

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., September 7, 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, Robin Stowe, Amy Meeks, and Ann Meyer.

Agenda Item #1 Call the meeting to order: The meeting was called to order at 9:00 a.m. by Chairman Burns.

Agenda Item #2 Approve the minutes of the previous Finance meeting on August 10, 2012: A motion was made by Cahak to approve the minutes of the August 10, 2012 Finance Committee meeting, second by Nye, 4 ayes, 1 absent, motion carried.

Agenda Item #3 Purchase of new AS400: There is \$50,000 budgeted for the replacement of the AS400 computer system. Olsen received a quote for \$47,601.34 plus shipping but the total cost with shipping will be below \$50,000. This was included in the Capital Improvement Plan (CIP). Motion by Nye to approve purchasing the new AS400 at the quote of \$47,601.34 plus shipping, second by Cahak, 4 ayes, 1 absent, motion carried.

Agenda Item #4 Discuss policy regarding reimbursing for hotel stays at the State rate: At the last meeting, the Committee discussed different hotel rates that were being charged. Olsen did some research and the rates that the hotel charges depends on what the group negotiates with the hotel when they book the hotel for the conference. The Chula Vista hotel was used as an example. The Chula Vista seems to charge 3 different rates, state rate \$70, \$99, and \$129. The group that planned the Highway Conference negotiated a rate of \$99 with Chula Vista and therefore when our Highway Committee attended, the cost was \$99. The current Travel and Training Policy states "to utilize hotels or motels that honor government rates whenever possible." The Committee wanted to remind department heads to continue to request state rate when booking hotel rooms for travel and training purposes. No action was taken.

Agenda Item #5 Changes to the Electronic Communication & Information Systems Policy: At the last meeting, the Committee discussed possible changes to the Electronic Communication & Information Systems policy to reflect opening up Internet access to employees. The current policy covers the limits regarding personal use of the Internet. A copy of the current policy was given to the committee with the agenda. Motion by Bostwick to change the current policy that there should be no personal use of the County computers, second by Nonnemacher, 4 ayes, 1 no (Nye), motion carried.

Agenda Item #6 Funding for an appreciation dinner for the donors of the cattle barn: A request was brought forward to host a dinner for the donors of the cattle barn project. The Finance Committee has been asked if they could find funding for this proposal. The Finance Committee is requesting an estimated cost from the Public Property Committee. This item will be sent back to the Public Property Committee.

Agenda Item #7 CDBG Foreclosure write-off: The County received notice that Ralph Edward and Amanda Theilman have had their property foreclosed upon. The County has given them \$14,009.36 in Community Development Block Grant (CDBG) funds. The Finance Committee needs to authorize a write off of this amount, due to the foreclosure. Motion to approve the CDBG write off of \$14,009.36 due to foreclosure made by Bostwick, second by Nonnemacher, 4 ayes, 1 absent, motion carried.

Agenda Item #8 Procedures for tax deed properties: At the last Finance Committee meeting, the Committee discussed how to handle situations where the residents stay in the properties that are taken on tax deeds. Robin Stowe had addressed this with the Committee last year in October, but no action was taken. Robin's recommendations were:

- 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. Law Enforcement will accompany Maintenance personnel, when requested, when visiting these properties.
- 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.

Once the County takes a residential property for back taxes, Robin recommends that the Maintenance Department or Sheriff's Department post a notices to the entrances of the dwelling that notifies anyone that the property is owned by Langlade County; and as the owner, only authorized individuals may enter the premises; the County prohibits anyone from occupying the premises; any individual who enters or remains on the premises without authorization from the County is trespassing and will be subject to removal by law enforcement.

After this notice is posted and after the deadline established in the demand letters to vacate have passed, then Kathy Jacob can contact Robin, who will work with the court system and Sheriff department to have the individuals removed from the premises. Stowe stressed the County should act with all due diligence in following these steps as the Court may require the County to file an eviction action (rather than simply signing an Order to Vacate) in order to remove the former owner(s) - and this action may take some time to work its way through the Court system. Motion by Nye, second by Cahak to adopt the above procedures, and add them to the Langlade County Sale or Conveyance of Tax Deed Property Policy, all ayes, motion carried.

Agenda Item #9 Request Attorney General Opinion regarding whether a County has the authority to purchase gold and/or silver: Willie Bostwick requested that this item be placed on the agenda. Willie would like the County to exchange our fiat money with gold. Robin noted opinions of the Attorney General are not binding on any Court but are persuasive authority. All money that comes into the County goes to the Treasurer. By State statute, the Treasurer can only: deposit it into a public depository as listed by statute or invest the funds as specified by statute, if the funds are not immediately needed by the County. Robin's opinion is that State statutes do not allow for the Treasurer to "exchange" US Reserve notes (paper currency in the form of "fiat" money) for gold and silver. He also stated governments can only pay their debts with legal tender, and although US gold and silver coins are "legal tender", their market value is currently in excess of their denominational value as "legal tender". Bostwick stated gold and silver are legal money and would like Robin to formally ask for an Attorney General's opinion on whether the County can exchange its "fiat" money for gold and silver. Motion by Bostwick to request an Attorney General's opinion on this legal question, second by Cahak, 3 ayes, 2 no (Nonnemacher and Nye), motion carried.

Agenda Item #10 Request to purchase one tilt, pan and zoom camera for the Jail using Jail Assessment money: The Sheriff is requesting to utilize \$2,011.47 of Jail Assessment funds to purchase one tilt, pan, and zoom camera for the Jail. Motion to approve purchasing a camera for the Jail for \$2,011.47 using Jail Assessment funds made by Bostwick, second by Nonnemacher, all ayes, motion carried.

Agenda Item #11 Transfer of \$1,439.81 from the Contingency account to pay special assessment notice for Unemployment: The State charged a special assessment on employers to fund federal interest expense for unemployment insurance. The County's assessment for 2012 is \$1,439.81. Motion by Nye, second by Nonnemacher to transfer \$1,439.81 from the Contingency Account to pay the unemployment special assessment for 2012, all ayes, motion carried.

Agenda Item #12 Request to purchase a computer and monitor for the new microfilm reader for Register of Deeds: The Register of Deeds is requesting to purchase a computer and monitor to be used with the new microfilm reader that was authorized to be purchased at the August Committee meeting. The cost of the computer is \$1,144.39 and the 24" monitor is \$386.10. The funding for this purchase will come from the Register of Deeds redaction funds. Motion by Bostwick to approve the purchase of a computer and monitor for the new microfilm reader for a total cost of \$1,530.49. Funding to come from the Register of Deeds redaction funds, second by Nye, all ayes, motion carried.

Agenda Item #13 Request for a credit card for Donald Moyle in the Highway Department: Donald Moyle is the new Shop Supervisor at the Highway Department. The Highway Department is requesting a credit card for Donald, with a limit of \$1,000. Motion by Nonnemacher, second by Nye, to approve a credit card with a limit of \$1,000 for Donald Moyle, all ayes, motion carried.

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: Land Records receives several requests for documents. The Land Records Department has requested that the County consider waiving the fees for students and nonprofit agencies for data requests. Currently the I/S Department charges \$50/hour for the staff time to generate the reports. The I/S Department and Land Records will discuss this item further and will bring this item back to the next Finance Committee meeting. No action was taken.

Agenda Item #15 2013 budget process update: Gary Olsen updated the Committee regarding the progress of the 2013 budget. Olsen has received all of the budgets from the departments. Originally, once the budgets were submitted, the County was over the tax levy freeze by \$100,000. Olsen had prepared a list of potential cuts in order for the County to make budget. The County received notice on Wednesday of a preliminary allocation from the Department of Health Services totaling \$79,000. This amount was not figured into the budget, and the County can utilize this allocation to offset the Family Care payment. All indications are that this allocation will continue each year. Once the Family Care payments are done, the County can use this allocation to offset the mental health programming expenses at North Central Health Care. This changes the budget overage to around \$20,000. The County will also receive Computer Aid funding that will decrease the overage to around \$15,000. The only budget item that concerns Olsen is interest revenue. The County has \$150,000 budgeted for interest revenue in 2013 and Olsen estimates earning about \$70,000-\$80,000 in 2012. Olsen asked the Committee to consider some budget reductions that would not affect services, to decrease the Interest Revenue line item. This was for information only.

Agenda Item #16 Purchasing computer software and hardware for departments: None 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 current balance in the Self Funded Health Insurance account is \$1,684,196.55. Olsen distributed a 2012 mid-year review for all of the departments. The Treasurer budget will be over budget due to health insurance. The District Attorney will be over budget about \$800 due to the Victim Witness revenue being reduced. The Social Services budget will be over budget and their risk reserve will be used to cover their overage. Olsen requested \$1,400 to make programming changes in Kronos. Motion by Nonnemacher, second by Cahak to approve \$1,400 for programming changes in Kronos, all ayes, motion carried.

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

Agenda Item #19 Approve Grant Requests: None at this time.

Agenda Item #20 Travel and Training Requests: None at this time.

Agenda Item #21 Review and approve payment of bills: Motion by Bostwick and second by Nonnemacher to approve the payment of bills, all ayes, motion carried.

Agenda Item #22 Verify Date of Next Meeting: The next meeting will be on Friday, September 14, 2012 at 8:30 a.m.

Motion to adjourn meeting at 11:25 a.m. made by Nonnemacher, second by Bostwick, all ayes, motion carried.

Respectfully submitted,
Carlene Nagel
Recording Secretary