

Administrative and Finance Meeting Minutes
June 12, 2008
9 a.m.

Called to order by Chairman West at 9:00 a.m.

Present West, Kirsenlohr, Klingforth, Ward. Excused Sebastiani.

Motioned by Klingforth/Kirsenlohr to approve the agenda as presented. Motion carried by unanimous voice vote.

Motioned by West/Kirsenlohr to approve the May 14, 2008 Administrative and Finance minutes. Motion carried to approve minutes by unanimous voice vote.

Petkovsek reported that there are no broker fees charged in our health insurance premium. Unity pays a brokerage fee to Financial Associates.

Project Lifesaver has received approximately \$7,000 in combined contributions as of today.

Motioned by Klingforth/Kirsenlohr to approve the tax parcels request form and fees implementation to be effective July 1, 2008. Motion carried by unanimous voice vote.

Petkovsek talked about consolidating bank accounts to help with cash reconciliation. Interest and transaction fees are still positive. Treasurer's expense summary report was reviewed. Clerk of Courts has purchased a camera and will be taking passport pictures. They will be charging \$12.00 a picture. Draft management letter was reviewed and discussed. Discussed drainage district overdraft; there should be no payments to any drainage district unless funds are available. There will probably need to be a transfer from the General Fund to cover overages.

Sebastiani present at 10:00 a.m.

Motioned by Sebastiani/Klingforth to recess at 10:52 a.m. Motion carried by unanimous voice vote.

Reconvened at 11:59 a.m. All present.

Fred Nickel present at 11:00 a.m. to discuss park raffle ticket program and the process. The money covers food, booth, travel, lodging not necessarily the cost of the prizes. Discussion was held on control measures that could be used for collection of cash, i.e. wood, showers, concessions etc.

Petkovsek stated the Solid Waste department is being set up as an enterprise fund. The Health and Human Services fund for 2007 looks to be around \$180,000 to \$200,000 over. Currently, they are working on setting up accounts to match CARS report and Health and Human Services chart of accounts. Uniform allowance for law enforcement is taxable.

Motioned by Sebastiani/Kirsenlohr to recess at 12:00 until 1 p.m. Motion carried by unanimous voice vote.

The meeting was called back to order at 1:15 p.m. All present.

Discussion regarding a condemnation committee, which is appointed by the judge.

Motioned by Ward/Kirsenlohr to accept the check summary report for the month of May. Motion carried by unanimous voice vote.

Petkovsek had discussion about premier resort tax of 1/2 percent. Counties can implement this tax; publication 403, and state stats 66.113 and 77.74 need to be reviewed. This money could be used for infrastructure.

MIS department has purchased about 25 computers, the initial price has gone down, 30 computers were put in the 2008 budget. Email archiving is up and running, back up has been installed, Lynx system is being installed, training has started. Solid Waste routing system is in progress. Parks computer system is up, running and working very well. Dawn complimented Darren Tolley for taking the lead in working on the computer system. The new county website is up as of today and Spillman is a work in progress.

The next meeting date is set for July 18, 2008 at 9 a.m.

Motioned by Klingforth/Kirsenlohr to adjourn at 3:12 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary