

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 8, 2012 by Chairman Burns.

Members Present: Jerrold Burns, Bill Bostwick, Vern Cahak, Judy Karpf and Ron Nye.

Members Absent: none

Others present: Gary Olsen, Carlene Nagel, Becky Frisch, Ann Meyer, Doug Below, Mike Winters, Gary Bezucha, Brenda Glodowski, Kathy Packard, Duke Packard, Kathy Jacob, Robin Stowe, Kim Van Hoof, Chris Berry, Linda Weitz, Steve Prell, and Jerry Wilhelm

Agenda Item #1 Call the meeting to order: The meeting was called to order at 9:00 a.m. by Chairman Burns.

Agenda Item #2 Approve the minutes of the previous Finance meeting on May 7, 2012: A motion was made by Cahak to approve the minutes of the May 7, 2012 Finance Committee meeting, second by Nye, all ayes, motion carried.

Agenda Item #3 At 9:10 a.m. a Public Hearing on the Land Sales Ordinance will take place: The Public Hearing on the Land Sales was called to order by Chairman Burns at 9:10 a.m. Stowe had updated the Land Sales Ordinance and a copy of the revised ordinance was distributed to the committee members with the agenda. Historically, if the County has sold a property taken on tax deed, it has been sold through the bid process. Now that the County is looking at the option to sell the properties via live auction, the County needed to revise the Land Sales Ordinance. A copy of the Land Sales Ordinance is attached. Motion by Nye to close the public hearing at 9:17 a.m., second by Cahak, all ayes, motion carried. Motion by Nye to accept the revised Land Sales Ordinance and forward it to the County Board, second by Cahak, all ayes, motion carried.

Agenda Item #4 Policy regarding the sale or conveyance of tax deed land: A draft policy regarding the sale or conveyance of tax deed land was included with the agenda to the committee members. The Committee discussed the policy and the policy is attached. Motion by Cahak to accept the amended sale or conveyance of tax deed land policy, second by Nye, all ayes, motion carried.

Agenda Item #5 Open land sale bids and discuss and update land sales list: Kathy Jacob received 3 bids for Parcel #002-0914.002. The bids received were \$1,100, \$3,005, and \$1,500. Motion by Bostwick, second by Cahak to accept the bid from Delbert and Debra Knutson of \$1,100 due to the letter dated May 4, 2012 from Knutson's attorney, Richard M. Olk, which stated the Knutson's believed they owned the parcel, all ayes, motion carried. Jacob also received 1 bid for parcel #024-0476.001. Motion by Nye, second by Bostwick to accept a bid of \$125 from Chuck Otto on parcel #024-0476.001, all ayes, motion carried.

Agenda Item #6 Discuss the City's request to acquire the former Strike Zone and Markuc properties that will be on the delinquent tax deed properties: The City is no longer interested in the Strike Zone property. However, the City is interested in parcel #201-0053 and parcel #201-0168. The City intends to raise the homes on these two properties and resell the lots. Motion by Nye to deed parcel #201-0053 and #201-0168 to the City of Antigo, second by Bostwick, all ayes, motion carried. Parcel #201-0521, the previous Strike Zone property has incurred Special

Assessments of \$70,347.08 and the assessed value is \$19,450. Motion by Cahak to take parcel #201-0521 on tax deed and advertise it at \$19,450, second by Bostwick, all ayes, motion carried.

Agenda Item #7 Discuss selling tax deed properties via live auction: The properties that were taken on tax deed at the May Finance Committee meeting have been advertised once except for the Strike Zone property. If the County Board adopts the Ordinance at the June County Board meeting, the County can then sell the properties that have been advertised via live auction. Motion by Bostwick, second by Karpf, to sell the properties via live auction with North Central Sales, pending County Board approval of the County Ordinance and to advertise the Strike Zone property at \$19,400, all ayes, motion carried. Kathy Jacob noted that some of the former owners have not vacated the properties. The Committee requested that Kathy send notices to the tenants to vacate those properties by June 30, 2012.

Agenda Item #8 Request from the Economic Development Corporation to have the County join Grow North, and to update the Committee regarding the Economic Development Revolving Loan Fund: Chris Berry was present to address the Committee regarding asking the County to join Grow North. Grow North assists in business development in a 5 County region. Grow North was created in 2003. Economic Development Corporation (EDC) is already a member of Grow North. Chris is asking the County to invest \$500 per year to become a member of Grow North. Funds would have to come from the contingency fund to pay for the Grow North membership. Chris also gave an update regarding the Economic Development Revolving Loan Fund. The State would like to see the revolving loan fund programs be consolidated. The State has proposed that Langlade County be consolidated with counties that consist of the North Central Regional Planning consortium. Chris is concerned that Langlade County does not have the same industries and scale of economy and therefore would rather have the County join the Grow North consortium of Counties. Motion by Bostwick, second by Nye, to join Grow North for one year, and to transfer \$500 from the contingency account for the dues, 4 ayes, 1 no (Karpf), motion carried.

Agenda Item #9 Request to purchase monitors and video cards for Social Services Economic Support/Management staff: Social Service Committee approved the purchase of nine monitors and video cards for Economic Support/Management staff. The monitors will cost \$175 each, and the video cards will be \$114.71 (7) and \$150.00 (2) each for a total of \$2,677.97. These items were not budgeted for, but half the funding will come from the Income Maintenance grant, the other half will come from savings from their vacant position. Motion by Bostwick, second by Karpf, to purchase 7 monitors and 2 video cards, and transfer the funds from Social Services health insurance budget, all ayes, motion carried.

Agenda Item #10 Meet with North Central Health Care regarding 2013 budget: Gary Bezucha and Brenda Glodowski from North Central Health Care (NCHC) were at the meeting and discussed the plan for their 2013 budget. At this point, NCHC anticipates they will be able to operate at the same level of service with the same tax levy as 2012, because of how they strive to operate efficiently. NCHC would accept the County freezing their tax levy for 2013.

Agenda Item #11 Meet with the ADRC regarding 2013 budget: Representatives from the ADRC were at the meeting to discuss the plan for their 2013 budget. The amount of tax levy given to the ADRC in 2012 was frozen from 2011. If there is a change to the contribution amount, it must be approved by all of the Counties involved in the ADRC of Central Wisconsin. Those other counties are Wood, Marathon and Lincoln. In the 2013 budget plan, Olsen has proposed a 2% increase in tax levy for the ADRC. This would increase Langlade County's contribution

from \$115,070 to \$117,371. Lacleade County does not charge the ADRC for rent. Historically, Lacleade County has not charged North Central Health Care for rent either. These agencies are providing services for our County and it doesn't make sense to give them tax levy for them to then pay the County back some of it for rent. Motion by Bostwick to increase the ADRC contribution 2% for 2013 and to continue to not charge the ADRC rent, second by Nye, all ayes, motion carried.

Agenda Item #12 Funding for LEAN training for County Department Heads. North Central Technical College has given the County a proposal to train 15 to 17 County Department Heads in LEAN. The cost for the training would be \$3,999. The training would take place in one of the County's meeting rooms, and would consist of three days of training. The Department Head's will be expected to do a project using LEAN principles. The Executive Committee will be discussing this as their next meeting, but Finance Committee needs to approve funding for the training. Motion by Nye to approve the funding for LEAN training for the Department Heads, with the understanding that when training is completed, a report will be given to the County Board, second by Bostwick, all ayes, motion carried.

Agenda Item #13 Request to increase the Corporation Counsel's credit card balance to \$750: The Corporation Counsel's credit card balance is currently set at \$250. The \$250 has not been high enough to allow him to purchase the needed legal publications and have enough room for registration fees and hotels. He is requesting his credit limit be increased to \$750. Motion by Nye, second by Bostwick, to increase Corporation Counsel's credit card limit to \$750, all ayes, motion carried.

Agenda Item #14 Purchase of copier for Maintenance Department: The Maintenance Department has requested a copier for their department. A new copier would cost \$4,999, but Office Enterprises has offered a used copier for \$2,925. The used copier has more functions and will allow the Maintenance Department to print 11 x 17, color, and has a faxing unit. Motion by Nye, second by Bostwick to purchase the used copier for the Maintenance Department for \$2,925, all ayes, motion carried.

Agenda Item #15 Update regarding the Community Development Block Grants consortium: Gary Olsen updated the Committee on the progress of the Community Development Block Grant consortium. The Committee approved this action at their May meeting. The resolution has been finalized and is being distributed to the other Counties. There are commitments from Florence, Forest, Lincoln, Menominee, Oconto, Oneida, Shawano, Taylor and Vilas Counties to join the consortium. The resolution will be going forward to County Board this month. The County Board Chairman will need to appoint someone to be a representative on the consortium's Housing Committee. This was information only.

Agenda Item #16 Review the Investment Policy: The Finance Committee discussed the Investment Policy at the May meeting. A copy of the revised policy was given to the Committee with their agenda. Meyer withdrew \$491,606.23 from the County's JPMorgan investment account and she reinvested it at Citizens Bank in a CD at .41%. Meyer will give the Committee a Security Investment Listing quarterly per the County Investment Policy. From 2002 until 2011, the County averaged 4% on our investments at JPMorgan. Motion by Nye, second by Karpf to adopt the revised investment policy, all ayes, motion carried.

Agenda Item #17 Discuss Wood Technology borrowed funds: The County has now received all of the grant monies from the Wood Technology project. There is currently \$940,596.81 remaining from the project. Olsen presented the Committee with four options see below:

<u>Description</u>	<u>Tax Levy Impact</u>	<u>Tax Levy Savings</u>	<u>Interest Paid</u>	<u>Interest Saved</u>
<u>Option #1</u>				
Do not refinance, and do not pay off any of the current loan, keeping the \$940,000 for CIP projects	353,023.34	-	371,861.68	-
<u>Option #2</u>				
Refinance existing loan by borrowing the required \$525,000 and keep the \$940,000 for CIP projects	417,605.17	64,581.83	298,934.49	(72,927.19)
<u>Option #3</u>				
Pay off \$900,000 of the loan, and not refinance	199,244.53	(153,778.81)	195,410.00	(176,451.68)
<u>Option #4</u>				
Pay off \$900,000 of the loan, and refinance the required \$300,000	238,583.91	(114,439.43)	170,785.62	(201,076.06)

Motion by Bostwick to accept option #1 of not refinancing and keep the unspent funds of \$940,596.81 for capital improvement projects, second by Nye, all ayes, motion carried.

Agenda Item #18 2013 and 2014 Budget Plan: Gary Olsen presented the Committee with proposed 2013 and 2014 budget plans. Olsen is anticipating a proposed tax freeze of \$9,153,711 for 2013. From the 2013 plans that were submitted by departments last August, we are currently over about \$99,626 and need to find this amount in order to make budget. For the 2014 plan, we are currently \$298,536 over budget. Motion by Nye to approve the 2013 and 2014 budget plans, second by Cahak, all ayes, motion carried.

Agenda Item #19 Purchasing computer software and hardware for departments: Dispatch is in need of new printers. The printer needed is a HP4515x and costs \$2,300 each. Olsen is recommending we purchase 2 of these printers using the Computer Replacement Fund. Motion by Nye, second by Bostwick, to purchase 2 HP4515x printers from Office Enterprises for a total cost of \$4,600 using the Computer Replacement Fund, all ayes, motion carried. Nate Heuss needs a full version of AutoCad 2013 and it will cost is \$3,517.40 which includes 1 year of updates. Motion by Bostwick, second by Nye, to transfer \$3,517.40 from his Courthouse Supplies account (100.26.516110.0000.3510) to the Maintenance Computer Software account (100.26.516130.0000.3185) to purchase AutoCad 2013, all ayes, motion carried.

Agenda Item #20 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 \$1,488,322.96. The new phone system is ready to go. The delay is due to the 911 dispatch system. Their headsets are capable of talking on the phone and also on the radios to the deputies. Camera Corner is looking for the needed equipment in order to make 911 compatible.

Agenda Item #21 Line Item Transfers: None at this time.

Agenda Item #22 Approve Grant Requests: None at this time.

Agenda Item #23 Travel and Training Requests: Permission for Gary Olsen to travel to Green Bay to Camera Corner, Motion by Karpf, second by Bostwick to approve mileage for Olsen to Green Bay, all ayes, motion carried.

Agenda Item #24 Review and approve payment of bills: Motion by Bostwick and second by Karpf to approve the payment of bills, all ayes, motion carried.

Agenda Item #25 At approximately 10:30 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c), Wis. Stats., to discuss the staffing needs of the Maintenance Department and organization of employment: Motion by Bostwick, seconded by Karpf to go into closed session at 12:06. Roll call Bostwick, aye, Burns, aye, Cahak, aye, Karpf, aye, Nye, aye. The committee commenced to closed session.

Agenda Item #26 Return to open session with possible action on any matters discussed in closed session: Motion by Cahak, second by Nye, to end closed session and return to open session, all ayes, motion carried. Motion by Nye, second by Bostwick, that this committee concurs with the Public Property Committee and approve a member of the Finance Department staff providing support to the Maintenance Department, all ayes, motion carried.

Agenda Item #27 Verify Date of Next Meeting: The next meeting will be on Friday, July 6, 2012 at 9:00 a.m.

Motion to adjourn meeting at 12:35 p.m. made by Cahak, second by Nye, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary

ORDINANCE NO. 1-2012

THE COUNTY BOARD OF SUPERVISORS OF LANGLADE COUNTY, WISCONSIN, pursuant to Sections 59.03, 59.06, 75.35 and 75.69 of Wisconsin Statutes, does hereby ordain to amend Chapter 3.02 of the Langlade County Code of Ordinances entitled "*Sale of Tax Delinquent Land*" as follows:

3.02 SALE OF TAX DELINQUENT LAND.

(1) PURPOSE AND APPLICABILITY.

The purpose of this Section is to establish procedures for the sale of tax delinquent real estate acquired by the County pursuant to Chapter 75, Wisconsin Statutes. This Section applies exclusively to the sale of tax delinquent real estate acquired by Langlade County. This Section does not apply to the exchange of property pursuant to Section 59.69(8), Wis. Stats., to the withdrawal and sale of County forest lands, or to the sale or exchange of lands to or between municipalities or to the State. Nor does this Section apply to the subsequent conveyance of real estate acquired by Langlade County under Chapter 75, Wis. Stats., and held for public uses or public purposes of any nature, pursuant to Section 59.06, Wis. Stats.

(2) LAND SALES COMMITTEE.

The Land Sales Committee (hereinafter Committee) shall consist of the members of the Finance Committee of the County Board, the County Clerk and the County Treasurer, which Committee shall have the power and authority to manage and sell tax delinquent real estate pursuant to the provisions of this section.

The Committee is authorized to sell or convey tax-deeded lands by any manner and upon such terms as authorized by law under Sections 75.35 and 75.69, Wis. Stats., including but not limited to: advertising for sealed bids, public auction, conveyance to the municipality where the property is located, exchange of property for a public purpose, and redemption by former owner(s). Consistent with this authority, the Committee shall enact policies to be followed in the acquisition, management and sale of tax-deeded land.

The Committee shall have the authority to engage licensed real estate brokers and salespersons to assist in selling tax-deeded properties and pay a commission for such services and to advertise land sales in such manner as the Committee deems proper.

(3) ANNUAL REPORT.

The County Clerk shall present the County Board with a list of all lands sold, their appraised value and the sales price at the end of each year.

EFFECTIVE DATE. This Ordinance shall be in force and effect from and after its passage and publication.

LAND SALES COMMITTEE:

Jerrold Burns

William Bostwick

Vernon Cahak

Judy Karpf

Ronald Nye

, Chairman
Board of Supervisors

ATTEST:

Kathryn Jacob
Langlade County Clerk

**ADOPTED BY THE COUNTY BOARD OF LANGLADE
COUNTY THIS 19th DAY OF JUNE, 2012.**

Kathryn Jacob, County Clerk

Langlade County		
ISSUE DATE	POLICY TITLE:	POLICY NO.
6/8/12	Langlade County Sale or Conveyance of Tax-Deed Property Policy	
REVISION DATE		

Pursuant to Ordinance # 1-2012 and Sections 75.35 and 75.69, Wis. Stats, the Land Sales Committee adopts the following terms and procedures to be followed in the acquisition, management and sale of tax-deeded land.

The County Clerk shall notify members of the Land Sales Committee as soon as a tax deed is taken by the County.

The Committee will use the fair market value as determined by the latest tax roll for the starting selling price.

The Committee shall determine the method of sale or conveyance for each property.

I. Method of Sale or Conveyance

a. Advertising the sale to the public.

If the tax-deed property will be advertised for sale to the public, then the tax-deeded property may not be sold unless the sale and appraised value of such real estate has first been advertised by publication of a class 3 notice, under ch. 985, Wis. Stats. Notice of sale shall be mailed to the clerk of the municipality in which the real estate is located at least 3 weeks prior to the time of the sale. [75.69] A copy of the land sale listing will also be sent to the Land Records and Forestry Departments.

During the first attempt to sell the property, the Committee may accept the bid most advantageous to it but every bid less than the appraised value of the property shall be rejected. If all bids are rejected after the first advertisement for sale, then any subsequent bid amount can be accepted. [75.69]

The Committee may recommend the bid most advantageous to the County, however the Committee shall prepare a written statement that explains the reasons for accepting a bid that is less than the highest bid. [75.69] The Land Sales Committee shall by majority vote recommend the acceptable bid to the County Board.

The preferred method of conveyance is by Quit Claim Deed. Special assessment in the process of collection shall be the responsibility of and assumed by bidder.

b. Procedure for closed bids.

Sealed bids for the purchase of tax-deeded real estate shall be filed with the County Clerk. A 20% deposit must accompany all bids. Deposits of unsuccessful bidders will be refunded.

Bids will be opened publicly during a meeting of the Land Sales Committee. On the first round of bids, any bids that do not exceed the appraised value of the property must be rejected. If all bids are rejected after the first round of bids, then any subsequent bid amount can be accepted.

Once bids are accepted by the Land Sales Committee, they will be sent to the County Board for final approval.

The successful bidder shall be notified immediately of the acceptance of the bid, and such bidder has 30 days from the date notice is mailed to pay the balance of the bid. Upon payment of the purchase price, in addition to the recording fee for the Register of Deeds, the County Clerk shall issue a quit claim deed to the bidder and file it with the Register of Deeds. If practical, the deed should be filed with the Register of Deeds by December 31st.

c. Procedure for open bids (public auction).

Following the first attempt to sell the property under a class 3 notice, the Committee may sell the property via public auction. The Committee will utilize a certified auctioneer/real estate agent who will list the properties on their web site to be sold via on-line public auction.

Once the auction closes, the buyer will be responsible to pay 100% of the purchase price and the buyer will be responsible to pay all auction fees directly to the auctioneer. Any special assessments incurred during the process of collection shall be the responsibility of and assumed by the bidder. All properties sold via public auction shall be conditional upon County Board approval.

All valid deed restrictions and covenants of record in the chain of title shall continue, and the County will convey its interests in the property by quit claim deed. The property is also sold "as is" with no express or implied warranties regarding the title, use or condition of the property.

II. Exchange of lands

The Committee may exchange tax-deed lands for other lands in the County for the purpose of promoting the regulation and restriction of agricultural and forestry lands [59.69 (8)].

The Committee may also exchange tax-deed lands for other lands for the purpose of creating a park or recreational area [59.69 (8)].

III. Conveyance to local municipality

The Land Sales Committee may recommend the conveyance of a tax-deed parcel to the local municipality upon terms and conditions established by the Committee. Such conditions may include: an indemnification agreement, adding Langlade County as an additional insured on the property, reimbursement of delinquent tax amounts, and/or the retention of a reversionary interest to the property.

IV. Redemption by former owner(s)

The Land Sales Committee may, at its option, give preference to the former owner who lost his or her title through delinquent tax collection enforcement procedure, or his or her heirs, in the right to repurchase such lands. If the former owner(s), or his or her heirs, is/are permitted to repurchase land after Tax Deed is issued to Langlade County, then the purchase price shall include all delinquent taxes, interest, penalties and expenses incurred by the County.