

MEETING MINUTES

Committee: Finance Committee
Date: Friday, March 6, 2020
Time: 9:00 a.m.
Location: Wolf River Room, Resource Center

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

1. Meeting called to order at 9:00 AM by Acting Chairman Nonnenmacher
2. Roll call was conducted: Motion by Pennington, second by Nonnenmacher to excuse Scupien. All ayes, motion carried.

FINANCE COMMITTEE			
Name	Role	Status	
Don Scupien	Chairman	absent	
Doug Nonnenmacher	Acting 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
Mark Westen	Sheriff	Dennis Clark	County Manager
Don Bergbower	Jail Administrator	Ron Barger	Health & DSS Director
Terry Brand	Citizen	Reinhardt Balcerzak	Supervisor
Tammy Wilhelm	County Treasurer	Roy Dieck	Citizen
Judy Nagel	County Clerk/Recording Secretary	Robert Slowiak	Land Owner RE: #7

3. Please silence all cell phones:
4. The Committee recited the Pledge of Allegiance:
5. Approval of previous meeting minutes from February 7, 2020: Motion by Pennington, second by Cahak to approve the previous meeting minutes of February 7, 2020. All ayes, motion carried.
6. Recognition of others present and public comments on agenda items: Acting Chairman Nonnenmacher welcomes all to the meeting.
7. Discussion for the Land Sales/Finance Committee: Request from Robert & LeeAnn Slowiak, N7680 Black Oak Road, Deerbrook: Robert Slowiak and Treasurer Wilhelm addressed the Committee. Chairman Nonnenmacher read the letter request from Slowiak to the Committee. Treasurer Wilhelm stated that the balance owed for 2016 is \$2911.07. Discussion held. Motion by Pennington, second by Fischer to approve the request allowing Slowiak to make bi-weekly payments of \$200 until the 2016 taxes are paid. All ayes, motion carried. The Committee agreed to review this matter in August, 2020.
8. 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 regarding the \$3.5 Million, with discussion on the projects. Information only. Discussion on the \$525,000 Short Term Borrowing: with no changes since last month. Information only.
9. Discuss:

Meeting Minutes (Continued)

- a. **2019 Budget Transfers:** Departments over budget for 2019: Register in Probate, County Board, Insurance, Human Resources, Transportation, Family Corner Resource Center, Fairgrounds, and Social Services. Discussion held. 2019 budget entries were completed by transferring between departments that were under budget. Motion by Fischer, second by Nonnenmacher to approve the 2019 budget transfers between departments. All ayes, motion carried. Pennington noted Departments need to stay within their budgets.
 - b. **2020 Budget Transfers** Resolutions were adopted: RS #71-2019, RS #12-2020 and RS #10-2019, information only.
10. **Discuss Resolution to Commit Funds for the Library HVAC Project:** Discussion held, as the bids are being reviewed by the City of Antigo, with the Fiscal note to be determined. This Resolution will be on next month agenda.
11. **Discuss referral from Public Safety Committee: Discuss with possible action request to use \$3100 from Jail Assessment Account to cover cost of repair and replacement of Capital Equipment in Jail:** Sheriff Westen and Jail Administrator Bergbower addressed the Committee. Westen discussed the jail door issue that malfunctioned in October, 2019. Discussion on the bill that was received in February, 2020, which totaled \$5516.43. Motion by Pennington to transfer up to \$5516.43 from Jail Assessment. Chairman called three times for a second, motion failed. Discussion held. Finance Director Resch stated that this bill may have already been paid in 2019, therefore a transfer just a transfer needs to be made. Motion by Pennington, second by Cahak to transfer \$5516.43 from Jail Assessment to Maintenance. All ayes, except Nonnenmacher, motion carried
12. **Discuss purchase of office furnishings using donated funds:** Finance Director Resch updated the Committee that the funds (\$10,000) were used for the County Manager furniture, reception area of the Resources Center, seating in the meeting room by County Board and a chair for another Department. Resch will get the completed form to the Clerk. Information only.
13. **Discuss the update and funding for KRONOS Timekeeping Software:** Finance Director Resch discussed the history of KRONOS, as the end of life for the current system is December 31, 2019, as the County currently pays \$3400 annual maintenance, with upgrades not included. IT Director Paycer recommends that the County look at timekeeping systems in the future when researching new payroll and financial software. Discussion held. Motion by Pennington, second by Nonnenmacher to approve the requested KRONOS upgrade, \$18,495, with funding from the Committed for CIP. All ayes, motion carried.
14. **Discuss training requests for I.T. Employees:** IT Director Paycer requests approval for training March 23, 2020, just meals and mileage for IT Network Specialist. Paycer is also requesting approval for Spring GIPAW Conference, meals, mileage and registration. Motion by Pennington, second by Fischer to approve these training requests, up to \$600, with funding in the IT Budget. All ayes, motion carried.
15. **Information Technology Director's report regarding the Information Technology Department.** IT Director Paycer discussed the 2019 budget, charges for maintenance contracts, lightning strike insurance coverage for the third floor Courthouse switch, conference call regarding a second firewall and a complete walk through with EO Johnson, looking at all printers and copiers throughout the County. Paycer stated the email directory has been converted, working on setting up the password rules, with forwarding addresses to be entered. Paycer is reviewing purchasing an additional Snap Server as one will be replaced this year, requesting adding an additional Snap Server in the server room. Chairman Nonnenmacher discussed the Shoretel to Mitel conversion, as the 911 switch was configured in October, 2019. Discussion on the 911 conversion. Information only.
16. **Finance Director's report regarding the finances of the County.** Finance Director Resch discussed the current fund balances, discussing the decrease in the Health Insurance Fund, and the inactive Computer Technology Fund that was set up by resolution. This account will be on the April Agenda. Information only.

Meeting Minutes (Continued)

17. **Review Departmental Budgets presented to the Committee:** Finance Director Resch reviewed the 2020 Finance Department Budget. Resch also discussed closing out the Economic Development closeout account. Resch also discussed the CDBG bank account, as the State automatic deposit was not received from the State and checks were written out, with transfer of money from the RLF account to cover the checks.
18. **Verify date of next meeting:** April 10,2020 at 9:00 a.m. at the Wolf River Room in the Resource Center. Supervisor Pennington will not be present.
19. **Adjourn the meeting.** Motion by Pennington, second by Nonnenmacher to adjourn the meeting at 10:15 a.m. All ayes, motion carried.

Minutes transcribed and submitted by:
Judy Nagel, COUNTY CLERK