

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 8:30 a.m., January 6, 2012 by Chairman Bornemann.

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

Members Absent: Dave Solin

Others present: Gary Olsen, Carlene Nagel, Crystal Wells, Gary Bartz, Ann Meyer, Kathy Jacob, Robin Stowe, Dennis Klement, Chris Berry, Paul Millan and Ann Mihalko.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 8:30 a.m. by Chairman Bornemann.

Agenda Item #2 Approve the minutes of the previous Finance meeting on December 12, 2011: A motion was made by Nye to approve the minutes of the December 12, 2011 Finance Committee meeting, second by Burns, four ayes, one absent, motion carried.

Agenda Item #3 Land Sales: The County took tax deed on parcel #201-2778 but has been working with the owner to repurchase his property. A resolution was sent to the County Board to allow the owner to repurchase the property if the owner agreed to reinstate the existing loans against the property. The homeowner had paid the amount of the back taxes with interest, but had failed to sign the necessary paperwork to reinstate the loans, so the resolution was referred back to the Committee. Robin Stowe had tried to contact the individual, and even sent Law Enforcement to the house, but there was never a response. Recently, the homeowner contacted Corporation Counsel because he was in the hospital with an injury. Stowe asked the Committee whether or not they wanted to allow the owner to still sign the documents to retain the property. Motion by Burns, second by Nye to allow the homeowner to sign the paperwork today, and to take a resolution to the County Board to allow the owner to retain his property. If the homeowner does not sign the paperwork today, Stowe will proceed with the small claims eviction notice, four ayes, one absent, motion carried.

Agenda Item #4 Sale of parcel #'s 034-0030.01, 034-0024.001 and 034-0019.001: This item was carried over from the last Finance Committee meeting. At the December committee meeting, it was discussed to give these three parcels to the adjoining land owners if they will make an agreement with the DNR regarding easements to the adjoining DNR land. The DNR is asking for a walking easement on these properties. The DNR and Corporation Counsel have been working with the landowners. This item was tabled and will be brought back to committee once the land owners have worked out an agreement with the DNR.

Agenda Item #5 Update regarding special assessments on tax deed property: With the new procedures for tax settlement, the County will not settle for special assessments unless the entity has signed the new agreement. The question of who is responsible to pay the special assessments once the County has taken the tax deed was discussed by the Committee. To avoid the special assessments for snow removal and lawn cutting, Olsen recommends the County contract with a snow removal/lawn cutting service to care for the properties. Motion by Burns, second by Karpf to pay the City of Antigo the special assessments of \$685.64 for utility charges and weed cutting for a property the County took on tax deed, four ayes, one absent, motion carried.

Agenda Item #6 Funding for Camp Susan roof: The estimated cost for a new roof at Camp Susan is \$45,000. Public Property has agreed to pay the \$45,000 up front with an agreement with 4-H that they will repay the County \$30,000. Their payments will be \$6,000 a year over a five year period. Motion by Nye, second by Burns, to allow the transfer of \$45,000 from the General Fund with 4-H reimbursing the County \$6,000 each year for 5 years after construction is completed, four ayes, one absent, motion carried.

Agenda Item #7 Request for cell phone for Highway Department: The Highway Committee has approved a cell phone to be kept in the Highway Office. The phone would be used for emergencies and as a spare phone. The County does have room for one additional phone on the County contract. The cost would be \$11.66 a month. Motion by Nye, second by Karpf to approve the cell phone for Highway Department, four ayes, one absent, motion carried.

Agenda Item #8 Update regarding the Economic Development Revolving Loan Fund: Chris Berry, from the Economic Development Corporation, was present to discuss some State proposed changes to the Economic Development Revolving Loan Fund. There is a possibility of the Economic Development funds becoming regionalized which could jeopardize some of their administrative funding, and the availability of the loan funds. This was informational only. Chris will continue to update the committee as more information becomes available.

Agenda Item #9 Discuss utilizing interns from NTS to assist with the installation of the phone system: NTC contacted the County to see if we would be willing to use interns from the college to help with the installation of the new phone system. Gary Olsen feels this help would be greatly appreciated. The interns would not be paid, but would receive college credit for their work. Motion by Karpf, second by Burns to allow an intern for the installation of the phone system, four ayes, one absent, motion carried.

Agenda Item #10 Request to increase credit card limit for Kim Van Hoof in Social Services: The Finance Department received a request to increase the credit card limit for Kim Van Hoof in the Social Services Department. Kim's current credit card limit is \$250. Gary Olsen did not receive a response from Kim regarding the amount of the increase and why this is needed. This item was not acted on.

Agenda Item #11 Request to donate old tax rolls to the Historical Society: Ann Meyer discussed the request that the old tax rolls be donated to the Wisconsin State Historical Society in Stevens Point. The Historical Society has requested copies of the old tax rolls up to 1900. They would then like each year that ends in a five or zero. They will clean and restore the records. The Committee recommends Ann give the tax rolls older than 1970 to the Historical Society.

Agenda Item #12 Funding for one-half of Library severance: A Library employee has retired, and the City of Antigo billed the County for ½ of the severance pay. The amount totals \$6,230.71. This amount was not included in the Library's 2011 budget. A transfer is needed to cover this expense. The funds can come from the Contingency Account. Motion by Burns, second by Karpf, to allow the transfer of \$6,230.71 from the Contingency Account for the Library severance pay, four ayes, one absent, motion carried.

Agenda Item #13 Update regarding block grant repayment: Brenda Lukas from the Housing Authority informed the County that the DOT had paid a Block Grant recipient \$1,976.12 for the sale of a portion of their land for a right of way. The check was sent to the home owner. The check was made payable to the home owner and the County, but the home owner had cashed

the check. The owner was able to cash the check, due to a bank error. Brenda had explained that the County usually takes all the checks for the Wisconsin Fund Grants and applies them to the home owner's block grant. Brenda had asked the County for guidance regarding this matter. It was determined that \$800 of the check was repayment for surveying costs. It was also decided to split the remaining \$1,176.12 between the County and the home owner. At this time, the home owner is issuing a check back to the County. This was for informational purposes only.

Agenda Item #14 Discuss Forest County's request for financial personnel assistance: The Forest County Chairman had contacted Dave Solin about the possibility of Forest County contracting with Langlade County for some Finance Department assistance. Gary Olsen was also contacted by Forest County's County Clerk about this possibility. Paul Millan, Forest County's Finance Committee Chairman and Ann Mihalko, Forest County's County Clerk were present to discuss this matter with the Committee. Olsen expressed a concern regarding having enough time to handle both Langlade County and Forest County financial matters. Forest County is looking for maybe one day a month of help to assist with budget. Ann Mihalko explained that Forest County is able to keep up with the day to day financial operations; they would just like some assistance with the more complex financial duties. Motion by Nye, second by Karpf to allow Gary Olsen and Carlene Nagel to travel to Forest County for one day to review their financials and to allow Gary Olsen and George Bornemann to meet with their Finance Committee and report back to our Finance Committee in February, four ayes, one absent, motion carried.

Agenda Item #15 Purchasing computer software and hardware for departments: None at this time.

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. The books are not closed for 2011, but it looks like the departments should all come in under budget. Olsen also distributed a copy of the Balance Sheet to the Committee. The current balance in the Self Funded Health Insurance account is \$1,898,573.56. The Contingency balance is currently \$147,834.79. Motion by Burns, second by Karpf, to accept the Finance Director's report, three ayes, two absent, motion carried.

Agenda Item #17 Line Item Transfers: None at this time.

Agenda Item #18 Approve Grant Requests: None at this time.

Agenda Item #19 Travel and Training Requests: Carlene Nagel to attend the Sales & Use Tax seminar in Wausau on January 24, 2012. Cost would be mileage and a meal. Gary Olsen to attend a LEAN conference in Madison on February 9, 2012. Cost would be \$125 for registration, lodging, mileage, and meals.

Agenda Item #20 Review and approve payment of bills: Motion by Karpf and second by Burns approve the travel and training requests and payment of bills, three ayes, two absent, motion carried.

Agenda Item #21 Verify Date of Next Meeting: The next meeting will be on Monday, February 13, 2012 at 2:00 p.m.

Motion to adjourn meeting at 10:00 a.m. made by Burns, second by Karpf, three ayes, two absent, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary