

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

The meeting, in the Law Library of the Lantlade County Courthouse was called to order at 2:00 p.m., March 4, 2011 by Chairman Bornemann.

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

Members Absent: none

Others present: Gary Olsen, Carlene Nagel, Ann Meyer, Holly Matucheski, Deana Grabowski, Becky Frisch, Robin Stowe, Nick Sanchez and Steve Jackson

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 February 4, 2011: A motion was made by Burns to approve the minutes of the February 4, 2011 Finance Committee meeting, second by Solin, all ayes, motion carried.

Agenda Item #3 Land Sales: An updated land sale list was distributed to the Committee. The Sheriff has an interest in Lot #2. There have not been any bids received for Parcel #201-1053, Parcel #006-0361.001 or Parcel #030-1421. Motion by Burns to remove Lot #2 from the land sale list and retain for public purposes, reduce Parcel #201-1053 to \$500, reduce Parcel #006-0361.001 to \$1,000 and reduce Parcel #030-1421 to \$5,000, second by Solin, all ayes, motion carried.

Agenda Item #4 Discuss the County's handling of special assessments on taxes: The Committee discussed the County's current procedure for handling special assessments. This item will be held in Committee until next month.

Agenda Item #5 Discuss Lantlade County Chamber dues for 2011: This item was carried over from last month's meeting. The Chamber has now allowed the Community Development Corporation to join the organization. An invoice for the 2011 dues was also received by the County, the amount is \$594. Motion by Solin to renew the membership with the Lantlade County Chamber, second by Burns, all ayes, motion carried.

Agenda Item #6 Request to increase credit limits for Community Development: Chris Berry has requested an increase to her County credit card limit and to Angela Close's County credit card limit. The limit on their credit cards is currently \$500 each. They would like this increased to \$1,000 each. The Community Development Corporation has approved this request. Motion by Burns, second by Karpf to increase the two Community Development County credit card limits to \$1,000 from January to April 30th. The remainder of the year, the credit limits will be reduced to \$500, all ayes, motion carried.

Agenda Item #7 Request for Facebook access: The Health Department has requested the ability to create a Facebook page for the Department. The County currently has Facebook blocked. The Committee discussed the advantages and disadvantages of allowing access to social networking websites. It was suggested that a social networking policy might need to be adopted. Motion by Karpf to allow a Facebook page for the Health Department and collaborate

with Robin to draft a policy for social networking. Motion died for lack of a second. Motion by Burns to request Corporation Counsel to create a social networking policy and bring this item back to the Committee next month, second by Nye, all ayes, motion carried.

Agenda Item #8 Boys and Girls Club request for payment: The Boys and Girls Club have requested that \$3,125 of the \$12,500 budgeted for them in 2011 be paid. There was no documentation included with their invoice to show what activities have been performed in White Lake or Elcho. The Finance Committee tied outreach to White Lake and Elcho to the funding for 2011. Nick Sanchez discussed the current Boys and Girls Club programming at White Lake and Elcho. This was informational only.

Agenda Item #9 Printer for new Economic Support worker: The County Board authorized the creation of a new Economic Support worker position in Social Services. Because this is a new position, the I/S Department had to find the computer equipment for the position to utilize. All of the equipment needed was found within the County, with the exception of a printer. The Finance Committee has to approve all new printers that would be added to the lease. Office Enterprises will add the printer to the lease for a total cost of \$500. This item was then handled under the Purchasing of computer software and hardware for departments line item later on the agenda.

Agenda Item #10 Review to increase credit card limit for Finance Department credit card: The Finance Director is requesting permission to increase the limit on the Finance Department credit card from \$250 to \$1,500 for the month of May. The card will be used for hotel and purchases that will require a larger balance for that month. After May, the card could again be decreased to \$250. Motion by Solin, second by Nye, to increase the credit limit of the Finance Department credit card to \$1,500 for the month of May only, all ayes, motion carried.

Agenda Item #11 Review and authorize carry forward requests: A listing of the carry forward requests was presented at the Committee meeting. The total amount carried forward will be \$258,968.09. There will be \$2,110,736.84 that will be carried forward in fund balance accounts that was authorized by past resolutions. There has been \$15,000 that has been carried forward for meth lab cleanup costs. It was discussed that this amount could be removed from the fund balance carry forwards, and fund any meth cleanup costs with contingency funds. Motion by Nye, to remove the \$15,000 for meth cleanup costs that was established with resolution 06-2006, second by Karpf, all ayes, motion carried. Motion by Nye, second by Burns to send the carry forward requests to County Board, all ayes, motion carried.

Agenda Item #12 Review program ranking: Gary Olsen reviewed the program ranking process with the Committee. The program ranking information will be in the packet sent to the Committee members for the April meeting.

Agenda Item #13 2011 budget plan information: The Committee usually sets the budget plan in March for next year's budget. With the uncertainty of the State budget and Shared Revenue, the Finance Director would like to discuss the budget plan after the program ranking is completed. This item was held in committee.

Agenda Item #14 County Department 2010 budgets, and take action regarding overages: A listing of the County Department's 2010 budget to actual report was distributed at the Committee meeting. The County Clerk's budget is over due to elections by the amount of \$2,607. Aging is also over budget \$3,007 due to the sick leave payouts. Motion by Solin, second by Karpf, to cover the County Clerk's budget shortage and the Aging Department's

budget shortage from the General Fund, all ayes, motion carried. Motion by Burns, second by Solin, to use the Contingency fund to cover the budget shortages in Emergency Management (\$12), Misc. Health & Human Services (\$13), and Transportation (\$93), all ayes, motion carried.

Agenda Item #15 Discuss Budget Repair Bill: The Committee discussed the impact of the Budget Repair Bill on the County.

Agenda Item #16 Purchasing computer software and hardware for departments: A listing of hardware/software purchases was distributed to the committee. The printer that was needed for the Economic Support worker position was discussed. Printers are also needed for the Victim Witness office and the Maintenance Department. Motion by Solin, second by Nye, to purchase three printers and add them to the Office Enterprises maintenance lease, all ayes, motion carried.

Agenda Item #17 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 \$2,321,449.81. The Contingency balance is currently \$25,000.

Agenda Item #18 Line Item Transfers: None at this time

Agenda Item #19 Approve Grant Requests: Emergency Government has a PSAP Radio Supporting MABAS grant available for communication equipment. The grant would be for \$25,000 with a 15% match required. Motion by Karpf, second by Burns to apply for the PSAP Radio Supporting MABAS grant, all ayes, motion carried.

Agenda Item #20 Travel and Training Requests: Carlene Nagel and Pam Jankowski to attend the Financial Managers wisacwis meeting in Stevens Point on March 30, 2011. Cost will be mileage and 2 meals.

Agenda Item #21 Comp time report: The comp time report was distributed to the committee.

Agenda Item #22 Review and approve payment of bills: Motion by Burns and second by Solin to approve the Finance Director's report, travel and training requests, comp time report, and payment of bills, all ayes, motion carried.

Agenda Item #23 Verify Date of Next Meeting: The next meeting will be on Friday, April 8, 2011 at 2:00 p.m.

Motion to adjourn meeting at 4:00 p.m. made by Burns, second by Solin, all ayes, motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary