

Administrative and Finance Meeting Minutes
May 14, 2008, 9:05 a.m.

Called to order by Cindy Phillippi, Adams County Clerk.
Present West, Kirslenlohr, Klingforth, Ward. Excused Sebastiani.

Phillippi opened nominations for chair. Klingforth nominated West, Ward nominated Sebastiani. Roll call vote 3 yes, 1 no. Voting no Ward. West nominated as Chair.

Chairman West opened nominations for Vice Chair. Ward nominated Sebastiani. Ward cast unanimous ballot for Sebastiani as Vice Chair, carried by unanimous voice vote.

Motioned by West/Klingforth to appoint Cindy Phillippi, County Clerk as recording secretary. Motion carried by unanimous voice vote.

Motioned by Ward/Kirslenlohr to approve the agenda as presented. Motion carried by unanimous voice vote.

Motioned by West/Ward to approve the April 8, and April 14 Administrative and Finance minutes. Per recommendation of Petkovsek add discussion of library overage and place on next agenda to the minutes. Motion carried to approve minutes with added language, by unanimous voice vote.

Library Director Dan Calef, Rene Elkington, Patricia Townsend present to discuss payback of funds in the amount of \$4,441.61.

Motioned by Ward/Klingforth to leave a balance of \$4,441.61 in the 2008 budget to revert back to the general fund to pay back 2007 overage. Motion carried by unanimous voice vote.

Petkovsek gave a report that audit for 2007 is near completion. The auditors will be back again on June 2 and 3. It is anticipated that there will be a deficit in the 2007 budget for Health and Human Services Department, figure to be determined yet.

We should receive the management letter prior to the audit report. Petkovsek is looking at the possibility of eliminating all non-lapsing accounts by resolution and possible resolution for recreation of those deemed necessary.

It was reported that there are overdrafts in the Drainage District accounts.

Sebastiani present at 9:50 a.m.

Discussion regarding assessments to get Drainage Districts caught up took place. Widow Green borrowed \$50,000 and is paying this back. Leola was inappropriately assessed between 94 and 96.

Petkovsek spoke about the raffle, shower, and camping fees and has requested Fred to track their revenue daily. It is also recommend that Fred keep track of campers by zip codes to determine the percent of people coming from marketed locations.

Solid Waste is currently in the process of being converted to an enterprise fund where assets will be booked. Cells and their depreciation will be on the books by utilization of this process.

A new direct deposit form will be coming out. The portion that referred to correcting an error will be removed and on a separate form. If an error should occur, the form will be supplied to the individual on a one on one basis, to make any corrections.

There are problems with cash reconciliation, Barb is still working on it.

2008-2009 budget gaps. There will be 2008 budget gaps due to contract settlements, fuel and food costs.

2009 budget gaps will be determined by the new construction growth or the levy freeze which ever one is larger.

The general fund balance is \$345,277. The contingency fund is down because of a \$400,000 transfer for health insurance. Discussion regarding broker fees for Financial Associates took place. Financial Associates fees are incorporated into the health insurance premium through Unity. Ward would like concrete figures on this, at the next finance meeting.

Bays submitted a proposed form and fee schedule for combining parcels. The committee will discuss at next meeting. Treasurer's report and pool page was also handed out.

Motioned by Klingforth/Sebastiani to recess at 11:22 a.m. Motion carried by unanimous voice vote.

Reconvened at 11:26 a.m. All present.

Renner stated that as of yesterday 14 letters out of 174 came back, and a collection of \$2,400 has come in for the Project Life Saver Program. The Project Life Saver will be reviewed again next month. The goal was to obtain \$15,000 for start up dollars. Renner reported that he and the chief are driving the two new Ford Expeditions. There were five 4-wheel drives already received, eight new squads are coming.

The next regular Property Committee meeting will be June 9 at 2 p.m.
On July 16 and 17, the Property Committee will be touring county property.
On June 9 at 9 a.m., the Executive Committee will meet.

The committee reviewed the vendor report and would like to see it printed out by vendor not check number. They would like a revenue and expenditure report by function each month. The committee reviewed the check register report.

The next meeting date is set for June 12 at 9 a.m.

Motioned by Klingforth/Sebastiani to adjourn at 11:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,
Cindy Phillippi

Recording Secretary