

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., June 7, 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, Brenda Norem, Mary Pavek, Kathy Jacob, Ann Meyer, Robin Stowe, Dave Maccoux, Scott Sternhagen, Bob Lamovec and Craig Mocello.

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 May 10, 2013: A motion was made by Cahak, seconded by Bostwick, to approve the minutes of the May 10, 2013 Finance Committee meeting. All ayes, motion carried.

Agenda Item #4 Open land sale bids, discuss and update land sales list, request to remove items from land sale property: Kathy Jacob received 1 bid for parcel #201-0097. The bid was \$15,000 from the Antigo Housing Authority and a deposit was included of \$3,000. Antigo Housing Authority plans to renovate the house to help stabilize the value of the surrounding properties. Motion by Nonnenmacher, second by Bostwick, to accept the bid of \$15,000 from Antigo Housing Authority, because of their plans to renovate the house to help stabilize the value of the surrounding properties, all ayes, motion carried.

Bids were received for parcel #034-0288.001 and parcel #191-0192.001. These parcels needed to be sold together, due to the fact that the city water and sewer connections are located on parcel #191-0192.001, along with the driveway. Kathy Jacob received 1 bid of \$501.99 for parcel #034-0288.001. Kathy also received a bid for parcel #034-0288.001 and #191-0192.001 of \$100 for each parcel and a bid of \$501 for both parcels. Motion by Bostwick, second by Cahak to accept the bid of \$501 for both parcels, #034-0288.001 and #191-0192.001, because of the fact that both properties should be sold together, all ayes, motion carried.

The Committee discussed that there is no compensation to the County when the winning bidder fails to close on the Land Sale properties that are sold at an auction. Motion by Nye, to increase the down payment on the properties sent at auction with North Central Sales to 15%, with 5% of the down payment going to the County when a winning bidder fails to close on the property, second by Bostwick, all ayes, motion carried. Kathy Jacob will give the remaining land sale list to North Central Sales and notify them that the minimum bids need to start at the amount the County has in expenses on these properties.

Motion by Bostwick, second by Nonnenmacher to instruct Kathy Jacob to contact the electrical company to have parcel #006-0398.001 be in the County's name due to the County owning it on tax deed and for the electrical service to be ended immediately, all ayes, motion carried.

Stowe suggested creating a Land Sale Team, consisting of staff from the following County Departments: Treasurer, County Clerk, Corporation Counsel, Sheriff, Finance and Maintenance. The Team would begin preliminary work on the tax deeds and work on the tax deeds throughout the whole process of them being sold. This item will be tabled until next month. Stowe will invite the City to the meeting next month also.

Agenda Item #5 Presentation of 2012 Audit: David Maccoux and Scott Sternhagen from Schenck and Associates presented the County's 2012 audit. Two documents were distributed to the Committee; the Annual Financial Report and the Management Communications document. Maccoux was pleased that everyone cooperated with the auditors in order to complete the County audit and believes the County follows procedures to obtain strong internal controls. Maccoux explained that the audit shows the County's fund balance is in good, sound structure. Motion by Bostwick, second by Nonnenmacher to accept the 2012 audit, all ayes, and motion carried. Gary Olsen will present the audit to the full County Board at the next Board meeting.

Agenda Item #6 Meet with representatives from Office Enterprises about copier contract. Bob Lamovec and Craig Mocello brought a proposal to the Committee to redo the current copier leasing contract that will reduce the County's month payments. The estimated monthly savings is \$1,349.05. The proposal replaces all the color copiers with new models, thereby decreasing the maintenance cost. The new lease would be a 60 month extension. Motion by Bostwick, second by Nonnenmacher to approve redoing the current copier lease to the new leasing contract proposed, all ayes, and motion carried.

Agenda Item #7 Request to purchase a TV for the new Jail video conferencing equipment and tablets from the Computer and Equipment Replacement fund: At the May meeting, the Committee approved the purchase of new video conferencing equipment for the Jail. The new equipment requires the purchase of a new television set. The quotes from Arlen's are \$535 for a 39" and \$650 for a 40". The I/S Department would also like permission to purchase three tablets to see if this would be a cheaper and better alternative to laptops in some situations. The tablets would be used by Robin Stowe, Kim Van Hoof, and the I/S Department. These tablets would allow access to the County network for individuals who need this access. Kim Van Hoof currently needs access to approve documents for Social Workers and Robin Stowe would forgo his smartphone for a tablet. Tablets do not require a monthly fee, and might work better than a smartphone. I pads are \$499 each. The case with keyboard is \$73. Emergency Management also would like to purchase 3 I pads and funding would come from a grant. The funding for the other 4 I pads and the TV can come from the Computer Equipment Replacement fund. Motion by Nonnenmacher, second by Cahak, to approve purchasing 3 I pads with Emergency Management grant funding and to purchase a 39" TV from the Computer Equipment Replacement fund, all ayes, and motion carried. The I/S Department will test the 3 I pads to be sure they will allow the needed access to the County's network. If they work as specified, then the Committee will allow ordering the additional I pads at the July meeting.

Agenda Item #8 Request to establish a Facebook page for the County: Gary Olsen would like the County to establish a Facebook page for the County. The Facebook page would only have a link to the County's website, and would not allow for posting and no ongoing maintenance would be required. With the popularity of Facebook, Olsen wants to protect Langlade County's name on Facebook. Motion by Nye, second by Burns to approve creating a Facebook page for the County to protect Langlade County's name on Facebook, all ayes, motion carried.

Agenda Item #9 Renew cell phone contract: The two year cell phone contract is up in June. The Sheriff's Department has found that Cellcom's service works the best for the officer's as they travel around the County. The cost will remain the same for the new two year contract. Motion by Bostwick, second by Nye to approve renewing the cell phone contract for two years with Cellcom, all ayes, motion carried.

Agenda Item #10 New procedures for preparation of the 2014 Budget and 2015 Budget Plan: Attached is the information regarding suggested procedures for preparation of the 2014 Budget and 2015 Budget Plan. Motion by Nye, second by Cahak to accept the new procedures for preparing the 2014 Budget and the 2015 Budget Plan, all ayes, motion carried.

Agenda Item #11 Review County investment policy: The Committee has requested that this item be a standing item on the monthly agenda. Bostwick suggests changing this agenda item to be "Discuss Economic Conditions" and keep it as a continuous agenda item.

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 \$1,228,356.82.

Agenda Item #14 Line Item Transfers: There is a need for new tracks on the Cross Country Ski Trail groomer. The cost is \$3,325 for new tracks and funds would come from the recreation fund. Motion by Bostwick, second by Nonnenmacher, to approve transferring \$3,325 from the recreation fund for new tracks on the groomer to the Park Equipment Repairs (100.80.552100.0000.2420), all ayes, motion carried. A transfer is needed for a retirement adjustment on a previous employee. The cost is \$4,981 and funding would come from the Contingency account. Motion by Nye, second by Bostwick, to transfer \$4,981 from the Contingency fund to cover the retirement adjustment (100.30.521100.0000.1550), all ayes, motion carried.

Agenda Item #15 Computer equipment purchases. None at this time.

Agenda Item #16 Approve Grant Requests: None at this time.

Agenda Item #17 Travel and Training Requests: None at this time.

Agenda Item #18 Verify Date of Next Meeting: The next meeting will be on Friday, July 5, 2013 at 9:00 a.m.

Motion to adjourn meeting at 11:08 a.m. made by Cahak, second by Bostwick, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary

Procedure for preparing the 2014 and 2015 budgets:

Given current tax levy limits, department heads will be required to submit a budget at the established tax levy limits for their department. Such action is necessary in order to assist the Committee in presenting a budget to the County Board that satisfies the tax levy limit.

If it is necessary to reduce the departmental budget in order to make the budget number, then department heads shall separately list the budget items that were reduced. Department Heads are also asked to list separately any request for funding in excess of their budget freeze number and to identify a sustainable funding mechanism for the requested increase. For example, a requested increase in the expenditures for support staff/services offset by a corresponding increase in service fees.

The Executive Committee is responsible to prepare a strategic budget plan, to assist the County Board in setting budget priorities. Consequently, the Executive Committee will be asked to review the listing of budget reductions and to prioritize requests for funding in excess of current departmental budget limits.

At the end of this budget process, it is hoped that the Finance Committee will be able to submit a budget to the County Board which meets all legal requirements, but also addresses funding requests based upon priorities established by the County Board.

The County Board will also allow an incentive for departments to come in under budget. This incentive will allow departments to retain funds that are under budget for one time purchases. These funds will not be allowed to be used for ongoing costs.

1. Department heads are required to submit a budget at their budget freeze number to their respective oversight committee.
2. If the department head needs to make cuts to reach their number, they will need to supply the oversight committee with a listing of the items that were reduced to make their number.
3. The preliminary 2014 - 2015 budgets approved by the oversight committee must be filed with the Finance Department by August 26, 2013. The budgets must include a separate list of recommended cuts to reach the budget number and a separate list of any requests for additional funding which identifies a sustainable funding mechanism for the increase.
4. If a department head submits a budget over the number, then the Finance Committee will recommend funding at the departmental budget at the freeze number when it submits the 2014 Budget to the County Board for its approval.
5. The Finance Department will submit a listing of items that were reduced from the department budgets with amounts along with requests for additional funding to the Executive Committee its review by September 6, 2013.
6. The Executive Committee will review the proposed budget reductions and increases, and recommend funding priorities to the Finance Committee by September 13, 2013.
7. In consideration of the recommended funding priorities, the Finance Committee will prepare a budget that meets the tax levy limit review and submit that budget to the County Board by September 30, 2013.