

ADMINISTRATIVE & FINANCE MEETING

April 7, 2009, 9:00 a.m.

Meeting was called to order by Chairman West at 9:05 a.m. Ward, Klingforth, Kirsenlohr, and West were present. Sebastiani, excused. Barb Petkovsek and Cindy Phillippi were also present.

The meeting was properly announced.

Motioned by Ward/Kirsenlohr to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Klingforth to approve the March 12th minutes. Motion carried by unanimous voice vote.

Check register from previous meeting was discussed. Barbara Petkovsek informed the committee that we pay Auburndale for disposal of tires. Purchasing fuel from Wisconsin River Coop by the Solid Waste department needs to be reviewed. Is this being put out for bid? Who determines where the fuel is purchased? Barb will speak with Myrna and report back to the committee at the next meeting as to how this is handled.

Motioned by Klingforth/Kirsehlohr to approve the check register as submitted. Motion carried by unanimous voice.

Motioned by Klingforth/Kirsenlohr to deviate from agenda item number 13, consider carryover for courts, video conferencing, audio recording and sound system. Motion carried by unanimous voice vote.

At 9:10 a.m. Terry Reynolds-Warner and Judge Pollex joined the meeting to give a brief update on video conferencing. The T1 line is sufficient to accommodate the video conferencing system. SKC did a test on the system and it worked well. The money is in account 100 03 51250.

Motioned by Ward/Klingforth to allow a carryover in the amount of \$95,269.52. Motion carried by unanimous voice vote.

The proceeds from the sale of the Highway building and Library building were placed in account 100 10 48350. This money either can be transferred out and placed in a non lapsing account for future use or close to the general fund.

The committee unanimously concurred the money should close to the general fund.

The Highway department as of 12/31/08 had a fund balance of \$847,600.00.

Health and Human Services as of 12/31/08 had a fund balance of \$247,346.96.

Solid Waste department is still in the process of being converted to an enterprise fund.

The County received \$16,000 in room tax from Northern Bay which was deposited into account 100 41 46728 which is in the Parks department.

The upgraded Skyward software has the ability to charge percentages in payroll. Account percentages for Fred and Rita's wages are being directly charged to the appropriate accounts. This eliminates journal entries that were previously being done.

Barb will be checking out the \$100,000 pay back from the Parks department and report back to the committee next month.

Land Conservation department is being charged unemployment on an employee who left for other employment who is no longer employed. The 100 73 51920 is for special assessment charges and is no longer used for unexpected unemployment charges.

Barb will be working with the auditors on the revolving loan accounts to get a better understanding of them.

Money authorized to be transferred for the Health Insurance run off was \$450,000; however, only \$366,573.52 was needed. The balance will close to the contingency fund.

Barb provide the committee with an unaudited fund balance hand out with 2008 general and contingency fund allocations and transactions. She also read the auditor's recommendation on non lapsing accounts.

The committee recommended submitting one resolution for eliminating and reestablishing non lapsing accounts to County Board. The following non lapsing accounts should be established:

1. Land Information - Land Information
2. Clerk of Courts - State Aid Circuit Court
3. Family Court Commissioner - Mediation
4. MIS - MIS Computer
5. Sheriff Recreation – Boat/Snowmobile/ATV Grants
6. Sheriff - Jail Assessment
7. Sheriff - Commissary
8. Sheriff - K9 Donations
9. Sheriff - Project Lifesaver Donations
10. Emergency Management - SARA
11. Emergency Management Hazmat
12. Airport - Airport
13. Airport - Airport Fuel
14. Parks - Snowmobile
15. Parks – Park Capital
16. Parks – Petenwell
17. Parks – Outlying
18. Parks – Castle Rock
19. Parks – Tourism
20. UW Extension – Special Projects
21. Land & Water Conservation – County Dam Maintenance
22. Land & Water Conservation – DNR Conservation Aids
23. Land & Water Conservation – Manure Storage Program
24. Land & Water – Lake Protection
25. Planning & Zoning – Hydrograph
26. Miscellaneous – Vending
27. Miscellaneous – Holiday Tree
28. Miscellaneous – Record Control
29. Administrative Coordinator – Space Needs Study
30. Clerk of Courts – Video Conferencing
31. Contingency Fund

Health & Human Services

1. Public Health – Preparedness Grant
2. Public Health – Tobacco Grant

A resolution will be drafted and submitted at the next Administrative and Finance Committee Meeting to be approved and forwarded to County Board.

There will be a joint meeting with Administrative and Finance meeting and Planning and Development to discuss the Manure Storage Non Lapsing Account.

Agenda items for April 14th to include:

- discuss and/or act on resolutions to eliminate all non-lapsing accounts and create new ones
- discuss and/or act on transfer from general fund to close 2008 books
- update on fixed assets and purchase of equipment by Ron Chamberlain
- amendment to ordinance establishing a service fee for worthless checks
- raffle and tourism presentation by Fred Nickel

Motioned by Ward/Klingforth to adjourn at 12:20 p.m. until April 14th at 9:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,
Recording Secretary