

## **Minutes of Lenglade County Finance/Information Services Committee Meeting**

The meeting, in the Law Library of the Lenglade County Courthouse was called to order at 8:30 a.m., June 10, 2016 by Chairman Scupien.

Members Present: Don Scupien, Vern Cahak, Doug Nonnenmacher, and Pete Pennington.

Members Absent: Ron Nye

Others present: Gary Olsen, Carlene Nagel, Frances Kemp, Ron Barger, Erik Rantala, Nate Heuss, Sheriff Bill Greening, Tammy Wilhelm, Judy Nagel, RJ Weitz, Cameron Berg, Robin Kemp, Ryan Kemp, and Darrell Staszak.

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 May 6, 2016: A Motion was made by Nonnenmacher, second by Cahak, to approve the minutes of the May 6, 2016 Finance Committee meetings, 4 ayes, 1 absent, motion carried.

Agenda Item #5 Recognition of others present and public comments on agenda items: The Committee recognized those in attendance. Motion by Pennington, second by Cahak, to excuse Ron Nye, 3 ayes, 1 no (Nonnenmacher), 1 absent, motion carried.

Agenda Item #6 Open Land Sales Bids, (if any are received), and take possible action to accept the bids, and determine how to sell remaining properties: Judy Nagel and Tammy Wilhelm did not receive any bids on the land sales. Robin Kemp was present with a petition and \$7,756.21 in cash, which if approved, would bring parcel #201-2484 back to being current. Motion by Nonnenmacher, second by Pennington, to accept the payment and return the parcel back to Mr. Kemp, 4 ayes, 1 absent, motion carried. Darrell Staszak was present with a petition and \$1,718.03 in cash, which if approved, would bring parcel #034-0023.004 back to being current. Motion by Nonnenmacher, second by Cahak, to accept the payment and return the parcel back to Mr. Staszak, 4 ayes, 1 absent, motion carried. There are 6 parcels remaining that no bids were received for. Motion by Pennington, second by Cahak, to sell the remaining 6 parcels on the Land Sale list on the Public Surplus website with a minimum bid being the incurred expenses on the properties, and to advertise in the Antigo Daily Journal and The Shopper that these properties will be for sale on the Public Surplus website, 4 ayes, 1 absent, motion carried.

Agenda Item #7 Establish a petty cash account for the Treasurer's Office: The Treasurer's Office is in need of a petty cash account that would be separate from their cash drawer. There are many times that a tax payer will be short on their payments by a couple of cents and the Treasurer would like to have some funds to make the payment balance the amount owed. The maximum amount that would be used would be up to a dollar. The total in the petty cash fund requested would be \$25. Motion by Pennington, second by Cahak, to establish a petty cash account for the Treasurer's Office of \$25 and the maximum amount that would be used per transaction would be up to a dollar, 4 ayes, 1 absent, motion carried.

Agenda Item #8 Request for a casual employee for the Treasurer's Office if needed to cover FMLA time for a department employee: The Treasurer is requesting permission to hire a casual employee in July, if her Deputy needs to take time off for FMLA reasons. This casual employee would be used to help get through the tax collection season. If the Deputy does utilize FMLA time, there will be a savings in paying wages, because the employee will have time off without pay. This should provide enough funding for a casual employee if needed. The hourly rate for this casual employee would be \$10. Motion by Pennington, second by Cahak, to approve a casual employee for the Treasurer's Office if needed to cover FMLA time for a department employee, 4 ayes, 1 absent, motion carried.

Agenda Item #9 Capital Improvement Projects (CIP) 2017 funding and approval: The Committee reviewed the 2017 capital improvement projects (CIP) requests. Olsen discussed with the Committee the possibility of patrol vehicles having their own funding source each year and not being funded by the general fund. The Forestry Department's CIP projects for 2017 will cost \$84,000, with funding coming from Recreational Funds and Forest Preservation Funds. Motion by Pennington, second by Cahak, to approve the Forestry Department's 2017 CIP projects, 4 ayes, 1 absent, motion carried. There is \$325,000 in CIP projects for 2017 that will need to be funded by the General Fund. Olsen feels comfortable with allowing about \$300,000 in projects coming from the General Fund in 2017. He suggested to the Committee to fund the ADA and lighting projects totaling \$10,000 each for Maintenance from excess CIP funds. By doing this, the total needed from the General Fund for 2017 would be \$305,000. Motion by Pennington, second by Nonnenmacher, to approve existing funds to cover \$20,000 worth of projects and to approve \$305,000 in Capital Improvement Projects to come from the General Fund in 2017 and forward to County Board, 4 ayes, 1 absent, motion carried.

Agenda Item #10 Funding request for an additional Sheriff Deputy position in 2017: The Committee discussed possibly funding an additional deputy position in the Sheriff's department for 2017 at the May meeting. The Sheriff is officially bringing this request forward to all of the appropriate committees. The Committee discussed the Sheriff Deputy position and the Social Worker position with the Sheriff and Ron.

Agenda Item #11 Funding request to increase the part-time Social Worker and Nurse to full-time in 2017: Ron Barger was present to discuss the need to bring the part-time Social Worker and Nurse to full time. This was a request Ron had made for 2019, but with the funds being used early by other departments, Ron wants to be sure his request is considered also. Motion by Nonnenmacher, second by Pennington to wait and find out if the Sheriff Deputy position and the part time Social Worker position increased to full time are approved by Personnel Committee and Executive Committee next week and then bring these positions back to Finance Committee for funding, 4 ayes, 1 absent, motion carried.

Agenda Item #12 Update regarding the Juvenile out of home placement budget: Gary Olsen gave the Committee updated projections regarding the Juvenile out of home placement budget and potential overages. It is anticipated that these costs will be over by \$61,938 for 2017. This total has dropped significantly over the last month. This was informational only.

Agenda Item #13 Request for a credit card for the Real Property Lister: The Land Records Department has requested a County credit card with a limit of \$500 for the Real Property Lister position. The oversight committee has approved this request and the Finance Committee has

to also approve the request before the card can be issued. Motion by Pennington, second by Scupien, to approve a County credit card with a limit of \$500 for the Real Property Lister position, 4 ayes, 1 absent, motion carried.

Agenda Item #14 Budget policy change for transfers for health insurance: At the May Finance Committee meeting, the Committee discussed changing the budget policy to allow the Finance Director to authorize budget transfers for changes in health insurance without needing committee approval. This would pertain to when employees either drop or add health insurance coverage. If employees drop coverage, or a new employee takes a lesser amount of coverage than what was budgeted, then the Finance Director will be authorized to remove the amount that would be a surplus to the budget and place the amount in a reserve account designated for health insurance. If there is money in the reserve account, the Finance Director will be authorized to transfer those funds to a department. This would happen when an employee elects to take health insurance coverage but there is not enough in the department's budget to cover the additional costs. Motion by Nonnenmacher, second by Cahak to approve the change to the budget policy regarding transfers for health insurance, 4 ayes, 1 absent, motion carried.

Agenda Item #15 Update regarding the 2017 budget process: Olsen gave the Committee the 2017 budget update that he prepared. This report will also be distributed to Personnel Committee and Executive Committee next week. 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 \$1,429,052.

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. July 8, 2016. Motion to adjourn the meeting at 10:36 a.m. made by Pennington, second by Nonnenmacher, 4 ayes, 1 absent, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary