

## **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 8, 2015 by Chairman Cahak.

Members Present: Willie Bostwick (was excused to leave at 10:00 a.m.), Vern Cahak, Doug Nonnenmacher, Ron Nye and Don Scupien.

Members Absent: None.

Others present: Gary Olsen, Carlene Nagel, Kathy Jacob, and Becky McPhail

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

Agenda Item #3 Approve the minutes of the previous Finance meeting on April 10, 2015: A motion was made by Nye, seconded by Scupien, to approve the minutes of the April 10, 2015 Finance Committee meeting, 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 Review Land Sale List and approval for publication: Kathy Jacob distributed a list of tax deed properties that will be taken by the County in 2015. The following are the parcels and their estimated values: parcel #014-0583.001 \$5,218, parcel #028-0572.002 \$1,750, parcel #030-0382 \$44,000, parcel #191-0076 \$11,500, parcel #201-0866 \$42,870 and parcel #201-3028 \$54,811. Motion by Nye, second by Scupien to allow the County Clerk to advertise all of the properties at their estimated value, all ayes, motion carried.

Agenda Item #6 Requested Bonus for Child Support employee: Robin Stowe and Becky McPhail have requested a \$250 bonus for Ann Wegner due to the fact that Ann has filled in for the vacant secretary position in their department. The Employee Handbook allows for a bonus of this type to be paid with the approval of the oversight, Personnel and Finance Committees. Finance Committee's role in this approval is related to the funding. The department has to prove that they have sufficient funding in their department for the payment. Due to the vacancy in the department, they do have the funds for this payment. Motion by Nonnenmacher, second by Bostwick, to allow Ann Wegner to be paid a \$250 bonus for filling in for the vacant secretary position, all ayes, motion carried.

Agenda Item #7 Resolution to refinance the County's Jail Debt: At a previous meeting, the Finance Committee voted to move forward with refinancing the County's Jail Debt. The refinancing will still allow the debt to be paid off in 2018 and will save the County approximately \$25,375 in interest. This is the initial resolution to formally begin the process. Motion by Nye, second by Nonnenmacher, to approve refinancing the County's Jail Debt and send the resolution to County Board, all ayes, motion carried.

Agenda Item #8 Approval of County credit card listing by position and limit: At the April Finance Committee meeting, the Committee asked Gary Olsen to bring a listing of the positions within the County that have been previously approved to have a County credit card. Below is a listing of the positions and the approved amounts. By approving this listing, any of these vacancies that are refilled will automatically be issued a credit card with the approved limit. Additional

positions that need to be added would need approval of the oversight and Finance Committees. If limits are requested to be increased, those requests would also need approval of the oversight and Finance Committees. The normal credit limit for the Highway Office Manager is \$100,000. It is only increased to \$250,000 when the Office Manager purchases the road paint and then it is reduced back to \$100,000. The normal credit limit for the Information Services Computer Systems Coordinator is \$10,000, but it is increased to \$20,000 when computer purchases are made. Motion by Nye, second by Cahak, to approve the listing of current credit cards issued and their credit limits and if a position is refilled, a new credit card will automatically be issued with that credit limit, all ayes, motion carried.

<u>Department</u>	<u>Position Title</u>	<u>Credit Amount</u>
Child Support Corp	Office Coordinator-Child Support	1,500.00
Counsel Emerg Manage	Corporation Counsel	750.00
	Emergency Gov't Department Manager	250.00
Finance	Senior Accountant	250.00
Finance	Finance Director - Corporate Card	100,000.00
Finance	Finance Director	500.00
Forestry	Full-time Recreation Coordinator	1,000.00
Forestry	Forester	500.00
Forestry	Deputy Forestry Administrator	2,500.00
Forestry	Parks Department Manager	2,500.00
Forestry	Office Manager-Forestry	2,500.00
Forestry	Forestry Administrator	2,500.00
Forestry	Forester	500.00
Health	Director of Health/Health Officer	3,500.00
Health	Asst. Director of Health/Deputy Health Officer	2,500.00
Health	Health Department Technician	2,500.00
Health	Public Health Nurse (BSN Degree)	250.00
Health	Public Health Nurse (BSN Degree)	250.00
Highway	Shop Superintendent	2,000.00
Highway Information	Office Manager - Highway Computer Systems Coordinator	250,000.00

Service		20,000.00
Juvenile	Juvenile Officer	500.00
Juvenile	Juvenile Officer	500.00
Land Conservation	Land Conservation Department Manager	500.00
Land Records	Land Records Department Manager	500.00
Land Records	Surveyor	2,500.00
Maintenance	Building Maintenance Worker	1,000.00
Maintenance	Director of Facilities Management	20,000.00
Maintenance	Bldg Maint Working Foreman	750.00
Maintenance	Finance/Maint Clerical - Fairgrounds Asst	5,000.00
Maintenance	Building Maintenance Worker	750.00
Maintenance	Electric Bldg Maint Worker	5,000.00
Sheriff	Jail Administrator	5,000.00
Sheriff	Office Manager -Sheriff's Department	5,000.00
Social Service	Social Worker	250.00
Social Service	Administrative Assistant	500.00
Social Service	Masters Social Worker	250.00
Social Service	Social Worker	250.00
Social Service	CFS Supervisor	500.00
Social Service	Social Worker	250.00
Social Service	Social Worker	250.00
Social Service	Economic Support Supervisor	500.00
Social Service	Social Service Aid	250.00
Social Service	Support Services Specialist	250.00
Social Service	Director of Social Services	1,000.00
UWEX	Office Coordinator	1,000.00
UWEX	Family Living Agent	500.00
UWEX	4H Youth Development Agent	500.00
UWEX	Agriculture Agent	500.00

Agenda Item #9 Copier contract for black and white copiers: The contract for the black and white copiers has expired. The County redid all of the color copiers a couple of years ago with Office Enterprises. Gary Olsen would like to continue to utilize Office Enterprises because they handle 100% of the maintenance of the copiers and printers within the County. Olsen distributed a list of the 11 copiers to be replaced. All of them can remain black and white copiers except for the County Clerk's copier. The County Clerk needs a color copier to occasionally make colored copies for County Board and for the scanning option. Her scanner has recently stopped working and she needs a color copier that would have scanning capabilities. Motion by Nye, second by Scupien, to approve the proposed equipment replacement list, all ayes, motion carried.

Agenda Item #10 Review 2016 budget plan: At last month's meeting, the Committee approved the 2016 budget plan. There are some instances where employees within the departments either drop insurance or new employees take insurance coverage that is different than the amount in the plan. Gary Olsen would like approval to be able to make the changes for health insurance and any changes to salary and fringe benefits for the departments in the 2016 budget plan when they happen. This way, departments will not be hurt if an employee takes health insurance or will not receive a win fall if an employee drops the insurance. Motion by Nonnenmacher, second by Bostwick, to allow the Finance Director to make changes to the 2016 budget plan freeze numbers for salary and fringe benefit amounts when there is a change in the position within a department, all ayes, motion carried.

Agenda Item #11 Discuss Economic Conditions: There were no economic conditions discussed at this time.

Agenda Item #12 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: Gary Olsen explained that in 2018 the County will make the final debt payments for the County. Currently the Jail Debt payment is \$373,900 annually. In 2019, the County will be able to utilize this funding for operations. There is \$200,000 available to make the 2018 Jail debt payment, and then the remaining \$173,900 would be available in 2019. The Wood Technology debt will also be paid off in 2018. This means the County could borrow around \$1.5 million dollars to do CIP projects and the tax levy would not be increased, or if no money is borrowed, the tax levy would decrease by the amount of the debt payment for the Wood Tech building. Nye recommends to the Executive Committee that at their next meeting they discuss the differences between a Human Resources Director, Administrative Coordinator and an Administrator and determine what direction the County wants to go. This will give time to add any additional costs for Human Resources to the 2016 budget. Olsen reported that the County's annual audit and the CDBG monitoring audit have been completed. The main finding in the CDBG audit was that we need a policy from all 10 counties in the Northwoods CDBG region regarding the right to assemble. We have only received 4 of the policies back out of the 10 counties. 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 \$1,161,033.82. Motion by Nonnenmacher, second by Cahak to approve the Finance Director's report, 4 ayes, 1 absent (Bostwick) motion carried.

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 regular meeting will be June 5, 2015 at 9:00 a.m.

Motion to adjourn the meeting at 10:03 a.m. made by Nye, second by Nonnenmacher, 4 ayes, 1 absent (Bostwick), motion carried.

Respectfully submitted,  
Carlene Nagel  
Recording Secretary