

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., May 10, 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, Robin Stowe, Ann Meyer and Kathy Jacob

Agenda Item #1 Call the meeting to order: The meeting was called to order at 9:00 a.m. by Chairman Burns, and Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on April 5, 2013: A motion was made by Cahak, seconded by Nye, to approve the minutes of the April 5, 2013 Finance Committee meeting. All ayes, motion carried.

Agenda Item #4 Land Sales: Kathy Jacob distributed a list of tax deed properties that will be taken by the County in 2013. There are 15 parcels the County has taken tax deed of and will be on the land sale list. The following are the parcels and their estimated fair market values: parcel #201-0097 \$84,013, parcel #201-0382 \$41,517, parcel #201-1237 \$66,584, parcel #201-1253 \$73,732, parcel #201-2827.001 \$35,000, parcel #004-0081.001 \$5,500, parcel #004-0081.002 \$5,500, parcel #006-0398.001 \$99,948, parcel #010-0238.004 \$3,036, parcel #030-1768 \$20,517, parcel #030-1421 \$5,000, parcel #034-0288.001 \$100, parcel #034-0802.005 \$40,033, parcel #191-0091 \$8,076 and parcel #191-0192.001 \$3,000. Kathy will advertise these properties at fair market value. The Housing Authority is interested in parcel #201-0097. Robin will research to make sure the County can sell it to the Housing Authority without advertising this parcel. Motion by Nye to allow selling parcel #201-0097 to the Housing Authority contingent upon Robin's findings if the County can sell it without advertising. The motion failed for lack of a second. Nye withdrew the motion. Stowe will still research to see if the County can sell the parcel to the Housing Authority without advertising for bids.

Agenda Item #5 Request for Child Support employees to have access to social networking sites: The Child Support Agency has requested access to Facebook.com, youtube.com, craigslist.com, myspace.com, and linkedin.com for Judith Zalewski and Ann Wegner. They will utilize these pages to locate child support clients. Per County policy, the Finance Committee has to give formal authorization for employees to utilize these sites. Motion by Bostwick, second by Nonnenmacher to approve Judith Zalewski and Ann Wegner access to the social networking sites to locate child support clients. All ayes, motion carried.

Agenda Item #6 Discuss overage in County Board budget for Legal Fees. The Finance Committee budgeted \$5,000 for legal fees for the County. This line item is mainly used to pay for labor relations legal counsel. The County has spent \$10,407 to date in this account. The County has budgeted \$5,000 for the last three years, and has actually spent around \$15,000. This amount is located in the County Board's budget, and the other line items have been historically under budget to cover the overages in this line item. Because the County Board's budget was reduced for 2013, there might not be enough of a surplus to cover this overage. The Committee will wait until the midyear budget reviews are completed, to determine if more funds will be needed. This item was informational only.

Agenda Item #7 Transfer funds from the Computer Replacement Fund to purchase a new video conferencing unit for the Jail: The video conferencing unit for the Jail is not working properly, and the I/S Department cannot repair the unit. The cost to replace the video conferencing unit is \$3,883. The funding would need to come from the Computer Replacement Fund. The current balance in the computer replacement fund is \$232,250.73. Motion made by Nye, second by Nonnenmacher, to purchase a new video conferencing unit for the Jail for \$3,883 from the Computer Replacement Fund, all ayes, motion carried.

Agenda Item #8 Increase credit card limit for Pam Jankowski in the Maintenance Department: Pam Jankowski, in the Maintenance Department, currently has a County credit card with a limit of \$250. A request was received to increase her limit to \$5,000. This will allow Pam to charge as many of the Maintenance Department bills as possible. The County receives a dividend each year that is based on the amount that is spent. The Maintenance Department has many bills that can be charged to help the County capitalize on this dividend. Monthly Waste Management bills are an example of what can be charged. Motion by Bostwick, second by Cahak, to increase Pam Jankowski's credit card limit to \$5,000, all ayes, motion carried.

Agenda Item #9 Resolution to transfer funds from the General Fund for the Library Roof project: The Finance Committee was asked to sponsor a resolution to pay for 1/3 of the cost for the Library roof replacement. The estimated project cost is \$100,000, making the County's portion, \$33,333.33. Representatives from the City were present at the May Finance Committee meeting to discuss that the City does not have the funds available for their share of the project until 2014 or 2015. The City would agree to reimburse the County over the next two years, if the County would pay both shares now. At the May meeting, the Committee approved lending the City their share and that the City pay the County .65% interest on the money the County would be borrowing the City for the Library roof. The City has notified the County that they now can cover their portion of the Library Roof replacement project. A resolution will be going to County Board asking the County to pay for 1/3 of the cost of the Library roof replacement. The Library Board and the City have approved \$35,000 each for this project, and have asked the County to also contribute this amount. This will allow enough funding for a contingency on the project. These funds would need to come from the General Fund. Motion by Nonnenmacher, second by Cahak to approve transferring \$35,000 from the General Fund for the Library roof replacement, all ayes, motion carried.

Agenda Item #10 Discuss Fund Balance: Gary Olsen reviewed the Fund Balance information that was distributed at the County Board meeting with the Committee. This was for information only at this time.

Agenda Item #11 2014 Budget Plan: Gary presented the Committee with a draft 2014 Budget Plan. Olsen recommends freezing the 2015 budget plan amounts at 2014 levels. Motion by Nye to approve the 2014 budget plan and freeze the budget numbers for 2015, second by Burns, all ayes, motion carried.

Agenda Item #12 Review County investment policy: The committee discussed the County's options for investing because the County needs to work with a broker and is not allowed to purchase Treasury notes on their own. The Committee will continue to discuss this item at the June meeting.

Agenda Item #13 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 \$1,203,814.47. The 2012 audit has been completed and we are waiting for the audit report from the auditors. Probation and Parole will remain in their current office space until the end of July. The I/S Department and two of the Finance Department employees will move into that office space after Probation and Parole move to their new location.

Agenda Item #14 Line Item Transfers: Register of Deeds is in need of a new desk. The desk would cost \$1,590 and funds would come from the equipment replacement fund. Motion by Nye, second by Cahak to approve purchasing a new desk for Register of Deeds, 4 ayes, 1 no (Bostwick), 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, June 7, 2013 at 9:00 a.m.

Motion to adjourn meeting at 10:26 a.m. made by Nonnenmacher, second by Nye, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary