

## **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 8, 2016 by Chairman Cahak.

Members Present: Vern Cahak, Doug Nonnenmacher, Ron Nye, Pete Pennington, and Don Scupien.

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Ron Barger, RJ Weitz, Tammy Wilhelm, Craig Hotchkiss, Kim Schwarz, Judge Rhode, and Erik Rantala.

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 4, 2016: A motion was made by Pennington, second by Nye, to approve the minutes of the March 4, 2016 Finance Committee meetings, 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 Meet with the Judge regarding the amount the Juvenile budget was over in 2015: The Committee had requested the Judge attend the April committee meeting to discuss the overage in the juvenile budget for 2015. Craig Hotchkiss distributed a report with Juvenile costs from 2011-2015 and distributed a report of Juvenile Housing costs from 2011-2015. Olsen distributed a report showing our projected costs for 2016. If juvenile placements continue as they are now, juvenile placements are projected to be over by \$457,862 for 2016. Olsen will meet with Ron Barger, Judge Rhode and RJ Weitz to discuss different options to help control these costs. The Executive and Social Services Committees will be meeting next week to discuss this item further.

Agenda Item #6 Request from the Treasurer to write off outstanding checks: The Treasurer has one outstanding check from 2014 she would like permission to write off. The check was for \$37.21 made out to a Kaylee Marie Bovet. Motion by Nye, second by Nonnenmacher, to write off one outstanding check, all ayes, motion carried.

Agenda Item #7 Request permission to write off Community Development Block Grant loans that have been through foreclosure: Three Community Development Block Grant (CDBG) loans have went through the foreclosure process and need to be written off the County books. The loans are for the amounts of \$18,562, \$15,666.20, and \$7,049.83. Motion by Nye, second by Pennington, to write off three CDBG loans due to foreclosure, all ayes, motion carried.

Agenda Item #8 Discuss costs for creating a new County website and backup options for the current site: Months ago, the Committee discussed the possibility of creating a new website and backup options for the current website. Gary Olsen and Janet Lutzow have researched the options available. A new website will cost about \$28,000. The Committee recommends Olsen to add the cost of a new website to the County's Capital Improvement Plan.

Agenda Item #9 Review audit proposal for County audit: The County has been using Schenck Business Solutions to perform the annual audit. The current contract with Schenck ends with the 2015 audit and Olsen discussed a contract extension for 5 years. Motion by Nye, to accept Schenck to perform the annual audit for 5 years, second by Pennington, all ayes, motion carried.

Agenda Item #10 Permission to purchase a new folder machine included in the capital improvement plan: In the capital improvement plan (CIP), there is \$18,000 budgeted for a replacement folding machine. The low quote was from Office Enterprises for \$16,498. Motion by Nye, second by Scupien, to approve purchasing a new folder machine from Office Enterprises for \$16,498, all ayes, motion carried.

Agenda Item #11 Review 2017 budget plan: Olsen discussed the 2017 budget plan with the Committee. Currently, the 2017 budget plan is \$95,000 over. There are a lot of variables right now that affect the plan so at the May Finance Committee meeting, Olsen will present the 2017 budget plan by department. This was informational only.

Agenda Item #12 Request for educational reimbursement for an employee in the Finance Department: The Finance Department budget included \$2,000 for education reimbursement for the Finance Director and one other employee in the department. Now that the Personnel Committee has increased the educational reimbursement from \$1,000 to \$2,000, and only the Finance Director is requesting educational reimbursement, then the Finance Director would like to utilize this reimbursement. The Finance Director is currently completing his Master's Degree and would like to utilize the educational reimbursement. To utilize this reimbursement, the Finance Director will be required to sign an agreement that he will stay with the County for two years, or repay a prorated portion of the reimbursement. Motion by Nye, second by Pennington, to approve \$2,000 to the Finance Director for educational reimbursement, with the agreement that he will stay with the County for two years, or repay a prorated portion of the reimbursement, all ayes, motion carried.

Agenda Item #13 At approximately 10:00 a.m., consider moving into closed session pursuant to Section 19.85(1)(e), Wisconsin Statutes, deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding funding for Forestry land purchase: Motion by Nonnenmacher, second by Nye, to move into closed session pursuant to Section 19.85(1)(e), to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding funding for Forestry land purchase. Roll call, Cahak, aye, Nonnenmacher, aye, Nye, aye, Pennington, aye, and Scupien, aye, the Committee continued in closed session.

Agenda Item 14 At approximately 10:30 a.m., return to open session with possible action taken on any matters discussed during closed session: Motion by Pennington, second by Nonnenmacher, to return to open session with no action taken at this time, all ayes, motion carried.

Agenda Item #15: 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 and their onsite work has been completed. The audit report should be ready in July. 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 \$1,439,550.

Agenda Item #16 Line item transfers: None at this time.

Agenda Item #17 Computer equipment purchases. None at this time.

Agenda Item #18 Approve Grant Requests: None at this time.

Agenda Item #19 Verify Date of Next Meeting: The next regular meeting will be May 6, 2016 at 8:00 a.m. Motion to adjourn the meeting at 10:46 a.m. made by Scupien, second by Pennington, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary