MINUTES

Administrative

May 14, 2020
Jury Assembly Room
Lower Level, Courthouse

MEMBERS PRESENT:	Supervisors John Guarisco, Don Pazynski, and Rick Polzin Participating via telephone: Supervisors Tricia Grebin, Stan Gruszynski and Connie Seefeldt, and Treasurer Bev Noffke
MEMBERS EXCUSED:	
OTHERS PRESENT:	County Clerk Kathy Brandt, County Administrator John Lefebvre, Corporation Counsel Gale Mattison, Finance Director Laura Mans, Assistant Finance Director Hollie Viestenz, Peshtigo Times and Bay Cities Radio

1. Call to Order

County Clerk Kathy Brandt called the meeting to order at 10:30 am.

2. Introduction of Committee Members

3. Elect Chair

Supervisors (Grebin/Pazynski) nominate Supervisor Polzin. Motion (Pazynski/Guarisco) to close nominations and cast a unanimous ballot. Motion carried. No negative vote. Supervisor Polzin assumes the position of Chair.

4. Elect Vice-Chair

Supervisors (Grebin/Guarisco) nominate Supervisor Pazynski. Motion (Gruszynski/Guarisco) to close nominations and cast a unanimous ballot. Motion carried. No negative vote. Supervisor Pazynski assumes the position of Vice Chair.

5. Agenda

Motion (Grebin/Guarisco) to approve agenda. Motion carried. No negative vote.

6. Minutes

Motion (Pazynski/Grebin) to approve Administrative minutes of April 16, 2020. Motion carried. No negative vote.

7. Committee Member Appointments

Motion (Guarisco/Pazynski) to recommend to the County Board approval of the following miscellaneous Supervisor appointment. Motion carried. No negative vote.

- Wisconsin Counties Utility Tax Supervisor Gruszynski term exp. 04/22

8. IT Report – Exhibit A

9. IT - Technology to conduct remote meetings – Discussion only

Marinette County has the capability to conduct remote meetings via WebX but the difficulty arises with poor connectivity throughout the County and instructional teaching of participants. The application has a limitation of 100 participants and needs a dedicated person to facilitate the meeting.

10. Finance Director's Report – Exhibit B

- April Monthly Investment Report – $41,078,068.18
- Loan Summary Report

11. Appropriation Entries

Motion (Pazynski/Grebin) to approve Schedule of Appropriation Entries and recommend to County Board approval to transfer $40,800 from Jail Assessment fund balance to Capital Outlay account for purchase of Skytron disinfection robot. Motion carried. No negative vote. Exhibit C

12. Schedule of Paid Invoices

Committee reviewed April Schedule of Paid Invoices totaling $757,579.49.

13. 2021 Budget Policy/Budget Schedule

Motion (Guarisco/Pazynski) to recommend County Board approve 2021 Budget Policy and 2021 Budget Schedule. Motion carried. No negative vote. Exhibit D

14. County Administrator – Update on county matters

- Act 185 – Adoption of resolution allowing county and municipalities to waive interest and penalty on property taxes from July 31st to October 1st - adoption not recommended
- Supreme Court ruling in Wisconsin Legislature v. Palm – related to COVID-19
- Courthouse maintaining limited hours until May 26 – open to the public 8:00 – 9:00 a.m., or by appointment

- Courts anticipating to be opening May 26th – recognizing social distancing and wearing of mask
- InRem property tax foreclosure – adjusting process dates to anticipate Court judgement in May of each year
- Continued monitoring of COVID-19 costs as part of FEMA claim
- May 26th County Board meeting – UW Center

15. Future Agenda Items

16. Adjournment

Motion (Grebin/Seefeldt) to adjourn 11:35 a.m. Motion carried. No negative vote.

Next meeting date – Thursday, June 18, 2020 – 9:00 a.m.

Kathy Brandt
County Clerk

Date approved/corrected:

Exhibit A

MARINETTE COUNTY
INFORMATION SERVICES

Summary Monthly Report
May 2020

In addition to the daily operational and support tasks, the following activities are notable:

Updated: Public Safety Software – Continuing work on interfaces and also tweaking system better align with agency policies and procedures. GIS work continuing (adding common names, address references etc.)

Updated: eFax completed outbound, testing inbound configurations. SIP migration plan finally moving along. Near testing of a small group of numbers to be ported to SIP.

Updated: Resources to work on upgrade not available at this time - will begin work on SQL migration as time allows.

Updated: Redundant Fiber Circuit: Splicing complete – final task is "hut" access – awaiting requisites to be completed to allow access to splice in fiber backbone.

Updated: Server upgrades – approximately ***~~50~~ 8*** *servers* to upgrade to new operating system. Completed additional data migrations with minimal left.

Updated and Ongoing: Identifying few systems left to migrate and migrating as time allows.

New and Ongoing: Moved large amount of systems to accommodate home users, office separations, temporary locations and related items. Configured and deployed numerous laptops for remote workers. This consumed a large amount of IT resources.

New and Completed: Built file exchange server and put into production to allow transferring of large files securely.

New and Completed: Completed software upgrades to network switching environment including core and peripheral.

New: Syslog server build and configuration started, working on as time permits.

New: Transcendent implementation – initial testing/verification web site is online to restricted users for testing Information Services portion is complete for the immediate time.

No Change: Courthouse 4th floor MDF implementation and wiring – design completed, wiring installed, hardware on site. Awaiting pre-requisites to be completed before moving forward.

Updated: Investigating Microfiche migration to digital images – received one quote, awaiting second quote.

Delayed: Tyler-MUNIS Version Upgrade now scheduled to go into TEST environment in July of 2020. LIVE environment installation targeted for October 2020. *Cashiering update now in TEST mode.*

1926 Hall Avenue • Marinette, Wisconsin 54143-1717 • Phone 715-732-7480 • FAX 715-732-7559
www.marinettecounty.com

No change: TCM browser-based migration setup and startup – installed latest update into test environment – HHSD currently testing and working with portions of the browser-based software.

Completed approximately 18 hours of staff training this month.

Upcoming Projects of Significance

County Boardroom technology cleanup and refresh – **2020** (During relocation)

Annex UPS replacement and rewiring to generator

Access point site review and mapping

Wisconsin Courts DAR system upgrades (State of Wisconsin)

Exhibit B

Loan Summary Report
Balances As Of 5/5/2020

						Prior Years		Current Year		
	Loan Date	**Original Loan Amount**	**Interest Rate**	**Length of Loan in Years**	**General Ledger Account**	**Principal Payments**	**Interest Payments**	**YTD Principal Payments**	**YTD Interest Payments**	**Balance**
Loan to Group Home Anthony House	7/1/2015	483,057.00	2.50%	17.75	100-17133	310,202.08	41,563.30	9,832.10	1,409.78	163,022.82
Loan to City of Marinette	6/1/2017	7,500,000.00	1.52%	20.00	100-17134	400,000.00	270,180.00	250,000.00	53,960.00	6,850,000.00
										$ 7,013,022.82

Exhibit C

ADMINISTRATIVE COMMITTEE
SCHEDULE OF APPROPRIATION ENTRIES
May 14, 2020

Department	County Board	2020 ENTRIES	JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description
Jail	Y	Transfer from Jail Assessment fund balance to capital outlay account for purchase of Skytron disinfection robot		05	$ 40,800.00	Increase	52711000	Jail Assessment	53890	Outlay
Sheriff	N	Transfer from contingency to Sheriff Bullet Proof Vest Grant to cover County share of cost to replace expired patrol bullet proof vests up to $8,950		05	$ 8,950.00	Increase	52133000	Bullet Proof Vest Grant	52980	Equipment & material acquisition
					$ 8,950.00	Decrease	51901000	Contingency	52498	Operation expenditures
Dispatch	N	Transfer from dues, registration and tuition to capital outlay to cover cost associated with repair/replace of Crivitz site antenna system for EMS, LAW2 and Coordination channels		05	$ 9,000.00	Decrease	52150000	Dispatch	52424	Dues, registration and tuition
					$ 9,000.00	Increase	52150000	Dispatch	53890	Outlay
District Attorney	N	Transfer from contingency to District Attorney purchase or service to cover costs of LTE prosecutors in 2020 up to $12,500		05	$ 12,500.00	Increase	51310000	District Attorney	52291	Purchase of Service
					$ 12,500.00	Decrease	51901000	Contingency	52498	Operation expenditures

Exhibit D

BUDGET POLICY FOR FISCAL YEAR 2021

The following 2021 Budget Policy shall be the guideline and policy of the Marinette County Board of Supervisors. The Marinette County Administrator shall apply this policy to all Marinette County Departments/Agencies for the preparation and review of the County's 2021 budget.

(1) **COUNTY SERVICES**

(a) New county services will be considered only on condition that:

(1) Any department providing support services will at a minimum recoup their costs for providing these services; or

(2) The Administrative Committee recommends and the County Board approves the proposed new services and/or implementation of certain changes based on review of existing programs; or

(3) Federal or State mandates require the provision of services.

(b) Consideration will be given to reorganizing departments to become more progressive, efficient and/or forward thinking while maintaining an acceptable level of services.

(c) Consideration will be given to decreasing or eliminating service levels in low priority or high cost programs in exchange for increasing services in high priority programs.

(2) **REVENUES**

(a) **Revenues.** State levy limits provide that the County may only increase the tax levy for the percentage change in new construction minus improvements removed from the assessment roll in the last year. The limit cannot go below zero. The levy limits were implemented and have remained in place since the 2011-2013 state budget.

(b) **State Aid.** It is anticipated that the state aid for 2021 will be similar to aid received in 2020.

(c) **Sales Tax.** The County's sales tax collections are committed by ordinance for payment of principal and interest on debt service. In addition sales tax proceeds may be used for economic development, tourism and capital expenditures. The sales tax is a critical component of providing needed services to Marinette County residents.

(d) **User Fees and Charges**. Every effort shall be made to identify, establish and/or modify existing user fees or charges to ensure these fees are representative of the services provided.

(e) **Intergovernmental Revenues**

(1) Grant awards which require County match will be evaluated to determine if the acceptance of the grant funding is in the best interests of the Marinette County taxpayers.

(2) All grants anticipated to be received in 2021 shall be identified in the 2021 budget.

(3) **EXPENDITURES**

(a) All departments shall evaluate their current department expenditures and identify opportunities to reduce expenditures. Requests to increase general expenditures will be considered if needed by the department to maintain the current level of services.

Documentation and justification for such increases shall be presented to the County Administrator for consideration during the budget process. All departments shall thoroughly consider opportunities to reduce expenditures and/or offset any increase in their 2021 expenditures through grants and/or justified adoption of new user fees or increases in existing user fees.

(b) Departments shall not place contingency funding in their department budgets. Departments shall identify to the County Administrator during the budget process any anticipated costs that have a greater than fifty percent chance of exceeding budgeted expenditure amounts.

(4) **FUND BALANCES**

The Administrative Committee and County Board approved an amendment to the Fund Balance Policy on December 20, 2011. The policy complies with Governmental Accounting Standards Board (GASB) statement #54 (Fund Balance Reporting and Governmental Fund Type Definitions). Required balances for specific funds are defined in the policy as approved by the Administrative Committee and County Board. The 2021 budget shall be in compliance with the fund balance policy.

(5) **CONTINGENCY**

A contingency amount of not less than $250,000 will be included in the 2021 budget, which will be administered in accordance with state statutes and County Policy. The Marinette County Administrative Committee throughout the 2021 calendar year may authorize the transfer of funds from the contingency fund on a case-by-case basis with approval by the County Board for transfers in excess of 10 percent of the department budget receiving the contingency funds.

(6) **CAPITAL IMPROVEMENT PLAN**

The 2021 Capital Improvement projects identified by the various County Departments in the Capital Improvement Plan (CIP) document shall be evaluated by the County Administrator to determine the necessity and the consequences of not being completed in 2021. The capital improvement projects identified as a necessity by the County Administrator shall be incorporated into the 2021 County Budget. Funding of capital improvement projects shall be accomplished in a fashion which as a last resort utilizes borrowing as its funding source. The County's Capital Improvement Plan is a 5 year plan used for planning purposes. The items and/or projects identified in the plan provide a summary of infrastructure which requires replacement, restoration and/or maintenance. The plan is intended to aid the County Administrator in preparing the annual budget and inform the County Board of anticipated future capital improvement projects. The 2021 budget shall take into consideration previously budgeted and approved capital improvement projects which remain uncompleted.

(7) **INDIRECT COST PLAN**

It is required for Marinette County to complete an Indirect Cost Plan for federal grants and contracts. The Indirect Cost Plan shall be prepared in accordance with Title 2 of the Code of Federal Regulations II CFR Part 200 – Uniform administrative requirements, cost principles and audit requirements for federal awards. The indirect cost plan justifies claims for reimbursement of indirect costs for federally funded services such as Title IV-D Child Support and HHSD programs and services.

(8) **STAFFING**

(a) Staffing Levels

(1) Staffing identified in the 2021 budget shall be the minimum necessary to provide the services identified in the 2021 budget.

(2) Additional personnel requests and/or personnel changes must comply with the process stated in the Personnel Policies and Procedures Manual. Those proposing additional personnel shall demonstrate the need and identify any potential funding sources.

(3) Should any existing position funding source be eliminated or reduced below the 2020 funding levels, the affected position will be subject to review for future continuation by the County Administrator, Committee of Jurisdiction, Administrative Committee and County Board.

(b) Employee Compensation
Wage and fringe compensation will be included in the 2021 budget as follows:

(1) Increases as approved in WPPA bargaining unit contract for 2021.

(2) Increases in Elected Official Compensation as approved by County Board Resolution.

(3) Pay adjustments identified in the Personnel Policies and Procedure Manual and confirmed by the Administrative Committee and County Board.

(9) **COMPLIANCE WITH BUDGET PROCEDURES**

(a) All county departments/agencies 2021 budget requests shall be prepared and submitted in accordance with the 2021 budget schedule which is attached.

(10) **2021 BUDGET ADOPTION**

Pursuant to State law the County Administrator shall submit the 2021 budget and message to the County Board for their consideration and adoption in accordance with the budget schedule.

(11) **COUNTY TAX LEVY**

The County's operating tax levy for 2020 as established by Wisconsin Department of Revenue was $16,279,312 which was a 1.417 percent increase or $227,407 increase over the 2019 operating tax levy. It is estimated that the allowable 2021 levy increase will be an estimated 1.25 percent which will allow for an operating tax levy increase of $203,491 for a total operating tax levy of approximately $16,482,803.

In 2020 the County maintained a $.25 per $1,000 debt service levy which totaled $979,758 in additional levy dollars. The plan is to maintain a $.25 per $1,000 debt service levy for 2021 in an effort to fund a portion of the County's annual debt payment thus allowing the County to retain sales tax revenue to pay off an additional $3.79 million in general obligation bonds (Jail/HWY/Communications) in December 2021 and an additional $7.15 million in general obligation bonds (2014 CIP) in February 2021 when they become callable.

2021 BUDGET SCHEDULE

April 2020	Departments update 5 year Capital Improvement Plan (CIP) and submit to Administrator for consideration on or before May 29, 2020.
May 2020	County Administrator presents 2021 County Budget Policy to Administrative Committee and County Board for consideration and approval.
May 26, 2020	County Administrator distribute County Board adopted budget policy to departments and non-department agencies in preparation of the County's 2021 Budget.
June 8, 2020	Departments may begin entering 2021 Budget requests.
June 8-26, 2020	Initial meetings with Highway, Sheriff, and Health and Human Service and other departments with increased need for tax levy funds.
June 2020	Administrative Committee and County Board consider 2021 wage increase for incorporation into 2021 County Budget.
June 30, 2020	Departments to provide County Administrator with anticipated changes to their 2021 User Fees.
July 2020	Departments present 2021 Department User Fees to Committee of Jurisdiction.
July 17, 2020	Last day for department heads and/or staff to key department budget requests. All funding requests shall be in accordance with the budget policy/guidelines established by the County Board.
July 20 – July 31, 2020	Department heads, along with other pertinent department staff shall meet with the County Administrator and Finance Director to present and review their 2021 Budget requests.
July 28, 2020	Presentation of 2021 Department User Fees to the County Board for consideration and adoption.
August 2020	Department heads share their budgets with their Committee of Jurisdiction. County Administration to make any final adjustments to the over-all 2021 County Budget.
Sept 17, 2020	Administrative Committee to review the 2021 Administrator's County Budget. Executive Committee is present to provide input.
September 29, 2020	Administrator's 2021 County Budget submittal and message to the County Board.
October 7, 2020	Official publication of the proposed 2021 County Budget as required by Wis. Stat (65.90) (4). Not less than 15 days before public hearing.
October 27, 2020	Budget public hearing and adoption of the 2021 County Budget by the County Board of Supervisors.