



## MEETING MINUTES

**Committee:** Finance Committee  
**Date:** Tuesday, July 7, 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. At approximately 3:00 p.m. Open Public Hearing on Penalty on Delinquent Property Tax Settlements. County Clerk Nagel read Ordinance #2-2020, no comments from the public.
3. Close Public Hearing regarding Penalty on Delinquent Property Tax Settlements. Motion by Benishek, second by Pierce to close the public hearing at 3:05 p.m. All ayes, motion carried.
4. 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
Dan Bauknecht	Chief Deputy Sheriff	Robin Stowe	Corporation Counsel
Dominic Frandrup	Library Director	Ron Barger	Health & DSS Director
Tammy Wilhelm	County Treasurer	Reinhardt Balcerzak	Supervisor
Nate Heuss	Facilities Management Director	Richard Ducane	Langlade Cty Public Transit
Judy Nagel	County Clerk/Recording Secretary	Danny Pyeatt	Langlade Cty Public Transit
Sarah Borneman	Senior Accountant		

5. Please silence all cell phones.
6. The Committee recited the Pledge of Allegiance.
7. Approval of previous meeting minutes from June 6, 2020: Motion by Benishek, second by Scupien to approve the previous meeting minutes from June 6, 2020. All ayes, motion carried.
8. Recognition of others present and public comments on agenda items: Chairman Medo welcomed all to the meeting.
9. Review with possible action Langlade County Public Transportation vehicle replacement(s) and 5310 grant application with 20% County matching funds. (Richard Ducane, Danny Pyeatt, and Pam Resch). Finance Director Resch presented the Committee with several handouts with information on Langlade County Public Transportation, Vehicle's Available for Transfers and Cycle 44(2020) 5310 Grant Awards. Pyeatt explained to the Committee the ridership number changes and the area which the ridership is provided. Pyeatt stated the two busses scheduled to be replaced are the 2016, 26 passenger with 354,653 miles and a 2007, 7 passenger van with 213,912 miles. Resch stated the funding will come from the designated for CIP. Ducane asked the Committee to approve to submission the 5310 grant application. Motion by Scupien, second by Shiners to approve the submission the 5310 grant application. All ayes, motion carried.

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10. **Review with possible action the purchase of a Skytron UV light for the County Jail to be reimbursed by the Routes to Recovery Funds.** Chief Deputy Bauknecht reviewed with the Committee different products of UV lighting for disinfect use in the County Jail. Bauknecht stated Skytron is commonly used in other counties. Bauknecht explained the difference in UV light products and the effectiveness of certain products. Bauknecht stated this is a portable unit and could be used in other Langlade County offices. Bauknecht stated it would be 100% reimbursed by Routes to Recovery funds. Discussion held on training, maintenance and how often it must be used. Motion by Scupien, second by Shinners to approve the purchase of a Skytron UV light for the County Jail. All ayes, motion carried.
11. **Discuss Land Sales List, determine with delinquent properties to obtain.** Treasurer Wilhelm and Facilities Management Director Heuss addressed the Committee with a list of delinquent properties. Heuss presented the Committee with a list of each property with a description and recommendation. Committee discussed each property with the process to take. Motion by Scupien, second by Benishek to approve the taking of delinquent properties 191-0076, 004-0080.013, 008-1411, 201-2042. All ayes, motion carried. County Clerk Nagel will notify the neighbor/township of delinquent properties that the Committee choose not to take.
12. **Discuss Ordinance #2-2020 Ordinance Regarding Penalty on Delinquent Taxes.** Wilhelm presented the Committee with Ordinance #2-2020 to create Section 3.06 of the Langlade County Code of Ordinances adding a penalty of .05 percent per month or fraction of a delinquent month, in addition to the interest provided in Section 74.47(1). Wis. Stats shall be charged on all delinquent general property taxes, special assessment, special charges and special taxes including in tax rolls that are delinquent as certified by the County Treasurer. Interest and penalty will be distributed in accordance with Section 74.47(3), Wis. Stats. Motion by Pierce, second by Scupien to forward Ord #2-2020 to County Board. All ayes, motion carried.
13. **Treasurer's Report along with review investment policy with possible action.** Wilhelm presented the Committee with a list of Langlade County Investments. Discussion held on stipulations for investments, maturity date and Investment Policy. Supervisor Scupien would like a quarterly investment report to the Finance Committee. Information only.
14. **Review with possible action Resolution for Library HVAC.** Library Director Frandrup and Resch addressed the Committee reading Resolution #16-2020. Reach stated the Library HVAC capital improvement project consists of the installation of automated controls for the existing heating, ventilation and air conditioning equipment and replacement of the existing central air unit for an estimated project cost of \$105,000. Resch stated the 50% shared cost of the HVAC project for Langlade County is estimated to be \$52,500. \$17,500 is included in the adopted Library Budget and the balance of \$35,000 will be designated form the Committed for Capital Improvement Projects. Motion by Benishek, second by Shinners to approve Resolution #16-2020, forwarding onto County Board for adoption. All ayes, motion carried.
15. **Referral from Forestry Committee Meeting minutes of January 9, 2020: Review with possible action replenishing the Land Buy Account to its capped amount of \$250,000.** Agenda item was referred from the Forestry/WLUP Committee. Forest Administrator Rantala is currently on furlough. Chairman Medo postponed.
16. **Discuss with possible action Out of Home Placement Costs, fund Balance and Risk Reserve for Social Services.** Senior Accountant Borneman and DSS/Health Director Barger addressed the Committee on Out of Home Placement Cost. Borneman presented a PowerPoint on statistics of Out of Home Placement Costs. Barger stated DSS did submit an enhancement request in 2019 for budget overages, however those enhancement requests were denied. Barger stated DSS will put enhancement requests for the 2021 year to cover the out of home placement cost. Barger would like to see the re-establishment of the Risk Reserve Fund. Chairman Medo would like the Finance Department to report to the Finance Committee on a regular basis on the out of home placement cost. Information only.
17. **Review with possible action the purchasing process, procedures and approval, for purchasing COVID-19 supplies.** Barger stated the Health Department per the purchasing policy is currently capped at \$500 per purchase. Barger asked the Committee for approval to cap purchasing at \$2,000 per purchase. Motion by

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Benishek, second by Scupien to approve the purchasing policy from \$500 to \$2,000 for the Health Department. All ayes, motion carried.

18. **Review with possible action the payout of Paid Time Off (PTO) for Health Department Staff.** Barger would like this item on hold until Personnel reviews.
19. **Review with possible action a request to provide on-call pay for some of the Health Department Staff until 12/31/2020.** Barger asked to create on-call pay for Health Department Staff with funds coming from COVID grant through the end of 2020. On-call pay would be \$2.00 per hour for 28 hours Friday after hours to Monday morning before hours. Barger stated multiple staff worked though the Memorial weekend and Memorial Day to cover the needs of the Health Department. Barger estimated the cost of \$6937 for the on-call pay till the end of 2020. This was approved by the BOH Committee forwarding onto Finance Committee. Motion by Scupien, second by Shinnars to approve the on call pay till the end of 2020, retroactive to March 1, 2020. All ayes, motion carried.
20. **Review with possible action 2021-2025 CIP for I.T. Department.** Information Technology Director Paycer addressed the Committee stating that on June 27<sup>th</sup>, 2020 one of the core switches failed. Paycer stated a core switch provides the gateway to a area wide network & the internet, the lifeline to fiber connections, multiple phone & network switches, servers, computers, phones, and wireless controller w/access points, which together comprise all of the components of our area wide network. IT staff along with a Cisco Engineer were able to get the switch back online temporarily. Paycer stated if this switch fails again and can't get back online there would be no phones, 911 would not work, Sheriff RMS/JMS applications will not be accessible, Internet will be down, and all other servers (including all applications running on the AS400) will be disconnected. Paycer stated this switch was included in the 2021 CIP and will need to be replaced sooner. Paycer stated the total cost with all equipment & installation will be \$98,766.48 plus travel expenses. Per Resolution 20-2019 the remaining undesignated fund balance from the \$3.5 million borrowed funds be used for the County's information technology infrastructure. Funds for the switch will come from Resolution #20-2019. Committee reviewed the 2021 proposed CIP projects. Paycer suggested server licensing as a priority estimated at \$50,000 and then Lauffer Dispatch recoding system. Committee rated the projects for the 2021 CIP. Supervisor Scupien would like a report from IT to be in the County Board packet. Information only.
21. **Review with possible action proposal(s) received for the Northwoods Housing Region CDBG Housing Administration Services sending Resolution to County Board.** Resch addressed the Committee to approve an administrator for the Northwoods Community Development Block Grant (CDBG) Housing Rehab Program. Resch stated Langlade County advertised for an administrator via a Request for Proposal process, which was published on the Langlade County website and shared with specific companies who administer the CDBG Funds. Resch stated one company, BG & Associates, submitted a proposal to administer the CDBG Housing Rehab Program. Discussion held. Motion by Scupien, second by Pierce to move forward with BG & Associates as the administrator for the CDBG, forwarding resolution onto County Board. All ayes, motion carried.
22. **Finance Committee discuss delegation of and responsibility for the financial analysis and presentation of Government Financials to the Finance Committee and County Board with possible action. Establish who, what, when, where, how.** Chairman Medo would like this item postponed.
23. **Review with possible action the Fund Balance Policy with possible action.** Discussion held on the general fund balance, general fund balance policy, operating budget. Finance Director Resch will bring more information to the next meeting.
24. **Review with possible reimbursement for long distance phone charger for County board member to attend County Board meeting via zoom.** Resch stated Supervisor Cahak submitted a bill for \$9.26 for a charge accrued by attending meetings via Zoom. Motion by Pierce, second by Shinnars to reimburse Cahak for \$9.26 and to handle any other charges on a case by case basis. All ayes, motion carried.
25. **Review with possible action request to reimburse Town of Langlade their 12.5% local share of FEMA clean debris removal cost as submitted and approved by FEMA per Resolution 60-2019 and 61-2019.** Resch stated

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the Town of Langlade filed a request for reimbursement of \$29,568.75. Resch stated there was \$370,000 allocated to a separate fund to cover these reimbursements. Motion by Pierce, second by Benishek to approve the reimbursement of \$29,568.75 to the Town of Langlade. All ayes, motion carried.

26. **Review preliminary 2020 Budget estimates with possible action.** Resch updated the Committee on preliminary departmental 2020 Budgets. Resch stated Langlade County is projected to be over budget for 2020. Discussion held on the Sober Living Facility. Information only.
27. **Review 2021 Budget process and budget forecast with possible action.** Resch updated the Committee on the 2021 budget forecast. Resch stated that there is a projected shortfall on revenue and an overage on expenses. Information only.
28. **Review Committed for CIP fund balance, borrowed funds, previous resolutions pertaining to funds from the CIP with possible action.** Finance Director Resch presented the Committee with spreadsheet of the \$3.5 Million Bonding Projects. Resch discussed the remaining balance discussing Highway building caulking and ADA accessibility. Information only.
29. **Finance Director's report regarding the finances of the County.** Postponed till next month
30. **Review year-to-date departmental budgets of which the Finance Committee has oversight of.** Postponed till next month
31. **Verify date of next meeting:** August 4, 2020 at 3:00 p.m. in the County Board Room.
32. **Adjourn the meeting.** Motion by Pierce, second by Scupien to adjourn the meeting at 6:55 p.m. All ayes, motion carried.

Minutes transcribed and submitted by:  
Becky Rank, Deputy/Recording Secretary