

## **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., July 8, 2016 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, RJ Weitz, Scott Sternhagen, Dave Maccoux, Ron Barger, Holly Matucheski, Dave Solin, Judy Nagel, Tammy Wilhelm, Arlene Bonacci, Sheriff Greening, John Schunke, Krista Otto, Erik Rantala, Marilyn Baraniak, Nate Heuss, and Michelle Arrowood.

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 June 10, 2016: A Motion was made by Cahak, second by Pennington, to approve the minutes of the June 10, 2016 Finance Committee meetings, 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 Permission to sell Land Sale properties that did not meet the minimum bid amounts: The land sale properties were put up for auction on the County's Public Surplus auction site. All of the land sale properties have received bids but two of the properties (parcel #201-2550 and parcel #201-0877), are below the County's reserve amount. Motion by Nonnenmacher, second by Nye, to approve selling parcel #201-2550 and parcel #201-0877 at their highest bid, all ayes, motion carried. Olsen will bring the total profit on the land sale properties to the next meeting.

Agenda Item #7 Presentation of the County audit by Schenck Business Solutions: Dave Maccoux and Scott Sternhagen from Schenck Business Solutions presented the County's 2015 audit. Two documents were distributed to the Committee; the Annual Financial Report and the Management Communications document. The reduction in General Fund balance in 2015 was only \$43. In 2015, the fund balance was used for CIP projects but due to some departments coming in under budget, the County was able to transfer the unspent funds back to the fund balance at year end, making the reduction minimal. Schenck prefers the County to keep enough money in the fund balance to cover 20%-25% of general fund expenditures. Currently the County's fund balance falls within the 20%-25% range. The delinquent property taxes have also decreased due to more property owners paying their delinquent property taxes. It was a positive year for the County's self-funded health insurance fund. There was an audit comment in last year's audit for backup procedures in the Highway Department. The comment noted the lack of backup for the Highway Department's Office Manager's position and recommends the Highway Department develops procedures to ensure personnel within the County are adequately trained in the CHEMS system, and that all of the Office Manager's financial duties

are sufficiently backed up. In the 2015 audit, the auditors feel the County has not developed the appropriate procedures to mitigate the risk. When all of the financials of the County were consolidated to be under the direction of the Finance Director, the Highway Department financials were exempt from this decision. Olsen would prefer some direction from the Finance Committee in the future on how to proceed with correcting this audit comment. There were no findings for the County. Dave Maccoux said the audit went very well and felt the staff was well prepared for the audit. Motion by Pennington, second by Cahak to accept the 2015 audit as presented, all ayes, motion carried. Gary Olsen will present the 2015 audit to the full County Board at the next Board meeting.

Agenda Item #8 Meeting jointly with the Executive Committee at 9:00 a.m. to discuss funding request for an additional Sheriff Deputy position and to increase the part-time Social Worker and Nurse to full-time in 2017: These items were on the June Finance and Executive Committee agendas and were held over for a joint meeting to discuss the funding for the requests. The County's jail debit is paid off after 2018. The County's tax levy was never increased for the jail debt payment. The jail debt payment was always made within the County's operational budget. For 2019, after the jail debit is paid off, we do not need to lower taxes because the taxes were never increased. The departments were allowed to submit funding requests to the Finance Director for after 2018. Olsen received requests from the Sheriff's Department, Social Services and the Health Department. The cost for an additional deputy position would be \$90,000 annually. The cost to increase the Social Worker to full-time would be \$44,113 annually, and the annual cost to increase the nurse to full-time would be \$30,341. Olsen distributed to the Committee a report with 2 different scenarios of using the jail debt funding and excess timber sales towards a Courthouse Deputy position, an additional Deputy position, a Social Worker position and a Nurse position in 2019. Olsen also distributed to the Committee a report of how much taxes would increase if the County were to utilize the levy room for the Jail debt payments to pay for these positions in 2017 and 2018. Taxes would then decrease in 2019 when the funds that were utilized for the Jail debt payments would be free to cover these costs. Motion by Nye, second by Pennington, to support these positions and worst case scenario, the funding would come from increasing taxes for the next 2 years until the jail debt is paid off, all ayes, motion carried. Motion by Nye, second by Pennington to amend the motion that the funding for the Courthouse Deputy and the additional Deputy position would be placed in the general fund and once the Sheriff utilizes Human Resources for hiring these positions, then the funding would be transferred to the Sheriff's Budget for the two Deputy positions, all ayes, motion carried. This will be forwarded to Executive Committee to discuss on a future agenda. The resolution for the positions will go to the County Board in August.

Agenda Item #9 Referral from the Forestry Committee to borrow funds for the purchase of property along with annual costs associated with the purchase of property: The Forestry Committee has sent forward a request to borrow up to \$500,000 for the purchase of additional forest land. The County would need to borrow funds for this purchase. The Forestry Committee is looking at this property to be a campground which would also increase the operational budget by \$50,000. The operational increase will need to be found in the County's existing budget. The Finance and Executive Committees will need to consider where the operational funding will come from. Olsen distributed an amortization schedule if the County were to borrow for the land purchase using a 10 year loan and shared with the Committee an anticipated amount the tax levy would increase each year to cover the loan payments. Nate Heuss and Erik Rantala visited the land and evaluated the general condition of the buildings. Nate shared his findings and

some photos with the Committee. Motion by Nye, second by Pennington, to apply for stewardship funds and look into borrowing from the Board of Commissioners, contingent upon the grant being approved and to cover the additional \$50,000 of operating expenses using excess timber sales revenue, all ayes, motion carried.

Agenda Item #10 Requested credit limit increase on Sheila Rine and Tracy Chernetski's purchasing cards: The Social Services Committee has approved an increase to Sheila Rine's credit card to \$3,000 and to Tracy Chernetski's card to \$1,000. The Finance Committee has to approve all increases to the credit card limits. Motion by Pennington, second by Nye, to approve increasing Sheila Rine's credit card limit to \$3,000 and to increase Tracy Chernetski's card limit to \$1,000, 4 ayes, 1 no (Nonnenmacher), motion carried.

Agenda Item #11 Funding for service groups: Michelle Arrowood from AVAIL was present to discuss their funding request for 2017 with the Committee. The County gave AVAIL \$15,000 in 2016, and they requested \$20,000 from the County for 2017. Motion by Nye to preliminarily approve funding AVAIL \$20,000 in 2017, with the understanding it might have to be reduced during the budget process, second by Cahak, all ayes, motion carried.

Agenda Item #12 Request from the Court System for additional cameras in the small courtroom and Clerk of Court's office, with funding needed to come from the Contingency Account: The Court System has requested an additional security camera in the small courtroom. There currently is not a camera in that area. They have also requested a camera in the Clerk of Court's office for security purposes. The cost of this will be \$3,000 and the funds would need to be transferred from the Contingency Account. Motion by Nye, second by Nonnenmacher, to approve additional cameras in the small courtroom and the Clerk of Courts office with funding coming from the Contingency fund of up to \$3,000, all ayes, motion carried.

Agenda Item #13 Request for a cell phone for the Ag Agent position in UWEX: The Ag and Extension office has sent forward a request for a cell phone for the Ag Agent position. There was an extra phone on the County's account that was used by Forestry that would be given to this position. The cost would then shift from Forestry to UWEX's budget. Motion by Pennington, second by Nye, to approve a cell phone for the Ag Agent position in UWEX, all ayes, motion carried.

Agenda Item #14 Capital Improvement Projects (CIP) 2017 funding and approval: At the May Finance Committee meeting, the Committee reviewed and approved funding for the CIP projects for 2017. There was one project that was not discussed for 2017 and that is a project to update the County's website. The Finance Committee has looked into the cost of updating the County's website at previous meetings. The estimated cost for the project would be around \$30,000. This is being brought back to the Committee to see if they would like to do this project in 2017 or push it further into the future. Motion by Pennington, second by Scupien, to approve adding \$30,000 to the 2017 Capital Improvement Projects for a new County website, all ayes, motion carried.

Agenda Item #15 Update regarding the 2017 budget process: Olsen gave the Committee the 2017 budget update that he prepared. The budget hearings are set for September 16, 2016 and September 19, 2016. This was for information only.

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 and balance sheet with the Committee. The current balance in the Self Funded Health Insurance account is \$1,594,319.

Agenda Item #17 Line item transfers: None at this time.

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

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

Agenda Item #20 Verify Date of Next Meeting: The next regular meeting will be at 8:30 a.m. August 5, 2016. Motion to adjourn the meeting at 11:27 a.m. made by Nye, second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary