

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

The meeting, in the Law Library of the Lnglade County Courthouse was called to order at 2:00 p.m., June 14, 2011 by Chairman Bornemann.

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

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Ann Meyer, Kathy Jacob, Robin Stowe and Becky Frisch

Agenda Item #1 Call the meeting to order: The meeting was called to order at 2:00 p.m. by Chairman Bornemann.

Agenda Item #2 Approve the minutes of the previous Finance meeting on May 9, 2011: A motion was made by Nye to approve the minutes of the May 9, 2011 Finance Committee meeting, second by Burns, all ayes, motion carried.

Agenda Item #3 Land Sales: Kathy Jacob distributed the land sales information at the meeting. There are 9 parcels the County has taken the tax deed and have been added to the land sale list. The following are the parcels and estimated values: parcel #201-0171 \$34,454, parcel #201-0341 \$46,178, parcel #201-1086 \$6,484, parcel #201-2778 \$25,197, parcel #201-3105 \$33,528, parcel #002-0914.002 \$35,000, parcel #034-0423.001 \$23,249 and parcel #191-0064 \$56,243. Motion by Burns, second by Solin to advertise and sell the tax deed parcels at the suggested values, all ayes, motion carried. Parcel #201-1053 is currently on the land sale list at \$500. Motion by Nye, second by Karpf to reduce parcel #201-1053 to \$50. 2 ayes, 3 no, motion failed. Motion by Solin, second by Burns to reduce parcel #201-1053 to \$1, 4 ayes, 1 no (Nye), motion carried. Parcel #030-1421 will remain on the land sale list at \$5,000.

Agenda Item #4 Discuss the County's handling of special assessments on taxes: This item was carried over from last month's meeting. Robin Stowe updated the Committee regarding his conversations with the City, and the information he has found pertaining to special assessments on taxes. It was discussed that the County would continue to settle in whole with the municipalities for special assessments. When properties are taken on tax deed, the municipality would pay the amount of special assessments to the County. After the sale of the property, the County would settle with the local municipality based on the proceeds. Robin will send a letter to all municipalities regarding the County's future plans on handling special assessments. This item will be held in Committee until August to allow all municipalities time to review and discuss.

Agenda Item #5 Financing for future plat books: Kathy does have vendors interested in printing the 2012 plat books for the County. She would like to order a smaller quantity this time to prevent from having too many unsold. Previously, the general fund paid for the plat books to be printed and then the revenue went back to the general fund as the plat books are sold. Becky and Kathy will start to work on a proposal and will bring it back to the Committee.

Agenda Item #6 Request from Emergency Management for a Facebook page: Brad Henricks has requested access to Facebook and Twitter for the Emergency Management Department.

Brad has completed the Social Networking Access Form, and is requesting access to these social media sites to “release advisory/emergency information to the public.” Motion by Solin, second by Nye, to allow Emergency Management to access Facebook and Twitter in case of emergencies, all ayes, motion carried.

Agenda Item #7 At approximately 2:30 p.m., consider moving into closed session pursuant to Section 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: to review the Finance Department. Motion by Nye, second by Solin, to move into closed session. Roll call vote, Bornemann aye, Solin aye, Burns aye, Nye aye, Karpf aye. The committee commenced in closed session.

Agenda Item #8 At approximately 3:00 p.m., return to open session with possible action taken on any matters discussed during closed session. Motion by Burns, second by Karpf to return to open session. All ayes, motion carried. The discussion in closed session was for informational purposes only; no action taken.

Agenda Item #9 Budget plan for 2012 and 2013: Gary Olsen distributed the budget plan information for 2012 and 2013 at the meeting. With the proposed 2012 budget plan, the County would need find \$550,000 to make the budget. This is with the loss of shared revenue and the loss of the state prisoners. Executive Committee has approved instituting a hiring freeze for any position that comes open, with the exception of dispatch and deputies. These positions would have to be reviewed by the Executive Committee. A resolution is also coming forward to County Board to use \$200,000 of jail debt towards the 2012 jail debt payment. It is recommended to utilize fund balance for the remaining shortfall, due to the uncertainties of changes that could be made in 2013. The 2013 budget plan also projected a \$450,000 deficit, but there are changes that could be made to salary increases and health insurance to decrease this amount. The 2013 budget plan tried to portray a “worst case scenario.” Motion by Burns, second by Karpf to approve the preliminary budget plan for 2012 and 2013 and distribute tax levy amounts to departments, all ayes, motion carried.

Agenda Item #10 Purchasing computer software and hardware for departments: No items had been purchased to share with the Committee.

Agenda Item #11 Finance Director’s report regarding the finances of the county, and an update regarding the Information Services section of the department: Olsen distributed a copy of the Balance Sheet and a Budget to Actual report to the Committee. The current balance in the Self Funded Health Insurance account is \$2,221,635.60. The Contingency balance is currently \$163,688.

Agenda Item #12 Line Item Transfers: The television needs to be replaced in the courtroom, cost is \$875. The Finance Department needs to replace a monitor using funds from the computer replacement fund. Motion by Nye, second by Karpf to approve the television and new monitor, all ayes, motion carried. Maintenance needs \$6,320 for a light audit. The audit will assist Maintenance in adding the lights to the capital improvement plan. Motion by Karpf, second by Burns to transfer \$6,320 from the Maintenance salaries budget, all ayes, motion carried. \$1,143 is needed to fill in the clay pit at the Fairgrounds. The funds will need to come from the Maintenance budget.

Agenda Item #13 Approve Grant Requests: None at this time.

Agenda Item #14 Travel and Training Requests: None at this time.

Agenda Item #15 Comp time report: The comp time report was distributed to the committee.

Agenda Item #16 Review and approve payment of bills:

Motion by Nye and second by Burns to approve the Finance Director's report, comp time report and payment of bills all ayes, motion carried.

Agenda Item #17 Verify Date of Next Meeting: The next meeting will be on Monday, July 11, 2011 at 2:00 p.m.

Motion to adjourn meeting at 4:15 p.m. made by Nye, second by Solin, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary