



# PORTAGE COUNTY

## FINANCE COMMITTEE MEETING MINUTES

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

MONDAY, OCTOBER 5, 2020

4:00 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](mailto: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 (4:00 PM)

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

### 3. APPROVAL OF MINUTES

#### 4. 20-2370 SEPTEMBER 21, 2020 MEETING MINUTES

Documents: [MINUTES\\_JOINTFINANCEANDHRC\\_09.21.2020.PDF](#)

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

#### 5. 20-2272 SEPTEMBER 22, 2020 MEETING MINUTES

Documents: [MINUTES\\_FINANCECOMMITTEEME\\_09.22.2020.PDF](#)

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

### 6. REPORTS

#### 7. 20-2273 VENDOR INVOICE LISTS

Documents: [VENDOR INVOICE LIST 09.30.20 - COUNTY EXECUTIVE.PDF](#), [VENDOR INVOICE LIST 09.30.20 - FINANCE.PDF](#), [VENDOR INVOICE LIST 09.30.20 - INFORMATION TECHNOLOGY.PDF](#), [VENDOR INVOICE LIST 09.30.20 - PURCHASING.PDF](#), [VENDOR INVOICE LIST 09.30.20 - TREASURER.PDF](#)

#### 8. 20-2277 TREASURER

Treasurer Przybelski updated the Committee on the percentage of tax parcels now delinquent after the final settlement of taxes and provided updates on the tax deed process for 2017 and 2018 tax years.

#### 9. 20-2276 INFORMATION TECHNOLOGY

No report provided.

#### 10. 20-2275 PURCHASING

Director Schultz provided an update on open procurements.

#### 11. 20-2270 FINANCE



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**Documents:**

[DIRECTOR REPORT MEMO 10.05.2020.PDF](#), [2020 SALES TAX REPORT.PDF](#), [2021-SALES-TAX-FORECASTS-MEMO.PDF](#), [2021-COUNTY-SALES-TAX-FORECASTS.PDF](#), [2020 VEHICLE REGISTRATION FEE REPORT.PDF](#), [PUBLIC HEALTH EMERGENCY FUNDING 09.22.2020 REPORTING.PDF](#)

Director Jossie provided an update on the various items as discussed in the memo to the Committee, including sales tax, vehicle registration fees, COVID-19 related funding, upcoming debt service issue for highway projects, and credit card processing. W. Hlavac, Finance Treasury Coordinator, also provided an update on the impact Act 185 had on interest on taxes for fiscal year 2020.

12. [20-2274](#)

**COUNTY EXECUTIVE**

Executive Holman discussed COVID-19 impacts, the proposed County budget, and a concept regarding a Budget Task Force to identify various strategies, policy initiatives, and planning surround future County budget processes.

13. **CORRESPONDENCE**

14. [20-2372](#)

**STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION - 2019 SINGLE AUDIT REPORT ACCEPTANCE LETTER**

**Documents:** [ACCEPTANCE LETTER.PDF](#)

The letter was shared with the Committee.

15. **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.**

There were no members of the public who requested to address the Committee.

16. **DISCUSSION/POSSIBLE ACTION**

17. [20-2269](#)

**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 were made.

18. [20-2369](#)

**DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION APPROVING OUT OF SEQUENCE RECLASSIFICATION REQUEST FOR CERTIFIED NURSING ASSISTANTS**

**Documents:** [CNA OUT OF SEQUENCE REQUEST.PDF](#)

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



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19. **20-2358** DISCUSSION AND POSSIBLE ACTION REGARDING GRANT APPLICATIONS/AWARDS (PORTAGE COUNTY ORDINANCE 3.8.14):
- SHERIFF'S OFFICE – WI DEPARTMENT OF JUSTICE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDS GRANT APPLICATION IN THE AMOUNT OF \$58,000
- Documents:** [GRANT INFORMATION FORM - SHERIFF CORONAVIRUS EMERGENCY SUPPLEMENTAL.PDF](#)
- A motion was made by Member D. Ladick, seconded by Member J. Morrow, to approve recommendation. The motion carried by unanimous vote.
20. **20-2356** DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION AUTHORIZING A 2020 BUDGET ADJUSTMENT FOR THE SOLID WASTE DEPARTMENT DUE TO INCREASED SWAP VOLUME
- Documents:** [CO BRD RESOLUTION 2020 BUDGET ADJUSTMENTS SWAP VOLUME.PDF](#)
- A motion was made by Vice Chair L. Raikowski, seconded by Member D. Ladick, to Approve Recommendation and Forward to County Board. The motion carried by unanimous vote.
21. **20-2355** DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION AUTHORIZING A 2020 BUDGET ADJUSTMENT FOR THE SOLID WASTE DEPARTMENT DUE TO INCREASED TRANSFER FACILITY VOLUME
- Documents:** [CO BRD RESOLUTION 2020 BUDGET ADJUSTMENTS TRANSFER FACILITY VOLUME.PDF](#)
- A motion was made by Member J. Morrow, seconded by Vice Chair L. Raikowski, to Approve Recommendation and Forward to County Board. The motion carried by unanimous vote.
22. **20-2354** DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION AUTHORIZING A 2020 BUDGET ADJUSTMENT FOR THE SOLID WASTE DEPARTMENT RELATED TO THE PROCESSING OF RECYCLABLE MATERIALS
- Documents:** [CO BRD RESOLUTION MRF REBATE 2020.PDF](#)
- A motion was made by Member D. Ladick, seconded by Member J. Morrow, to Approve Recommendation and Forward to County Board. The motion carried by unanimous vote.
23. **20-2271** NOTICE OF CONTRACT (PORTAGE COUNTY ORDINANCE 3.7.11)
- QUARLES & BRADY – BOND COUNSEL
- Director Jossie informed the Committee she entered into an engagement with Quarles and Brady.
24. **20-2289** DISCUSSION AND POSSIBLE ACTION REGARDING ESTABLISHING FUND BALANCE CLASSIFICATIONS AS REQUIRED BY GASB STATEMENT NO. 54, FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITIONS
- Documents:** [GASB 54 IMPLEMENTATION COMMITTED FUNDS 10.05.PDF](#), [2020 GASB 54 FUND BALANCE DESIGNATIONS RESOLUTION.PDF](#)
- A motion was made by Member J. Morrow, seconded by Vice Chair L. Raikowski, to Approve Recommendation and Forward to County Board. The motion carried by unanimous vote.
25. **20-2357** DISCUSSION AND REVIEW REGARDING 2021 PROPOSED COUNTY BUDGET
- 2021 BUDGET ASSUMPTIONS
  - TAX LEVY LIMIT CALCULATION
  - HEALTH CARE CENTER REFERENDUM TAX LEVY FUNDING
  - SALES TAX ESTIMATES
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- COUNTYWIDE 2020 BUDGET PROJECTIONS
- FUND BALANCE
- CAPITAL
- DEBT
- BUDGET AMENDMENTS AND COMMITTEE REFERRALS

**Documents:**

[TAX LEVY & MILL RATE TOOL 09.30.2020.PDF](#), [2020 COUNTYWIDE PROJECTIONS 10.01.2020.PDF](#), [10 - SUMMARY OF FUND BALANCE PROJECTIONS 09.30.PDF](#), [2021 CAPITAL PROJECTS.PDF](#)

Director Jossie discussed with the Committee the upcoming 2021 budget proposal for the presentation to the County Board the next evening which included: the levy as proposed in the County budget and the associated tax rate, the referendum amount necessary for operations at the Health Care Center, budget assumptions made while compiling the County budget, sales tax estimates, the impact of COVID-19 on the County budget planning, budget projections for 2020 including any projected deficits and surpluses, projected fund balances for both 2020 and 2021 fiscal years, capital budget, debt service budget, and the use of the committee referral process for the budget process if necessary. Executive Holman also commented on the same items as well.

### 26. NEXT MEETING DATE

October 19, 2020

October 26, 2020

### 27. ADJOURNMENT

A Motion Was Made By Member D. La dick, Seconded By Vice Chair L. Raikowski, To Adjourn. The Motion Carried By Unanimous Vote.

### 28. 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 ny committee thereof, may be present at this meeting.