



PORTAGE COUNTY

FINANCE COMMITTEE MEETING MINUTES

ANNEX CONFERENCE ROOM 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

MONDAY, SEPTEMBER 14, 2020

5:30 PM

1. REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone: dial 1-408-418-9388, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 969 336 642, then press #

To attend this meeting by video: go to <https://portagecounty.webex.com/>, in the Join a Meeting box enter: 969 336 642.

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to finance@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

Face coverings are required for in-person attendance unless an exemption applies.

2. CALL TO ORDER (5:00 PM)

Members Present: D. LADICK, D. RAABE, J. DODGE, J. MORROW AND L. RAIKOWSKI

Meeting was called to order by the Chair.

3. APPROVAL OF MINUTES

4. 20-2200 AUGUST 3, 2020 MEETING MINUTES

Documents: [MINUTES_FINANCECOMMITTEEME 08.03.2020.PDF](#)

A motion was made by Vice Chair L. Raikowski, seconded by Member J. Morrow, to approve the meeting minutes. The motion carried by unanimous vote.

5. 20-2201 AUGUST 31, 2020 MEETING MINUTES

Documents: [MINUTES_FINANCECOMMITTEEME 08.31.2020.PDF](#)

A motion was made by Member D. Ladick, seconded by Member J. Morrow, to approve the meeting minutes. The motion carried by unanimous vote.

6. REPORTS

7. 20-2203 VENDOR INVOICE LISTS

Documents: [VENDOR INVOICE LIST 08.31.20 - FINANCE.PDF](#), [VENDOR INVOICE LIST 08.31.20 - INFORMATION TECHNOLOGY.PDF](#), [VENDOR INVOICE LIST 08.31.20 - PURCHASING.PDF](#), [VENDOR INVOICE LIST 08.31.20 - TREASURER.PDF](#)

The vendor invoice lists were reviewed by the Committee.

8. 20-2199 TREASURER

Treasurer Przybelski updated the Committee on the 2019 tax certificates issued September 1 and the confusion due to not changing the tax certificate date when the legislature extended the payment date with the Act 185 legislation. Treasurer Przybelski also reported the tax settlements for September were completed.

9. 20-2198 INFORMATION TECHNOLOGY

Director Hawker indicated no updates to report.

10. 20-2197 PURCHASING



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Director Schultz updated the Committee on identified 2021 savings in the department budget and upcoming presentations for the public safety software procurement.

11. **20-2196**

FINANCE

Documents: [MEMO 09.14.2020 DIRECTOR'S REPORT.PDF](#), [DISCONTINUE LETTER.PDF](#)

Director Jossie updated the Committee on the various items as outlined in the memo provided including the payroll tax deferral, EMS Coordinator staffing update, credit card processing, Munis implementation and upgrades, the discontinuation process for the CDBG program, upcoming GO Notes for highway projects, and public health emergency funding updates.

12. **20-2195**

COUNTY EXECUTIVE

Executive Holman updated the Committee on the budget process and public health emergency related topics.

13. **CORRESPONDENCE**

14. **PUBLIC NOTICE**

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

15. **DISCUSSION/POSSIBLE ACTION**

16. **20-2193**

DISCUSSION AND POSSIBLE ACTION REGARDING SPECIAL MEETINGS (PORTAGE COUNTY ORDINANCE 3.1.47 & 3.1.48):

- REQUEST FOR SPECIAL MEETING ATTENDANCE
- APPROVAL OF ATTENDANCE OF SPECIAL MEETINGS
- SPECIAL MEETING ATTENDANCE REPORTS

No requests for special meetings were presented.

17. **20-2194**

DISCUSSION AND POSSIBLE ACTION REGARDING INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED \$2,295,000 GENERAL OBLIGATION PROMISSORY NOTES FOR HIGHWAY IMPROVEMENT PROJECTS

Documents: [PORTAGE 2_INITIAL RESOLUTION.PDF](#)

A motion was made by Member J. Morrow, seconded by Member D. Ladick, to Approve Recommendation and Forward to County Board. The motion carried by unanimous vote.

18. **20-2202**

DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED \$2,295,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020A

Documents: [PORTAGE 3_SET SALE RESOLUTION.PDF](#)

A motion was made by Member D. Ladick, seconded by Vice Chair L. Raikowski, to Approve Recommendation and Forward to County Board. The motion carried by unanimous vote.

19. **20-2221**

DISCUSSION AND REVIEW REGARDING 2021 PROPOSED DEPARTMENT BUDGET REQUESTS

- INFORMATION TECHNOLOGY
- PURCHASING



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- **TREASURER**
- **DEBT SERVICE**
- **CAPITAL**
- **NON-DEPARTMENTAL**

Documents:

[2021 BUDGET REQUEST - INFORMATION TECHNOLOGY.PDF](#), [2021 BUDGET REQUEST - PURCHASING.PDF](#), [2021 BUDGET REQUEST - TREASURER.PDF](#), [2021 BUDGET REQUEST - NON-DEPARTMENTAL.PDF](#)

Director Hawker discussed the Information Technology budget. Director Schultz discussed the Purchasing budget. Treasurer Przybelski discussed the Treasurer's Office budget. Director Jossie updated the Committee on the status of the debt service, capital, and non-departmental budgets.

20. **20-2204**

DISCUSSION AND REVIEW REGARDING 2021 PROPOSED COUNTY BUDGET

- **TAX LEVY LIMIT CALCULATION**
- **TAX LEVY SCENARIOS**
- **2020 BUDGET ASSUMPTIONS**
- **COUNTYWIDE 2021 BUDGET PROGRESS AND UPDATE**
- **COUNTYWIDE 2020 BUDGET PROJECTIONS**
- **FUND BALANCE**
- **BUDGET AMENDMENTS AND COMMITTEE REFERRALS**
- **HEALTH CARE CENTER REFERENDUM TAX LEVY FUNDING**

Documents:

[COUNTY LEVY LIMIT - DRAFT 09.09.2020.PDF](#)

Director Jossie and Executive Holman updated the Committee on various budget information including the allowable increase to the levy for the upcoming budget; discussed the different types of levy and amounts for bridge aid, EMS, debt, and Health Care Center referendum; discussed Health Care Center referendum levy as we are moving into year 3 of 4; discussed the Health Care Center Committee would be reviewing a report from Clifton Larson Allen at their next meeting; and discussed the budget amendment process and committee referrals.

21. **NEXT MEETING DATE**

- September 21, 2020 at Central WI Airport
- September 22, 2020

22. **ADJOURNMENT (7:10 PM)**

Meeting was adjourned by the call of the Chair.

23. **NOTICES**

Notice: Any person who has special needs planning on attending this meeting in-person or remotely should contact Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or a any committee thereof, may be present at this meeting.