

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 2:00 p.m., April 8, 2011 by Chairman Bornemann.

Members Present: George Bornemann, Jerrold Burns, Ron Nye, Judy Karpf, Dave Solin, and TAGG member Natasha Powell.

Members Absent: none

Others present: Gary Olsen, Carlene Nagel, Becky Frisch, Dave Tlusty, Nate Heuss, Kathy Jacob and Ann Meyer.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 2:00 p.m. by Chairman Bornemann.

Agenda Item #2 Approve the minutes of the previous Finance meeting on March 4, 2011: A motion was made by Burns to approve the minutes of the March 4, 2011 Finance Committee meeting, second by Nye, all ayes, motion carried.

Agenda Item #3 Land Sales: An updated land sale list was distributed to the Committee. There have been 3 bids received on parcel #006-0361.001. Motion by Solin to accept the highest bid of \$1,630 for parcel #006-0361.011, second by Nye, all ayes, motion carried. There have not been any bids received for Parcel #201-1053 and Parcel #030-1421.

Agenda Item #4 Discuss the County's handling of special assessments on taxes: This item was carried over from last month's meeting. Robin Stowe has contacted the City regarding this issue. Robin is still waiting for a response from the City. This item was held in committee.

Agenda Item #5 Policy regarding social networking sites: At the last meeting the Committee asked Robin Stowe to create a policy regarding social networking sites. Robin has completed a draft request/approval form for departments to utilize when requesting the use of a social networking site. Robin has also started to work on revising the existing Electronic Communications and Information Systems Policy. This revision includes a section pertaining to social networking sites. The revision of the existing Electronic Communications and Information Systems Policy is a much bigger task than just writing a new policy for social networking sites. A draft of the revised policy was distributed to the Committee. Motion by Nye to forward the draft copy to the department heads and wait until the policy is approved by the Committee to allow departments to use social networking sites, second by Karpf, all ayes, motion carried.

Agenda Item #6 Review program ranking for Treasurer, Clerk and Finance/IS Departments: Copies of the program ranking information for the Treasurer, Clerk, and Finance/IS Departments were distributed to the Finance Committee prior to the meeting. Motion made by Solin, second by Nye to approve program ranking for Treasurer and Clerk and to send them to Executive Committee, all ayes, motion carried. Motion by Nye to accept the Finance Department program ranking and send it to Executive Committee, second by Solin, all ayes, motion carried.

Agenda Item #7 Approve request for credit card for Director of Facilities Management: The Public Property Committee approved a credit card for the new Director of Facilities Manager, Nathan Heuss. The credit limit requested was between \$2,000 to \$2,500. Motion by Solin to approve a credit card for the Director of Facilities Management with a credit limit of \$2,500, second by Nye, all ayes, motion carried.

Agenda Item #8 Replacement Plotter for Land Records: The Plotter in the Land Records Department is not working properly. There has not been a service contract on this machine for many years, because the contract was for a larger amount than the machine was worth. The department has tried diligently to keep the Plotter working, but it can no longer be fixed. This was included in the 2011 Capital Improvement Budget, but the amount was moved to 2012 and the Committee agreed to fund the replacement utilizing the Computer Replacement Fund. Motion by Nye to purchase the Hewlett Packard T2300, large format printer, for \$8,216 with a 5 year maintenance contract for \$3,383 plus shipping, second by Karpf, all ayes, motion carried.

Agenda Item #9 Discuss proposed change to the Travel and Training policy regarding meal reimbursement: The current Travel and Training policy regarding meal reimbursement reads "Reimbursement requests must include a detailed receipt and employees must submit separate meal receipts for each employee. If there is only one guest check for two or more people, there will be no reimbursement. If there is no receipt, there will be no reimbursement."

There has been a request to change the policy to allow for meal reimbursements with copies of receipts, and if there are more than one meal on the receipts. The problem occurs when a person has lunch with a group from other counties or organizations. Then a copy of the receipt is brought back with more than one meal on the receipt. It is the recommendation of the Finance Department to allow this reimbursement but only for the amount of the meal on the receipt, excluding tax. Motion by Solin to make the changes to the Travel and Training policy regarding meal reimbursement, second by Nye, all ayes, motion carried.

Agenda Item #10 Update regarding Budget Repair Bill and State Budget: Gary Olsen will updated the Committee on the Budget Repair Bill. He also updated the Committee regarding the impact of the State Budget to the County. It is estimated that the County will lose \$175,309 in State Shared Revenue. The County will also lose \$65,287 in Transportation Aids. The loss of state prisoners is also a concern. Currently the State has removed ten prisoners. If the State removes any more prisoners, then the County will need to make up the revenue.

Agenda Item #11 Purchasing computer software and hardware for departments: There were no purchases to report to the Committee at this time.

Agenda Item #12 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: Olsen distributed a copy of the Balance Sheet and a Budget to Actual report to the Committee. The current balance in the Self Funded Health Insurance account is \$2,131,911.49. The Contingency balance is currently \$145,000.

Agenda Item #13 Line Item Transfers: Public Safety approved replacement of a tilt, pan and zoom camera for the cell block at a cost of \$1,559 from Jail Assessment funds. Emergency Management is in need of a bookcase and desk drawers at a cost of \$585 to be paid from the computer/furniture replacement fund.

Agenda Item #14 Approve Grant Requests: None at this time

Agenda Item #15 Travel and Training Requests: Sue Paycer to attend the GIPAW conference in Wisconsin Dells May 18th to the 20th. Cost of the conference is \$50 plus mileage, meals, and lodging.

Agenda Item #16 Comp time report: The comp time report was distributed to the committee.

Motion by Burns and second by Karpf to approve the Finance Director's report, line item transfers, travel and training requests and comp time report, all ayes, motion carried.

Agenda Item #17 Review and approve payment of bills:

Motion by Burns, second by Solin to approve payment of bills, motion carried.

Agenda Item #18 Verify Date of Next Meeting: The next meeting will be on Monday, May 9, 2011 at 2:00 p.m.

Motion to adjourn meeting at 3:25 p.m. made by Nye, second by Burns, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary