

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., November 13, 2014 by Chairman Cahak.

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

Members Absent: None

Others present: Carlene Nagel, Gary Olsen, Sheriff Greening, Ann Meyer, Kathy Jacob and Robin Stowe

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 meetings on September 22, 2014 and September 23, 2014: A motion was made by Nonnenmacher, seconded by Scupien, to approve the minutes of the September 22, 2014 and the September 23, 2014 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 Approve resolution to take tax deed to delinquent properties: Kathy Jacob distributed a copy of the resolution to take tax deed to delinquent properties for the County Board meeting. Motion by Bostwick, second by Nye, to approve the resolution to take tax deed to delinquent properties at the meeting, all ayes, motion carried.

Agenda Item #6 Land Sale policy: The Finance Committee was given a draft copy of the amended Land Sale policy. In 2012, the County Board granted authority to the Land Sales Committee to sell and convey its tax deed property. Therefore, after the County Board directs the County Clerk to take tax deed to a property, then no further action is required by the County Board to sell a particular tax deed property. Robin Stowe discussed the proposed changes to the policy with the Committee. The Committee would be responsible for setting the minimum selling price for each tax deed parcel. If a bid is received for the property that is equal to or above the amount set by the Committee, then the County Clerk can complete the sale. The policy also address that the closing costs will be consistent either for sealed bids or properties sold at auction. Motion by Nye, second by Cahak, to approve the revised Land Sale policy with the additional updates regarding Robin's recommendations that the County have a written contract with any auctioneer firm that is used by the County, all ayes, motion carried.

Agenda Item #7 Discuss Land Sales List parcels and possible revisions to the selling price: There are two unsold land sale parcels remaining. Parcel #004-1419 has an estimated value of \$5,839 and the County has incurred expenses of \$637.80 plus estimated 2014 property taxes of \$91. Parcel #034-0806.004 has an estimated value of \$3,655 and the County has incurred expenses of \$456 plus estimated 2014 property taxes of \$68. Motion by Nye, second by Nonnenmacher, to sell parcel #004-1419 at a minimum of \$800 and to sell parcel #034-0806.004 at a minimum of \$600, all ayes, motion carried. The Committee would like these sold on the County's Public Surplus auction site.

Agenda Item #8 Request to purchase the proactive capacitor on the UPS for the Jail using Jail Assessment funds: The Public Safety Committee approved utilizing Jail Assessment funds to purchase a replacement proactive capacitor for the UPS (Uninterrupted Power Supply) for the Jail. The cost of the replacement is \$3,021. The UPS is vital for the backup system for the Jail. The current system is almost 10 years old. The Committee referred this back to the Sheriff to find out the life expectancy of the UPS and the warranty on the capacitor. This will be brought back to the December Committee meeting.

Willie Bostwick was temporarily excused from the meeting.

Agenda Item #9 Request for a County credit card for Angie Fischer in the Department of Social Services: Angie Fischer is a new Social Worker in the Department of Social Services. The Social Services Committee approved a credit card for Angie with a balance of \$250. Motion by Nonnenmacher, second by Cahak, to approve a County credit card for Angie Fischer with a credit limit of \$250, 4 ayes, 1 absent (Bostwick), motion carried.

Agenda Item #10 Request to write off Community Development Block Grant foreclosures: Under the rules of the Community Development Block Grant (CDBG) program, when a recipient of CDBG funding has a foreclosure of the property, then the amount owed back to CDBG needs to be written off. There are two properties that have been foreclosed on and need to be written off. The amounts of CDBG funding for the properties are \$299.83 and \$18,516.80. Nye requested Olsen to research the consequences if the Committee doesn't approve the foreclosures. Motion by Nye, second by Scupien, to approve writing off two CDBG loans due to foreclosure for \$299.83 and \$18,516.80, 4 ayes, 1 absent (Bostwick), motion carried.

Agenda Item #11 Approve Capital Improvement purchase of email archiving system: Included in the 2014 Capital Improvement Program (CIP), there is \$15,000 allocated for the purchase of a replacement email archiving system. The quote for the new system is \$12,450. Motion by Nye, second by Nonnenmacher, to approve purchasing the new email archiving system for \$12,450, 4 ayes, 1 absent (Bostwick), motion carried.

Agenda Item #12 Approve use of contingency funds for union 2015 COLA payments: The 2015 budget included funding for COLA payments for the employees. The Personnel Committee has completed base-wage bargaining with the Corrections/Dispatch, Highway, and Courthouse/Professional unions. The amount that was agreed upon for a 2015 COLA was 1.57%. The Committee will need to approve the transfer of \$79,293.79 for these unions from the contingency account. The Law Enforcement Deputy union also settled for 1.57% and will require a transfer of \$15,420.71 from the contingency account. Motion by Bostwick, second by Scupien, to approve using contingency funds of \$94,714.50 for union 2015 COLA payments, all ayes, motion carried.

Agenda Item #13 Approve use of contingency funds for new Compensation Matrix: The proposed Compensation Matrix will be presented to the County Board in November for action to be taken at the December meeting. The total cost of implementing the new matrix is \$57,341.74, with \$9,443.20 being funded by the Highway Department, \$8,226.40 being funded by grants, and \$39,672.14 coming from the contingency account. The Finance Committee will need to approve the transfer of funds from the contingency account to fund the new matrix. This was also included in the budget for 2015. Motion by Nonnenmacher, second by Cahak, to approve using contingency funds of \$39,672.14 for the new Compensation Matrix, all ayes, motion carried.

Agenda Item #14 At approximately 10:00 a.m. consider moving into closed session pursuant to Section 19.85 (1)(c) to complete the annual evaluation of the Finance Director: Motion by Nye, second by Cahak, to move into closed session pursuant to Section 19.85 (1)(c) to complete the annual evaluation of the Finance Director. Roll call, Cahak, aye, Bostwick, aye, Scupien, aye, Nye, aye and Nonnenmacher, aye, the Committee continued in closed session.

Agenda Item #15 At approximately 10:30 a.m., return to open session with possible action taken on any matters discussed in closed session: Motion by Nye, second by Bostwick, to return to open session, all ayes, motion carried. The Finance Director received a favorable performance review from the oversight committee.

Agenda Item #16 Discuss Economic Conditions: No economic conditions were discussed at this time.

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 reviewed the budget to actual listing with the Committee. Olsen also distributed a copy of the Balance Sheet to the Committee. The Sheriff's Department budget will continue to be monitored as year end approaches. Timber sales for the Forestry Department are higher than projected. Olsen distributed the Budget Policy with some proposed changes. This item will be placed on the December Finance Committee meeting agenda. The current balance in the Self Funded Health Insurance account is \$1,706,115.48.

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

Agenda Item #19 Computer equipment purchases. None at this time.

Agenda Item #20 Approve Grant Requests: None at this time.

Agenda Item #21 Verify Date of Next Meeting: The next regular meeting will be Monday, December 8, 2014 at 8:30 a.m.

Motion to adjourn meeting at 11:15 a.m. made by Nonnenmacher, second by Scupien, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary