



MEETING MINUTES

Committee: Finance Committee
Date: Friday, August 4, 2017
Time: 8:30 AM
Location: Courthouse, Second Floor, Room 203, 800 Clermont Street, Antigo, WI

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 8:30 AM
2. Roll call was conducted:

| FINANCE COMMITTEE | | | |
|-------------------|------------|---------|--|
| Name | Role | Status | |
| Don Scupien | Chair | present | |
| Pete Pennington | Vice Chair | present | |
| Vernon Cahak | Secretary | present | |
| Ronald Nye | Member | present | |
| Doug Nonnenmacher | Member | present | |

| Non- Committee Members Present | | | |
|--------------------------------|----------------------------|----------------|--------------------------------|
| Name | Interest | Name | Interest |
| Carlene Nagel | Finance Director | Nate Heuss | Facilities Management Director |
| Sue Paycer | IT Department | Tammy Wilhelm | Treasurer |
| Karen Hegranes | Health Department | Sheila Rine | Health/Social Services |
| Alisha Resch | Human Resources Director | Becky Rank | Deputy County Clerk |
| Erik Rantala | Forest Administrator | Joe Novak | Supervisor |
| Brian Braun | Highway Commissioner | Sheriff Westen | Sheriff's Department |
| Art Lersch | UW Area Extension Director | | |

3. Please silence all cell phones:
4. The Committee recited the Pledge of Allegiance:
5. Approval of previous meeting minutes. Motion by Pennington, Second by Cahak to approve the meeting minutes for the July 7, 2017 meeting. All ayes, motion carried.
6. Recognition of others present and public comments on agenda items: Chairman Scupien welcomed the public to the August 4, 2017 Finance Committee Meeting.
7. Update the Committee on the sale of the tax deed parcels on the Public Surplus website: Tammy Wilhelm, Treasurer stated Langlade County took 7 properties for delinquent property taxes. All properties have been sold and paid for through the Public Surplus website except 737 5th Avenue. Langlade County has made a profit of \$103,380.15 on all sold delinquent properties, a Paint Sprayer with an estimated new value of \$800.00 (Maintenance Department to use) and \$599.00 of property sold out of 737 5th Ave. Judy Nagel, County Clerk has been in contact with the bidders of the 737 5th Avenue property, the winning bidder has backed out of the sale, the second bidder is now not interested. Public Surplus has recommended that 737 5th Avenue put back on the auction site.

Motion by Nonnenmacher, second by Pennington accept all bids and place 737 5th Avenue back on the Public Surplus website with the minimum bid of \$12,000. All ayes, motion carried.

Meeting Minutes (Continued)

8. Review and approve of 2018 proposed budget and 2019 budget plan for the County Clerk, Treasurer, Finance, and the Information Services departments:

County Treasurer Budget: Budget presented by Tammy Wilhelm. Motion by Pennington, second by Nonnenmacher to approve the County Treasurer 2018 proposed budget and 2019 budget plan. All ayes, motion carried.

County Clerk Budget: Budget presented by Becky Rank. Motion by Cahak, second by Nye to approve the County Clerk 2018 proposed budget and 2019 budget plan. All ayes, motion carried.

Finance Office Budget: Budget presented by Carlene Nagel. Motion by Pennington, second by Cahak to approve the Finance 2018 proposed budget and 2019 budget plan. All ayes, motion carried

Information Services Budget: Budget presented by Sue Paycer. Discussion held on her department budgetary cuts. Motion Cahak, second by Nonnenmacher to approve the Information Services 2018 proposed budget and 2019 budget plan. All ayes, motion carried.

9. Discuss and approve name change of the Information Services departments: The Information Services Department has had many different names/titles, such as Information Services, IT and Technology Services. Paycer has decided on Information Technology (IT). Cahak asked not to use acronyms first, but to reference the full name then the acronym can be used.

Motion by Nye, second by Cahak to change the name of Information Services Department to Information Technology (IT) Department. All ayes, motion carried.

10. Approve funding for HAWC Committee to have an employee picnic: There have been 2 employee recognition dinners in the past. One was in 2008 at Knights of Columbus and one was a picnic held in August of 2016. Both of these were paid for with insurance proceeds that the County receives. The Health and Wellness Committee (HAWC) would like to plan another outing in September, 2017. Nate Heuss stated the Committee is requesting funds of \$300 for an employee picnic. The funds would cover Arby's roast beef, buns, paper products and water and the rest would be a potluck. Nagel recommended using insurance proceeds to fund the picnic.

Motion by Pennington, second Nye to approve the funds of \$300 be given to the Health and Wellness Committee for an employee picnic funds coming from the insurance proceeds. All ayes, motion carried.

11. Approve a credit limit increase for the County Clerk's County credit card: Judy Nagel the County Clerk is requesting the Clerk credit card limit be increased. The County Clerk makes reservations for County Board members to attend conferences and uses her County credit card for the lodging reservations and conference registrations. The current credit card limit is \$500 and Carlene Nagel suggests increasing it to \$1,000 up to 1,500.

Motion by Cahak, second by Pennington to increase the County Clerk's credit card limit from \$500 to \$1,000. All ayes, motion carried.

12. Update regarding the 2018 budget process: Finance Director Carlene Nagel gave the Committee an update on the Departments' 2018 budget. Nagel stated that most Departments were able to reach the projected budget for 2018 but some are struggling for the 2019 year. Nagel stated that Health insurance will need to be adjusted and Information Technology Department and a few other Departments had a budget reduction sheet. Nagel stated that the Department of Revenue has released the preliminary net new construction rates, so the projected increase in the tax levy would be 0.79%, which would allow the County to increase the tax levy approximately \$70,398. The final budgets will be gone through in September by the Finance Committee. Information only.

Meeting Minutes (Continued)

- 13. Update on the County possibly borrowing in 2019:** Finance Director Carlene Nagel stated that the 2019 borrowing is pending based on the land acquisition. Erik Rantala, Forest Administrator, stated that there was an offer to purchase made, and has not been accepted yet, therefore, until accepted, the final borrowing amount is unknown. September will have more information. Information only.
- 14. Finance Director's report regarding the finances of the County:** Nagel distributed a summary of expenditures and revenues to the Committee. Nagel stated that the 2017 Social Services budget for out of home placements and juvenile care has exceeded the budget. Forestry Department's revenue is lower than projected. Rantala stated that timber sales have decreased due to weather and lower timber pricing.
- Finance Department has done interviews for the Staff Accountant position and has offered the position to a candidate. That candidate has accepted and will be starting in August 14, 2017.
- 15. Information Services Director's report regarding the Information Services department:** Sue Paycer stated that tentatively the week of August 21 or 25, Mel Yarie will work with System Technologies to replace the Omni Caster Server that does all the video recording the replacement of this server will affect multiple departments including the Sheriff's Department, Court House, Impound Building and Dump Station at the Fairgrounds. Paycer will be attending an informal group meeting with multiple counties in Oconto County on Aug 11, 2017. Paycer stated that she will be attending Fall Conference on September 28 and 29, 2017 at the Holiday Inn in Marshfield.
- The Sheriff's Department is looking at replacing their records management system and is willing to work with the Information Technology Department on updating that system.
- Paycer and Nagel had a meeting with Office Enterprises and reviewed the contract, getting an understanding, looking for in the future they may be accepting proposals when the contract is up.
- Paycer stated that the Information Technology Department used to run at a 3 person Department and then Finance Department absorbed that 3rd person into the Finance Department. That position was the Assistant IS Manager and responsible for the AS400 backup, Email administrator, help desk, web design and pc support. Paycer stated the work load has increased, making it a need to prioritize the workload. As of now, Paycer does not have a back up for the Information Technology Department. Discussion held.
- 16. Computer equipment purchases:** Paycer updated the Committee stating that two new employees are utilizing two older computers and Nate has requested a laptop. Nate will be given Gary Olsen's laptop. Information only.
- 17. Approve grant requests:** No grants.
- 18. Verify date of next meeting:** September 8, 2017 at 8:30 a.m., Courthouse Room 203
- 19. Adjournment:** Motion by Pennington, second by Cahak to adjourn meeting at 09:37 a.m. All ayes, motion carried.

Minutes transcribed and submitted¹ by:
BECKY RANK,
DEPUTY COUNTY CLERK
