

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 8:00 a.m., May 6, 2016 by Chairman Scupien.

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

Members Absent: None

Others present: Gary Olsen, Alisha Resch, RJ Weitz, Tammy Wilhelm, Judy Nagel, Nate Heuss, and Erik Rantala.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 8:00 a.m. by Chairman Scupien, and the Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on April 8, 2016: A Motion was made by Pennington, second by Cahak to approve the minutes of the April 8, 2016 Finance Committee meetings, all ayes, motion carried.

Agenda Item #4 Recognition of others present and public comments on agenda items: The Committee recognized those in attendance.

Agenda Item #5 Election of Committee Vice-Chairman and Secretary: Motion by Cahak to nominate Pennington as the Committee Vice-Chairman, motion by Pennington to nominate Nye as the Committee Vice-Chairman, Nye declined the nomination. Motion by Nye, second by Cahak to close the nominations and cast a unanimous ballot for Pennington as Committee Vice-Chairman, all ayes, motion carried. Motion by Nonnenmacher, second by Nye to nominate Cahak as the Committee Secretary and have a staff member of the Finance Department take minutes at the Finance Committee meetings, motion by Pennington to close the nominations and cast a unanimous ballot for Cahak, all ayes, motion carried.

Agenda Item #6 Selection of one committee member to serve on the Matrix Committee: Motion by Pennington to nominate Nye as the committee member to serve on the Matrix Committee, motion by Cahak to close the nominations and cast a unanimous ballot for Nye, second by Pennington, all ayes, motion carried.

Agenda Item #7 Review Land Sale list and approval for publication: Judy Nagel distributed a list of tax deed properties that will be taken by the County in 2016. The following are the parcels and their estimated values: Parcel # 014-0328.005 \$16,418, Parcel # 030-0611.001 \$29,408, Parcel # 191-0014 \$45,762, Parcel # 034-0023.004 \$13,810, Parcel # 201.2550 \$39,644, Parcel # 201.0877 \$33,992, Parcel # 201.2484 \$49,453, Parcel # 201.1524 \$42,914. Motion by Nye, second by Nonnenmacher, to approve land sale list and approve publication, all ayes, motion carried.

Agenda Item #8 Discuss request for funding for an Outdoor Fun Day & Picnic event sponsored by the Health and Wellness Committee at Jack Lake: Nate Heuss was present to discuss possible funding for an Employee recognition event. This would be an event at Jack Lake for

employees and their families to attend. The County did do one recognition dinner in the past with funding coming from the insurance dividends that were received. Nate presented the specifics and the anticipated costs to the Committee. Currently there is \$3,300 in insurance dividend funds available. Motion by Nye, second by Nonnenmacher, to approve the request for funding of \$600 to come from the Health Committee budget for food and door prizes, all ayes, motion carried.

Agenda Item #9 Request from the Forestry Department to utilize Forest Preservation funds to purchase a trailer: The Forestry Committee approved utilizing up to \$3,000 from Forest Preservation funds for the purchased of a trailer. The Finance Committee also needs to approve this transfer. Motion by Nye, second by Pennington to authorize the purchase of a trailer up to \$3,000 utilizing Forest Preservation funds, all ayes, motion carried.

Agenda Item #10 Request to increase Jennifer Beran, in the UWEX Office's purchasing card limit to \$1,500: Kari Lazars is leaving the UWEX Office. Because the State will not be refilling this position for awhile, they would like to increase Jennifer Beran's purchasing card limit to \$1,500. That is the current limit of Kari's card. Motion by Pennington, second by Cahak, to approve increasing Jennifer Beran's purchasing card limit to \$1,500, but upon hiring a replacement for Kari's position the purchasing card for Jennifer Beran will be set back to \$500, all ayes, motion carried.

Agenda Item #11 Request to transfer funds from the Contingency Account to purchase chairs for the Law Library: Gary Olsen received multiple quotes for chairs in the Law Library. The lowest quote was from Claremont for \$109 each. The funding for the chairs would need to come from the Contingency Account. Motion by Pennington, second by Scupien, to approve the transfer of \$545 from the Contingency Account to purchase five chairs, all ayes, motion carried.

Agenda Item #12 Request to transfer funds from the Computer Replacement Account to purchase additional phone licenses: The County has utilized all of the phone licenses for the phone system. The cost to add ten additional licenses will be \$1,249.70. The funding would need to come from the Computer Replacement Account for this purchase. Motion by Nye, second by Cahak, to transfer funds \$1,249.70 the Computer Replacement Account to purchase additional phone licenses with the stipulation that in the future when requesting phone lines the committee wants to know who is requesting the new lines, all ayes, motion carried.

Agenda Item #13 Approve request for proposal for Northwoods Community Development Block Grant Administrator: Langlade County is the Lead County for the nine county region for the Northwoods Community Development Block Grant (CDBG). The grant allows for 15% of the total grant amount to be utilized for administration. The County can either hire an employee to provide this service or hire an outside company. For the first CDBG grant, the County hired BG & Associates to administer the grant. Request for proposals were sent to multiple companies and were evaluated by Gary Olsen and Carlene Nagel. The recommendation is to hire BG & Associates to administer the CDBG program for the region. No County money will be used to pay for this administrator. This will be funded 100% by the new CDBG grant. Motion by Nonnenmacher, second by Cahak, to approve hiring BG & Associates to be the administrator for the new Northwoods Community Development Block Grant, all ayes, motion carried.

Agenda Item #14 Review 2017 budget plan: Olsen discussed the 2017 budget plan with the Committee. Currently, the 2017 budget plan is \$96,000 over the projected levy limit. There are a lot of variables right now that affect the plan including the addition of at least one to two deputies, and changes in health insurance employee statuses. Motion by Cahak, second by Pennington to approve the plan and to allow the Finance Director to make changes to salary and fringe benefits as needed.

Olsen discussed how the County could fund additional deputies in the Sheriff's Department. Olsen distributed a handout detailing how the savings from having the Jail debt paid off after 2018 could be used for funding more deputy positions. The County will see a savings of \$375,977 when the Jail debt is paid off. The County has utilized some of this funding by hiring a Human Resource Director and an extra dispatcher. There is approximately \$205,977 remaining and each new deputy position would cost around \$90,000. Olsen explained that there would be enough money to hire two new deputy positions. If the County Board agrees to hire these positions, then for 2017 and 2018 the tax levy could be increased to fund the positions and then the levy would need to be decreased in 2019 when the Jail debt is paid off. Motion by Nonnenmacher, second by Scupien to recommend to add one deputy and raise taxes for two years to do so in order to support the addition, all ayes, motion carried.

Agenda Item #15: 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 and the tax levy projections to the Committee. The current balance in the Self Funded Health Insurance account is \$1, 448,606.

Agenda Item #16 Line item transfers: Motion by Nye, second by Pennington to allow the Finance Director to transfer funds between departments for health insurance, if employees decrease their coverage, with the funds being placed in a health insurance contingency account, all ayes, motion carried.

Agenda Item #17 Computer equipment purchases. None at this time.

Agenda Item #18 Approve Grant Requests: None at this time.

Agenda Item #19 Verify Date of Next Meeting: The next regular meeting will be at 8:30 a.m June 10, 2016 . Motion to adjourn the meeting at 9:30 a.m. made by Pennington, second by Cahak, all ayes, motion carried.

Respectfully submitted,
Alisha Resch
Recording Secretary