

Minutes of Lantlade County Finance/Information Services Committee Meeting

The meeting, in the County Board Room of the Lantlade County Safety Building was called to order at 8:30 a.m., June 9, 2017 by Chairman Scupien.

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

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Nathan Heuss, Ron Barger, Judy Nagel, Joe Novak, Mark Westen, and Sue Paycer.

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. Carlene Nagel was presented as the new Finance Director and the Committee thanked Gary Olsen for his service as the Finance Director.

Agenda Item #4 Approve the minutes of the previous Finance Committee meetings on May 2, 2017, May 15, 2017 and May 23, 2017: Motion was made by Nye, second by Pennington to approve the minutes of the May 2, 2017, May 15, 2017 and May 23, 2017 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 Review the County's procedures for delinquent tax procedures:
A copy of the County's procedures for delinquent tax procedures was distributed to the Committee for review. Since the Committee only completes this process once a year, they wanted to review how the process works. No suggested changes were made to the policy or procedure. For informational purposes only.

Agenda Item #7 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 distributed a copy of the County's land sale list. One bid was received for the properties that were advertised. Parcel number 028-0020.001 received a bid for \$20,100 but the fair market value of the property is \$67,899. The bid did not meet the fair market value, motion by Pennington to deny the bid due to the fact it did not meet the minimum requirements, second by Nye, all ayes, motion carried.

The Committee set the minimum bids for the properties as follows:

Parcel number 028-0020.001 \$20,000
Parcel number 032.0480.002 \$2,000
Parcel number 201-0201 \$8,000
Parcel number 201-0562 \$12,000
Parcel number 201-0133 \$10,000
Parcel number 201-0040 \$5,000
Parcel Number 022-0167.0001 \$600
Parcel Number 030-0376.003 \$5,000

Motion by Pennington to approve the above mentioned minimum bid amounts for the properties, second by Nonnenmacher, all ayes, motion carried.

Agenda Item #8 Presentation of the County audit by Schenck Business Solutions:

Scott Sternhagen and Dave Maccoux presented the 2016 audit for the County. Two documents were distributed to the Committee; the Annual Financial Report and the Management Communications document. There were no major findings from the audit and the County is in a very good financial position. The Management Letter commented that backup for the financial responsibilities for the Highway still need to be considered. Motion by Nye, second by Pennington to approve the 2016 audit and have Carlene present it to the County Board, all ayes, motion carried.

Agenda Item #9 Capital Improvement Projects (CIP) 2018 funding and approval:

The Committee reviewed the capital improvement projects that were submitted from the different departments. The 2018 projects were discussed and a listing will be brought back to the Committee at the July meeting for the Committee to complete a final review and approval of the 2018 projects.

Agenda Item #10 Request to purchase a laptop, docking station, MIFI unit and keyboard for the new social worker at Social Services:

Social Services recently received approval for a new Social Worker position. This position will need a laptop, docking station, MIFI unit and a keyboard. Funding will need to come from the Computer Replacement Fund. Motion by Nye, second by Pennington to approve the purchase of the MIFI unit and laptop for the new Social Worker from the Computer Replacement Fund, all ayes, motion carried.

Agenda Item #11 Request for a credit card for the Payroll Specialist/Interim HR Director:

The Finance Department has requested a County credit card with a limit of \$250 for the Payroll Specialist/Interim assistant HR Director position. The person in this position has now accepted the position of HR Director so the credit card is not needed at this time. No action taken.

At approximately 9:30 a.m. consider moving into closed session pursuant to Section 19.85 (1)(c)&(f), to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; or includes financial, medical, social, or personal histories of an individual to consider assignment of and compensation for the supervision of the Information Services Department:

Motion by Nonnenmacher, second by Cahak to table this item until Robin Stowe can be available, all ayes, motion carried.

Agenda Item #12 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department:

The Finance Department offices have moved to the basement of the Safety Building. Alisha Resch has accepted the HR Director position. The newly created Staff Accountant position will be advertised. The current balance in the Self Funded Health Insurance account is \$1,303,130.

Agenda Item #13 Computer equipment purchases. None at this time.

Agenda Item #14 Approve Grant Requests: None at this time.

Agenda Item #15 Verify Date of Next Meeting: The next meeting is scheduled for Friday, July 7, 2017 at 8:30 a.m. Motion to adjourn the meeting at 10:55 a.m. made by Pennington, second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,
Gary D. Olsen
Recording Secretary

DRAFT