

MINUTES OF THE FINANCE AND COMPUTER COMMITTEE MEETING

February 10, 2023
County Board Room

Meeting called to order by Chairman Roy Granger.

Present: Steven Thomas, Herb Dannenberg, Mike Keichinger, Mike Hunkins, Denise Giebel, Katie Steinke and Lori Chipman. Absent: John McGinley

The joint meeting was not held, as Personnel Committee met yesterday. Sheriff Andy Zobel was present to discuss the item from the Personnel meeting yesterday. He presented a request from the Necedah School District for a school resource officer. The Sheriff's Dept would like to create a new full time deputy to cover the school district, parks patrol in the summer, as well as boat and atv patrol as well. The position would be fully funded between money budgeted for parks patrol, boat and atv patrol and the school district. There will be an annual review of the position before each school year to verify that there is funding to continue it. Motion Thomas, second Granger, to approve the position, providing that it sunsets if the school does not have the funding. Motion carried.

Mechelle Thompson, HR Director, was present to request a cell phone, so that she can remotely check emails and get calls when she is away from the office. Motion Thomas, second Dannenberg, to approve, with funding to come from the Contingency Fund. Motion carried.

Motion Keichinger, second Dannenberg, to approve the minutes of the January 5 and January 17 meetings. Motion carried.

Mary Jo Onsager, DHS Deputy Director, was present to request money that was willed to DHS from a former client's trust account. The total was approximately \$100,000. The money is to be used as DHS wishes for the CSP program. They would like to purchase a vehicle with some of the funds. They received quotes from Kudik and Rudig for vehicles on their lots. The dealerships are no longer doing sealed bids for vehicles. Motion Keichinger, second Thomas, to choose whichever vehicle best meets their needs from Kudik, to exempt the sealed bid provision of the purchasing policy and to take the resolution to the February County Board meeting. Motion carried.

Jeremy Bonikowske, Emergency Management Director, was present with Travis Schultz, Public Works Director, to discuss a new vehicle. Travis got bids for Jeremy for a ¾ ton pickup. The best price received was for a Ford from Rudig's. Motion Keichinger, second Dannenberg, to approve the bid from Rudigs and transfer the amount over the budgeted amount from temporary wages. Motion carried.

Jeremy also is requesting \$18,630 from ARPA funds to pay EF Johnson to install and monitor the radio system to see what is not working properly. Then the county can figure out what and how to fix the system. There was lengthy discussion on the radio system. Motion Dannenberg, second Keichinger, to take a resolution to the February County Board meeting to use ARPA funds to troubleshoot the radio system. Motion carried.

Brian Loyd, Forestry and Parks Administrator, was present to request funding to replace an additional area of Castle Rock Park electrical infrastructure. This area brings in about \$16,000 in camping fees each year, and the electrical is old and does not work properly. After a discussion, motion Keichinger, second Dannenberg, to table until the March meeting and talk to the winning electrical bidder for the Castle Rock Area A project to see if they would be willing to do this project as well. Motion carried.

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Alecia Kast, Clerk of Court, and Mike Hunkins discussed the need to replace the Polycom (video conferencing) system in the Branch 1 Courtroom. They use this to communicate with the state prisons to avoid having to transport prisoners back and forth for hearings. This is also used for zoom meetings as well. The cost is just under 13,000. Motion Dannenberg, second Granger, to use ARPA funds to replace the Polycom and take the resolution to the February County Board meeting. Motion carried

Terri Treptow, County Clerk, made a mistake in calculating the library tax. She was around \$12,600 short. Due to the fact that the library tax is leveled only across municipalities that do not have a library, we will have to appropriate carryover funds from 2022 to cover this. Motion Thomas, second Granger, to carryover the funds needed from 2022 to cover the shortfall in the 2023 budget year. Motion carried.

There was also a request from the County Clerk's office for a basic cell phone to be used to get texts from County Board members who are attending the County Board meetings via zoom. This way they do not have to use their personal cell phones. After a lengthy discussion, it was decided to use the County Board Chairman's phone for that purpose instead.

Denise Giebel, County Treasurer, presented the cash on hand report.

Lori Chipman, Finance Director, presented the Subrecipient Monitoring Policy for Federal Grants to the Committee. As the recipient for Federal Grants, the County is responsible for monitoring any subrecipients that we may contract with. Currently, we have one for one the Dept of Justice grants in the Jail. This policy was developed from sample policies and meets the Federal guidelines. Motion Granger, second Thomas, to take to the February County Board meeting for approval. Motion carried.

Lori and the Committee discussed financial education and financial reports for the County Board meeting, The first education session will focus on funds and basic accounting for them.

The Committee adjourned to March 9, 2023 at 10:00am for the regular committee meeting.

Respectfully Submitted,

Lori Chipman

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