

## **ADMINISTRATIVE & FINANCE**

February 11, 2010  
9:00 a.m., Room A160

Meeting called to order by Chairperson West at 9:04 a.m. Present: West, Kirsenlohr, Sebastiani, Klingforth. Excused, Ward. Also present: Barb Petkovsek.

Meeting was properly noticed.

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

Motioned by Klingforth/Sebastiani to approve the January 14, 2010 Administrative and Finance Minutes. Motion carried by unanimous voice vote.

No public participation, no correspondence.

Discussion on item #8 on the agenda, Solid Waste Department letter of credit dollars allocation there of. Question regarding whether the County can get access to the money if needed or if the County can go back to a letter of credit. Can County put money in three or four different cds? Would like to see money allocated for long-term care and closure of cells. These costs need to be built into rates. Landfill will now be taking garbage from Juneau County; discussion on Juneau County helping to fund long-term care and closure took place. Kirsenlohr asked Petkovsek for the letter from the DNR re: this issue. Kirsenlohr said the letter was supposed to be attached to the resolution in the board packet. Petkovsek will take care of that today.

Discussion re: purchase of vehicles for Solid Waste, new versus used, how many Solid Waste has and how much they cost, and how are they being used.

Discussion re: irrigated field on Hwy 21 that is owned by Solid Waste. Can it be used for garbage or is it too close to the creek in the back? Should the County look into selling the property?

Agenda item #8 will be discussed again at next Administrative and Finance meeting.

Discussion on item #9 on agenda. Issue with duplicate billing for copy machines by County Clerk. Motioned by Sebastiani/Kirsenlohr to inform Departments not to duplicate bill themselves. Motion carried by unanimous voice vote. Petkovsek said she will note to put this information in budget discussions.

Discussion on item #10 on agenda. Petkovsek explained SB 399 is the creation of a commission to assist municipalities with conduit bonding. It will help businesses through the process to get some very specific dollars, help with issuance of bonds and post-issuance. Adams County has three businesses that would qualify and are interested; Mortenson Farms, ACEC & Chula Vista. If SB399 passes the County Board will have a say in what businesses get the conduit bonding. Petkovsek brought a generic resolution that the County Board could adopt in support of SB 399. Motioned by Sebastiani/Klingforth to take resolution to February County Board meeting. Seconded by Klingforth. Motion carried by unanimous voice vote.

Administrative Coordinator/Director of Finance report:

Petkovsek said cash reconciliation reports had been put in Supervisor's mailboxes. She will have information on contingency and general fund for March meeting. There is \$80,000 less cash at the end of this January than there was at the end of January 2009. February and March will tell more as more taxes come in. Sebastiani asked about the general fund being at \$14 million, whether there was anything against that. Petkovsek said yes, maybe actually only \$3 million available. Petkovsek will bring December reports in March as a few bills are still coming in yet. Discussion about a Department Head wanting to spend money left over from 2009; Petkovsek explained why that can't be done after the close of 2009. Supervisors are pleased with getting weekly check summaries versus monthly, they are easier to look through.

Kirsenlohr questioned why Dennis McFarlin represented the County in the Krueger case and not Corporation Counsel. Discussion of Krueger case took place.

Motioned by Klingforth/Kirsenlohr to approve check register. Motion carried by unanimous voice vote.

MIS Department update:

Dawn McGhee present at 10:02 a.m. Informed committee she put MIS' 2009 and 2010 financial reports in their mailboxes previously. No questions about the reports. Discussion of the County allowing access to social networking sites. Petkovsek will be accessing Twitter on behalf of the County; currently 4H, Extension and Public Health use Facebook. Discussion regarding whether information put on these sites will be official record that needs to be retained for seven years like email. McGhee left meeting at 10:10 a.m.

County Clerk not present to give update.

Treasurer report:

Mary Ann Bays present at 10:11 a.m. Handed out the State newsletter and County Investment Report. Bays discussed issues with special charges from townships. By resolution the County makes the towns whole at the end of August and if a person has not paid the special charges on their taxes the County assumes those special charges. Many Counties have passed resolutions that the County is not responsible for these special charges if not paid. Bays would like the Committee to consider doing this for 2011 as more and more people are delinquent.

West had previously asked Bays for information regarding Managed Forest Lands (MFL) on a townships tax roll. Bays brought information on Plum Creek in the Town of Big Flats. Bays showed that since the MFL pays a lower rate of taxes the residents of the township pay higher taxes on their property to make up for the MFL. Question whether DNR reimburses the County for any of that money.

Sebastiani asked Bays what is going on with the Hutchinson land. Bays said that the grant is approved, working on paperwork, she is looking at filing with the court Friday or Monday, she'll publish it in the paper Wednesday and it will be a 60 to 90 day wait. By May the County should officially own the property. As far as she knows the land owner is not contesting. Cleaning of the property will not occur until after the County takes ownership.

Kirsenlohr questioned whether Chuck Pheiffer is paying the County. Discussion regarding Pheiffer. Bays doesn't think he is paying.

Bays reported her new part-time employee started Monday. To save money she did not have new interviews, just took her 3<sup>rd</sup> choice from last interviews.

Bays left meeting at 10:35 a.m. She returned at 10:38 a.m. with a report of general delinquencies. The delinquencies are growing, she won't know for sure how much until August when second installment is due. Discussion re: wanting a more detailed delinquency report.

Noted in minutes Item #8, Solid Waste Department letter of credit dollars allocation, should be on agenda for next Administrative and Finance Meeting.

Noted in minutes Item #10 on agenda, SB 399 resolution, should be on agenda for February County Board meeting.

Set next meeting date for March 11 at 1:00 p.m.

Motioned by Sebastiani/Klingforth to adjourn at 10:42 a.m. Seconded by Klingforth. Motion carried by unanimous voice vote.

Respectfully Submitted,

Tracy Sipla,  
Acting Recording Secretary