

Minutes of Langle County Finance/Information Services Committee Budget Meeting

The meeting, in the Law Library, on the second floor of the Courthouse, room 205, was called to order at 8:30 a.m., September 21, 2015 by Chairman Cahak.

Members Present: Vern Cahak, Pete Pennington, and Don Scupien

Members Absent: Doug Nonnenmacher and Ron Nye

Others Present: Gary Olsen, Carlene Nagel, Sandy Fischer, Marilyn Baraniak, Kim Van Hoof, Ron Barger, Judy Nagel, Robin Stowe, Nathan Heuss, Brad Henricks, Ralph Uttke, Sheriff Greening, Gary Bezucha, Brenda Glodowski, Joe Novak, Cynthia Taylor and Karen Prunty.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 8:30 a.m. by Chairman Cahak and the Pledge of Allegiance was recited.

Agenda Item #2 Approve the minutes of the previous Finance meeting on August 7, 2015: Motion by Pennington, second by Scupien, to approve the August 7, 2015 minutes, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Agenda Item #3 2016 Budget update, equalized value and new construction numbers: Gary Olsen updated the Committee regarding the 2016 Budget. The total County levy is frozen at new construction value of .89%. This means the County's tax levy freeze will be \$9,192,331. Current budget projections have the County under the levy limit by \$43,132. Olsen had received notification from the WRS that the retirement contribution will be going down for 2016, so the budgets were adjusted accordingly. Equalized value has increased from \$1,645,405,700 to \$1,664,225,600.

Agenda Item #4 Discuss and take possible action on individual County Department 2016 budgets:

Motion by Scupien, to preliminarily approve the budget for the Register of Deeds, second by Pennington, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Clerk of Courts submitted a budget reduction worksheet of \$2,083 in Jury Expense/Mileage. This is due to revenues decreasing in the Clerk of Courts budget. Motion by Pennington, to reinstate the Jury Expense/Mileage line item by \$2,083, second by Cahak, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried. Motion by Pennington, to preliminarily approve the budget for the Clerk of Court, second by Cahak, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Pennington to preliminarily approve the budget for Social Services, second by Scupien, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Scupien to preliminarily approve the budget for the Health Department, second by Pennington, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Scupien to preliminarily approve the budget for the Child Support, second by Cahak, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Pennington to preliminarily approve the budget for Corporation Counsel, second by Scupien, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Scupien, to preliminarily approve the budget for Emergency Management, second by Pennington, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Scupien to preliminarily approve the budget for District Attorney, second by Pennington, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Pennington to carry forward any unused funds in the County Clerk budget for election expenses and to preliminarily approve the budget for County Clerk, second by Scupien, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Pennington to preliminarily approve the budget for Treasurer, second by Cahak, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Pennington, to transfer the Finance/Maintenance Clerical – Fairgrounds Assistant position to be 100% in the Maintenance Department, effective January 1, 2016, second by Scupien, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried. Motion by Scupien to preliminarily approve the budget for Maintenance/Fairgrounds, second by Cahak, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Gary Bezucha from North Central Health Care (NCHC) explained that the budget would need to be increased by \$63,990 to have the funds available in 2016 for the Behavior Health Jail Services and Crisis Services. Because these services for the jail were new, the Committee thought it might be best to forward a request to the Public Safety and Executive Committees to determine if they wanted these services added. The Crisis Services would total \$26,640 of the \$63,990. Motion by Pennington, second by Cahak to refer the proposed charges for the Behavioral Health Jail Services and Crisis Services to the Public Safety Committee and the Executive Committee, for them to figure out how these services would be funded, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried. Motion by Pennington to preliminarily approve the budget for North Central Health Care, second by Scupien, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Scupien to preliminarily approve the budget for Library, second by Pennington, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Motion by Pennington to preliminarily approve the budget for Finance/Information Services, second by Scupien, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Agenda Item #5: Review mid-year forms: The mid-year review forms were reviewed by the Committee. Currently, there are 3 departments that are projected to go over budget. The budgets that could potentially be over budget are: Social Services, Clerk of Courts and General Fund. The Committee will continue to monitor these budgets.

Agenda Item #6 Request for a County credit card for the County Treasurer and County Clerk: The Treasurer and the County Clerk are requesting County credit cards. The cards would be used for paying hotel costs for travel and training. The County Clerk will also utilize the card to pay for County Board reservations. Motion by Pennington, second by Scupien, to approve a county credit card for the Treasurer with a credit limit of \$250 and a county credit card for

the County Clerk with a credit limit of \$500, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Agenda Item #7 Resolution to take tax deed property: The County Clerk distributed a copy of a draft resolution to take tax deed properties: Motion by Pennington, second by Cahak to approve the resolution to take tax deed properties, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Agenda Item #8 Discuss request for a one-time payment for temporary work assignments for the Finance Support Position and Senior Accountant: Olsen is requesting a one-time payment for the Finance Support Position and Senior Accountant due to the workload from the Payroll position being vacant. Due to the demands of payroll, Olsen is requesting a one-time payment of \$1,000 to both employees. Per the Handbook, if there is a vacancy and if there is funding from the vacancy, a Department Head can request a one-time payment up to \$2,500 for temporary work assignments. Motion by Scupien, second by Pennington, to approve a one-time payment of \$1,000 to the Finance Support Position and the Senior Accountant, 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Agenda Item #9 Update regarding the restructuring of the Finance Department: Olsen updated the Committee on his plans for restructuring the Finance Department. Due to the fact that the Finance/Maintenance Clerical – Fairgrounds Assistant is now working 100% for the Maintenance Department, the Committee approved moving 100% of the budget for this position to the Maintenance Department effective January 1, 2016. This was approved when the budget for Maintenance was approved. The Committee was already aware of the refilling of the Payroll Specialist position within the department. The position has been advertised and it is anticipated that interviews will be held around the first week of October.

Agenda Item #10 Verify date of next meeting: The date of the next meeting will be Tuesday, September 22, 2015 at 8:30 a.m. October 16, 2016 is the next regular meeting at 8:30 a.m.

Motion by Scupien, second by Pennington, to adjourn at 10:19 a.m., 3 ayes, 2 absent (Nye and Nonnenmacher), motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary