

ADMINISTRATIVE & FINANCE

May 14, 2010

9:00 a.m., Room A160

Meeting called to order by Cindy Phillippi at 9:00 a.m. Present: Kotlowski, Renner, Sebastiani, West. Excused, Ward.

Meeting was properly noticed.

Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

Motioned by Renner/Sebastiani to appoint West as Chairperson. Motioned by Sebastiani/Renner to close nominations. Motion carried by unanimous voice vote. West named as Chair.

West took over the meeting.

Motioned by Renner/Kotlowski to appoint Sebastiani as Vice Chairperson.

Motioned by Kotlowski /Renner to close, motion carried by unanimous voice vote. Renner named as Vice Chair.

Motioned by Renner/Kotlowski to appoint Phillippi as recording Secretary. Motion carried by unanimous voice vote. Phillippi named recording Secretary.

Motioned by Sebastiani/West to approve the April 8, 2010 Administrative and Finance Minutes. Motion carried by unanimous voice vote.

Barb will provide a list at the next meeting of the required items that sales tax needs to be charged.

The committee deviate to item (f) discuss and /or act on resolution creating a local government economic development financing authority.

At 9:30 a.m. a conference call with Liz Stephens and Mike LaPierre from WCA'S took place. The economic development financing authority was explained. For example:

ACEC'S current interest rate of 7.8% for 30 year financing through the authority the interest rate of 5% for 30 year financing (tax exempt rate) would be available.

California has a similar commission (model exists)

Allows:

- Issue private activity conduct bonds,

 - Forming the commission (County Board would be a founding member)

 - Commission issues the bonds

 - Reviews and engages in them

- No liability to the county

 - A financial benefit to the county

 - Financial compensation (tangible benefit)

- Innovator across the county

Real leader
Making us an attractive place (nontangible benefit to the membership)

Current Founders:

- Marathon
- Bay Field
- Waupaca
- City of Lancaster

Economic Development: Fund project costs

Capital advantage, the commission takes over, the bond reporting, they handle all pre/post issuance responsibilities.

There are a number of current time consuming and complex items:

Legal financial responsibilities
Post issuance compliance
Setting up the issuances

The County makes the final decision as to what kind of business can come into Adams County and if it is a good fit for community, the commission must receive approval from County/Sub-entity. The County has final approval of the use of the commission.

All resolutions must be approved by June 15th in order to move forward with the commission.

Liz Stephens and Mike O'Connell will attend the board meeting to give presentation.

Motioned by Renner/Kotlowski to present resolution creating a local government economic development financing authority to County Board for approval. Motion carried by unanimous voice vote.

Barb reported:

Base cost for Emergency services must maintain \$ 4,826,460.00 for jail, dispatch, and road Officers. Or we will lose shared revenues. Must spend what is budget. This is a problem at the town level too. Must spend at a minimum what was spent the previous year.

Contingency/ General Fund report is now rolled into one fund report and is on the top of balance sheet each monthly.

Treasurer Bays informed the committee of some financial clean up issues. We need to remove from the tax roll \$577.57, noted as a write-off. Discussion regarding a foreclosure took place, deeding it over to landowners equally.

Motioned by Sebastiani/Kotlowski to write-off \$557.57 and proceed with tax foreclosure. Motion carried by unanimous voice vote.

Drainage District update: An unidentifiable amount of \$3,525.81 remained the same from the year of 2006 through 2009. The unidentified balance of \$3,525.81 needs to be clean up from the books.

Motioned by Renner/Kotlowski to take \$3,525.81 from contingency for variance in drainage district fund for years of 2006 through 2009. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to recess at 10:45 a.m. for 5 minutes. Motion carried by unanimous voice vote.

Reconvened at 10:55 a.m. All present.

Nickels report:

Fred reported on tourism in Adams County. There was \$7,000.00 in room tax collected from Strongs Prairie.

Treasurer Bays gave out an investment report. She reported that delinquencies as of May 5, 2010 are at 4.1 million. Previously it was under 1 million. She is working on a resolution related to special charges to not make towns whole in August. The resolution will state to not make towns whole until dollars are collected. Stop payment for a lost check is \$31.00. She would like to see these charges go back to the department and/or employee.

MIS: Vacant position

Outside vendor \$12,800.00, for 20 hour block
5 proposals weed down to 2

\$64.00 per hour engineers, 2 way mileage

\$115.00 per hour engineers, 1 way

Motioned by Sebastiani/Kotlowski to approve service support for 8 weeks (200 hour) minimum. Motion carried by unanimous voice vote.

MIS has \$27,900.00 left in wages after pay out of employee and could easily refill the position with remaining wages. Previous employee filed for unemployment has been denied but it could come up in the future again.

Work orders:

67 were opened/and closed
17 are still open

GSC software used in the Treasurer, Real Property Lister, and Register of Deeds office has a module that will work for LCD/P&Z. Quote of \$19,090.00 includes both department programs and training. Ongoing support costs are at \$3,260.00.

Currently there is \$30,766.00 in carryover from software for Planning & Zoning from previous years.

Motioned by Renner/Kotlowski to approve purchase of software by use of carryover funds with full expectation of utilization by Planning and Zoning and Land Conservation Departments employees, additionally a monthly report on usage by the departments is required. Motion carried by unanimous voice vote.

Petkovsek will let department heads know of the expectations.

McGhee provided an update on the Solid Waste Department software: GBB Fleet Route is not robust enough to handle items like, billing and recording inventory, etc. Myrna found a program, and a Web Demo was done. The cost to implement the software is \$18,750.00. There was \$40,000.00 placed in 2009 MIS budget some money was spent, but there are dollars still available in the carryover.

Motioned by Renner/Sebastiani to approve software purchase "Rout Optix" pending approval of Solid Waste Committee. Motion carried by unanimous voice vote.

Budget outlines were discussed and the committee recommends starting with a 2% increase over last year's budgets.

The committee will review the check register next month.

Set next meeting date for June 14, 2010 at 9:00 a.m.

Motioned by Renner/Kotlowski to adjourn at 1:40 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi
Recording Secretary