

MINUTES OF THE FINANCE AND COMPUTER COMMITTEE MEETING

March 9, 2023

County Board Room

Meeting called to order by Chairman Roy Granger.

Present: Steven Thomas, Herb Dannenberg, Mike Keichinger, Mike Hunkins, John McGinley, Katie Steinke, Howard Fischer and Lori Chipman.

Joint meeting with Personnel Committee members, Ray Zipperer, Judy Kennedy, Jim Ryczek, Richard Kilmer and Mechelle Thompson.

Mechelle Thompson, HR Director, was present to request to create a Human Resource Assistant in her office. She is out of the office at meetings and interviews a lot of times and there is no one to assist staff when she is not there. The position would be located in her office and will also cover the County Clerk's office when they are at County Board meetings, or for times when there is only one staff member there, this position would cover the office for breaks and this position will also assist the IT Department with various clerical duties. Motion Granger, second Keichinger, to create the position, fund the cost of approximately \$50,400 from the Contingency Fund and take it to the County Board meeting in March for approval. Motion carried.

Mechelle would also like to start a wellness program for the employees as well as a training program. She would like \$2,500 for each program. The EAP program was discussed. Currently, it is only available to employees of the Sheriff's Department and DHS. There is \$4,000 in the Sheriff's budget for this. Mechelle would like to expand it to include all employees. Dawn Buchholz, DHS Director, stated that she has a grant that would pay for this. Motion Keichinger, second Ryczek, to allocate \$4,000 from the Sheriff's budget plus \$1,000 from the Contingency Fund to set up the wellness and training program budget lines for HR. Motion carried.

The Joint meeting ended.

Motion Keichinger, second Thomas, to approve the minutes of the February 10 meeting. Motion carried.

Gina Laack, ADRC Director, was present to request approval to install the railing outside the ADRC entrance to the Services Building. The cost for the railing is \$1,600 and there will be a cost for the Highway Department to install it. Dawn stated that there is HRSA money available to pay for this. Motion Thomas, second Dannenberg, to approve the install to be paid with HRSA money. 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. Brian requested bids from A-1, which is the contractor who got the bid for the Castle Rock project and Gray Electric for this project. A-1's bid was \$28,650 and Gray's was \$26,320. Motion Keichinger, second Dannenberg, to approve the bid from Gray's and take a resolution to the March County Board meeting, with the funding to come from the LATCF funds and this is contingent upon the Land, Forestry, Parks and Zoning Committee approval of the bid. Motion carried.

Brian also is requesting funding to repair the Wilderness Park showerhouse. It is in poor condition and needs about \$95,000 of repairs to make it safe for campers to use. Motion Keichinger, second McGinley, to fund up to \$95,000 from the Capital Improvement Fund for repairs to the Wilderness showerhouse and take a resolution to the March County Board meeting for approval. Motion carried.

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Myron Oestreich, Medical Examiner, was present to open bids for the Transport and Scene Response Vehicle for his department that was approved in the 2023 budget. The Executive Committee opened bids at their meeting in February, but were unable to make a decision because there were inconsistencies in the bids, and they sent them back to be rebid. Only one bid was received and it was from Homisl Fire Equipment of Antigo, WI for \$111,395. The amount budgeted was \$95,000, so the budget is short by \$16,395. Motion Dannenberg, second Keichinger to approve the bid from Homisl for \$111,395 and take a resolution to the March County Board meeting to take the additional amount of \$16,395 from ARPA funds. Motion carried.

Dawn presented the Committee with the spending plan for the \$37,485.58 of HRSA funds the department received for 2023. Motion Dannenberg, second McGinley, to approve. Motion carried.

Mike Hunkins, IT Director, presented the Committee with the updated quote for the Spillman upgrade for the Sheriff's Department. The original quote was only for the equipment. The cost for the migration of data was missed. The additional cost for this is \$19,951. Motion Thomas, second Keichinger, to take the additional cost from ARPA funds and take the resolution to the March County Board meeting. Motion carried.

Mike is requesting to use \$4,160 of unspent capital outlay funds to purchase a Mitel MYVoice server to back up 911 calls. Motion Keichinger, second Thomas to approve. Motion carried.

FirstNet, the County's new cell phone provider, was present to discuss offering FirstNet service to county employees personally. The County is involved because the County has to certify that the person requesting service is a County employee. There is no financial effect for the County. The employees have their own plan just like they would through any other company. Motion Granger, second Thomas, to offer FirstNet to County employees. Motion carried.

Mike is requesting that IT decides when county departments are switched over to FirstNet from US Cellular, so that they can manage the switch. Motion McGinley, second Granger, to have IT determine when county cell phones are switched to FirstNet from US Cellular. Motion carried.

The cash on hand report was presented.

Lori Chipman, Finance Director, updated the Committee on the status of loans receivable that the County bought out when the CDBG-ED grant was closed in 2021.

Lori and the Committee discussed financial education and financial reports for the County Board meeting, The second education session will focus on revenues and expenses.

The Committee adjourned to April 6, 2023 at 10:00am for the regular committee meeting.

Respectfully Submitted,

Lori Chipman

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