

ADMINISTRATIVE & FINANCE MEETING MINUTES

October 11, 2011, 1:00 p.m., Room A160

The meeting was called to order by Chairman West at 1:05 p.m. The meeting was properly noticed. Present: West, Sebastiani, Renner, Kotlowski and Ward. Also present: Phillippi, and Church.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote. Motioned by Ward/Renner to approve prior meeting minutes of September 7, 8, 9, 12, 16 and 23, 2011. Motion carried by unanimous voice vote.

Public Participation: Mr. Church, Chairman for the Campaign for Liberty, asking for a decrease of 3% in county's tax levy. Unemployment rates for June

	2009	2010	2011
	9.8%	9.9%	10.2%

Our tax rates are high. (Other Counties are more attractive, we are less attractive). A 3% decrease appears to be a reasonable request. Ward asked, what where services we should cut? Should we not plow roads? Should we cut road officers? Services were the least amount of people benefit? If we should be stricter and reduce wages, Ward questioned what the amounts would be. Public Safety, Highway or Health and Human Services are the largest expenses. You have not expressed specific cuts. Sebastiani, you tell us where we can cut and what. What is your opinion? Church is not prepared to do that.

Kotlowski/Sebastiani to deviate to number 14 on agenda, discuss and/or act on 2 vehicles received by a 2010 grant. Motion carried by unanimous voice vote.

Price applied the 5310 grant money from the Department of Transportation for a bus. Long Term Support clients use the bus, 20% of the cost is the county's responsible. December 2009 application was submitted, this spring in March 2010, it was just accepted. Gemini refund reimbursement \$82,000 part of which to pay for buses in addition to the Henning estate meals on wheels money.

Currently there is a large bus, small bus and a minivan.

\$130,000 approximately 20% \$10,000 large bus

\$9,000 small bus

\$7,000 mini van

6% from Henning estate, fund reserve. \$20,000 to pay off vehicles. \$126,894 for all 3 vehicles?

19,465 20% minus the 6,000 from the estate money.

+6,000

\$25,465

Motioned by Renner/Ward to take \$19,465 from fund balance to purchase vehicles. Motion carried by unanimous voice vote.

Deviated back to number 8, Administrative Coordinator/Director of Finance report. Larson reported that the budget has been the primary focus, completing changes, updating, and working on the roll up. The training agreement for Liz expired with her firm. Larson attended a Levy Analysis Update, and Levy Calculation Work Shop. She'd been working on cash reconciliation from August, the beginning of September and attended a WCA annual conference, and lean Government seminar. Schenck performs the single audit but they reviewed their documents. The Administrator Coordinator/Director of Finance review and approve prior to auditors submitting. She will be attending the Towns Association meeting on Friday and scheduling a quarterly municipal officials meeting. They will be attending a Skyward session training for 1½ day, the cost is 150.00 to attend, there will be 2 staff attending. The budget book is being assembled and Larson would like county board Supervisors input. October 28 is the publication deadline.

Barnes present at 1:34 p.m.

Larson will be on vacation October 26-31, 2011. Larson will begin cross training on insurance renewals with Bays. She will be attending ICS 100, 200, Emergency Management classes. 355 union negotiations will be beginning.

General fund/continuing funds available.

Yearend audit \$735,000 for the building project
\$3,756,181 general fund 01/01/2011
\$8,065,307 continuing fund 01/01/2011
\$1,267,614 sales tax minus (735,000)

Motioned by Kotlowski/Sebastiani to approve check register. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to deviate to number 12 on agenda to discuss and/or act on Child Support 2012 budget. Motion carried by unanimous voice vote.

Barnes reported that there will be a 6 month contract for the call center. Quarterly billing will line up with their revenues. They have decreased the secretary position by 1/2 the cost.

\$6,500 call center new account will be 100.08.51330.316

100.08	\$138,925	110	
	\$ 10,666	210	
	\$ 10,419	211	
	\$ 52,361	214	New Figures

Grand total revenues to equal \$326,788.

They will be receiving information next week on General Purpose Revenue.

The \$1600 generated in revenue from townships helps pay a share of the cost and approximately 15 departments use postage meter. The contract will be forwarded to Albert to review.

New amounts for the budget to be:

100.10.51520.314 should be \$937

100.10.51520.316 should be \$2,413

Motioned by Renner/Ward to replace folder/inserter contingent upon Albert's review of contract. Motion carried by unanimous voice vote.

Phillippi gave an update on the Policy Manuel, SAYL program, and training that took place. Approximately 58 were in attendance for the training on the Sequoia equipment and election standards. Still working on filling vacant position and currently using an on call.

McGhee present at 2:24 p.m. Lynx server died. \$7,000 to replace, hard upfront cost won't be there. Virtual server is set up and in place, database is off the old one, disk to disk back up is installed and running. Skyward issues, client wouldn't let go of server, which bogs down semantic to back up.

Kaye present at 2:30 p.m.

NeoGov online application: People applying on line, not responsible for hosting, if their firewalls are breached, the county is not liable. There are 15 counties and 5 cities in Wisconsin currently using NeoGov. Wisconsin Towns and Villages' are working with 144,000 registered users on their product. \$4,100 was budgeted in McGhee's budget, however NeoGov is more expensive. Kaye reported they will waive the \$2,500 installation fees, the \$2,500 in training fees and the annual fee by \$2,500

Subscription service:

\$2,800 annual fee \$2,500 training

Total amount needed \$5,300 (available funds \$4,100, amount needed \$1,200). This will be a year by year contract, if it is not beneficial we would not continue with program.

Kaye indicated we have a return on our investment in 4 months.

Affirmative action will be completed and she wouldn't have to do it in Excel spreadsheet anymore. Payroll integration will allow down loading information into payroll. (\$2,000 will come out of contracted services) November 1 thru December 31 of next year. This will free up 30-40% of her time.

Motioned by Sebastiani/Kotlowski to use contract services and money from MIS account for Skyward to purchase NeoGov. Motion carried by unanimous voice vote.

Administrative Assistant position posting update: 3 qualified people with experience applied, only 1 is interested. Proposed posting and wage scale.

Motioned Kotlowski/Renner to at grade 10 \$19.66 wage per hour, step 1. Motion carried by unanimous voice vote.

Renner expressed concerns on filling the Sergeant and Lieutenant positions, will vote for 2012 budget, with these positions included.

Land & Water/Planning & Zoning new salary wages.

100.44.56150.313 should be \$3500

Outside engineering services

100.44.56150.110 \$91,745

100.44.56150.210 \$ 7,019

100.44.56150.211 \$ 4,685

100.44.56150.214 \$25,267

100.44.55150.215 \$53,000

100.44.46816 should be 0

100.44.46816 should be \$8,025

100.44.56126.358 should be 0

100.44.56126.358 \$ 845.00

Murphy informed DATCAP may cut funding by \$12,000

100.47.56110.326 should be 0

100.47.56110.340 should be \$200

100.47.56110.920 should be \$50,000

Solid Waste

260 R 43531 \$ 11,513.73

420.26.57400.920 \$350,000.00

Keep \$40,000 for animal shelter

Recalculate 2% on wages and not including the steps.

Motioned by Ward/Kotlowski to create resolution levy at \$17,154,920. Motion carried by unanimous voice vote.

Parks adjustment see work sheet.

Motioned by Sebastiani/Kotlowski to adjourn at 5:04 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary