

## **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., July 5, 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, Debi McGregor, Angel Zimmerman, Michelle Arrowood, Robert Tomczak and Gail Dunlop

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

Agenda Item #3 Approve the minutes of the previous Finance meeting on June 5, 2013: A motion was made by Nonnenmacher, seconded by Cahak, to approve the minutes of the June 5, 2013 Finance Committee meeting. All ayes, motion carried.

Agenda Item #4 Land Sales:

The County received a bid of \$3,000 from Robert Tomczak on parcel #030-1768 in the Town of Upham. Motion by Bostwick to accept the bid of \$3,000 on parcel #030-1768 second by Nye, all ayes, motion carried.

Agenda Item #5 Funding for service groups: Each of the service groups were sent a copy of the funding request form that was due by June 28<sup>th</sup> to the Finance Department. Requests were received from the Boys and Girls Club, Avail, Family Corner Resource Center and White Lake Historical Society. Olsen explained to the service groups the County's new budgeting procedures for 2014 and 2015 that the Departments must follow. He also explained that any funding approved at the meeting today, could be reduced as the budget process moved forward. Each of the service groups addressed the Committee with their requests. A motion by Bostwick to fund the Boys & Girls Club a maximum amount of \$10,000, to be reduced if needed, to be used for services for the Elcho and White Lake students, second by Nye, all ayes, one no (Nonnenmacher), motion carried. Motion by Bostwick, second by Nye, to fund Avail a maximum amount of \$13,500, for evening and weekend services, to be reduced if needed, all ayes, one no (Nonnenmacher) motion carried. Motion by Cahak, second by Nye, to fund Family Corner Resource Center a maximum amount of \$12,500, to be used for parenting classes, to be reduced if needed, all ayes, one no (Nonnenmacher) motion carried. The Committee requested the White Lake Historical Society to be present at the August meeting to discuss their funding request.

Agenda Item #6 Permission to purchase a conference table, chairs, and fire proof filing cabinet with CDBG Admin grant funds: The Community Development Block Grant (CDBG) is requiring the County to purchase a fire proof filing cabinet to keep all of the CDBG files in. Gary Olsen also requested permission to purchase a conference table and four chairs for the new office space that will be utilized in the basement of the Safety Building for Finance and I/S staff. This table and chairs will allow a place for the CDBG grant administrator to meet with potential clients. The cost of these purchases will be offset by the CDBG Administration portion of the grant funds. Quotes were requested from Clermont and Office Supplies 2U. Motion by

Bostwick, second by Nye, to allow purchasing the filing cabinet and table and chairs for a total of \$2,280.89 from Office Supplies 2U with CDBG Admin funds, all ayes, motion carried.

Agenda Item #7 Cost to connect the security cameras in the Courthouse to the current OMNICAST system: A couple of months ago, the maintenance and upkeep of the security camera system in the Courthouse was transferred to the I/S Department. Lightning struck the Courthouse on June 21, 2013 causing damage to many of the electronics in the courtrooms. The security system and cameras were damaged in the storm. Gary Olsen is proposing that instead of purchasing a replacement system, that the system be added to the current OMNICAST system that is used for the video for the Sheriff's Department and Jail. The cost to do this will be \$2,690, plus \$430 for new disk drives. This is much cheaper than purchasing a new system. The cost of the new cameras is not known yet. The company was in the courtroom on Tuesday, and they had not sent a quote for the replacement of the cameras. This should be covered by the County's insurance, since the old system was destroyed by lighting. Any funding not covered by insurance would need to come from the computer replacement fund. Motion by Nye, second by Cahak, to approve replacing the security cameras with funds from the computer replacement fund, if needed, not to exceed \$3,000, all ayes, motion carried.

Agenda Item #8 Purchase of a network switch for the Jail and a backup phone switch for the 911 system: The current Jail network switch is full. It is proposed that a new HP 48 port switch be purchased to give the added room and back up capabilities for the Jail and dispatch 911. The cost of the switch is \$2,629. An analysis of the phone system was also completed, now that it has been running for a year. Camera Corner has suggested that a backup phone switch be purchased, to minimize any potential down time for 911 due to a switch failing. The cost for the switch is \$2,692. The funding would need to come from the computer replacement fund. Motion by Nye, second by Nonnenmacher, to approve purchasing an additional Jail switch and a backup phone switch for 911, at a total cost of \$5,321 with funds from the computer replacement fund, all ayes, motion carried.

Agenda Item #9 Update regarding emergency purchase of UPS units: The County experienced a lightning strike at the Courthouse on Friday, June 21<sup>st</sup> that took the phone system down. The direct hit destroyed one UPS unit and it was discovered that the other unit was not big enough to keep the switches running without a loss of power. Camera Corner was contacted and two replacement UPSs were ordered. The cost of the units will be \$676 and \$990. Because 911 is down if the UPS units will not keep power running, it was important to get these UPS units replaced immediately. Gary Olsen contacted Jerry Burns to get permission to order the units.

Agenda Item #10 Audit RFP: Gary Olsen would like to know if the Committee would like to have him submit a request for proposal (RFP) for audit services, or look at another three year contract with Schneck. Motion by Bostwick to offer another three year contract to Schneck if they will freeze the current contracted price for three years, if not, then Olsen will need to request proposals for audit services, second by Nonnenmacher, all ayes, motion carried.

Agenda Item #11 Discuss Economic Conditions: Bostwick discussed a possible change to the Board Rules regarding the duties of the Finance Committee pertaining to investment of County funds. Olsen will forward the request to Corporation Counsel and the Executive Committee.

Agenda Item #12 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 \$1,271,980.52.

Agenda Item #13 Line Item Transfers: None at this time.

Agenda Item #14 Computer equipment purchases. The lightning strike also destroyed the sound system in the large courtroom. When the technician from Camera Corner came to investigate was needed to be replaced, the Judge requested that walk around rechargeable microphones be purchased for the attorneys to utilize. The cost for the rechargeable microphones is \$5,495 and would need to come from the computer replacement fund. Olsen also explained that the County is in need of wireless internet connections in various locations in the County and it would cost \$3,010 to install it. Motion by Nye, second by Cahak, to purchase the rechargeable microphones, to install wireless internet and to purchase items destroyed by lightning for a total of not to exceed \$11,505 using computer replacement funds, all ayes, motion carried.

Agenda Item #15 Approve Grant Requests: None at this time.

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

Agenda Item #17 Verify Date of Next Meeting: The next meeting will be on Thursday, August 8, 2013 at 2:00 p.m.

Motion to adjourn meeting at 11:38 a.m. made by Bostwick, second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary