



## MEETING MINUTES

**Committee:** Finance Committee  
**Date:** Friday, July 7, 2017  
**Time:** 8:30 AM  
**Location:** Courthouse, Second Floor, Room 203, 800 Clermont Street, Antigo, WI

The following discussion was held by the Committee at the meeting detailed above:

1. Meeting called to order at 8:30 AM
2. Roll call was conducted.

FINANCE COMMITTEE			
Name	Role	Status	
Don Scupien	Chair	present	
Pete Pennington	Vice Chair	present	
Vernon Cahak	Secretary	present	
Ronald Nye	Member	present	
Doug Nonnenmacher	Member	present	

  

Non- Committee Members Present			
Name	Interest	Name	Interest
Carlene Nagel	Finance Director	Sam Hardin	Supervisor
Sue Paycer	IT Department	Tammy Wilhelm	Treasurer
Ron Barger	Health and DSS Director	Elizabeth Constable	District Attorney
Alisha Resch	Human Resources Director	Judy Nagel	County Clerk
Erik Rantala	Forest Administrator	Mark Westen	Sheriff
Robin Stowe	Corporation Counsel	Brad Viegut	Baird Managing Director

3. Please silence all cell phones.
4. The Committee recited the Pledge of Allegiance.
5. Approval of previous meeting minutes. Motion by Vern Cahak, Second by Ron Nye to approve the meeting minutes for the June 9, 2017 meeting. All ayes, motion carried.
6. Recognition of others present and public comments on agenda items: Chairman Scupien welcomed the public to the July 7, 2017 Finance Committee Meeting.
7. Discuss and take possible action on check received for Land Sale Property (Parcel #201-0040): Tammy Wilhelm, Treasurer, presented a check and petition for 923 Edison as the owner would like to redeem his property, as the check includes all fees plus 20% repayment fees less the last mowing that was done on the property. Motion by Doug Nonnenmacher, seconded by Pete Pennington to accept the check and the petition and take the mowing fees out of the check. All ayes, motion carried. Tammy Wilhelm also stated that the sale on items at the 737 Fifth Avenue sale net \$574. The Committee was updated on the Properties on the Surplus Site. If the minimum bid is not met on the properties on the Surplus Site, they will be brought back to the Committee in August.
8. Capital Improvement Projects (CIP) 2018 funding and approval: Carlene Nagel, Finance Director, presented a hand out of the 2018-2022 Capital Improvement Program (CIP) for Langlade County.

## Meeting Minutes (Continued)

Discussion held to see if this can be reviewed by the Committee and vote on it next month. The 2.4 million proposed borrowing includes some of the 2018 CIP projects. Elizabeth Constable, District Attorney, stated that she is on Public Property Committee next agenda to discuss moving to the old Finance Office, as she is getting additional staff. It was also discussed that IT will possibly moving into the County Board Room and some remodeling costs may be expected. This item will be on the August agenda.

9. Discuss and determine the assignment of the supervision of the Information Services Department: Robin Stowe, Corporation Counsel and Sue Paycer, IT Department, explained that since the changes in the Finance Office, Robin Stowe has been signing bills for IT Department. The IT Department, created in September 1985, started with three positions, one has now been absorbed into Finance, therefore leaving two people to address the IT needs of the County, such as telephones, computer repairs and computer replacement. Sue Paycer needs to have the authority to sign bills and prioritizing requests for services. The Committee questioned if Carlene Nagel, Finance Director, could assume the duties of IT Director. Sue Paycer is requesting that the Committee reinstate the title: IS Manager. Motion by Doug Nonnenmacher, seconded by Pete Pennington, to assign Sue Paycer as IT Department Head, with Finance Committee doing Sue Paycer's evaluation and compensation of \$5,656 be given to the position, as this is already in the Matrix. Discussion held. All yes, motion carried.
10. Approve purchasing a replacement vehicle for Social Services and approve the funding source for the purchase of the vehicle: Ron Barger, Health and Social Services Director, is requesting a replacement vehicle as the aging vehicles in his Department are becoming costly to maintain. The replacement vehicle was already budgeted in the 2018 CIP, but there are some monies available in the 2017 CIP from savings on other projects. A sample resolution was distributed to Committee. Motion by Ron Nye, second by Vern Cahak to approve the purchase of a replacement vehicle for the Department of Social Services. All ayes, motion carried.
11. Discuss and approve a smart phone and plan upgrade for the Social Services on call cell phone: Ron Barger, Health and Social Services Director, is requesting a cell phone for the On-Call Social Worker. The present phone is well use, cracked and does not have texting or mapping. Cellcom is the current cell phone provider. Now that Gary Olsen is gone, that plan could be used, and the phone replaced. Motion by Pete Pennington, second by Doug Nonnenmacher, to approve a smart phone and upgrade the phone applications. All ayes, motion carried.
12. Review and consider changing the fiscal note template on County Board Resolutions: Carlene Nagel, Finance Director, distributed a proposed Fiscal note attachment for resolutions, along with samples from surrounding counties. Motion by Ron Nye, second by Don Scupien to change template on County Board Resolutions, using the Fiscal note attachment. All ayes, motion carried.
13. Approve a credit card for the Human Resources Director: Carlene Nagel, Finance Director, stated that there has not been a credit card assigned to the Human Resources Department, as cards are assigned by position not person. Motion by Ron Nye, second by Pete Pennington to approve a \$500 Credit Card to the Human Resources Director. Discussion held. All ayes, motion carried.
14. Update regarding the 2017 Budget Process: Agenda should read: 2018 Budget Process. On July 13, 2017 budget packets will be distributed to Department Heads. The Committee has set September 15 & 18, 2017 for the approval of Department Budgets.
15. Update on the County potentially borrowing in 2019: Brad Viegut, Baird, met with the Committee regarding upcoming borrowing for Langlade County. Carlene Nagel, gave Baird 2 tentative options

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for borrowing and Baird presented the committee with financing plans for those 2 options. Option 1 was borrowing for the Highway Department Building and the land acquisition in Forestry and Option 2 was borrowing for the Highway Department Building and the land acquisition in Forestry, as well as borrowing for the Courthouse parking lot, windows at the Department of Social Services, and the Airport runway repairs. Discussion held as to other projects that the Committee is not aware of and funding projects out of the CIP. A Resolution, with  $\frac{3}{4}$  vote, noting a firm dollar amount and identifying the projects to be funded, must be determined before borrowing can occur. Discussion held.

16. Finance Director's report regarding the finances of the County and an update regarding the Information Services section of the Department: Discussion was held as to Footnotes sent to Committee members prior to the Committee meeting, as they are public record and footnotes could cause Committee members to discuss items prior to meetings, which is in violation of open meetings. Footnotes are subject to public record. Doug Nonnenmacher would like this referred to the Executive Committee. Chairman Scupien would like footnotes to continue until further notice. Carlene Nagel, Finance Director stated that the Audit Report was given at the June County Board. At that time, it was suggested lowering the County Fund Balance minimum requirement. Nagel reported she confirmed with the auditors that their recommendation is that the County maintain a fund balance at 20-25%, which is the current fund balance. Staff Accountant position applications are due July 14, 2017. Testing will be done prior to interviews. Interviews will be July 31, 2017 Room 203. Don Scupien, Alisha Resch and Carlene Nagel will be conducting the interviews. Employee recognition picnic/dinner has been cancelled by the Personnel Committee at this time. It was noted at the meeting that the Agenda template/Minutes template have changed.
17. Computer equipment purchases: A copier/printer in the Department of Social Services needs replaced. The cost is \$698 and will come from the Computer Replacement Fund. A meeting will be arranged with Carlene Nagel and Sue Paycer with Office Enterprises regarding the copier/printer contract. Motion by Doug Nonnenmacher, second by Vern Cahak to replace the copier at the Department of Social Services.
18. Approve grant requests: No grants.
19. Verify date of next meeting: August 4, 2017 8:30 a.m.
20. Motion by Vern Cahak, second by Doug Nonnenmacher to adjourn meeting at 10:05 a.m. All ayes, motion carried.

Minutes transcribed and submitted<sup>i</sup> by:  
JUDY NAGEL,  
COUNTY CLERK

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