

## **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., August 8, 2011 by Chairman Bornemann.

Members Present: George Bornemann, Jerrold Burns, Ron Nye, and Judy Karpf.

Members Absent: Dave Solin

Others present: Gary Olsen, Carlene Nagel, Kathy Jacob, Ann Meyer, Brenda Unger, Dale Kangas, George Campbell, Joe Edelman, Patsy Rolo, Tom Madsen, Sheriff Greening, Ann Meyer, Becky Frisch, Gary Bartz and Peg Schroepfer

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 July 19, 2011: A motion was made by Burns to approve the minutes of the July 19, 2011 Finance Committee meeting, second by Nye, all ayes, motion carried.

Agenda Item #3 Land Sales: Special Assessments were discussed with those in attendance from local municipalities. Currently, the County does not have a way of recovering the special assessment fees when the County takes the tax deed and often has a loss on the sale of these properties. The County would like to have an agreement with the municipalities to still settle property taxes with the municipality but the municipality would have to pay the County the cost of special assessments if the property is taken on tax deed. The municipality would have the option to take civil action to collect from the property owner. Kathy Jacob distributed the land sales information at the meeting. Parcel #034-0030.001 in the Town of Wolf River borders DNR property. Motion by Burns to deed parcel #034-0030.001 to the DNR for the public good for access to public land, second by Nye, 3 ayes, 1 no (Karpf), 1 absent, motion carried. Motion by Nye, second by Burns to advertise and sell the tax deed parcels at the following amounts: parcel #201-0171 \$10,000, parcel #201-0341 \$15,000, parcel #201-2778 \$10,000, parcel #201-3105 \$10,000, parcel #002-0914.002 \$25,000, parcel #034-0423.001 \$10,000 and parcel #191-0064 \$20,000. Parcel #030-1421 will remain at \$5,000. Parcel #201-1771 will be advertised for assessed value of \$29,000, 4 ayes, 1 absent, motion carried.

Agenda Item #4 Open proposals for a new plat book: Proposals were opened and received from Rockford Map, Applied Data Consultants, and Mapping Solutions, Inc. Motion by Burns, second by Nye to table this item while the proposals are reviewed, 4 ayes, 1 absent motion carried.

Agenda Item #5 Purchase of stainless steel shower stalls from Jail Assessment Funds: Sheriff Greening is requesting to use jail assessment funds to replace 2 shower stalls with stainless steel shower stalls. Stainless Specialists has quoted \$3,500-\$3,600 for 2 shower stalls which includes installation. One of our Maintenance Department employees will assist with installation and the Sheriff has already talked to the Maintenance Department regarding this. Motion by Burns to approve the replacement of two shower stalls using jail assessment funds, not to exceed \$4,000, second by Karpf, 4 ayes, 1 absent, motion carried.

Agenda Item #6 Request to utilize the former Rasmussen property for parking for a "Smash Cancer & Survive" benefit: A representative was not present at the meeting. No action taken.

Agenda Item #7 Review funding request form White Lake Historical Society: to review the Finance Department. A request for funding for 2012 was received from the White Lake Historical Society. They are requesting \$1,000. Motion by Burns, second by Karpf, to approve the funding request of \$1,000 to White Lake Historical Society, 4 ayes, 1 absent, motion carried.

Agenda Item #8 Review and approve 2012 proposed budget and 2013 plan for the County Clerk, County Treasurer: Motion by Burns, second by Karpf to preliminarily approve the 2012 County Clerk, County Treasurer, Finance Department and I/S budgets and the 2013 plans. 4 ayes, 1 absent, motion carried.

Agenda Item #9 Authority regarding KRONOS access: The Finance Department had received a request from a department to allow a union employee to have access to supervisory duties in Kronos. Gary Olsen and Robin Stowe recommend that this authority be given to only department heads or salaried, administrative employees in a department. The Finance Department is looking for guidance regarding this issue. Motion made by Karpf, second by Nye to restrict changes in Kronos to only be made by salaried, administrative employees, 4 ayes, 1 absent, motion carried.

Agenda Item #10 Children and Families grant request: Social Services Children and Families unit has decided not to pursue this grant.

Agenda Item #11 Discuss Income Maintenance consortiums: Tom Madsen and Gary Olsen updated the committee regarding the issues involved with the State's changes to the Income Maintenance program for 2012. The County has two options. We can either join a consortium made up of other Counties or we could opt out of the consortium. If we decide to join a consortium, there are two consortiums we have available to us. One consortium would be with Marathon and Portage County, the other consortium is made up of northern Counties. There are two different models of consortiums. The hub and spoke model consists of one County in the consortium that acts as the fiscal agent. There are no incentives for being fiscal agent. The other model is a commission model and acts as a stand alone entity. Social Services is able to charge administrative costs towards the Income Maintenance program called AMSO. Under the opt out option, the County could no longer be able to charge administration to Income Maintenance, which would cost the County more tax levy to cover those costs. Quality of service must also be considered. The employees would no longer be Langlade County employees under the opt out option. This item was for discussion purposes only, but a resolution will need to be sent to the Board in August from either the Social Services Committee or the Executive Committee recommending the direction the County should take regarding the Income Maintenance program. This was for informational purposes only.

Agenda Item #12 Request to write off accounts receivable invoices: The Finance Department is requesting permission to write off two accounts receivable invoices. One is for Benjamin Ash. We cannot find a current address for him. The Juvenile Office has tried to help us locate Benjamin, but we have not been able to. His invoice amount is \$3,450. The other invoice is for Charles Jeter. Charles has filed for bankruptcy. His total is \$6,050. Motion by Burns, second by Karpf, to allow writing off these two accounts, 4 ayes, 1 absent, motion carried.

Agenda Item #13 Transfer from Contingency Account for Transportation totaling \$412: The 85.21 Grant for 2011 required a match of \$14,040. This amount is \$412 more than what was budgeted. The request is to allow a transfer of \$412 for the 85.21 grant from the Contingency Account. Motion by Nye, second by Karpf to allow transferring \$412 from Contingency to cover the match of the 85.21 grant for 2011, 4 ayes, 1 absent, motion carried.

Agenda Item #14 Discuss request to purchase radios for vehicles used by Juvenile Court workers: Craig Hotchkiss is requesting funds to purchase two digital radios for the vehicles. Since law enforcement has gone to digital radios, the Juvenile workers are not able to communicate with them. The cost for each radio is \$1,800 for a total of \$3,600. Motion by Karpf, second by Burns to reduce Juvenile Housing budget for 2012 to instead budget \$3,600 for digital radios, 4 ayes, 1 absent, motion carried.

Agenda Item #15 Review charges for computer downloads and printout charges: The City has requested some downloads from the I/S Department for their website. These downloads would happen nightly. With the current fee structure, the City would need to pay \$50/day for these downloads. This is excessive, and the Department feels that \$225 a year would be more reasonable. The County Board passed Resolution #93-2006 that set the fees the I/S Department would charge for computer downloads and printout charges. The resolution was very specific regarding the charges. The I/S Department would like to change this resolution to state that the Finance-I/S Committee will set the fees, this way the Committee will be able to adjust to any situations like this one with the City. Motion by Burns, second by Karpf, to allow the I/S Department to set the fees for computer downloads and printout charges and forward the resolution to County Board, 4 ayes, 1 absent, motion carried.

Agenda Item #16 Review and approval of the 2012 budget and 2013 budget plan for the Finance Department and Information Services: These budgets were approved with item #8.

Agenda Item #17 2012 budget process update: Department's are sending their 2012 budgets and 2013 plans to their committees this month. Most of the departments are coming in at their budget freeze. The Finance Committee will be meeting on August 10<sup>th</sup> to review the capital improvement projects for 2011.

Agenda Item #18 Purchasing computer software and hardware for departments: No items had been purchased to share with the Committee.

Agenda Item #19 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 \$2,578,046.01. The Contingency balance is currently \$90,000.

Agenda Item #20 Line Item Transfers: None at this time.

Agenda Item #21 Approve Grant Requests: None at this time.

Agenda Item #22 Travel and Training Requests: Sue Paycer to attend a GIPAW meeting in Hudson, WI, September 29<sup>th</sup>-30<sup>th</sup>. Gary Olsen to attend the Lean Government conference in Madison on October 10<sup>th</sup>. Cost is \$125 and mileage. Carlene Nagel and Gary Olsen to attend the WGFOA meetings in Wausau in September and in Green Bay in December. Cost would be registration, lodging, and mileage.

Agenda Item #23 Comp time report: The comp time report was distributed to the committee.

Agenda Item #24 Review and approve payment of bills:

Motion by Burns and second by Karpf to approve the Finance Director's report, travel and training requests and payment of bills, 4 ayes, 1 absent, motion carried. Finance Committee has instructed Olsen that comp time balances no longer need to be given to the committee.

Agenda Item #25 Verify Date of Next Meeting: The next meeting will be on Wednesday, August 10, 2011 at 10:00 a.m.

Motion to adjourn meeting at 4:21 p.m. made by Burns, second by Karpf, 4 ayes, 1 absent, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary