

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., October 15, 2012 by Chairman Burns.

Members Present: Jerrold Burns, Bill Bostwick, Vern Cahak, Doug Nonnemacher and Ron Nye.

Members Absent: None

Others present: Gary Olsen, Carlene Nagel, Duke Packard, Tim Rusch, 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 Burns, and Pledge of Allegiance was recited.

Agenda Item #3 Approve the minutes of the previous Finance meeting on September 17, 2012: A motion was made by Cahak to approve the minutes of the September 17, 2012 Finance Committee meeting, second by Bostwick, all ayes, motion carried.

Agenda Item #4 Land Sales
Agenda Item #4 Land Sales: Robin Stowe advised that Mr. Robert Dahms did not receive a Notice of Application for Tax Deed for parcel #201-2827.001; and since Mr. Dahms was entitled to such notice, then the tax deed will need to be cancelled by the County Board effectively re-instating the chain of title and any encumbrances of record. Mr. Dahms will then be provided with statutory notice to redeem the property by paying delinquent taxes, penalties and interest and upon his failure to do so, then the County may again re-acquire this property by taking tax deed. Motion by Nye to present to County Board to cancel the tax deed on parcel #201-2827.001, second by Bostwick, all ayes, motion carried.

Tim Rusch explained to the Committee that many years ago, when the County would acquired property by tax deed, it was not uncommon for the County to retain extended right of ways in the event that such strips of land may be needed to improve existing roads or lay out new roads. In this case, the County reserved a 100 foot strip along County Z when the properties were sold in the 1930s. On County Road Z, there are 4 homes that are located on one of the County's 100 foot strips, and one of the property owners has requested that the County deed 67 feet of the strip to him. To the extent that there may be similar problems with right of way dedications throughout the County, Robin recommended that the Committee establish a standardized procedure rather than simply deed these strips of land back to the original estate when requested by the current owner to do so. The first step in this process would require an analysis by the Highway Department to determine the benefits of retaining the right of way - which extends beyond the standard 33 feet from the centerline of existing roads. In this case the Highway Department recommends the transfer of the strip of land back to the original estate. The Committee then discussed that the requestor should bear all the costs associated with the executing the request. Motion by Bostwick for the adjacent land owner to draw up the quick claim deed, pay the quick claim deed expenses, and pay for any surveying costs if deemed necessary, second by Nye, all ayes, motion carried.

Duke Packard presented the offers he received at the auction October 11, 2012 for the tax deed properties.

Parcel #201-0708 1028 7th Ave, Antigo, Final Bid \$9,000

Parcel #201-2134 1318 2nd Ave, Antigo, Final Bid \$51,000

Parcel #201-2256 1622 Clermont St, Antigo, Final Bid \$1,000
Parcel #201-0521 526 Clermont St, Antigo, Final Bid \$500
Parcel #201-2692 1434 Edison St, Antigo, Final Bid \$1,000
Parcel #006-0698 1006 Forrest Rd, Antigo, Final Bid \$5,500
Parcel #010-0238.002 W4209 Hwy 64, Town of Evergreen, Final Bid \$4,250
Parcel #012-1211.001 W3956 Sylvan Acres Rd E, Town of Langlade, Final Bid \$6,500
Parcel #026-0592.003 N1036 Wilson Rd, Antigo, Final Bid \$2,800
Parcel #034-2173 1.65 acres – Town of Wolf River, Final Bid \$3,100
Parcel #034-0288.001 N3396 Cty M, Town of Wolf River, Final Bid \$5,200
Parcel #191-0192.001 .38 acre – Village of White Lake, Final Bid \$500

All of the properties were sold. Motion by Bostwick, second by Nonnemacher, to accept the final bids from the North Central Sales Auction held on October 11, 2012 and forward to County Board in one resolution, all ayes, motion carried.

Agenda Item #5 Change to the Langlade County Sale or Conveyance of Tax-Deed Property Policy to give permission to sell abandoned property left on tax deed property: There were some items left in the tax deed properties that were sold by the County. These items can be sold by the County, because the items are considered abandoned property that was left on the tax deed property. The current Sale or Conveyance of Tax-Deed Property Policy should be revised to give permission to sell these items. The following could be added to the policy: *The former owner shall be required to remove all personal property within 30 days of filing the tax deed. Any personal property remaining unclaimed for a period of 30 days will be deemed abandoned and forfeited to the County. Any personal property will be removed from the tax deed property and sold at a public sale (Sec. 66.0139, Wis. Stats.) with the proceeds of any sale, after deducting any expenses, shall be paid to the County treasury. The County reserves the right not to remove certain items of personal property from tax deed real estate, and in such cases, the personal property is included in the sale of the tax deed real estate in "as is" condition.* Motion by Nye, second by Bostwick, to revise the Langlade County Sale or Conveyance of Tax Deed Property Policy to add the above language to the Langlade County Sale or Conveyance of Tax-Deed Property Policy to give permission to sell abandoned property left on tax deed property, all ayes, motion carried.

Agenda Item #6 Review of the draft request for AG Opinion regarding County financial transactions: Robin Stowe has drafted a request for the Wisconsin Attorney General's Opinion regarding County financial transactions as it relates to investments in gold. Robin reviewed this draft with the Committee and Robin will submit the letter to the Attorney General.

Agenda Item #7 Resolution authorizing submission of the Community Development Block Grant (CDBG) application on behalf of the Northwoods Housing Consortium: The County Board previously approved for the County to join the Northwoods Housing Consortium and to be the Lead County for the CDBG program. This resolution authorizes the County to file the necessary grant paperwork for the CDBG grant. The grant request is for \$850,000. Langlade County's portion will be \$85,241 plus admin fees of \$127,500. Olsen is currently going through the RFP process to obtain a third party administrator for the CDBG consortium. Motion by Nye, second by Bostwick, to approve submitting the Community Development Block Grant application on behalf of the Northwoods Housing Consortium, all ayes, motion carried.

Agenda Item #8 Resolution adopting a Citizen Participation Plan for the CDBG program: The County currently has a Citizen Participation Plan for the CDBG program, but a new plan needs to be adopted for the consortium. A public hearing will need to be held to present the plan on October 23rd. This hearing will take place after the Budget Public Hearing. Motion by Nye,

second by Cahak to adopt the new Citizen Participation Plan for the CDBG program, all ayes, motion carried.

Agenda Item #9 Discuss payment of per diems for Committee meetings that are not hosted by Langlade County and the requirement to provide minutes for those meetings: Currently it is the policy of the Finance Department to only pay per diems to County Board members with a copy of the meeting minutes attached. The Board rules call for all minutes to be turned into the County Clerk's Office within 5 days after the meeting. County Board members have expressed some frustration with being able get copies of minutes for committees like ITBEC, ADRC, North Central, Library, Humane Society, and others in a timely fashion to allow for the per diems to be paid. The Finance Department will now like to pay these per diems without the minutes, for committee meetings that are not hosted by Langlade County. Motion by Nye, second by Bostwick, that minutes are not needed to pay per diems for committees that are not a standing committee of Langlade County. Minutes will be required to pay per diems for standing committees of Langlade County, all ayes, motion carried.

Agenda Item #10 Request for a County credit card for Duane Haakenson with a limit of \$500: Duane Haakenson is the Interim Director for the Land Records Department, and the Water and Land Use Committee has approved a credit card for him with a \$500 limit. Motion by Bostwick, second by Nye, to approve a County credit card for Duane Haakenson with a credit limit of \$500, all ayes, motion carried.

Agenda Item #11 Treasurer's Department 2012 projected budget overage: The Treasurer is projected to be over budget by \$11,500 for 2012 due to the increase in health insurance. The Treasurer went from a single to a family plan in 2012. This overage will need to be covered by using General Fund money. Motion by Nye, second by Cahak, to allow a transfer of up to \$11,500 from the general fund and to forward to County Board, all ayes, motion carried.

Agenda Item #12 Request for a printer for Register of Deeds: With the purchase of the new AS400, there are a couple of printers that will need to be purchased. The old AS400 allowed for dot matrix line printers to be used to print reports. The new system will not support this old technology. Because of this, the I/S Department has had to reprogram reports to be configured to laser printers, and some new printers will be needed. The Register of Deeds needs a new printer in their vault to replace their old dot matrix line printer. The cost of a new printer will be \$299 and will be paid from the computer replacement fund. Motion by Nye, second by Cahak to approve the printer for Register of Deeds for \$299 to be paid from the computer replacement fund, all ayes, motion carried.

Agenda Item #13 2013 Budget: Gary Olsen will update the Committee regarding the 2013 budget and the budget hearing. Budget books were given to the committee. The state has rounded the tax levy one more digit and therefore, the County will be allowed to levy \$268 more. This was informational only.

Agenda Item #14 I/S charges for property, deed, ownership info to students and inter government entities – Discuss waiving fees for students and entities for data requests: This item was on the September agenda and the Committee asked that the I/S and Land Records Departments work together to come up with a solution to get the property, deed, and ownership information to students and other government entities without having to charge. The departments have worked out a solution to this problem. An Excel spreadsheet was created and given to Amy Meeks in the Land Records Department. The spreadsheet has all the information that might be needed by students and other government entities. The I/S

Department will run this information in January and July for Amy. Then Amy will be able to distribute this information to students or government entities that need the information for projects. Nye requested that the Committee be updated next year as to how this arrangement is working. This was informational only.

Agenda Item #15 Purchasing computer software and hardware for departments: None at this time.

Agenda Item #16 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 \$1,546,018.74. The Treasurer budget will be over budget due to health insurance. The District Attorney might be over budget due to the Victim Witness revenue being reduced. The County Board budget may be over budget because of tax sales. Motion by Nye to approve the Finance Director's report, second by Cahak, all ayes, motion carried.

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 Bostwick to approve the payment of bills, all ayes, motion carried.

Agenda Item #21 Verify Date of Next Meeting: The next meeting will be on Friday, November 2, 2012 at 9:00 a.m.

Motion to adjourn meeting at 10:51 a.m. made by Nonnemacher, second by Cahak, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary