



MEETING MINUTES

Committee: Finance Committee
Date: Tuesday, June 2, 2020
Time: 3:00 PM
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 3:00 PM by Chairman Medo
2. Roll call was conducted: All present.

FINANCE COMMITTEE			
Name	Role	Status	
John Medo	Chairman	Present	
Ben Pierce	Member	Present	
George Shiners	Member	Present	
Robert Benishek	Member	Present	
Don Scupien	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
Sandy Fischer	County Board Supervisor	Ron Barger	Health & DSS Director
Chet Haatvedt	Register of Deeds	Reinhardt Balcerzak	Supervisor
Tammy Wilhelm	County Treasurer	Kim Bissonette	Assistant Finance Dir.
Mark Desotell	City of Antigo	Roger Musolff	City of Antigo
Erik Rantala	Forest Administrator	Richard Wiegert	County Board Supervisor
Nate Heuss	Facilities Management Director	Tina Ver Hagen	H/R (by phone)
Judy Nagel	County Clerk/Recording Secretary	Servet Matouski	Land Owner RE: #8

3. Please silence all cell phones:
4. The Committee recited the Pledge of Allegiance:
5. **Approval of previous meeting minutes from March 6, 2020:** Motion by Benishek, second by Scupien to approve the previous meeting minutes of March 6, 2020. All ayes, motion carried.
6. **Recognition of others present and public comments on agenda items:** Chairman Medo welcomed all to the meeting.
7. **Discuss stale dated checks in the Treasurer's Office:** Treasurer Tammy Wilhelm presented the list of checks that are over two years old, requesting permission from the Finance Committee to write these checks off. Motion by Scupien, second by Benishek to approve writing off the stale dated checks amounting to \$96.25. All ayes, motion carried.
8. **Discussion for the Land Sales/Finance Committee: Discuss 2016 tax deed agreements (4):** Treasurer Tammy Wilhelm presented the list of Tax Deed Properties with payment plans. Treasurer Wilhelm updated the Committee on the action taken at the last Finance Committee Meeting, requesting approval for the proposed list of payment plans. Servet Matouski attended today's meeting, stating final payment will be made in July, 2020. Discussion held. Motion by Pierce, second by Benishek to approve the payment plans presented. Scupien suggests bringing the list back to the Committee if a payment is missed. All ayes, motion carried.

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9. **Discuss the proposed Land Sale List (delinquent tax properties):** Treasurer Wilhelm provided a list to the Committee of properties that are past due for 2016 taxes. Discussion held on the list. List will be provided to the Municipal Clerks, City of Antigo, Maintenance Director, and Health and Social Services Director. Corporation Counsel Stowe discussed the condition of some of the properties in poor condition, as Langlade County should not take tax deed unless we see a clear way out. Chairman Medo requests Maintenance Director work with Health Department, City of Antigo, County Clerk, County Treasurer and provide a written report to the Finance Committee at the next meeting. City of Antigo is interested in three parcels: 201-0452, 201-2550 and 201-1103. Motion by Shinners, second by Scupien to approve selling 201-0452, 201-2550 and 201-1103 for \$1 each and the City of Antigo completes the transfer and pays the deed transfer fees. All ayes, motion carried.
10. **Update the Committee on the funds from borrowing:** Finance Director Resch presented the Committee with an updated list on borrowed funds regarding the \$3.5 Million, with discussion on the projects. Discussion on the remodel project to Highway Shop Office, making it ADA compliant, proposing using the remaining \$170,578.27 for other projects. The Funds must be spent by March, 2021. Discussion on the \$525,000 Borrowed Funds. Each of the proposed projects were discussed, with an updated project progress report, some delayed due to COVID and some projects changing. Information only.
11. **Review request for County Cell Phone for County Board Chairman Pierce:** Discussion held. Motion by Benishek, second by Scupien to approve a cell phone from Cellcom at a monthly cost of \$40.55. All ayes, motion carried.
12. **Review KRONOS upgrade purchase:** IT Director Paycer discussed the KRONOS upgrade that was purchased per the Unified Command Team. The cost for KRONOS was \$18495 and a license cost of \$608.08, waiting on scheduling the install as it will be done remotely. Discussion on the purchases made during COVID, outdated licenses and JAVA upgrades that need to be done. UCT Member Barger discussed the approval and vote for the purchase of KRONOS. Item #12, #13 & #14 will be combined to one resolution, for the Board to ratify the UCT actions.
13. **Review Firewall purchase:** IT Director Paycer discussed the need for a redundant firewall, justification of the second firewall, a critical part of the network. The two firewalls will be running simultaneously, two ordered and shipped \$73,701.18, with funding from Technology Fund, cancelling two projects: the Archiver and the fiber from the Forestry Office to the Maintenance Office. Discussion on an updated IT priority list. County Manager is requesting written justification for updating projects.
14. **Review IT Laptop purchases:** IT Director Paycer discussed county laptops and licenses, as laptops were purchased from the recommendation of UCT. Ten laptops were purchased at a cost of \$15,995.40, with a 3-year warranty, and carry cases, as two are in use, with eight still in the IT Office. Paycer will make a list to replace desktops that are outdated using the eight laptops. Motion by Pierce, second by Shinners to ratify the KRONOS, Firewall purchase and Laptop (10) purchases made under the UCT. All ayes, motion carried. Resolution will be drafted by Corporation Counsel for County Board approval.
15. **Review Health Insurance Stop Loss Renewal:** H/R Director Ver Hagen, by phone, discussed the stop loss renewal, which was approved under UCT. This will be added to the above resolution, for ratification of the County Board.
16. **Discuss fiscal impact and potential cost reductions for Langlade County due to COVID-19 and July 19, 2019 FEMA declared disasters:** Finance Director Resch distributed an Expenditure and Revenue Budget Sheet from 2013 to present; along with Preliminary General Fund Balances. Resch highlighted Forestry revenues from 2013 to present. Forest Administrator Rantala discussed the budgeted amount, timber sales, the mills that are closed, wood shelf life. The Committee discussed COVID, CARES Act money, FEMA reimbursement, Health Insurance costs, IT updates, maintenance updates and sales tax revenue. Resch discussed the \$329,000 funding from the government regarding COVID. Resch also discussed the \$300,000 money that was set aside per resolution for Chipping costs, and the bill for chipping was just received, \$55,000. Information only.
17. **Discuss 2021 Budget Planning:** Chairman Medo discussed the 2021 budget planning, bring the budgets current, reviewing the operating budgets, how to move forward in 2021, discussing cuts, priorities, staffing levels. Resch

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discussed the travel training expenses that are frozen for 2020. Supervisor Fischer suggest using program evaluations. Chairman Medo suggests preparing budgets separating fixed and variable costs in each department. Information only.

18. **Review Initial Capital Improvement Plan (CIP) Requests:** Finance Director Resch distributed the booklet to each of the Committee members. Discussion on how the items get on the CIP, the policy on CIP, adding County Manager to CIP Policy, priorities and plans of Langlade County. The Committee is requested to bring their CIP booklet back to the next meeting.
19. **Discuss grant writer position, Internal Group for Grant Writing Assistance:** Discussion on the funding that is missed due to the lack of a dedicated grant writer. Chairman Medo discussed the important of grants, and has contacted John Zenkovich, Veteran's Service Director, to lead a grant writer group, collecting and organizing grants. Chairman Medo is requesting H/R to put out an email to employees, looking for interest in helping with grant writing for Langlade County. Finance Director Resch stated that she has a pending contract with someone outside of Langlade County. Shinners stated that the UW Extension has grant writers for a fee. This will be forwarded to the Ag & Extension Agenda for further review. This will be back on the next agenda.
20. **Discuss lease for the replacement of several departmental copiers:** IT Director Paycer stated that the five-year lease with Office Enterprises for 14 copiers will expire June 30, 2020. Office Enterprises has been bought out by EO Johnson, thus Paycer has worked with EO Johnson for a new lease for the 14 copiers at a cost of \$1489.76. This is a fixed cost that is already in the departmental budgets. Motion by Pierce, second by Scupien to approve the lease for 14 copiers at \$1489.76 per month, charged out to each department, for 5 years and after 5 years the County can purchase the copiers for \$1 each. All ayes, motion carried for the purchase of the 14 copiers.
21. **Information Technology Director's report regarding the Information Technology Department:** IT Director Paycer discussed the hardware installation for the 911 system, with a tentative go live date of June 9, 2020, but some problems have occurred with Frontier. Paycer is also setting up the Shoretel to Mitel conversion to be completed the week of June 15, 2020. The fuel system is being installed at the Highway Shop, with IT working on network access and fuel monitoring. Paycer stated that due to COVID issues, the firewalls and network wireless are scheduled to be installed the weeks of June 22 and June 29. Paycer also reviewed the IT CIP list, a needs list, what and when, to protect the county from security issues and vulnerabilities. Information only.
22. **Finance Director's report regarding the finances of the County.** Finance Director Resch presented the expenditures and revenues of May 2019 and May 2020. Discussion on the COVID influx funding from the State, tracking COVID expenses to use grant funding. Discussion on wheel tax, fund balances at the end of 2019. Information only.
23. **At approximately 4:45 p.m. consider moving into closed session pursuant to Sec. 19.85(1)(e) Deliberating or negotiation 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 to review borrowing options for capital needs including the sober living facility; deliberating financial options relating to the investment of public funds.** Motion by Pierce, second by Shinners to go into closed session at 6:05 p.m. Voice vote: Pierce, aye; Shinners, aye; Medo, aye; Scupien, aye; and Benishek, aye. The Committee moved into closed session. Those remaining in closed session: Clark, Resch, Balcerzak, Wiegert, Barger, Fischer, Nagel and Stowe.
24. **At approximately 5:15 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 7:10 a.m. All ayes, motion carried. The Committee returned to open session.

Action taken: Motion by Pierce, second by Scupien to approve Corporation Counsel drafting an Ordinance regarding penalty allowed on delinquent tax amounts, .5 percent per month or a

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fraction of a month in addition to the interest. All ayes, motion carried. The public hearing will be at the next Finance Committee Meeting.

Motion by Scupien, second Benishek to have Corporation Counsel follow through with what was discussed in closed session regarding Sober Living. All ayes, motion carried.

Motion by Pierce, second by Benishek to have County Manager, County Board Chairman, Vice-Chairman, Corporation Counsel, H/R, Finance Director, and Personnel Chairman review employment status of Langlade County employees. All ayes, motion carried.

25. **Verify date of next meeting:** July 7, 2020 at 3:00 p.m. in the County Board Room.
26. **Adjourn the meeting.** Motion by Pierce, second by Scupien to adjourn the meeting at 7:25 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:
Judy Nagel, COUNTY CLERK