

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 10:00 a.m., February 8, 2013 by Chairman Burns.

Members Present: Jerrold Burns, Bill Bostwick, Vern Cahak, Ron Nye and Doug Nonnenmacher.

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Kim Van Hoof, Ann Meyer, Kathy Jacob, Sheriff Greening, Marilyn Baraniak, Robin Stowe and Rick Bina. Kelly Brown via phone.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 10:00 a.m. by Chairman Burns, and Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on January 11, 2013: A motion was made by Cahak to approve the minutes of the January 11, 2013 Finance Committee meeting, second by Nonnemacher, all ayes, motion carried.

Agenda Item #4 Land Sales: None at this time.

Agenda Item #5 Discuss juvenile restitution and clean up request for damaged White Lake property: At last month's meeting, Kathy Jacob discussed the damage that happened to the tax deed property in White Lake. Craig Hotchkiss would like the juvenile to pay restitution for the damage. The estimate to repair the windows is \$3,300. Kathy will contact Duke Packard to see if he still has an interested buyer in this property. If Duke does not have interested buyer, then Willie Bostwick will pursue contacting the Wolf River Fire Department to see if they would be interested in burning the house on the property. Motion by Nye, second by Cahak, for Kathy Jacob to contact the Maintenance Department to furnish the Judge with the estimates of damages to the property for juvenile restitution, all ayes, motion carried.

Agenda Item #6 Request from the City of Antigo to exchange the Edison Street property for an acre in the Industrial Park: Robin Stowe met with the City regarding the property the County owns on Edison Street. The City will not allow the County to build a storage facility on that property because of this property being located in the area of their Revitalization Plan. The City has offered to exchange the Edison Street property for another piece of property that the City owns. Since the property on Edison Street was taken on tax deed, the Finance Committee needs to approve the transfer. The properties the City is willing to exchange with the County are located on Arctic Street and on Deleglise Street. The Public Safety Committee has determined the Deleglise Street property to be the best option for the exchange. Motion by Nye, second by Cahak, to approve exchanging the Edison Street property with the City of Antigo for the Deleglise Street property, provided the amount of land equals the amount of land we need for the storage building and to forward to the resolution to County Board, all ayes, motion carried.

Agenda Item #7 Discuss public hearing regarding "in rem" option for taking delinquent tax deed properties: This item was discussed at the January Finance Committee meeting. The "in rem" process (75.521) was started in 1948 and 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. A former owner can only challenge the judgment before the court date; however, the "in-rem" process does take more time. The Finance Committee approved last month to adopt an ordinance for the "in-rem" process and then this process would be available to use on certain properties. Robin has drafted the notice for the Public Hearing. Effective January 1, 2014 the County could then use the "in-rem" process as an option. Motion by Nye, second by Nonnemacher, to move forward and have the Public Hearing at the March Finance Committee, all ayes, motion carried.

Agenda Item #8 Request to transfer funds from Risk Reserve for Social Services: Kim Van Hoof is requesting \$42,000 from the Risk Reserve fund to pay Family Counseling Services for a .5 FTE Therapist for Intensive In-Home Services to serve 4-5 families. The contract with Lutheran Social Services for In-Home Services ended December 31, 2012 but Social Services still has a need for in-home services. Kim would also like to use \$5,706.91 from the reserve for the social workers to work an extra 5 hours per week from February 11 through the end of March. Motion by Bostwick to transfer \$47,706.91 from the Risk Reserve to fund Family Counseling Services and to fund an extra 5 hours per week for the social workers from February 11 through the end of March, second by Cahak, all ayes, motion carried.

Agenda Item #9 Request to transfer funds from the General Fund to cover wages for Social Workers to be salaried: Kim Van Hoof would like to make the Social Workers salaried as of April 1st. To do this, Kim has suggested increasing the salaries for the Social Workers to be equal to 40 hours. There would be an additional cost for this increase. This was approved by the Social Services Committee. The Personnel Committee has asked that this item be studied so no action is needed at this time.

Agenda Item #10 Request for a credit card for Nathan Gilbert and a line item transfer for Forestry to purchase a desk: The Forestry Department is requesting a credit card for Nathan Gilbert with a limit of \$2,500. As Assistant Forest Administrator, Erik had a credit card limit of \$2,500. The Forestry Department is also requesting a line item transfer for the purchase of a desk from 100.92.569310.0000.2490 to 100.92.569300.0000.3180 of \$1,114.05. Motion by Bostwick, second by Cahak, to approve the credit card for Nathan Gilbert with a credit limit of \$2,500 and to approve the transfer of \$1,114.05 within the Forestry budget to purchase a desk, all ayes, motion carried.

Agenda Item #11 Request from the Sheriff's Department to purchase a server for the new squad car cameras: The Sheriff requested permission to purchase a server to store the videos from the squad car cameras. The cost of the server will be \$3,490. The purchase price will be covered by the Tribal grant from the State. Motion by Nonnemacher, second by Bostwick, to approve the purchase of the server using the Tribal grant, all ayes, motion carried.

Agenda Item #12 County Board budget: The Executive Committee has requested that the Finance Committee discuss how to fund flowers for deceased County Board members, or their family members. Currently, County Board members contribute towards the costs and the County Board Vice Chairman purchases the flowers. With this process, there are usually extra donations remaining that the Vice-Chairman would like to have deposited in the County Board account to be used for these purposes. Motion by Cahak, second by Bostwick, to deposit the donations with the Treasurer in the County Board's account, all ayes, motion carried.

Agenda Item #13 2012 Budget overages for departments: Gary Olsen reviewed each department's budget with the County. County Clerk is over budget because of elections. County Board is over budget because of several parcels having to be sold on tax deed.

Workers Comp and liability insurance will be over budget due to employees transitioning to Family Care and the ADRC and the County was unable to capture the revenue. Clerk of Court is over budget due to budgeted revenue not received. Social Services is over budget due to substitute care costs. The Health Department is over budget due to budgeted revenue not received. Motion by Bostwick, second by Nonnemacher to cover the \$16 budget shortfall from District Attorney and \$626 shortfall from the Misc. Health and Human Services for unemployment costs for ex-Aging employees from the contingency fund, all ayes, motion carried. Final 2012 budget overages will be brought back to the Committee in March.

Agenda Item #14 Review Casual Employee Listing for 2012: Per the casual employee policy, the Finance Committee needs to review the casual employee listing each year. A copy of the 2012 casual employee listing was distributed at the meeting. Motion by Cahak, second by Bostwick, to accept the Casual Employee Report for 2012, 4 ayes, 1 absent, motion carried.

Agenda Item #15 Review County Investment Policy: Kelly Brown from American Deposit Management discussed the County's investment policy with the Committee. Kelly discussed with the committee how American Deposit Management could assist the County with our investments.

Agenda Item #16 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 \$1,439,383.76.

Agenda Item #17 Line Item Transfers: Kim Van Hoof has asked the Public Property Committee for \$890 from the sale of the squad to cover the cost of repairs already incurred this year. Revenue from the sale of the squads does get returned back to the General Fund unless it is replaced with similar equipment. The 2013 Social Services budget line for vehicle repairs is \$1,500. Since \$890 has already been spent on the squad that is being sold, this budget line will be monitored throughout the year and will be brought back to the Committee if needed.

Agenda Item #18 Computer equipment purchases: None at this time.

Agenda Item #19 Approve Grant Requests: None at this time.

Agenda Item #20 Travel and Training Requests: None at this time.

Agenda Item #21 Verify Date of Next Meeting: The next meeting will be on Friday, March 8, 2013 at 9:00 a.m.

Motion to adjourn meeting at 11:55 a.m. made by Nonnemacher, second by Bostwick, 4 ayes, 1 absent, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary