

**MINUTES**  
**Monday, March 16, 2020**

**FINANCE COMMITTEE**

*Door County Government Center  
Chambers Room, 1st floor  
421 Nebraska Street, Sturgeon Bay, WI*

*Oversight for Finance Department and County Treasurer*

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

**Call Meeting to Order**

The Monday, March 16, 2020 Finance Committee meeting was called to order by Chairman Englebert at 3:00 p.m. at the Door County Government Center.

**Establish a Quorum ~ Roll Call**

Committee members present: Nancy Robillard, David Englebert, Susan Kohout, Richard Virlee, David Enigl, Alexis Heim Peter, and Laura Vlies Wotachek.

Others present: Administrator Ken Pabich, Finance Director Steve Wipperfurth, TS Director Jason Rouer, Treasurer Jay Zahn, and County Clerk Jill Lau.

**Adopt Agenda / Properly Noticed**

Motion by Kohout, seconded by Enigl to adopt the agenda. Motion carried by unanimous voice vote.

**Approve Minutes of the February 17, 2020 Regular Finance Committee Meeting**

Motion by Virlee, seconded by Robillard to approve the minutes of the February 17, 2020 Finance Committee meeting. Supervisor Kohout noted an error under the reclassification of Social Worker agenda item – minutes should reflect “one supervisor oversees twelve positions” not nine as submitted. Motion carried by unanimous voice vote.

**Communications**

No communications were presented.

**Public Comment**

N/A.

**Old Business**

No old business was presented.

**County Treasurer**

**Treasurer’s Report**

County Treasurer Zahn reviewed the reports included in the meeting packet. Zahn noted the last day to redeem for the In Rem action is this Friday.

**Finance Director Department Update**

**Investment Report**

Finance Director Wipperfurth noted he has received notification from Associated Bank that interest rates will decrease.

**Checking Account Summary**

**Comparison of Sales Tax Revenues**

**Unassigned Fund Balance & Contingency Fund Status**

**Health Insurance & Workers Comp**

Finance Director Wipperfurth reviewed all reports included in the meeting packet.

## **New Business (Review / Action)**

### **Request Authorization for Transfer of Non-Budgeted Funds - Mail Retention-Archiving Solution**

TS Director Jason Rouer explained the County has an obligation to retain records for 7 years including email. The County's current retention/archiving provider gave a 60-day notice they will no longer support their product. This leaves the County in a bit of a bind. Rouer and staff researched vendors who will meet the County's needs. Information included in the meeting packet was reviewed. The recommendation is to contract for 7 years for Barracuda Message Archive Appliance because of discounts available. Finance Director Wipperfurth explained the cost is \$32,509 up front. The expense moves to a pre-paid account. The request is for a transfer of \$12,000 from the Contingency account. In 2021 and forward TS will budget \$3,500 per year which will be applied to reduce the pre-paid account. Discussion regarding the financing. It was suggested the resolution outlining the transfer be explanatory of the total costs and the funding/bookkeeping methods. Concerns expressed regarding pre-paying for a 7-year contract. Rouer assured committee members this is a well-established company with good history.

Motion by Kohout, seconded by Heim Peter to authorize the transfer of \$11,509.68 from the Contingency account with the balance of the contract, \$23,416.67, from the Undesignated Fund Reserve to complete the 7-year contract with Barracuda Message Archive Appliance to be paid back through the annual budget process from Technology Services budget. Motion carried by unanimous voice vote.

### **Request Authorization for Transfer of Non-Budgeted Funds – Property Taxes 56 N 4<sup>th</sup> Ave**

With the purchase of the former Younkers building the County is obligated to pay the taxes of \$18,004 because it was purchased after January 1<sup>st</sup>. Taxes are based on ownership and improvements as of January 1<sup>st</sup>. The property taxes were pro-rated at the time of purchase. Going forward the property will be tax exempt.

Motion by Enigl, seconded by Vlies Wotachek to approve the resolution as presented and move it forward to County Board. Motion carried by unanimous voice vote.

### **Review and Discuss County Roads & Bridges Fund 205 Reserve Account**

Finance Director Wipperfurth explained Fund 205 – the County as a whole is a customer to the Highway Department. When the Highway Department performs any work on county roads the County must pay the costs of such work. Information included in the meeting packet was reviewed. Revenues for 2019 were \$4,372,560.01 and expenses were \$4,695,698.36 leaving Fund 205 \$323,138.35 short. It is anticipated a policy will be created related to setting a maximum balance in Fund 205.

### **Request Transfer from County Roads & Bridges Fund 205 Reserve Account for Excess Snow Maintenance Expenditures**

Motion by Virlee, seconded by Enigl to approve the resolution and the transfer of \$323,138 from the County Roads and Bridges Reserve Account to County Roads and Bridges Account. Motion carried by unanimous voice vote.

### **Interest Rate Sheet - FYI**

Reviewed.

### **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**

- Expense checks paid by ACH

### **Vouchers, Claims and Bills**

Reviewed.

### **Next Meeting Date:**

Regular Monthly Meeting – April 20, 2020 – 2:00 p.m.

### **Meeting Per Diem Code**

925.

### **Adjourn**

Motion by Enigl, seconded by Virlee to adjourn. Time: 4:30 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk