

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., August 10, 2012 by Chairman Burns.

Members Present: Jerrold Burns, Bill Bostwick, Vern Cahak, Judy Karpf and Ron Nye.

Members Absent: none

Others present: Gary Olsen, Carlene Nagel, Kim Van Hoof, David Maccoux, Kathy Jacob, Ann Meyer, Duke Packard, Kathy Packard, Kari Lazars, Becky Knight, Sandy Fischer, and Joy Pecha

Agenda Item #1 Call the meeting to order: The meeting was called to order at 9:00 a.m. by Chairman Burns.

Agenda Item #2 Approve the minutes of the previous Finance meeting on July 6, 2012: A motion was made by Cahak to approve the minutes of the July 6, 2012 Finance Committee meeting, second by Nye, all ayes, motion carried.

Agenda Item #3 Land Sales: All of the properties taken on tax deed are on the North Central Sales website along with pictures of the properties. Additional information will be added once Duke is able to enter some of the properties. North Central Sales will plan to auction the properties on October 13, 2012 and will bring the highest bids from each property to Finance Committee on October 15, 2012. Once approved at the Finance Committee on the 15th, they will be forwarded to County Board on October 23, 2012. Kathy Jacob expressed concern that some of the eviction notices mailed to the previous home owners have been returned by the post office as undeliverable. The Sheriff's Department attempted to serve three eviction notices last night but none of the occupants were home. The Sheriff's Department then posted the notice on the property. Duke is looking for some clarification if he is authorized to enter the properties or if he should have a Sheriff's Department deputy go with him to each property. Motion by Bostwick that North Central Sales can change the locks on these properties and use the Sheriff's Department at their discretion, second by Cahak, all ayes, motion carried. Motion by Bostwick, second by Cahak to amend the motion to add that the County will reimburse North Central Sales for the cost of the locks, all ayes, motion carried. North Central Sales will add to the property descriptions a guaranteed title policy that the buyer will not be responsible for back taxes but will be responsible for title company fees. These properties will have a closing within 30 days.

Kathy Jacob informed the Committee that parcel #014-0261 was redeemed by the owners. Motion by Nye to approve parcel #014-0261 be redeemed and to be sent to the County Board, second by Bostwick, all ayes, motion carried.

Agenda Item #4 Revisions to the Langlade County Sale or Conveyance of Tax-Deed Property Policy: The Committee discussed at their July meeting a possible change to the Sale or Conveyance of Tax Deed Property policy. The section that needs to be revised is the Redemption by Former Owners section. The suggested revision is as follows:
The Land Sales Committee may, at its option, give preference to the former owner who lost his or her title through delinquent tax collection enforcement procedure, or his or her heirs, in the right to repurchase such lands. If the former owner(s), or his or her heirs, is/are permitted to repurchase land after Tax Deed is issued to Langlade County, then the purchase price shall

include all delinquent taxes, interest, penalties and expenses incurred by the County. **Once the Land Sales have been turned over to the auction firm to be sold, the Committee will not allow the properties to be redeemed.** Motion by Nye, second by Karpf to approve the revision to the Langlade County Sale or Conveyance of Tax Deed Property Policy, all ayes, motion carried.

Agenda Item #5 2011 audit presentation by David Maccoux from Schenck and Associates: David Maccoux from Schenck and Associates presented the County's 2011 audit. Two documents were distributed to the Committee; the Annual Financial Report and the Management Communications document. Maccoux was pleased that everyone cooperated with the auditors in order to complete the County audit and believes the County follows procedures to obtain good internal controls. Maccoux explained that the audit shows the County is in a good financial position. Gary Olsen will present the audit to the full County Board at the next Board meeting. Motion by Nye to approve the 2011 audit, second by Bostwick, all ayes, motion carried.

Agenda Item #6 Review and approve 2013 proposed budget and 2014 plan for the County Clerk, County Treasurer, Finance Department and Information Services: Motion by Nye, second by Bostwick to preliminarily approve the 2013 County Clerk, County Treasurer, Finance Department and I/S budgets and the 2014 plans, 4 ayes, 1 absent, motion carried.

Agenda Item #7 Request for credit cards for Sherry Woyak in the Social Services Department and Becky Knight in UWEX: A request has been received to give Sherry Woyak, the new Social Worker in the Social Services Department, a credit card with a \$250 balance. Another request was received to give Becky Knight, the new 4-H Agent in UWEX, a credit card with a \$500 balance. Both requests were approved by their oversight committees. Motion by Bostwick, second by Nye, to approve a credit card for Sherry Woyak with a credit limit of \$250 and to approve a credit card for Becky Knight with a credit limit of \$500, all ayes, motion carried.

Agenda Item #8 Request to open most blocked websites for department heads: At the last Non-Union meeting, there was a request that the Finance Committee consider opening up most of the blocked websites for department heads. Some department heads claimed that the blocked sites are impeding him from doing the research they need to do on the Internet. Gary Olsen had met with the I/S Department to determine the best way to proceed with this request. The suggestion from the I/S Department was to open the use of the Internet to all employees, blocking pornography, gambling, Facebook, and E-bay websites. Then allow department heads to monitor their employees on the use of the Internet. Options were discussed with the Committee regarding discipline to employees if the internet is being used for personal benefit. Motion by Bostwick, second by Cahak, to approve opening up the Internet, with the exception of pornography, gambling, Facebook and E-bay websites and if there is abuse, it is up to the department head to determine discipline, all ayes, motion carried. Olsen will bring the Electronic Use Policy back to the next meeting with these revisions.

Agenda Item #9 Request for Facebook page for 4-H: Kari Lazars was present to request permission to make a Facebook page for the 4-H program. Motion by Bostwick, second by Karpf to approve UWEX having a Facebook page for the 4-H program and to allow UWEX employees to have access to Facebook, all ayes motion carried.

Agenda Item #10 Request from Register of Deeds and Register in Probate to purchase microfilm reader: Sandy Fischer and Joy Pecha are requesting permission to purchase a microfilm reader to be shared by their departments. The old microfilm reader is dying and

cannot be repaired. Both of these departments looked into having their old microfilmed records converted to scanned images, but that process would be too expensive. The cost of this reader is \$14,195. The Probate budget has \$3,500 to put towards the purchase of a new reader and the remaining funding will come from the Register of Deeds redaction fund. There are annual maintenance agreements of \$500 the first year and \$1,295 every year after. The annual maintenance agreement fees will be split between the Probate budget and Register of Deeds budgets each year. Motion by Nye to purchase the microfilm reader for \$14,195 using \$3,500 from the Probate budget and \$10,695 from the redaction fund, second by Karpf, all ayes, motion carried.

Agenda Item #11 Cell phone policy: A request has been brought forward to allow employees to transfer their County cell phones to their personal cell phones. This action comes with a cost to the County because there are forwarding charges from the cell phone company. The charges vary from 99 cents/month to \$10/month. Motion by Nye, second by Bostwick, to allow employees to transfer their County cell phones to their personal cell phones as long as the employees cover this cost and to allow Finance Department to invoice the employee for the cell phone forwarding charge, 4 ayes, 1 absent, motion carried.

Agenda Item #12 Review Capital Improvement Projects: The Committee ranked the Capital Improvement Projects at the July meeting. Olsen distributed draft copies of the CIP booklets at the meeting. The Committee moved the following projects from 2014 to 2013: fairgrounds asphalt replacement, septic permit tracking system, Resource Center rooftop air handler for conference room, Maintenance Shop siding and insulation, reside commercial building and food stand and the Safety Building Condensing Boiler. Motion by Nye, second by Bostwick to approve the CIP plan with moving the previous mentioned projects to 2013, and to forward the CIP plan County Board, 4 ayes, 1 absent, motion carried.

Agenda Item #13 2013 budget process update: Gary Olsen updated the Committee regarding the progress of the 2013 budget. Almost all of the budgets have been turned into the Finance Department. Currently the County is approximately \$70,000 over budget. This was informational only.

Agenda Item #14 Refinancing of debt: When the Board of Commissioners of Public Lands calculated the refinancing of debt; the wrong payoff amount was entered. The County needs to pay the Board of Commissioners of Public Lands \$31,777.10 in principal and \$5,017.07 in interest, for a total of \$36,794.17. When the County refinanced, we still have \$40,596.81. Therefore, the remaining \$40,596.81 will cover the \$36,794.17 payment to the Board of Commissioners of Public Lands. Motion by Cahak, second by Bostwick, to approve sending a resolution to County Board to pay the Board of Commissioners of Public Lands \$31,777.10 in principal and \$5,017.07 in interest, for a total of \$36,794.17, 4 ayes, 1 absent, motion carried.

Agenda Item #15 At approximately 10:30 a.m., consider moving into closed session pursuant to Section 19.85(1)(c), Wisconsin Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: review COLA (Cost of Living Adjustment) for 2013 and review implementation of Resolution #7-2012 to apply health insurance changes to Unions: Motion by Cahak, second by Nye, to move into closed session at 12:02 p.m., Nye, ayes, Cahak, ayes, Bostwick, ayes, Burns, ayes, and Karpf absent, 4 ayes, 1 absent, motion carried. The Committee continued in closed session.

Agenda Item #16 At approximately 11:00 a.m., return to open session with possible action taken on any matters discussed during closed session: Motion by Nye, seconded by Bostwick, to

return to open session. 4 ayes, 1 absent, motion carried. The Committee returned to open session at 12:21 p.m. No action was taken.

Agenda Item #17 Purchasing computer software and hardware for departments: None at this time.

Agenda Item #18 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: Motion by Nye, second by Cahak to allow Olsen to purchase meals for a CDGB consortium meeting held here in Langlade County on August 16, 2012 and to not exceed \$150, 4 ayes, 1 absent, motion carried. 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 \$1,613,689.64.

Agenda Item #19 Line Item Transfers: None at this time.

Agenda Item #20 Approve Grant Requests: None at this time.

Agenda Item #21 Travel and Training Requests: Gary Olsen and Carlene Nagel to attend the WGFOA fall conference and WGFOA winter conference. Motion by Nye, second by Bostwick to allow Gary Olsen and Carlene Nagel to attend the fall and winter WGFOA conferences, 4 ayes, 1 absent, motion carried.

Agenda Item #22 Review and approve payment of bills: Motion by Nye and second by Bostwick to approve the payment of bills, 4 ayes, 1 absent, motion carried.

Agenda Item #23 Verify Date of Next Meeting: The next meeting will be on Friday, September 7, 2012 at 9:00 a.m.

Motion to adjourn meeting at 12:40 p.m. made by Cahak, second by Nye, 4 ayes, 1 absent, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary