

MINUTES OF THE FINANCE AND COMPUTER COMMITTEE MEETING

September 8, 2020

County Board Room

Meeting called to order by Chairman Tim Cottingham.

Present: Roy Granger, Jerry Niles, Alan Peterson, Denise Giebel, Lori Chipman, and Katie Steinke.

Motion Granger, second Niles, to approve the minutes of the July 27 and August 10 meetings. Motion carried.

Terri Treptow, County Clerk, was present to request the approval to buy items that were approved in the state grant she received to upgrade election security. This includes cameras, supplies and computers. The grant was for \$41,517.80. Motion Granger, second Niles to accept the grant and approve the purchase of items listed in it. Motion carried.

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

Denise presented the 2021 budget request for the Treasurer's Office to the Committee. Motion Niles, second Granger, to take the Treasurers 2021 budget request to the hearings. Motion carried.

Al Manna, Maintenance Supervisor, was present to request funding for the jail freezer. The evaporator and condenser on the freezer are being repaired monthly and need to be replaced. The total cost to replace them is \$6,300. Motion Granger, second Niles to approve up to \$6,300 for the repair after the receipt of 2 quotes and approval by the Building Committee, with the funding to come from the Contingency Fund. Motion carried.

Amanda Dederich, Health Officer, was present to request 2 hotspots for the nurse home visiting program to use in non wifi areas to be paid from the FFCHV grant. Motion Granger, second Niles to approve with grant funding. Motion carried.

Amanda is also requesting payment to her staff for on call hours during the COVID emergency. Motion Niles, second Granger, to approve the Health Dept on call pay retroactive to Feb 10 through Dec 31 with the funding to come from COVID grant funding and a small amount from tax levy. Motion carried.

Amanda informed the Committee that the View Sonic electronic message board on the first floor of the Services Building is not working. It was shut down during the building closures and has not worked since. It will cost between \$2,500 and \$3,000 to replace. Motion Granger, second Niles, to replace the unit with the funding to come from IT unspent funds and possible grant funding from the Health Dept. Motion carried.

Undersheriff Andy Zabal was present to request to either repair or replace the lights on the Necedah North Tower. The cost to repair and replace light bulbs is estimated at \$9,700, providing they don't find any major problems with the lighting system. The lighting system is 25 years old and is a safety hazard to aircraft if not functioning correctly. The cost to put in a new lighting system is \$24,372.86. The Sheriffs Committee approved purchasing a new system with the funding to come from the Canteen Fund. Motion Niles, second Granger to approve the purchase of the new system with the funding coming from the Canteen Fund and to take a resolution to the September County Board meeting to approve. Motion carried.

Lori Chipman, Finance Director, presented the preliminary 2019 Audit Report to the Committee. Johnson Block and Company will present the report to the County Board at the September meeting.

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Travis Schultz, Public Works Director, is requesting to purchase a new landfill compactor dumpsters. Currently 2 of the ones they have, the floors are bad. It costs \$9,000 repair one or \$7,500 for a new one. He is requesting to purchase one new one, with the funding to come from proceeds from the sale of Highway Equipment. Motion Niles, second Granger to approve. Motion carried.

Lori presented the 2021 budget request for the Finance Office to the Committee. Motion Niles, second Granger, to take the Finance 2021 budget request to the hearings. Motion carried.

Lori presented the final 2019 Lapsing and Non lapsing figures to the Committee. They are reconciled to the Audit report. Motion Granger, second Niles, to take the resolution to the September County Board meeting. Motion carried.

Lori stated that upon a six month review of the copier rates, they need to be lowered. The original rates were 10 cents for black, 15 cents for color, 25 cents for black for grants and outside funding and 37.5 cents for color for grants and outside funding. The new rates will be 4 cents for black, 8 cents for color, 8 cents for black for grants and outside funding and 16 cents for color for grants and outside funding. The Committee agreed.

Mike Hunkins, IT Director, presented the 2021 budget request for the IT Dept to the Committee. Motion Granger, second Niles, to take the Finance 2021 budget request to the hearings. Motion carried.

Dawn Buchholz, DHS Director, was present to request to purchase a dropbox for the Services Building. The Building Committee has approved the purchase and installation. Motion Granger, second Niles to approve the purchase with COVID Funding. Motion carried.

Dawn is requesting to purchase through IT a number of laptops that are Windows 7 and need to be upgraded in order for employees to work remotely, as well as requesting 2 smartphones, one for the IM Manager and one for the Child Support Manager to facilitate working remotely. Motion Granger, second Niles to approve the purchase from COVID funding. Motion carried.

Mike talked to the Committee about purchasing DocuSign software from COVID funds to allow departments, especially DHS, to send contracts to vendors to be signed electronically, since many of them are working remotely and are not getting their mail timely. Motion Granger, second Niles, to purchase DocuSign software for 1,000 with COVID funding. Motion carried.

Mike discussed the issue of lost or damaged County IT equipment and who is responsible for the replacement of it. The Committee directed Mike to develop a policy and bring it back.

Mike got 3 quotes for the Video conferencing equipment for the County Board Room and Room 209 in the Services Building. The quotes were as followed: IBS \$44,355.40, Fearings \$43,144.17 and Wis Audio Video \$47,346.79. Mike recommends accepting the quote from IBS, even though they are not the low bid, since they have the programming information for Room 209, as they were the vendor that installed it. Mike is also requesting that we add \$1,200 to allow the systems to use another software besides Zoom if needed. Motion Niles, second Granger, to approve the contract with IBS not to exceed \$57,000 from COVID funding and include the addon for non Zoom meetings and take resolution to September County Board meeting. Motion carried.