



PORTAGE COUNTY

FINANCE COMMITTEE MEETING MINUTES

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

MONDAY, JANUARY 18, 2021

4:00 PM

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 832 268 207, then press #

To attend this meeting by video: go to [Click here to join the meeting](#).

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.

CALL TO ORDER (4:00 PM)

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

The meeting was called to order by Chair J. Dodge. Members J. Morrow and D. Raabe attending remotely.

APPROVAL OF MINUTES

1. **21-2770** **JANUARY 4, 2021 MEETING MINUTES**

Documents: [MINUTES_FINANCECOMMITTEEME 01.04.2021.PDF](#)

A motion was made by Vice Chair L. Raikowski, seconded by Member D. Ladick, to approve meeting minutes of January 18, 2021. The motion carried by unanimous vote.

REPORTS

2. **21-2776** **VENDOR INVOICE LIST**

Documents: [VENDOR INVOICE LIST 12.31.20 - FINANCE.PDF](#), [VENDOR INVOICE LIST 12.31.20 - INFORMATION TECHNOLOGY.PDF](#), [VENDOR INVOICE LIST 12.31.20 - PURCHASING.PDF](#), [VENDOR INVOICE LIST 12.31.20 - TREASURER.PDF](#)

The Committee reviewed the vendor invoice lists.

3. **21-2775** **TREASURER**

Treasurer P. Przybelski reported on recent tax deed properties sales and approximately 64% of the 2020 property taxes have been collected thus far.

4. **21-2774** **INFORMATION TECHNOLOGY**

Director A. Hawker informed the Committee of the 2021 project planning, ordered network equipment, and should have all Board members new laptops distributed by the end of the month.

5. **21-2773** **PURCHASING**

Director C. Schultz was not present for a report.

6. **21-2772** **FINANCE**

Documents: [MEMO 01.18.2021 DIRECTOR REPORT.PDF](#), [2020 INVESTMENT SUMMARY \(01.13.21\) JJ 2.PDF](#), [2020 BANK ANALYSIS FEES](#)



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[WORKSHEET JJ.PDF](#), [COLLECTIONS ANALYSIS 2020.PDF](#), [2022 BUDGET CALENDAR TIMELINE 12.15.2020.PDF](#), [CAPITAL PROJECTS 2020 PROJECTIONS 01.14.2021.PDF](#), [ENTERPRISE FLEET MANAGEMENT - WCA SERVICES.PDF](#)

Director J. Jossie update the Committee on 2020 Investment Income, 2020 4th Quarter collection agency collections, 2022 budget calendar, capital projects update, evaluation of potential fleet management services, approval of gift cards for Justice Programs, COVID-19 funding updates, and business park updates.

7. [21-2771](#)

COUNTY EXECUTIVE

Executive C. Holman provided an update on the County's review of Enterprise Fleet Management Services, budget task force ideas will be discussed at a future meeting, Health Care Committee meeting this upcoming Wednesday which will include a discussion regarding revenue shortfalls, COVID-19 funding specific to HHS for vaccine administration and how funding will be key to filling the need for people to carryout the administration function, update on NACO activities in supporting funding for Counties to respond to COVID-19, and the potential of a possibility regarding extending tax deadlines as being discussed in legislation.

CORRESPONDENCE

No correspondence was shared.

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.

No members of the public registered to address the Committee.

DISCUSSION AND POSSIBLE ACTION ITEMS

8. [21-2777](#)

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

Chair J. Dodge requested permission for special meetings with the Human Resources Committee Chair and staff to discuss potential County vacation policy changes and funding implications.

9. [21-2783](#)

DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING AN AGREEMENT WITH THE PORTAGE COUNTY BUSINESS COUNCIL FOR 2020 (PORTAGE COUNTY ORDINANCE 3.7.11)

Documents: [ECONOMIC DEVELOPMENT PARTNERSHIP AGREEMENT 2021 \(003\).PDF](#)



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10. **21-2782** A motion was made by Member D. Ladick, seconded by Member D. Raabe, to approve recommendation with amending the year to 2021. The motion carried by unanimous vote.
DISCUSSION AND NOTICE REGARDING VOIDING TAX CERTIFICATES AFTER 11 YEARS
Documents: [01.11.21 TAX CERTIFICATE WRITE-OFF MEMO AND REPORT TO FINANCE COMMITTEE.PDF](#)
Treasurer P. Przybelski informed the Committee of the tax certificates that would be voided that are over 11 years old.
11. **21-2781** **DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION FOR THE CANCELLATION OF OUTSTANDING CHECKS ISSUED PRIOR TO JANUARY 1, 2020**
Documents: [OUTSTANDING CHECKS RESOLUTION.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.
12. **21-2780** **DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION FOR REAUTHORIZATION OF WORKER'S COMPENSATION SELF-INSURANCE PROGRAM**
Documents: [2021 - SELF-INSURANCE RESOLUTION - EVERY 3 YRS.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.
13. **21-2778** **DISCUSSION AND POSSIBLE ACTION REGARDING GRANT APPLICATIONS/AWARDS (PORTAGE COUNTY ORDINANCE 3.8.14):**
• COUNTY CLERK – WI ELECTIONS COMMISSION 2020 CARES FOR ELECTIONS SUBGRANT GRANT AWARD IN THE AMOUNT OF \$7,794.21
• HEALTH & HUMAN SERVICES - WI DEPARTMENT OF HEALTH SERVICES OVERDOSE FATALITY REVIEW GRANT APPLICATION IN THE AMOUNT OF \$30,212
Documents: [2020 COUNTY CARES ELECTION SUBGRANT GRANT INFORMATION FORM.PDF](#), [GRANT INFORMATION FORM_JANUARY 2021_1 JJ EDITS.PDF](#)
A motion was made by Vice Chair L. Raikowski, seconded by Member D. Ladick, to approve recommendation for County Clerk grant. The motion carried by unanimous vote.
A motion was made by Member D. Raabe, seconded by Vice Chair L. Raikowski, to approve recommendation for Health & Human Services grant.. The motion carried by unanimous vote.
14. **21-2779** **DISCUSSION AND NOTICE REGARDING ACCOUNTS RECEIVABLE WRITE-OFFS**
• AMOUNTS LESS THAN \$20 (NOTICE ONLY – PREVIOUSLY AUTHORIZED BY DEPARTMENT DIRECTOR)
• AMOUNTS OF \$20 - \$999 (NOTICE ONLY – PREVIOUSLY AUTHORIZED BY FINANCE DIRECTOR)

DISCUSSION AND POSSIBLE ACTION REGARDING ACCOUNTS RECEIVABLE WRITE-OFFS
• AMOUNTS OF \$1,000 - \$5,000
• AMOUNTS OVER \$5,000
Documents: [QTR 4 2020 BAD DEBT LISTING FOR FINANCE COMMITTEE.PDF](#)
A motion was made by Vice Chair L. Raikowski, seconded by Member D. Raabe, to approve recommendation. The motion carried by unanimous vote.

NEXT MEETING DATE

February 1, 2021



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ADJOURNMENT (4:55 PM)

A motion was made by Member D. Ladick, seconded by Member L. Raikowski, to adjourn the meeting.

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 any committee thereof, may be present at this meeting.