

MINUTES OF THE FINANCE

September 7, 2023

County Board Room

Meeting called to order by Chairman Roy Granger.

Present: Herb Dannenberg, Mike Keichinger, John McGinley, Lori Chipman, and Katie Steinke.

Absent: Steve Thomas

Motion Keichinger, second McGinley to approve the agenda. Motion carried.

Motion Dannenberg, second Keichinger, to approve the minutes of the August 3rd meeting. Motion carried.

Terri Treptow, County Clerk, was present to discuss the postage meter. The current lease is up and she has been exploring both contracting with a mail service and also replacing with the same size or a larger model. The cost to contract out is quite a bit more than keeping the postage function internal. Pitney Bowes recommends that we go with the larger machine, due to both the volume of our outgoing mail and the sizes of envelopes. After a brief discussion, motion Keichinger, second Dannenberg, to approve the lease of a larger postage meter to be included in the 2024 budget request. Motion carried.

Mechelle Thompson, HR Director, was present to request a credit card. She needs to stop and purchase items for staff meetings before office hours. It would be more convenient for her to have a credit card, rather than continually requesting reimbursement. Motion Granger, second Dannenberg to approve. Motion carried.

Brian Loyd, Parks & Forestry Admin, was present to request \$17,500 from ARPA funds to match a recreational boating facility grant of \$17,500 to put in a canoe launch in Union Center. Motion Dannenberg, second McGinley, to accept the grant and take a resolution to the September County Board meeting to use ARPA funds in the amount of \$17,500 to match the grant. Motion carried.

Tim Cottingham entered the meeting.

Mike Hunkins, IT Director, is requesting, on behalf of the Building Security Committee, to purchase Mass Notification Software, in the amount of \$12,900. This will allow Emergency Management to alert employees in an emergency. Motion Keichinger, second Dannenberg, to approve the purchase from the telephone non-lapsing account. Motion carried.

The Housing CAT is requesting \$100,000 of ARPA funds for landlord support. The fund will be administered by DHS, working in conjunction with CWCAC. Motion Keichinger, second Dannenberg, to approve the request and take the resolution to the September County Board meeting. Motion carried

The Housing and Transportation CATs are requesting \$90,000 from ARPA and requesting to transfer \$60,184 from unspent ARPA funds allocated to Uber subsidies to fund "Love Your Block" grants to various communities. Each grantee presented their project to the committee. Motion McGinley, second Keichinger to approve all requests and take the resolution to the September County Board meeting. Motion carried.

Jean Schultz, Health Officer, was present to request to purchase a fit tester for masks at cost of \$20,510. There was a lengthy discussion on the request. The funding is to come from unspent payroll costs in the tax levy budget. Motion Dannenberg, second McGinley, to take a resolution to the September County Board meeting. Motion carried, 3 yes and 1 no.

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Jean is also asking to apply \$4,500 to the HR Department to use to update the County's policy manual. Motion Keichinger, second Granger to approve the transfer of \$4,500 to the HR budget from the Public Health budget to pay for the policy manual update. Motion carried.

Agenda item 13 was withdrawn once Jean knew that there was plenty of money in the well testing non-lapsing account.

Al Manna, Buildings and Grounds Manager, was present to request an additional \$1,600 for the Justice Center signage. The contractors damaged concrete when trying to attach signage to the building. Motion Keichinger, second Dannenberg, to transfer \$1,600 from the Contingency Fund to the Justice Center account for the above expense. Motion carried.

Denise Giebel, County Treasurer, presented her 2024 budget request to the committee. Motion Keichinger, second McGinley, to take the budget to the budget hearings. Motion carried.

Denise also presented the Committee with the cash on hand report and it was put on file

Lori Chipman, Finance Director, presented her 2024 budget request to the committee. Motion Granger, second McGinley, to take the budget to the budget hearings. Motion carried.

Lori also asked the Committee to increase the capital outlay amount from \$1,000 to \$3,000 for 2024. This will allow the departments to purchase items under \$3,000 without having to have Finance Committee approve them. Motion Keichinger, second Dannenberg to approve. Motion carried.

The Committee adjourned to October 3 thru October 5 for budget hearings and October 5, 2023 immediately following the budget hearings for the regular committee meeting.

Respectfully Submitted,

Lori Chipman

cc: Committee, Co Board Chair, Finance, Treasurer, County Clerk