

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., October 17, 2011 by Chairman Bornemann.

Members Present: George Bornemann, Dave Solin, Jerrold Burns and Judy Karpf.

Members Absent: Ron Nye

Others present: Gary Olsen, Carlene Nagel, Don Schroeder, Tom Madsen, Vern Cahak, Kathy Jacob, Jennifer Clark, Terry Poltrock, Ann Meyer, Robin Stowe, Sheriff Greening, Nate Heuss, and Becky Frisch

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 September 22, 2011: A motion was made by Burns to approve the minutes of the September 22, 2011 Finance Committee meeting, second by Karpf, all ayes, one absent, motion carried.

Agenda Item #3 Land Sales: Motion by Burns, second by Karpf to accept the bid of \$5,100 for parcel #201-0341, all ayes, one absent, motion carried. Motion by Burns, second by Solin, to accept the bid of \$1,200 for parcel #201-3105, all ayes, one absent, motion carried. Motion by Solin to accept the bid of \$10,122 for parcel #191-0064, second by Burns, all ayes, one absent, motion carried.

Agenda Item #4 Procedures for tax deed properties: Robin was asked to present procedures for dealing with tax deed properties, and especially those properties that have people still living in them. Here are Robin's suggestions:

- 1) The former owner should be notified in writing that the County has acquired the property by tax deed and that they need to remove all personal belongings by a certain deadline.
- 2) The property should be added to the County property liability insurance.
- 3) The Maintenance Department should inspect the property - make sure that property is "closed" properly (i.e., utility services, etc.) and prepare a property condition report for consideration by the Land Sales Committee.
- 4) The municipal clerk and utility services are contacted regarding the change in ownership. The County is not responsible for any special charges/assessments (i.e., snow removal, lawn care, etc.).
- 5) If the County believes that the building is not safe for human habitation, then the County can request that the local municipality raise the structure.
- 6) If the former owner remains on tax deeded property, then the County has the right to request that law enforcement hand deliver a written notice/warning to the occupant to leave the premises and also post notices at each entrance which provides a general notice to the public that the County/owner is not permitting anyone to enter or remain on the premises.
- 7) County Clerk will provide the names of former owners who remain on premises beyond the initial deadline to other providers of community resources (i.e, economic support, housing authority, family care, etc.).

8) If the former owner continues to remain after the County has exhausted other options, then the Corporation Counsel will file an eviction action in Small Claims Court along with a request for a Writ of Assistance/Execution requiring the Sheriff to forcibly remove the former owner/occupant. If the County gets to this stage, the Sheriff's Department has already expressed concerns about what they are expected to do with the former owner/occupant and their personal belongings.

Other options the County would have are: a) some Counties choose to do nothing and pass this problem along to the next owner. Robin does not recommend this option due to potential liability; b) the County could file a complaint with law enforcement and the individual could potentially be charged with criminal trespass; or c) obtain an order from the Court to have the individual forcibly removed.

This was informational only. No action was taken.

Agenda Item #5 Request to consider allowing a former owner to repurchase tax deed property: Laymon Meeks requested that the Committee consider letting him repurchase his home that was taken on tax deed. The taxes, interest, and penalty owed thru October is \$3,028.40. Robin Stowe explained that if the Committee did allow this repurchase that the leans that were on the property should be reinstated as part of the repurchase process. The Committee agreed, as did Mr. Meeks. Mr. Meeks was able to receive help from Rural Housing Incorporated to make this payment. They will pay \$2,000, and Mr. Meeks was to pay \$1,028.40. Mr. Meeks arrived at the meeting with \$700. He stated that he could have the remaining amount on November 4th. Due to the added interest for another month, Mr. Meeks would still owe \$360. After a lengthy discussion, motion by Burns to allow the former owner to repurchase his property if he pays the County Treasurer another \$360 by November 4, 2011 by 3:00 p.m., second by Karpf, all ayes, one absent, motion carried.

Agenda Item #6 Change to Plat Book printing contract: When the County Clerk submitted the Plat Book specification to the six companies, the following items were not included with the 2012 Plat Book:

- A Government Directory Page – this will be office and phone numbers.
- Maps of Antigo and White Lake.
- Recreation Maps, specifically Gartzke Flowage Hiking and Cross Country Ski Trail and Veterans Memorial Campground and Recreation Area; and the Ice Age Trail.
- Two sets of Township Parcel wall maps and two County Highway Wall maps.
- Allow up to 15 days for review of the proof copies by County offices.

Kathy has talked with Rockford Map's salesman and these items will cost an additional \$600. Due to the time constraints on this project, permission was given by The County Board Chairman and the Finance Committee Chairman to go ahead with the additional changes. Motion by Karpf, second by Burns, to transfer \$600 from the Contingency fund to cover the additional Plat Book printing costs, all ayes, one absent, motion carried.

Agenda Item #7 Funding for cattle barn project: The Public Property Committee has approved proceeding with the construction of a new cattle barn, pending approval by the full County Board. There is currently \$244,827 available for the project. It is projected that the preliminary cost estimate is \$125,173 more than what is available. Due to the size of this funding request, the only County option would be to use General Fund money for the additional cost. Motion by Solin, second by Burns, to send this back to the Public Property Committee to determine

additional funding options and hold this item in Finance Committee until next month, all ayes, one absent, motion carried.

Agenda Item #8 Discuss funding for the proposed part-time Court Commissioner position: The Ad Hoc Committee to Study Options to Address the Caseload of the Circuit Court Committee has recommended the creation of a part-time Court Commissioner position. The Family Court Commissioner is currently paid \$30,000 with benefits (FICA and Workers Comp). This person is also a supplemental Court Commissioner, and is paid on an average of \$6,000 annually. This new position would combine the two positions. Funding for this position will come from the Family Court Commissioner wages and supplemental Court Commissioner line items in the Court System budget. No additional funding will be needed for this position. Whether this position ends up being an independent contractor or an employee, the fiscal impact will not change. This item was for informational purposes only.

Agenda Item #9 Request permission for the Treasurer to go with Point and Pay as the vendor to take credit cards for property tax payments: The Treasurer would like to start accepting credit cards for tax payments. She is requesting to utilize Point and Pay for this service. With this service, the user will pay for any fees when they pay with a credit card. Motion by Solin to allow the Treasurer permission to use Point and Pay as the vendor for credit card payments, second by Burns, all ayes, one absent, motion carried.

Agenda Item #10 Funding for Rural Address Book: Becky Frisch was approached by John Petrowski about making a rural address book for the County. This book would be treated like the plat books, with funding coming from the General Fund. As the books are sold, the proceeds would go back into the General Fund to cover the printing costs of the books. Finance Committee approval and County Board approval are needed to approve funding for the publishing of this book. This item was held in Committee while Becky works with Regional Planning Commission on developing the books.

Agenda Item #11 Request to increase Jennifer Clark, from UWEX, credit card balance to \$500: Jennifer Clark requested that her credit card balance be increased from \$250 to \$500 a month. The reason for the request was because during the summer Jennifer purchases the supplies for all of the Food Preservation classes and has had to use her personal money when she reaches her limit. Motion by Solin, second by Karpf, to increase Jennifer Clark's credit card limit to \$500, all ayes, one absent, motion carried.

Agenda Item #12 Request for credit card for Emergency Management Director with a balance of \$250: The Public Safety Committee has approved a credit card for Brad Henricks with a balance of \$250. Katie had a credit card at the same limit when she was the Emergency Management Director. The card was used for emergency situations, and for the purchase of supplies and lodging. Motion by Solin to approve a credit card for the Emergency Management Director with a limit of \$250, second by Burns, all ayes, one absent, motion carried.

Agenda Item #13 Discuss Social Services, County Clerk and the Jail 2011 budget overage projections: The Social Services Department is projected to be over budget due to substitute care. They have also experienced an increase in overtime due to the loss of a social worker. The exact amount of their projected overage is hard to estimate at this time but their overage in substitute care will need to be transferred from their reserve. The County Clerk is over budget in her elections, and will require a transfer of \$8,600 to cover this overage. The Sheriff has received official notice that all of the State prisoners will be removed by November. This means that the Jail budget will be over due to the loss of revenue. It is anticipated that prisoner

revenue will be down by approximately \$120,000 for 2011. Social Services will bring an estimate of their budget shortfall back to the committee in November. Motion by Burns to transfer \$128,600 from the general fund to cover the overages for the County Clerk and Jail budget, second by Karpf, all ayes, one absent, motion carried.

Agenda Item #14 Cover budget overage for unemployment assessment billing and payment: The County received a bill for \$4,061.69 for a special assessment for unemployment. Section 108.19 Wisconsin Statutes provides for an employer assessment for the purpose of paying interest due the federal government on loans advanced to Wisconsin's Unemployment Insurance Reserve Fund. The amount the County was billed is calculated by multiplying the employer's defined (taxable) payroll for calendar year 2010 by a rate established by the department of Workforce Development. All employers who had a taxable payroll of greater than \$25,000 during 2010 are subject to this assessment. The County also has been billed for unemployment costs for employees who worked in the Aging and Transportation Departments. Because these departments no longer exist, there are not any budgeted funds for these payments. To date, the County has been billed \$16,423.78. There will be more bills coming for the year. Olsen estimates these payments will total about \$20,000. Motion by Solin, second by Burns, to allow a transfer from the General Fund of \$20,000 to cover the overage in unemployment costs, all ayes, one absent, motion carried.

Agenda Item #15 Request for a copier for the Judge's secretary: The quote the Finance Department received for a copier is \$900 and it prints 30 pages a minute. This would include toner and service. Motion by Burns to allow up to \$900 from the computer replacement fund to purchase a copier for the Judge's secretary, second by Solin, all ayes, one absent, motion carried.

Agenda Item #16 Set Information Service fees for download and information requests: At the August County Board meeting, a resolution was passed that allows the Finance Committee the ability to set the fees for downloads and information requests received by the Information Service Department. The proposed new fee for reoccurring GIS downloads to municipalities for their websites would be as follows: \$250.00 annual fee, plus the municipality will pay for all programming and set up charges pertaining to the download. Motion by Burns, second by Karpf to accept the new fee for reoccurring GIS downloads to municipalities for their websites, all ayes, one absent, motion carried.

Agenda Item #17 Approve Capital Improvement Program plan for 2012 through 2016: A draft copy of the CIP plan was distributed at the September meeting. Motion by Solin to approve the Capital Improvement Program plan for 2012 through 2016 and send the CIP plan to County Board for final approval, second by Karpf, all ayes, one absent, motion carried.

Agenda Item #18 2012 Budget: Olsen informed the Committee that the Department of Revenue had a problem with the tax levy freeze amounts that were given to government units. They are correcting these problems and as of now Olsen believes that the levy the Board will adopt next week meets the freeze amounts. The resolution is worded to allow the Chairman the ability to make any necessary changes to keep the budget in compliance. Any changes should be small, but hopefully will not be needed. The State seems to be having many problems with the information they have been sending to municipalities.

Agenda Item #19 Purchasing computer software and hardware for departments: The list of hardware/software purchases was distributed to the committee.

Agenda Item #20 Finance Director's report regarding the finances of the county, and an update regarding the Information Services section of the department: 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 \$1,814,210.17. The Contingency balance is currently \$148,977.79.

Agenda Item #21 Line Item Transfers: None at this time.

Agenda Item #22 Approve Grant Requests: None at this time.

Agenda Item #23 Travel and Training Requests: None at this time.

Agenda Item #24 Review and approve payment of bills:

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

Agenda Item #25 Verify Date of Next Meeting: The next meeting will be on Tuesday, November 8, 2011 at 2:00 p.m.

Motion to adjourn meeting at 4:17 p.m. made by Solin, second by Burns, all ayes, one absent, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary