

Minutes of Lenglade County Finance/Information Services Committee Meeting

The meeting, in the Law Library of the Lenglade County Courthouse was called to order at 8:30 a.m., February 10, 2017 by Chairman Scupien.

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

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Don Bergbower, Nate Heuss, Ron Barger, Chet Haatvedt, Tammy Wilhelm, Sheriff Schunke, Brian Braun, Jim Jansen, and Judy Nagel

Agenda Item #1 Call the meeting to order: The meeting was called to order at 8:30 a.m. by Chairman Scupien, and the Pledge of Allegiance was recited.

Agenda Item #4 Approve the minutes of the previous Finance meeting on January 6, 2017: A Motion was made by Cahak, second by Pennington to approve the minutes of the January 6, 2017 meeting, all ayes, motion carried.

Agenda Item #5 Recognition of others present and public comments on agenda items: The Committee recognized those in attendance.

Agenda Item #6 Funding needed for required 911 system upgrade: Frontier informed Lenglade, Marathon, Lincoln, Oneida, Vilas, and Forest Counties that the routers for our current 911 system will not be supported as of 12/31/17. This notice came as a total surprise to all counties involved. The actual costs of the upgrade are not known at this time, but we have been told the project will cost more than \$100,000 for our county. The 911 system is critical to the operations of the county. Because of this fact, it will be imperative to get this upgrade done as soon as possible. Because of the short timeline, it is proposed that a resolution be sent to the County Board authorizing this work to take place. Funding would come from up to \$100,000 from the General Fund and any excess Jail prisoner revenue from 2017 being applied to the project. Sheriff Schunke is working on getting a contract in place from Marathon County for us to house 25 of their prisoners. This revenue can then be used to help pay for the 911 upgrade. Motion by Pennington, second by Cahak, to allow the transfer of up to \$100,000 from the General Fund for the upgrade of the 911 system, with any available funding from excess prisoner revenue being applied to the project, all ayes, motion carried.

Agenda Item #7 Request to purchase copier for the Maintenance Department using Computer Replacement Funds: The copier in the Maintenance Department has hit its end of life age and can no longer be repaired. A new copier will cost \$2,100 for the department. The funding for this purchase would come from the Computer Replacement Fund. Motion by Nye, second by Cahak, to purchase a copier for the Maintenance Department using Computer Replacement Funds, all ayes, motion carried.

Agenda Item #8 Request to create a Maintenance Project Fund: Every year the Maintenance Department has money remaining either from unfinished projects or from being under in their budget. Some of this money is usually carried forward to help finish projects or to complete new

projects that need to be done. Because it is important for the Maintenance Department to keep up on the projects around the County, it is being proposed that the carryover funds be placed in a Maintenance Project Fund. This fund would work similar to the Computer Replacement Fund. The Maintenance Director would have to follow the purchasing policy pertaining to projects with a cost over \$7,500. The Public Property Committee approved this idea at their February Committee meeting. Motion by Cahak, second by Nonnenmacher, to create a Maintenance Project Fund for the Maintenance Department, all ayes, motion carried.

Agenda Item #9 Request for funding for consultant proposals for the Highway Building project: The Highway Building Ad Hoc Committee has sent forward a request for funding to help pay for consultants who will complete some of the plans needed for the proposed building. The Finance Committee will need to approve the funding for these consultants. The cost for the HVAC/Electrical plan is \$21,800 and the cost of the structural plan is \$3,600 for a total of \$25,400. Funding would need to come from the General Fund until the borrowing is approved. Motion by Nonnenmacher, second by Pennington, to approve \$25,400 in funding for the consultant proposals for the Highway Building project, to be transferred from the General Fund, all ayes, motion carried.

Agenda Item #10 Request for county credit cards for the Register of Deeds, Jail Lieutenant, and a dispatcher position: Requests have been received for a County credit card for the Register of Deeds with a credit limit of \$350, the Jail Lieutenant with a credit limit of \$5,000, and a Dispatcher, Paula Resch, for \$2,500. Motion by Pennington, second by Scupien, to approve County credit cards for the Register of Deeds with a credit limit of \$350, the Jail Lieutenant with a credit limit of \$5,000, and a Dispatcher, Paula Resch, with a credit limit of \$2,500, all ayes, motion carried.

Agenda Item #11 Request for additional Mi-Fi units for Juvenile employees: The Mi-Fi units that were purchased for the Social Workers have been very effective. Because of this, Ron Barger would like to order four more units. Two are for the Juvenile workers, one is for the Foster Care Coordinator and one is for an Energy Assistance worker. The cost for the units is \$10 each for a total of \$40 per month. The funding for these units will come from the Social Services budget. Motion by Pennington, second by Nonnenmacher, to approve purchasing four more Mi-Fi units, all ayes, motion carried.

Agenda Item #12 Review request to accept a donation of land: Dennis Pecha had corresponded with Robin Stowe that he was going to pay the back taxes on the property he owns and then donate the property to the County. The Committee has been considering this property at their past two meetings. Mr. Pecha has paid the delinquent taxes and has completed the donation form. Judy Nagel will contact Economic Development to see if they can contact the adjacent land owner. No action was taken at this time.

Agenda Item #13 Review casual employee listing for 2016: The Finance Committee has the responsibility of reviewing the casual employee listing each year. This is needed for departments to maintain their current level of casual employee staffing. A copy of the casual employee listing was provided at the meeting. Motion by Cahak, second by Nonnenmacher, to approve the casual employee listing for 2016, all ayes, motion carried.

Agenda Item #14 Approve transfer from the Contingency Account to cover advertising expenses for the Human Resource Director position for 2016: A transfer of \$4,977 is needed to cover the

advertising costs for the Human Resources Director. The transfer can come from the Contingency Account. Motion by Nye, second by Pennington, to approve transferring \$4,977 from the Contingency Account to cover advertising expenses for the Human Resource Director position for 2016, all ayes, motion carried.

Agenda Item #15 Request to purchase the ePayroll software option for the payroll system: Some employees have requested that payroll checks be sent electronically. An addition to the County's payroll system would allow for pay stubs to be emailed electronically, and the employees would have access to the current year and one prior year of stubs. W2's can also be sent using the system. The system will also aid in streamlining the payroll process. The cost for the program is a onetime payment of \$2,775 and then annual maintenance of \$2,400. The Finance Department has carry forward funds that can be utilized for the one-time payment. The ongoing costs can also be covered in the Finance Department budget due to the increase in unbudgeted revenue for CDBG grant administration. Olsen will send an email to survey the employees about having this option available. Motion by Nonnenmacher, second by Scupien to allow the purchase of the ePayroll software option for the payroll system, with funding coming from the Finance Department budget, all ayes, motion carried.

Agenda Item #16 Review department's 2016 budget: Olsen distributed the department's 2016 budgets as of today and reviewed them with the Committee. This was for information only.

Agenda Item #17 Request to add 10 additional phone lines with funding coming from the Computer Replacement Fund: There was a project in Dispatch and it has used up all of our available phone lines so we are in need of more phone lines. The cost of adding 10 more phone lines would be \$1,834.47. Motion by Nye, second by Scupien to approve purchasing 10 additional phone lines with funding coming from the Computer Replacement Fund, all ayes, motion carried.

Agenda Item #18 At approximately 9:30 a.m. consider moving into closed session pursuant to Section 19.85 (1)(c)&(f), to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social, or personal histories of an individual to consider assignment of and compensation for interim Human Resource Director duties, consider refilling the vacant casual employee position in the Finance Department, and transfer of funds to cover these costs from the Human Resource budget: It was not necessary for the Committee to move into closed session. Olsen shared a list with the Committee of who will complete the interim job duties for HR during the vacancy. The Personnel Committee approved moving Alisha Resch to the 12 month step on the Payroll & Benefits Administrator position as she assists in some of the HR duties. The Finance Department is utilizing another County employee to assist with scanning during the interim. Motion by Pennington, second by Nonnenmacher, to approve a casual employee if needed, up to 1,000 hours, to help out until a HR Director is hired, all ayes, motion carried.

Agenda Item #19 At approximately 9:45 a.m., return to open session with possible action taken on any matters discussed in closed session: No action needed.

Agenda Item #20 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: The Finance Department should have the 2016 financials closed out within the next month. With the additional HR duties that

the Finance Director has taken on, the backup procedures for the Highway Department will be on hold until about April. Olsen reviewed the budget to actual listing and balance sheet with the Committee. The current balance in the Self Funded Health Insurance account is \$1,794,420. Motion by Pennington, second by Nye, to accept the Directors report, all ayes, motion carried.

Agenda Item #21 Line item transfers: None at this time.

Agenda Item #22 Computer equipment purchases. None at this time.

Agenda Item #23 Approve Grant Requests: None at this time.

Agenda Item #24 Verify Date of Next Meeting: The next meeting is scheduled for March 10, 2017 at 8:30 a.m. Motion to adjourn the meeting at 10:02 a.m. made by Nye, second by Pennington, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary