

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 2:00 p.m., November 8, 2011 by Chairman Bornemann.

Members Present: George Bornemann, Dave Solin, Jerrold Burns and Ron Nye

Members Absent: Judy Karpf

Others present: Gary Olsen, Carlene Nagel, Stephanie Moore, George Buerman, John DeMuth, Ann Meyer, Kathy Jacob, Vern Cahak, Tom Madsen, Mike Klimoski, Robin Stowe, Becky Frisch, and Gary Bartz

Agenda Item #1 Call the meeting to order: The meeting was called to order at 2:00 p.m. by Chairman Bornemann.

Agenda Item #2 Approve the minutes of the previous Finance meeting on October 17, 2011: A motion was made by Burns to approve the minutes of the October 17, 2011 Finance Committee meeting, second by Solin, all ayes, one absent, motion carried.

Agenda Item #3 Land Sales: Motion by Solin, second by Nye to reduce parcel #201-1771 to \$7,500, reduce parcel #034-0423.001 to \$3,000 and to leave the other parcels at the current prices, all ayes, one absent, motion carried. Motion by Nye, second by Burns to approve petition to repurchase tax parcel number 201-2778 and to have petitioner sign all loan paperwork at M&I before the County Board meeting, all ayes, one absent, motion carried.

Agenda Item #4 Update on tax deed properties: When the tax deed is taken, all encumbrances of record (tax delinquency, special assessments, charges, liens, etc.) are extinguished on the property, and the new owner takes the property free and clear of any encumbrances prior to the tax deed and settlement at time of tax sale. Under the County's new process for tax settlements with local municipalities, the County will not settle for any special charges or assessments to the property after the County takes tax deed. Once the property is sold, the County will follow the statutory formula to make payments from the proceeds of any sale, including payment of special assessments to the extent funds are available from the tax sale. Recently, the City of Antigo expressed some concerns regarding the status of outstanding charges (i.e., water bills) to a tax deed property recently sold by the County (308 E. 10th Ave.). Given this change in the settlement process, the City may reconsider extending certain municipal services to properties after the County takes tax deed (i.e., snow removal, lawn maintenance, etc.). This was informational only. No action taken.

Agenda Item #5 Reconsider sale of parcel #034-0030.001 to the DNR: This resolution was referred back to the Finance Committee to investigate the sale of this parcel. The DNR claimed that this piece of property was needed to keep access to DNR property. Information was presented at the County Board meeting that showed this property was not needed for access to DNR property. There is a citizen who is interested in purchasing the property, and the Board wants this investigated further. Becky Frisch was present to show Committee members the adjacent properties to parcel #034-0030.001. After reviewing maps of the area, it was found that there are three parcels that run through the properties surrounding parcel #034-0030.001. These parcel numbers are 034-0030.001, 034-0024.001, and 034-0019.001. Due to the questions regarding these parcels, a motion was made by Nye, second by Burns, to table this

item while Corporation Counsel, Robin Stowe, works with the land owners and to bring recommendations back to the next Finance Committee meeting, all ayes, one absent, motion carried.

Agenda Item #6 Funding for cattle barn project: This item was held over from the October meeting. Public Property Committee discussed this issue at their meeting Monday evening. They are looking into further options for the additional funding that is needed. This item was tabled until the next Finance Committee meeting.

Agenda Item #7 Funding for Rural Address Book: Becky Frisch estimates the cost for the Rural Address Book will be \$5,000. This expense would be to print an 11 x 17 document, that is 60 pages and in full color. If this is handled like the plat books, then the funding would come from the General Fund and proceeds will be returned to the fund once the books are sold. Motion by Nye, second by Solin, to allow a transfer from the general fund not to exceed \$5,000 to be used for printing a Rural Address Book, all ayes, one absent, motion carried. A resolution will be sent to the Board in January for this project.

Agenda Item #8 Discuss Social Services 2011 budget overage projection: The Finance Committee discussed the possible Social Services budget overage at the October meeting. This overage is due to the high substitute care costs. The overage can be covered using the Social Services Risk Reserve fund. Motion by Solin, second by Burns, to allow a transfer of up to \$170,000 from the Risk Reserve fund to cover the 2011 budget overage in Social Services, all ayes, one absent, motion carried.

Agenda Item #9 Select vendor for network and phone capital improvement projects: Gary Olsen and the I/S Staff have been working with vendors regarding quotes for the network project and the new phone system. These projects have been included in the CIP plan. Three companies were contacted to give proposals for Shoretel, Mitel, and Cisco phone systems. Shoretel had the best pricing, and included extra functions that Cisco did not include in their pricing. Mitel did not submit a proposal by the deadline. Due to the fact that the network project required professional services, competitive bidding was not required. Two companies were brought in to submit proposals for these services and equipment. It is Gary's recommendation to select Camera Corner (Connecting Point) as the vendor to handle these projects. The phone system would be a Shoretel system, and the switches and servers would be HP. Camera Corner's quote for equipment was based on state pricing. Camera Corner had the best plan and best pricing for these projects. The phones will be leased for 5 years and the cost will not exceed the amount in the CIP plan of \$57,000 per year. The quote for the switches and the servers were also under the amount listed in the CIP plan. The quotes were as follows: for the switches \$70,097, servers \$89,144.02 and the phone system would not exceed \$200,632.42. The phone system price might be decreased if the old phone system can be used as a trade in. This project also includes the County having a disaster recovery plan for all data. Motion by Nye, second by Burns, to approve Camera Corner Connecting Point to be the vendor to replace the switches, servers and the phone system with fax servers not to exceed \$359,873.44, all ayes, one absent, motion carried.

Agenda Item #10 Request to increase Ron Barger's credit card limit to \$2,500 effective 1/1/12: With the retirement of Holly Matucheski, Ron Barger would like his credit limit increased to \$2,500. This is the limit that Holly currently has on her card. The amount is this high due to the purchases the Health Department makes. Motion by Solin, second by Nye, to increase Ron Barger's credit card limit to \$2,500 effective 1/1/12, all ayes, one absent, motion carried.

Agenda Item #11 Grant request from Social Services, Children and Families unit: The Children and Family unit in the Department of Social Services is requesting permission to apply for In-home Safety Services funding. This funding would be used to help develop a plan to target improvements in information collection, safety decision-making, and in-home safety service delivery within the unit. There is no County match required for this grant. Social Services intends to collaborate with nearby Counties since the grant requires a group application. Motion by Burns, second by Solin to approve the grant request from Social Services for the In-home Safety Services funding, all ayes, one absent, motion carried.

Agenda Item #12 Approve write offs for CDBG foreclosures: The Antigo Housing Authority is requesting permission to write off the following Community Development Block Grant amounts due to foreclosures:

- Lisa M. Fischer \$15,000
- Scott Ascher \$15,000
- Fred & Wendy Bloechl \$15,000
- Darlene Vertz \$16,174.18
- Ray & Mamie Prechel \$10,512

The total amount to be written off is \$71,686.18.

Motion by Burns, second by Solin to approve the write offs for the CDBG foreclosures, all ayes, one absent, motion carried.

Agenda Item #13 Request to purchase replacement office chairs for the Finance Department: The Finance Department would like to purchase two office chairs. One will be for Janice Cahak, and the other one will be for Pam Jankowski. The chairs that these two employees have are old and not ergonomically correct. The cost of these two chairs is \$309 each for a total of \$618. Gary Olsen would also like to purchase four chairs for the conference table in the Finance Department. The current chairs around that table are very unstable. The cost for these chairs will be \$94.90 each for a total of \$379.60. The funds for these purchases are in the Finance Department office supply account. Motion by Solin, second by Burns to approve the purchase of replacement office chairs for the Finance Department, all ayes, one absent, motion carried.

Agenda Item #14 LEAN training: Gary Olsen and Robin Stowe attended a seminar in Madison relating to LEAN principles in government. Outagamie and Shawano Counties also had representatives at this training session. The County Executive from Outagamie County has worked with Fox Valley Technical College to provide training to Outagamie County employees regarding the LEAN principles and processes. This training will be geared towards counties. Outagamie County has invited both Shawano and Langlade County to send two individuals per government entity to these training sessions. There will be five day long training sessions. The dates have been set for three of the sessions, November 30th, December 7th, and December 21st. These training sessions usually cost \$1,800 per person, but Outagamie County wrote a grant that will allow each participant to pay \$900 per person. The funding for this training can come from the WRS line items of the Finance and Corporation Counsel budgets. Motion by Nye, second by Solin to allow Gary Olsen and Robin Stowe to attend LEAN training with Fox Valley Technical College, and to allow a transfer of \$900 from the Finance and Corporation Counsel WRS line items to the training line items, all ayes, one absent, motion carried.

Agenda Item #15 Purchasing computer software and hardware for departments: There were no purchases to report to the Committee.

Agenda Item #16 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: The Finance Department has finished selling their first round of items on the Public Surplus website. The OPEB study has been completed and the County seen a significant reduction in the liability due to eliminating the option of retirees being able to stay on the County health insurance plan effective 1/1/2013. Olsen distributed a copy of the Balance Sheet and a Budget to Actual report to the Committee. The current balance in the Self Funded Health Insurance account is \$1,800,818.18. The Contingency balance is currently \$148,977.79.

Agenda Item #17 Line Item Transfers: None at this time.

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

Agenda Item #19 Travel and Training Requests: None at this time.

Agenda Item #20 Review and approve payment of bills:

Motion by Nye and second by Solin to approve the Finance Director's report and payment of bills, all ayes, one absent, motion carried.

Agenda Item #21 Verify Date of Next Meeting: The next meeting will be on Monday, December 12, 2011 at 2:00 p.m.

Motion to adjourn meeting at 3:39 p.m. made by Solin, second by Burns, all ayes, one absent, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary