

MEETING MINUTES

Committee: Finance/Information Technology Committee
Date: Tuesday, February 2, 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
2. Roll call was conducted: Motion by Benishek, second by Pierce to excuse Scupien. All ayes, motion carried.
3. Please silence all cell phones.
4. Recite the Pledge of Allegiance.

FINANCE COMMITTEE

Name	Role	Status
John Medo	Chairman	Present
Ben Pierce	Member	Present
George Shinnars	Member	Present
Robert Benishek	Member	Present
Don Scupien	Member	Absent

Non-Committee Members Present

Name	Interest	Name	Interest
Sandy Fischer	Supervisor	Sue Paycer	IT Director
Kim Bissonette	Interim Finance Director	Robin Stowe	Corporation Counsel
Vern Cahak	Supervisor	Ron Barger	Health & DSS Director
Rich Wiegert	Supervisor	Mark Westen	Sheriff
Tammy Wilhelm	County Treasurer	Reinhardt Balcerzak	Supervisor
Angie Close	Economic Development	Greg Schroepfer	Town of Price Chair.
Judy Nagel	Cty. Clerk/Recording Secretary	Brian Braun	Highway Commissioner
		Duane Haakenson	Zoning Administrator

5. **Approval of previous meeting minutes from January 12, 2021:** Interim Finance Director Bissonette stated that in the previous minutes, Agenda #19 Update on closure of the \$3.5 Million Borrowing: the Servers \$11,300 are funded from the \$3.5 Million borrowing, not the IT Budget. Motion by Benishek, second by Pierce to approve the January 12, 2021 meeting minutes, with the change of the Servers from the \$3.5 Million borrowing. 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 Town of Price regarding tax delinquent parcels #024-0598.002, #024-0599, #024-0596. Town is interested in obtaining the properties:** Treasurer Wilhelm addressed the Committee stating that the Town of Price approached her regarding obtaining the tax delinquent parcels in the Town of Price, agreeing to remove the debris from the parcels. Town of Price Chairman Greg Schroepfer stated that the Town of Price is willing to pay the \$1 fee per parcel, the recording fees and sign a development agreement. Motion by Shinnars, second by Benishek to approve transferring parcels #024-0598.002, #024.0599, #024-0596 to the Town of Price for \$1 each, with the

Meeting Minutes (Continued)

Town of Price paying the recording fees and signing a development agreement. All ayes, motion carried.

8. **Discuss Resolution #5-2021: Authorize Submission of the Application for the Wisconsin Community Development Block Grant – COVID (CDBG-CV) for 2021-2022:** Economic Development Director Close stated that the application was approved, now the resolution is needed, as Langlade County is the owner of the program and Economic Development will administer the program, splitting the admin fees equally. Motion by Pierce, second by Shinners to approve Resolution #5-2021 and forward this to the County Board. All ayes, motion carried. There will be a public hearing at the February County Board regarding the grant.
9. **Update on discussions with Social Services regarding a Community Response Worker:** Health and Social Services Director Barger explained the position and the proposed funding source for this position. The Committee discussed the prevention-based position, with final numbers provided at the next finance meeting, projected to start July, 2021. No action taken, this will remain on the agenda.
10. **Discuss Antigo Public Library HVAC completion and payment due:** Discussion held. Langlade County and the City of Antigo split the cost of the HVAC system, each share being \$49,264.96, and Langlade County Share left to pay \$3,235.04. Motion by Pierce, second by Benishek to approve the final payment of \$3,235.04 for the APL HVAC completion. All ayes, motion carried.
11. **Discuss the oversight of Capital Improvement Projects, updated from Borrowing 2021 borrowing:** Chairman Medo discussed the CIP for 2021, discussing the timelines for the projects on the list to be completed. Chairman Medo requests either the Department Head or the Committee Chair report the progress of the projects, inviting two 2021 CIP departments to the next meeting, and each meeting thereafter until all projects are completed and the funding is depleted. Information only.
12. **Discuss/approve funding source regarding purchase of Traffic Attenuator: Highway Committee has already approved the request: Suggested funding source: proceeds from borrowing:** Highway Commissioner Braun discussed the State required equipment needed during highway operations, estimated to cost \$29,192.55. Motion by Pierce, second by Benishek to purchase the \$29,192.55 Traffic Attenuator from the \$525,000 borrowing. All ayes, motion carried.
13. **Update on Sober Living Expenses:** Shinners addressed the Committee regarding the projects at the Sober Living Facility, with project close estimated to be the end of February, 2021. Discussion held. The Committee agreed to bill the City of Antigo for half of the project costs until the project is complete.
14. **Update on new phones/upgrades to the Court Rooms (2):** IT Director Paycer discussed the costs for the sound and audio for the Courtroom and the Hearing Room, estimated over \$114,000. Discussion held. This will be on the next month agenda.
15. **Information Technology Update: Paycer:** IT Director Paycer stated the HP Servers for the Register of Deeds are on site, migration will be beginning shortly. Paycer stated that she is waiting for the Snap Servers for imaging; the Mitel conversion was completed January 18, 2021, although not all switches have been changed over. Paycer is now working with the municipal treasurers and the County Treasurer on tax settlement. Paycer will be working on the County IT Policies, bringing them up to date, working the Corporation Counsel.
16. **Discuss CIP project, plan:** hold until next month.
17. **Discuss oversight of Cost Reduction items from the 2020 Budget Prep, handout from Bissonette:** This list will include items from the budget prep for 2021, in regards to balancing the 2021 budget. Will be discussed at the next meeting.
18. **Discuss working document for the 2021 Finance Committee:** Interim Finance Director Bissonette distributed a projected budget calendar for 2021, 2022 and 2023. This will be discussed next month.
19. **Updates/requests from the Finance Department:** Update on Routes to Recovery and other grants: Bissonette discussed the budget entry needed from the Routes to Recovery to the Corrections and Jail Wage Account. Motion by Pierce, second by Shinners to approve a budget entry, moving

Meeting Minutes (Continued)

\$42,713.49 from the Routes to Recovery to the Corrections and Jail Wage Accounts. All ayes, motion carried. Discussion on the Social Services budget. Bissonette states that Finance Office now has a casual employee, 16 hours per week, scanning. Bissonette discussed General Fund, Investment and Health Insurance Fund balances. Bissonette reported that the Auditors will be in Langlade County on April 5, 2021.

20. **Finance Director's report regarding the finances of the County:** Interim Finance Director Bissonette distributed copies of department budget summaries.
 - Discuss Finance Department Org Chart, current and future. Committee requests this chart at the next Finance Committee Meeting.
21. **Handout year to date department budgets of which the Finance Committee has oversight of:** see above.
22. **At approximately 4:30 p.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f)(e), 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; deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.** Motion by Pierce, second by Benishek to move into closed session at 4:35 p.m. Pierce, aye; Benishek, aye; Medo, aye; Shinnors, aye. Those remaining in closed session: Bissonette, Stowe, Fischer, Wiegert, Balcerzak, and Nagel. The Committee moved into closed session. The Committee requested Bissonette leave at 4:50 p.m.
23. **At approximately 5:00 p.m., return to open session with possible action taken on any matters discussed in closed session.** Motion by Pierce, second by Benishek to return to open session at 5:25 p.m. All ayes, motion carried. Motion by Shinnors, second by Benishek to recommend Corporation Counsel determine a lump sum payment for the Interim Finance Director. All ayes, motion carried.
24. **Verify date of next meeting:** March Finance Committee Meeting will be March 9, 2021 at 3:00 p.m.
25. **Adjourn the meeting:** Motion by Benishek, second by Shinnors to adjourn at 5:30 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:

Judy Nagel County Clerk/Recording Secretary