Scupien	Member	Present	
Non-Committee Members Present			
Name	Interest	Name	Interest
Doug Curler	Supervisor	Sue Paycer	IT Director
Kim Bissonette	Asst. Finance Director	Robin Stowe	Corporation Counsel
Erik Rantala	Forest Administrator	Ron Barger	Health & DSS Director
Rich Wiegert		Mark Westen	Sheriff
Tammy Wilhelm	County Treasurer	Reinhardt Balcerzak	Supervisor
Terry Brand	Citizen	Walter Kemp	Citizen
Judy Nagel	Cty. Clerk/Recording Secretary	Joseph Novak	Supervisor by phone
Travis Krueger	Deputy		

2. **Roll call was conducted:** All present.
3. **Please silence all cell phones.**
4. **Recite the Pledge of Allegiance.**
5. **Approval of previous meeting minutes from December 1, 2020 and December 21, 2020:** Motion by Pierce, second by Scupien to approve the previous meeting minutes from December 1, 2020 and December 21, 2020. All ayes, motion carried.
6. **Recognition of others present and public comments on agenda items for future meetings:** no public comment.
7. **Discuss request from Property Owner Robin Kemp, parcel #201-2484, requesting a proposed payment plan for delinquent taxes:** Treasurer Wilhelm addressed the Committee explaining that Mr. Kemp is delinquent on his 2017 tax parcel #201-2484 due by March 18, 2021 with a balance of \$1342.58. Discussion held. Motion by Pierce, second by Shinnars to approve \$100 weekly payments until the balance of the 2017 taxes are paid, with a review date of May 1, 2021. All ayes, motion carried.

## Meeting Minutes (Continued)

8. **Update on discussions with Social Services regarding a Community Response Worker:** Barger addressed the Committee requesting that this discussion remain on the agenda for next month, as details are being finalized to create a part-time Community Response Worker.
9. **Discuss the Forest Recreation Fund: Rantala:** Chairman Medo discussed the Rec Fund, which is to sunset on 12-31-2020. The Rec Fund was funded through excess timber sales. Rantala addressed the need to continue with a Rec Fund, stating that there is money left in the 2020 Scout Camp as projects were put on hold earlier in 2020, therefore projects were not completed. Rantala is requesting to transfer the remaining 2020 Scout Camp Fund into the 2021 Rec Fund. Discussion held on land sales, as action was taken on August 4, 2020 to have all land sales money go into the Land Buy Account, to replenish the fund to \$250,000. Motion by Pierce to put a hold on the August 4, 2020 action to put land sales money into the Land Buy Account, replenishing it to \$250,000. Chairman Medo called three times for a second. Motion failed. Discussion held on county forest land, DNR approvals, the County 15-year plan and withdrawal of lands. No action taken, this will remain on the agenda.
10. **Update on Enterprise Fleet Vehicle Lease Program:** Discussion held. Westen discussed the two hybrid vehicles that he has on order. Information only.
11. **Ratify Chairman Medo's decision regarding the purchase of Registration Software for camp registrations:** Chairman Medo discussed the 2021 Budget Book, which contains the approved \$18,000 Registration Software for Camp Registrations, funded by the Forest Rec Fund. The Forest Rec Fund was depleted to balance the budget; therefore, the software was not purchased. Discussion held. Motion by Pierce, second by Shinners to ratify Chairman Medo's approval of the Registration Software for Camp Registrations, \$18,000, with funding from the \$3.5 million borrowing. All ayes, motion carried.
12. **Discussion regarding Sheriff's Department request to use 2021 CIP Funds for equipping squads, estimated cost of \$67,232.86:** Sheriff Westen discussed the recent approval by the County Board to a lease program through Enterprise Fleet Management. Westen stated that \$119,000 was approved by the Board for 2021 Squads with funding from 2020 borrowing. Now that Langlade County is under a lease program, Westen is requesting to use \$70,232.86 of the \$119,000 to properly equip the new, additional squads. Motion by Shinners, second by Benishek to approve purchasing the squad equipment, \$70,232.86, with funding from the 2020 Borrowing. All ayes, motion carried.
13. **Update on Sober Living Expenses:** Shinners addressed the Committee regarding the projects at the Sober Living Facility, stating that drywall, painting, flooring, exterior doors and security system has been installed. The Committee thanked Shinners for his work at the Sober Living Facility.
14. **Update on Cares Act Grant Funding, distribution to Departments:** Discussion on the Cares Act Grant money received and the departments that submitted expenses towards the grant. Discussion on the journal entries needed to get the funding in the proper Departments. Motion by Pierce, second by Scupien to give Interim Finance Director Bissonette the authority to move the unbudgeted Care Act Grant Funding to the proper Departments. All ayes, motion carried.
15. **Discussions on the Fiscal Costs for the Second Branch of the Circuit Court:** Shinners stated that Facilities Manager Heuss will be presenting to the Board a one-time remodeling cost for the Second Branch of the Circuit Court. Stowe discussed the ongoing operational costs for a Second Branch of the Circuit Court, along with the Drug Treatment Court, a required program with a second judge. Discussion below regarding the audio/video for a second branch. Shinners discussed the lack of discussion on a cost benefit for the citizens of Langlade County on a second branch.

## Meeting Minutes (Continued)

16. **Update on Out of Home Placement Costs:** Interim Finance Director Bissonette reviewed the 2020 out of home placement costs. Chairman Medo requests an updated spreadsheet.
17. **Discussion on new phones/upgrades to the Court Rooms (2) – Paycer and Judge Rhode:** IT Director Paycer addressed the Committee on the antiquated phone system currently being used in the Courtroom and the Hearing Room. Discussion on phone system, video conferencing and cabling needed to upgrade the current system. This discussion will be back on the March Agenda.
18. **Information Technology Update** – IT Director Paycer discussed the Mitel Conversion, stating the final change over will be January 18, 2021. Paycer also stated that the Insurance Company has finally settled for the July 2019 Storm. Paycer said that the Sound System is on track to be installed soon.
19. **Update on closure of the \$3.5 Million Borrowing, the \$525,000 Borrowing and update on the 2020/2021 Borrowing:**
- |                                 |          |   |
|---------------------------------|----------|---|
| • IT Printer                    | \$2100   | Funded by the IT Budget                         |
| • VMP On Line Registration      | \$18,000 | Funded by borrowing                             |
| • E-Pay                         | \$2500   | Funded by the Finance Dept Budget               |
| • Forestry Truck Winches/Guards | \$8000   | Funded by borrowing                             |
| • Servers                       | \$11,300 | Funded by the IT Budget \$3.5 Million borrowing |

Chairman Medo requests the above item funding sources listed to determine if the \$3.5 Million Borrowing will be completed before March 1, 2021. Sheriff Westen stated that the RMS project, funded out of the \$3.5 Million will not be completed before March 1, 2021. Motion by Shinners, second by Pierce to fund the E-Pay, \$2500, from the Finance Department Budget. All ayes, motion carried. The IT Printer will be funded from the IT Budget. Discussion on the remaining \$3.5 Million Borrowing. Motion by Pierce, second by Benishek to allocate \$62,969 (balance remaining in the \$3.5 Million Borrowing) to the Sheriff's Office squad car conversions. All ayes, motion carried.

20. **Discuss the oversight of Capital Improvement Projects, projects from borrowing:** Chairman Medo stated that this will be on next month's agenda.
21. **Updates/requests from the Finance Department:** This will be on next month's agenda.
- Update on Kronos
  - Discuss funding for E-payroll Software
  - Update on routes to Recovery and other grants
22. **Finance Director's report regarding the finances of the County:** Interim Finance Director Bissonette distributed copies of reports for #22 and #23.
- Discuss Finance Department Org Chart, current and future. Committee requests this chart at the next Finance Committee Meeting.
23. **Review year to date departmental budgets of which Finance Committee has oversight of:** see above.
24. **At approximately 4:45 p.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 of Information**

## Meeting Minutes (Continued)

**Technology Director and Finance Director (done separately):** Motion by Pierce, second by Benishek to move into closed session at 2:38 p.m. Pierce, aye; Benishek, aye; Medo, aye; Shinnors, aye; and Scupien, aye. Those remaining in closed session: Curler, Balcerzak, Wiegert, Wagner, Nye, Curran, Paycer, Nagel and Stowe.

25. **At approximately 5:15 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Benishek, second by Pierce to return to open session at 5:06 p.m. The Employee Evaluation of the IT Director will be filed in the HR Office.
26. **Verify date of next meeting:** Next meeting will be February 2, 2021 at 3:00 p.m. March Finance Committee Meeting will be March 9, 2021 at 3:00 p.m.
27. **Adjourn the meeting:** Motion by Scupien, second by Benishek to adjourn at 5:07 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:  
Judy Nagel County Clerk/Recording Secretary