

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 5, 2013 by Chairman Burns.

Members Present: Jerrold Burns, Bill Bostwick, Vern Cahak, Ron Nye and Doug Nonnenmacher.

Members Absent: None

Others present: Gary Olsen, Janet Lutzow, Nate Heuss, Kay Matucheski, Ann Meyer, Mark Desotell, Kari Lazars, and Chris Berry.

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

Agenda Item #3 Approve the minutes of the previous Finance meeting on March 8, 2013: A motion was made by Doug Nonnenmacher, seconded by Vern Cahak, to approve the minutes of the March 8, 2013 Finance Committee meeting. All ayes, motion carried.

Agenda Item #4 Land Sales: Kathy Jacob was not available to attend the meeting. This item will be held until the May Finance Committee meeting

Agenda Item #5 Request from the Economic Development Corporation to have the County join Grow North: Chris Berry asked the committee for approval for the County to join Grow North. The county was a member in 2012. The annual fees to join this organization are \$500. Motion by Ron Nye, second by Vern Cahak to take 500.00 from the contingency fund for the 2013 membership fees. All ayes, motion carried.

Agenda Item #6 The Ag & Extension Committee authorized a credit card for the new Ag Agent, Stephanie Plaster, in the amount of \$500. Kari Lazars requested a County credit card for the new Ag Agent, Stephanie Plaster, with a limit of \$500. The card will mainly be used for Research Station purchases. Motion by Bill Bostwick, second by Doug Nonnenmacher to approve a credit card for Stephanie Plaster in the amount of 500. All ayes, motion carried.

Agenda Item #7 Discuss County cell phone policy:

A listing of authorized cell phones for the County was distributed to the Committee. There are 40 authorized County cell phones and 7 authorized smart phones. Some departments have requested the ability to forgo the County cell phone and just receive a reimbursement for the use of their personal cell phone. The reimbursement would be \$10 if an employee is authorized to have a County cell phone and \$50 if they are authorized to have a County smart phone. By doing this, it is anticipated the County would save \$28 a month. Motion made by Ron Nye, second by Jerrold Burns to allow the reimbursement to employees who want to forgo using the assigned County cell phones, all ayes, motion carried.

Agenda Item #8 Land Records request to purchase a desk extension from the Equipment Replacement Fund: Duane Haakenson would like to purchase an extension for his desk using funds from the Equipment Replacement Fund. The cost of the extension is \$530. Motion by Ron Nye, second by Jerrold Burns to approve up to \$530 from the Equipment Replacement Fund to purchase the desk extension and requests that they try to negotiate a better price if possible. All ayes, motion carried.

Agenda Item #9 Write off of stale dated checks: Annually the County writes off stale dated checks. Ann Meyer stated the total of the 2011 stale dated checks is \$61.04, and Gary Olsen said the 2010 stale dated checks for the Jail Commissary Fund is \$126. Motion by Ron Nye, second by Vern Cahak to approve writing off stale checks totaling \$187.04. All ayes, motion carried.

Agenda Item #10 Resolution supporting efforts to maintain the tax-exempt status of municipal bonds: The Wisconsin Counties Association (WCA) has requested all counties to adopt a resolution supporting efforts to maintain the tax-exempt status of municipal bonds. The WCA maintains that without the tax-exemption, the effectiveness of the bond market would be significantly dampened, creating higher borrowing costs for county governments, less investment in infrastructure, and few jobs. Motion by Bill Bostwick, second by Vern Cahak to take a resolution to County Board supporting efforts to maintain the tax-exempt status of municipal bonds, all ayes, and motion carried.

Agenda Item #11 Resolution to transfer funds from the General Fund to make a Library employee severance payment. The City of Antigo has billed the County for ½ of a Library employee's retirement severance payment. The amount of this payment is \$6,678.24. Because this amount was not shared with the County at the time the budget was prepared, the funds would need to be transferred from either the Contingency or General Fund. The County pays half of these costs per the Library agreement with the City. Motion by Bill Bostwick, second by Doug Nonnenmacher to transfer the money from the General Fund to pay this amount, all ayes, and motion carried.

Agenda Item #12 Resolution to transfer funds for the Library roof replacement project. The Finance Committee was asked to sponsor a resolution to pay for 1/3 of the cost for the Library roof replacement. The estimated project cost is \$100,000, making the County's portion, \$33,333.33. Representatives from the City were present to discuss that the City does not have the funds available for their share of the project until 2014 or 2015. The City would agree to reimburse the County over the next two years, if the County would pay both shares now. Motion by Bill Bostwick, second by Doug Nonnenmacher requesting that the City pay the County .65% interest on the money the County would be borrowing the City for the Library roof, and set specific dates for the repayments, all ayes, motion carried. Kaye Matucheski and Mark Desotell will take this request back to their committees and the Finance Committee will readdress this issue at the May meeting.

Agenda Item #13 Review County investment policy: Ann Meyer distributed an investment report to the Committee. As requested by the Committee, Ann has looked into different options on where to invest the money, and she feels comfortable with the County's current investments. Motion made by Ron Nye, second by Vern Cahak to accept Ann's report and have Ann continue investments as usual, all ayes, motion carried.

Agenda Item #14 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: Olsen reviewed the budget to actual listing with the Committee. Olsen also distributed a copy of the Balance Sheet to the Committee. Gary stated that the auditors were here this week and should finish with the 2012 audit field work today.

Agenda Item #15 Line Item Transfers: Nate Heuss explained to the Committee that an additional 20,000 is needed for the Health Care Center Roof project. Motion by Ron Nye,

seconded by Bill Bostwick to approve an additional \$20,000 for the Health Care Center roof project to come from the General Fund, all ayes, motion carried.

Agenda Item #16 Computer equipment purchases. Kari Lazars requested approval to purchase a new projector to replace their current one that has broken. The cost would be \$495.32 for an InFocus In124 DLP projector. Motion by Bill Bostwick, second by Doug Nonnenmacher to approve \$495.32 for the purchase of the projector, all ayes, motion carried.

The I.S. department is requesting \$2,325.15 to upgrade the Barracuda Web Filter Software from the Computer Replacement fund. The Health Department also requested to purchase a UPS for \$167 to help reduce computer problems when the generator kicks on and a second monitor for the secretary for \$179 and an adapter for \$87.57 that will be needed to connect the second monitor. The computer purchases for the Health Department will come from Health grants. Motion made by Doug Nonnenmacher, seconded by Jerrold Burns to approve the computer equipment and software upgrade purchases, all ayes, motion carried.

Agenda Item #17 Approve Grant Requests: None at this time.

Agenda Item #18 Travel and Training Requests: None at this time.

Agenda Item #19 Verify Date of Next Meeting: The next meeting will be on Friday, May 10, 2013 at 9:00 a.m.

Motion to adjourn meeting at 10:55 a.m. made by Ron Nye, second by Vern Cahak, all ayes, motion carried.

Respectfully submitted,
Janet Lutzow
Recording Secretary