

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., December 7, 2012 by Chairman Burns.

Members Present: Jerrold Burns, Bill Bostwick, Vern Cahak and Doug Nonnemacher.

Members Absent: Ron Nye

Others present: Gary Olsen, Carlene Nagel, Karen Hegrans, and Kathy Jacob.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 9:00 a.m. by Chairman Burns, and Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on November 13, 2012: A motion was made by Cahak to approve the minutes of the November 13, 2012 Finance Committee meeting, second by Bostwick, four ayes, one absent, motion carried.

Agenda Item #4 Land Sales: Kathy Jacob reported that two individuals had not paid for their purchases of property from the land sale auction. Kathy sent certified letters and gave them until today to pay. The two parcels that were not paid for were:

Parcel #034-0288.001 N3396 Cty M, Town of Wolf River, Final Bid \$5,200

Parcel #191-0192.001 .38 acre – Village of White Lake, Final Bid \$500

These two properties will be added to the land sale auction next year. The Committee also discussed the Byrne Street property that had to go back to the previous property owners because one of the judgment holders wasn't notified. That property owner has three months to pay the County. If payment is not received, the County can take tax deed to the property. This item was informational only.

Agenda Item #5 Discuss different options for taking delinquent tax deed properties: This item was discussed at the November Finance Committee meeting. Robin Stowe met with Ann Meyer and Kathy Jacob to review the three options to take tax deed: (a) The old method 75.15 (this is the option the County currently uses) which requires notice of application for tax deed to all persons who hold a recorded interest in the property. This method does not bar the interest holders from bringing an action to void the tax deed for failure to follow the notice requirements. (b) Foreclosure of the tax certificate (75.19) similar to foreclosing a mortgage. This would require a court action to sell the property at foreclosure sale – Robin does not believe that any counties use this method. (c) More modern method (that was started in 1948) is the "in rem" process (75.521). This method is used by about half of the counties - the main advantage of this method is that the tax deeds are taken by court action - which bars former owners of interest. This process provides better "closure" or more marketable title for the County. Robin will meet with Ann and Kathy to see if the "in rem" method would cause more work for the departments involved. This item will be brought back to the Committee in January.

Agenda Item #6 Change to the Langlade County Sale or Conveyance of Tax-Deed Property Policy regarding how to handle requests from property owners and creditors to delay taking tax deed to tax delinquent properties after a Notice of Application for Tax Deed has been issued:

The Committee discussed how to handle requests from property owners and creditors to delay taking tax deed to tax delinquent properties. The Committee discussed adding specific language in the Land Sales policy that would require action by the Committee to authorize the delay in taking tax deed when requested by property owners and creditors. This would assure

that County employees would not be put in a position of having to decide whether to grant these requests, but rather the Land Sales Committee should consider these requests. Motion by Nonnemacher to add language to the Langlade County Sale or Conveyance of Tax-Deed Property Policy requiring the Land Sales Committee to approve delaying taking tax deed, second by Cahak, four ayes, one absent, motion carried.

Agenda Item #7 Christmas tree for the Courthouse: Kathy Jacob discussed the possibility of getting an artificial tree for the Courthouse. With the new fire regulations, lights cannot be placed on a real tree. Bostwick asked that the Clerk ask for donations for the tree from employees and County Board members. Motion by Nonnemacher to purchase an artificial tree for the Courthouse, not to exceed \$200 using proceeds from the on-line auction sales, and to have the County Clerk collect donations for the tree, second by Bostwick, four ayes, one absent, motion carried.

Agenda Item #8 Selection of Administrator for the CDBG program: Gary Olsen had sent out Requests for Proposals for an Administrator to administer the CDBG grant program for the Northwoods Consortium. Olsen sent copies of the proposals to the Finance Committee. The proposals were reviewed and ranked. The ranking of the proposals was based on references, project delivery costs, experience, level of service provided and administrative cost. Motion by Nonnemacher, second by Bostwick to select Crispell-Snyder as the third party administrator for our CDBG consortium and send a resolution to County Board, four ayes, one absent, motion carried.

Agenda Item #9 Discuss purchasing new conference room chairs for the Law Library: The conference room chairs in the Law Library are very old and Olsen was asked to find out how much eight new chairs would cost. Olsen has two quotes for chairs. One from Clermont for \$98 a chair for a total of \$784, and one from Office Supplies for \$102 a chair for a total of \$816. Motion by Nonnemacher to purchase eight chairs from Clermont Printing using the proceeds from the online auction sales, second by Cahak, four ayes, one absent, motion carried.

Agenda Item #10 Request for a County credit card for Pam Jankowski in the Maintenance Department, with a credit limit of \$250: Pam Jankowski needs to mail different items and pay some of the smaller Maintenance bills using a credit card. Maintenance requested a card for Pam with a credit balance of \$250. Motion by Cahak, second by Nonnemacher, to approve a County credit card for Pam Jankowski with a credit limit of \$250, four ayes, one absent, motion carried.

Agenda Item #11 2014 Budget/2013 Mid-year review calendar: A 2014 Budget/2013 Mid-year review calendar was distributed at the meeting. Motion by Bostwick to approve the 2014 Budget/2013 Mid-year review calendar, second by Cahak, four ayes, one absent, motion carried.

Agenda Item #12 Discuss meeting date for a special Finance Committee meeting to discuss investments: Per the Committee's discussion at the November meeting, a date for a special committee meeting to discuss the investments needs to be set. The Committee agreed to begin discussing this issue at the January 4, 2013 Finance Committee meeting. A couple of special meetings might be needed to conclude their findings.

Agenda Item #13 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: 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 \$1,598,144.32. County Clerk is over budget because of elections. Workers Comp and liability insurance will be over budget due to employees transitioning to ADRC and we were unable to capture the revenue. The District Attorney might be over budget due to the Victim Witness revenue being reduced. The County Board budget may be over budget because of tax sales. The Committee will address these over budget amounts at their meeting in January. Motion by Bostwick to approve the Finance Director's report, second by Nonnemacher, four ayes, one absent, motion carried.

Agenda Item #14 Line Item Transfers: None at this time.

Agenda Item #15 Approve Grant Requests: Karen Hegrenes would like to apply for the Community and Systems Interventions grant from JBS Vaccine to increase the adult population vaccinated for Pertussis in the County and to provide vaccinations to those who do not have insurance. This could also include the flu vaccine. The grant is due December 21, 2012 and the Health Department would receive notification by January 21, 2013 and funds need to be spent by August 31, 2013. The Health Department would like to apply for this grant and request \$5,000 for wages spent on hours above the normal work day, for advertising and possible incentives. There is no County match required for the grant. Motion by Nonnemacher to approve the Health Department applying for the Community and Systems Interventions grant, second by Bostwick, four ayes, one absent, motion carried.

Agenda Item #16 Travel and Training Requests: None at this time.

Agenda Item #17 Review and approve payment of bills: The bills were reviewed and discussed.

Agenda Item #18 Verify Date of Next Meeting: The next meeting will be a joint meeting with Executive Committee on Monday, December 10, 2012 at 7:30 a.m. and the next Finance Committee meeting will be on Friday, January 4, 2013 at 9:00 a.m.

Motion to adjourn meeting at 9:52 a.m. made by Nonnemacher, second by Cahak, four ayes, one absent, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary