

Minutes of Langlade County Finance/Information Services Committee Meeting

The meeting, in the Law Library of the Langlade County Courthouse was called to order at 9:00 a.m., April 10, 2015 by Chairman Cahak.

Members Present: Willie Bostwick, Vern Cahak, Doug Nonnenmacher, Ron Nye and Don Scupien.

Members Absent: None.

Others present: Duane Haakenson, Dave Tlusty, Kathy Jacob, Ann Meyer, Carlene Nagel, and Gary Olsen

Agenda Item #1 Call the meeting to order: The meeting was called to order at 9:00 a.m. by Chairman Cahak, and the Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on March 6, 2015: A motion was made by Nye, seconded by Bostwick, to approve the minutes of the March 6, 2015 Finance Committee meeting, all ayes, motion carried.

Agenda Item #4 Recognition of others present and public comments on agenda items:
The Committee recognized those in attendance.

Agenda Item #5 Accept proposal to print new plat books: There are only 10 plat books remaining, so Kathy Jacob received proposals for 1,000 new plat books. Rockford Map Publisher's proposal is \$17,000 or \$16,150 if the County prepays. Mapping Solution's proposal is \$13,000. Farm & Home Publisher's proposal is \$12,400. Motion by Bostwick to select Mapping Solutions to print the new plat books for a cost of \$13,000, second by Scupien, and to sell the new books for \$20 each, sales tax included, all ayes, motion carried.

Agenda Item #6 Request to utilize R.O.D. Retained Fees to fund a GIS casual employee position in the Land Records Department: Duane Haakenson is requesting to utilize the Register of Deeds Retained Fees to fund a new Geographic Information System (GIS) casual employee position in the Land Records Department. The position would start around August 2015 and go until January. The pay would be up to \$15 an hour for 28 hours a week. The cost for the position will be \$10,991 for 2015 and \$2,005 for 2016. The Finance Committee only has to approve the use the funding, because it will be used for salary and fringe benefits. Motion by Nye, second by Scupien, to approve utilizing ROD Retained Fees to fund a GIS casual employee position in the Land Records Department, all ayes, motion carried.

Agenda Item #7 Request for a credit card for the new Recreation Coordinator: The Forestry Department is requesting a County credit card for the new Recreation Coordinator, Cody Brauner, with a credit limit of \$1,000. Motion by Nye, second by Bostwick, to approve a County credit card for Cody Brauner, with a credit limit of \$1,000, all ayes, motion carried. The Committee has asked Olsen to bring a list of current county credit cards issued and the credit limits for each position. The Committee would like to approve the positions and credit limits for the positions that way when a new employee is hired, a credit card for that position is already approved.

Agenda Item #8 Request from the Treasurer to write off outstanding checks: The Treasurer has three stale dated checks she would like written off. The three checks total \$894.26. Motion by

Nye, second by Cahak to approve writing off the three stale dated checks, all ayes, motion carried.

Agenda Item #9 Request to change the Reimbursement of Meal Expenses section of the Employee Training, Travel, Lodging and Meal Policy: The Management Team has asked for this agenda item to consider changes to the Reimbursement of Meal Expenses section of the Employee Training, Travel, Lodging, and Meal policy. They would like the Committee to consider allowing tips to be reimbursed, because they are part of the meal cost. They would also like to allow a receipt and not a detailed receipt. Many restaurants only give a credit card receipt that is not detailed. Motion by Nonnenmacher, second by Scupien, to allow any receipt, not a detailed receipt for meal expenses and to allow tips up to a meal reimbursement of \$20/meal, 4 ayes, 1 no (Cahak) ayes, motion carried.

Agenda Item #10 Select two members of the Finance Committee to serve on the Matrix Committee: With the proposed new makeup of the Matrix Committee, there will need to be two Finance Committee members who will serve on the Committee. Motion by Bostwick, second by Cahak to appoint Don Scupien and Ron Nye to serve on the Matrix Committee, all ayes, motion carried.

Agenda Item #11 Department Heads requests for smart phones: The Maintenance Supervisory, Nathan Heuss, has requested a smart phone. With a smart phone he can get his emails and run the controls for the buildings. This was approved at the Public Property Committee on April 7, 2015. The cost will be \$40/month and he has the funds in his budget. Motion by Nye, second by Cahak, to allow Nathan Heuss to have a smart phone and allow this for all department heads with County cell phones, with approval from their appropriate oversight committee, all ayes, motion carried.

Agenda Item #12 Review 2016 budget plan: Olsen distributed the 2016 budget plan at the meeting. Motion by Nye, second by Cahak, to approve the 2016 budget plan, all ayes, motion carried.

Agenda Item #13 Discuss Economic Conditions: The Committee discussed the impact of negative interest rates.

Agenda Item #14 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: The auditors were here last week to finalize the 2014 audit and next week, the Finance Department will have the CDBG audit with Department of Administration. The new County Board voting system will be ready around June. Olsen reviewed the budget to actual listing with the Committee. Olsen also distributed a copy of the Balance Sheet to the Committee. The current balance in the Self Funded Health Insurance account is \$1,254,219.16. Motion by Nye, second by Cahak to approve the Finance Director's report, all ayes, motion carried.

Agenda Item #15 Computer equipment purchases. None at this time.

Agenda Item #16 Approve Grant Requests: None at this time.

Agenda Item #17 Verify Date of Next Meeting: The next regular meeting will be Friday, May 8, 2015 at 9:00 a.m.

Motion to adjourn meeting at 10:22 a.m. made by Nye, second by Scupien, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary