

MEETING MINUTES

Committee: Finance/Information Technology Committee
Date: Tuesday, August 4, 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 Shinnars	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
Carol Feller Gottard	Supervisor	Ron Barger	Health & DSS Director
Tammy Wilhelm	County Treasurer	Reinhardt Balcerzak	Supervisor
Nate Heuss	Facilities Management Director	Art Lersch	Area Extension Director
Judy Nagel	Cty. Clerk/Recording Secretary	Becky McPhail	Child Support Director
Sarah Borneman	Sr. Accountant	Angel Zimmerman	B & G Club
Craig Hotchkiss	Juvenile Court Supervisor	Angie Close	Economic Development Dir.
Mark Westen	Sheriff	Erik Rantala	Forest Administrator
Brian Braun	Highway Commissioner	Michelle Arrowood	AVAIL
Rylee Bricko	DSS	Chet Haatvedt	Register of Deeds

3. Please silence all cell phones.
4. The Committee recited the Pledge of Allegiance.
5. **Approval of previous meeting minutes from July 7, 2020:** Motion by Pierce, second by Scupien to approve the previous meeting minutes from July 7, 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 Extension Technology Request, as Ag & Extension Co. has approved \$5500 towards purchasing technology equipment, with funding from non-tax levy PAT revenue dollars:** Art Lersch, Ag & Extension Director, discussed the two laptops and a projector, technology that will be funded from non-tax levy pesticide application training dollars, costing \$4566. Motion by Pierce, second by

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Scupien to approve the purchase of technology equipment, \$5500, with funding from the PAT dollars. All ayes, motion carried.

8. **Re-visit purchase of a UVC Disinfectant Robot:** Chief Deputy Bauknecht discussed the UVC Disinfectant Robot, as this has already been approved, locating a competitor with different options, with funding from the Routes to Recovery Grant. Information only.
9. **Discuss Procedures and standards for considering requests to remove public easements for ingress and egress that were originally granted by Langlade County – Corp Counsel:** Corporation Counsel Robin Stowe discussed the current process used for removal of the public easements for ingress and egress regarding originally owned Langlade County land that easements for ingress and egress clauses were placed on the deeds. Stowe suggested streamlining the process to remove the public easements for ingress and egress that were originally granted by Langlade County. Motion by Pierce, second by Shinners to accept the proposed changes to the Procedures and standards for removing public easements for ingress and egress, along with taking off the non-refundable fee of \$100 and changing the Land Sales Committee as the Committee of action to the Finance Committee. All ayes, motion carried. Corporation Counsel Stowe will draft resolution for County Board.
10. **Update on delinquent properties list, open any sealed bids, determine minimum bid for those that will be listed for auction. Update on payment plans and letters to surrounding neighbors regarding lands that are delinquent – Treasurer Wilhelm and Clerk Nagel:** Clerk Nagel opened and read the one bid sealed bid for property 008-1411, less than the estimated fair market value, as the publication states that no bids will be accepted for less than the estimated value. The Committee then discussed the minimum bid amounts for each of the properties: 191-0076 minimum is \$1500; 004-0080.013 minimum is \$15,000; 008-1411 minimum is \$19,000; and 201-2042 minimum is \$30,000. Treasurer Wilhelm discussed the payment plans that are currently in place, sending out letters to two of the owners, to have these property owners pay by the end of September, 2020. Discussion on the remaining properties that are in poor condition, with the Committee giving instruction to take: 014-0388.001, 014-0388.002 and 020-0288.002. Motion by Pierce, second by Benishek to approve the minimum bids and to take by tax deed 014-0388.001, 014-0388.002 and 020-0288.002. All ayes, motion carried.
11. **Discuss regarding the purchase of voting machines to be used in 2021 – Clerk Nagel:** County Clerk Nagel discussed with the Committee the need to replace the 2006 voting machines. Resolutions: #38-2018 has set aside \$19,373, #26-2019 has set aside \$45,345 and #10-2020 has set aside \$24,262, totaling \$88,980 funding for the voting machines. The 2020 voting machine proposal is \$151,000. Clerk Nagel also discussed the budget shortfall in 2020 due to the additional election, underbudgeting for 2020, and the COVID-19 related expenses, there will be an estimated \$25,000 needed for the 2020 budget item for elections. Discussion held. Motion by Pierce, second by Shinners to approve the purchase of voting machines and transfer \$25,000 to the County Clerk 2020 budget, using Unassigned General Fund (\$25,000) and using the Committed for CIP (\$151,000) for the purchase of voting machines. All ayes, motion carried.
12. **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 – Forest Administrator Rantala:** Forest Administrator Rantala discussed the Land Buy Account, as there is currently \$168,061.04 in the account, with the funds used to purchase forest properties. Discussion held. Consensus of the Committee is to leave the current balance, \$168,061.04 in the account. Motion by Shinners, second by Peirce to bring this account back up to \$250,000 after the Forest Committee

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approved lands are sold, putting \$81,938.96 into the Land Buy Account. All ayes, except Scupien, motion carried.

13. **Update on Out of Home Placement Costs, per July Finance Co Meeting:** Sr. Accountant Sarah Borneman distributed a handout to the Committee, explaining the types of out of home placements, reviewing the numbers for out of home placement costs, estimated at \$561,000 shortage for 2020. Health and Social Services Director Barger also explained the enhancement request for 2021 out of home placement costs, request is \$750,000. Discussion held.
14. **Review the Langlade County 5-year Capital Improvement Plan (CIP):** Finance Director Resch distributed copies of the 5-year CIP. Discussion on completed CIP projects, short term borrowing, fleet lease program. Resch noted a change to the to the IT 2021 CIP as the core network switch was replaced this year. Information only.
15. **Discuss 2021 request for \$75,000 from Economic Development Corp. – Angie Close:** Angie Close, Economic Development discussed the Economic Development Corporation, a 501(c)3 since 2011 discussing the development of the Corporation, the funding sources (equal funding City/County) and numerous others funding sources. Close presented a 2021 funding solution for Economic Development, the revolving loan fund of \$63,931, with \$1700 monthly payments plus interest. Discussion held.
16. **Discuss request for 2021 funding from AVAIL – Michelle Arrowood:** Michelle Arrowood, AVAIL Director, discussed the 2020 COVID-19 restrictions at the Shelter, discussing the Salvation Army vouchers, working with the food pantries, creating an outreach center turning this into a teen shelter, as the services from AVAIL are available 24/7. AVAIL is requesting \$15,000 for the 2021 budget.
17. **Discuss request for 2021 funding from the Langlade County Boys' and Girls' Club – Angel Zimmerman:** Angel Zimmerman, Boys' and Girls' Club Director stated that the Club is celebrating their 20-year anniversary in Langlade County. Zimmerman explained the services and proposed expanded services from the Club. Boys' and Girls' Club is requesting \$12,000 for the 2021 budget.
18. **Review Financial Policy Manual – Purchasing Policy. Review Fund Balance Policy per July Finance Co. Meeting:** Finance Director Resch discussed the purchasing policies, as the confusion on budgeted proposals and unbudgeted, proposals. Shinnars discussed the possibility of streamlining the process of the Purchasing Policy. Discussion held. Chairman Medo requests the Purchasing Policy be reviewed, making changes for 2021.
19. **Review Finance Dept., IT Dept., County Clerk, County Treasurer, County Board 2021/2022 Proposed Budget:** Finance Director Resch presented the Finance Department budget for 2021/2022. Discussion held. County Clerk Nagel presented the County Clerk budget for 2021/2022. IT Director Paycer presented the Information Technology budget for 2021/2022. Discussion held. Treasurer Wilhelm presented the Treasurer budget for 2021/2022. Information only.
20. **Information Technology Update – IT Director Paycer:** IT Director Paycer updated the Committee on the Cisco installation on June 22, 2020. The redundant firewalls were installed on June 29, 2020, which created internet problems, therefore, with the approval of County Manager Clark, changing primary internet providers to Cirinity and Charter will be secondary. Paycer discussed the benefits of the redundant firewalls. Paycer also noted that the go live date for 911 was pushed back, as the conversion from Shoretel to Mitel needs to follow the 911 go live date. The core switch was ordered

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and will be installed in August and the Kronos update will be installed after the switch. Information only.

21. **Review 2021 Preliminary Proposed Departmental Budgets/directive for budget reductions:** Chairman Medo requests a special meeting to discuss departmental budgets and budget reductions.
22. **Review assigned accounts:** Finance Director Resch explained the non-spendable fund balance, restricted fund balance, committed fund balance, assigned funds. Information only.
23. **Review 2020 Preliminary Forecast/directive for 2020 Budget Reductions and Cost Savings:** Finance Director Resch distributed a handout. No action.
24. **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.** The Committee discussed the auditor and obtaining proposals once the contract with the current provider expires.
25. **Finance Director's report regarding the finances of the County:** Reports sent to the Committee.
26. **Review year to date departmental budgets of which the Finance Committee has oversight of:** No action taken.
27. **Verify date of next meeting:** Regular monthly meeting is September 1, 2020. Committee agree to schedule August 17, 2020 at 5:00 to look at budget reductions, with a closed session. The Budget Hearings are scheduled for September 14 & 15, 2020 starting both days at 8:00 a.m. Chairman Pierce agreed to move the September County Board meeting to September 16, 2020 at 5:30 p.m.
28. **Adjourn the meeting:** Motion by Pierce, second by Benishek to adjourn the meeting at 6:57 p.m. All ayes, motion carried.

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