

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 9, 2014 by Chairman Cahak.

Members Present: Bill Bostwick, Vern Cahak, Doug Nonnenmacher, Ron Nye and Don Scupien.

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Dave Solin, Sheriff Bill Greening, Kathy Jacob, Ann Meyer, and Joe Novak

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. Chairman Cahak welcomed Don Scupien to the Committee.

Agenda Item #3 Election of Committee Vice-Chairman and Secretary: Motion by Bostwick to nominate Nye as the Committee Vice-Chairman, after calling the question three times, motion by Bostwick to close the nominations and cast an unanimous ballot for Nye, second by Nonnenmacher, all ayes, motion carried. Motion by Nonnenmacher to nominate Bostwick as the Committee Secretary and have a staff member of the Finance Department take minutes at the Finance Committee meetings, after calling the question three times, motion by Nye to close the nominations and cast a unanimous ballot for Bostwick, second by Scupien, all ayes, motion carried.

Agenda Item #4 Approve the minutes of the previous Finance meetings on April 4, 2014: A motion was made by Nye, seconded by Nonnenmacher, to approve the minutes of the April 4, 2014 Finance Committee meeting, 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 and approve Land Sale list for publication: Kathy Jacob distributed a list of tax deed properties that will be taken by the County in 2014. There are 4 parcels the County has taken tax deed for and will be on the land sales list. The following are the parcels and their estimated values: parcel #004-1419 \$5,839, parcel #028-0572 \$36,500, parcel #034-0806.004 \$3,655 and parcel #034-2146 \$7,686. Motion by Bostwick to allow the County Clerk to list all of the properties at their estimated value, second by Nye, all ayes, motion carried.

Agenda Item #7 Request from the Department of Social Services for a credit card for the new Social Worker, Nicole Klingensmith with a \$250 limit: The Department of Social Services is requesting a County credit card for the new Social Worker, Nicole Klingensmith. The credit limit they are requesting on the card is \$250. The Social Services Committee has approved this request. Motion by Nonnenmacher, second by Bostwick, to approve a credit card for the new Social Worker, Nicole Klingensmith with a \$250 credit limit, all ayes, motion carried.

Agenda Item #8 Permission to write off outstanding/stale dated checks: Per statute, the Finance Committee has to approve the writing off of all outstanding/stale dated checks. The Treasurer is requesting that two checks be written off from 2012. They are: check number 105309, dated 4/18/12, payable to Benjamin Niffenegger for \$2.80 and check number 105504,

dated 5/2/12, payable to Robert Esselman for \$16. Motion by Nonnenmacher, second by Nye, to write off the outstanding/stale dated check #105309 and check #105504, all ayes, motion carried.

Agenda Item #9 Request to purchase AutoCad for the Land Records Department: The Land Records Department is asking for permission to purchase Autodesk AutoCAD Civil 3D software for Molly McKay to use. This software is needed for Molly to be able to perform her job duties in designing conservation cost share projects. The cost of the software is \$6,192 and the funding will come from remaining Lake Protection money. Motion by Nye, second by Scupien to approve the purchase of Autodesk AutoCAD Civil 3D software for \$6,192 with Lake Protection funding, all ayes, motion carried.

Agenda Item #10 Request to utilize Jail Assessment funds for Jail shower repairs: The tiles in the jail showers are in need of repair. Public Property Committee has approved the repairs. It will cost \$18,958 to repair 6 shower stalls. Jail Assessment funds can be used for these repairs. The other 4 stalls will be repaired using the Jail Commissary funds for \$12,638. Motion by Bostwick, second by Nye, to allow using Jail Assessment funds to repair 6 shower stalls at a cost of \$18,958, all ayes, motion carried.

Agenda Item #11 Discuss department flexibility in purchasing items that might have sales tax if price is less expensive than alternative: Gary Olsen discussed with the Committee the possibility of allowing the Finance Director permission to approve paying for sales tax if a less expensive alternative is possible. There have been two instances that this has happened in the past two months where it made more financial sense to allow the sales tax to be paid rather than pay for the more expensive item without sales tax. Olsen explained that most businesses will remove the sales tax, so this flexibility should not be needed very often. Motion by Scupien, second by Cahak, to allow the Finance Director to allow paying sales tax if a less expensive alternative is possible, all ayes, motion carried. Olsen will update the Committee if there are instances where this action is used.

Agenda Item #12 Review 2015 budget plan: Olsen distributed the 2015 budget plan at the meeting. Currently we are \$65,789 over our proposed tax levy. The amount that we can increase the budget due to new construction is still unknown. Executive Committee will be looking at a strategic plan using the program rankings that were previously done by departments. Motion by Nye, second by Bostwick, to approve the 2015 budget plan and to freeze the tax levy numbers for 2016, all ayes, motion carried.

Agenda Item #13 Discuss Economic Conditions: The Committee discussed the current economic conditions.

Agenda Item #14 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 \$1,175,493.93. Nonnenmacher made a referral to Executive Committee to discuss purchasing tablets for County Board members. Motion by Scupien, second by Cahak to approve the Finance Directors report, all ayes, motion carried. Ann Meyer distributed a copy of the County's investments to the committee.

Agenda Item #14 Line Item Transfers: None at this time.

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 regular meeting will be Monday, June 9, 2014 at 9:00 a.m.

Motion to adjourn meeting at 10:17 a.m. made by Nonnenmacher, second by Bostwick, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary