

Administrative & Finance Committee Meeting Minutes  
March 15, 2007  
8:00 a.m.

Meeting called to order by Chairperson Sebastiani at 8:06 a.m. Members present, Grabarski, Davis, Sebastiani. Excused Keckeisen, West. Chamberlain, Phillippi, Beckman, July also present.

Motioned by Grabarski/Davis to approve February 16<sup>th</sup>, 2006 minutes as submitted and amended February 15, 2007 minutes reflecting adjourned at 3:10 p.m. Motion carried by unanimous voice vote.

West present at 8:10 a.m.

Chamberlain request credit card for training, they have recently used law enforcements credit card. Keckeisen present at 8:15 a.m.  
Purchase orders aren't being accepted, checks, paper money are being declined.

Public Works committee is in favor and has no preference on which credit card is used. Vendors are looking for instant gratification.

Motioned by Davis/West to approve credit card for Highway Department with a limit of \$5,000 and all receipts must accompany the statement. If receipts are not turned in with the statement the employee shall pay their portion of the bill, it is up to the department head to enforce. Motion carried by unanimous voice vote. Chamberlain left the meeting at 8:30 a.m.

July spoke in reference to the safe keeper revenue; different avenues are being pursued such as:

- Prisoners from other counties – success in obtaining 14 inmates from Monroe
- Entering into State contract already approved by Kniess—State prisoners at a rate of \$51.00 per day (with the right to refuse inmates from the state)
- Electronic monitoring of huber inmates – ability to generate \$13.75 a day with no additional cost to implement
- GPS a more restricted monitoring device—ability to generate \$10.00 a day
- Booking fee of \$25.00 each put in place one month ago
- Jail inmate clean cells prior to inspection, to cut labor costs, then having a potential to cut inmates time for services provided

Motion by Grabarski/Keckeisen that in 30-days Sheriff, Deputy Sheriff, and Jail Captain furnish detailed written report on anticipated revenue increase and reduced expenditure to cover budget. Motion carried by unanimous voice vote.

Motioned by West/Grabarski to separate FSA program out of health insurance fund setting up a separate account. Will bring resolution to board for funds in future. Motion carried by unanimous voice vote.

West excused at 10:15 a.m.

MIS- Vouchers presented by McGhee. Computers are selling at the Thrift store at \$75.00 a piece. An account has been set up and forwarded to Health and Human Services department for the 80% of the sale to be deposited in MIS account. At the end of the year the 3 major projects that have been being worked on should be complete to leave an approximate \$20,000 fund balance. Upgrade of Office Microsoft 2007 version of software needs to take place. The cost per license is \$297.38. We have 103 licenses currently. License from the state is at a lower rate.

Motioned by Grabarski/Davis to pay license fee of \$297.38 per license for the upgraded software agreement. Motion carried by unanimous voice vote.

Rich is doing a great job, probation shall end next week.

Treasurer- Law enforcement has not turned in a bank statement and financial report for their 3 bank accounts. Bays will contact the bank to determine if the accounts have been closed and report back to committee. Tax deed is ready for court. Title search and certified charges are included in the initial dollars owed on the parcel. We recoup these fees upon payment. Newspaper printing/publishing has a substantial cost. Surrounding counties charges flat rates, it is suggested that it be allowed to charge and we'd redeem these fees with payment.

Motioned by Grabarski/Davis to instruct Bays, Treasurer to draw up a resolution for the fall for fees for publishing tax foreclosure to be forwarded to County Board. Motion carried by unanimous voice vote.

Two Towns and the City of Wisconsin Dells are refusing to be computerized. Bays would like to charge fees per parcel for staff to reenter the information. A fee of .50 or .75 cents a parcel for posting would be charged back to the Town of Lincoln, New Haven, and City of Wisconsin Dells. It's staff time that we should not be paying to redo something that has already been done at a different level. It was suggested that a resolution be drafted and forwarded in the fall as well.

Long explained the boats as follows:

- 18 foot cress liner 175 horse –used at Castle Rock/Petenwell Park
- 17 foot bottom boat for little lakes (50 miles of Wisconsin River)
- 1985 – (1 original patrol boat) 16 foot used as back up boat for the 18 foot cress liner and/or for dragging/rescue operations
- Working with Big Flats to cover Monroe/Petenwell area and possible store boat there
- 2 personal water crafts/jet skis from Yamaha – use in the beginning of summer and return in the fall (loaners)

Motioned by Keckeisen/Davis to send a directive to Sheriff's Department that both their home committee and Administrative Finance Committee get a detailed copy of their credit card bill each and every month. Motion carried by unanimous voice vote.

County Clerk-Vouchers were submitted, dog report, report on percent of outstanding debt, 51.3% Road/Hwy, 12% combination Hwy/Solid Waste, remaining 36.1% Jail, Courthouse Project, Unfunded Liability, CWCA, IGA purchase.

Motioned by Keckeisen/Davis to recess for lunch at noon. Motion carried by unanimous voice vote.

Reconvened at 1:30 p.m. Present, Grabarski, Davis, Sebastiani.

Motioned by Keckeisen/Davis to correct Emergency Management Grant dollars in wrong categories. No impact to initial budget just aligning funding. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski effective immediately no more than 2 supervisors can attend the same conference at anytime. Motion carried by unanimous voice vote.

Kniess will report back to committee on status of National Equity and phone audit. Nothing to report at this time. Todd Heath has not returned phone calls regarding phone audit.

Committee may possibly go with AIM Network to review Workers Compensation and/or utilities.

Agenda items for next month to include: P&Z copy machine update, Credit Card Report Sheriff's Department, Work on Fiscal Policy, cell phone usage, use of credit card, National Equity, AIM Network

Motioned by Keckeisen/Davis to adjourn at 4:10 p.m. until 8 a.m. March 16, 2007. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,  
Recording Secretary

These minutes have not been approved by the Administrative Finance Committee