

Administrative and Finance Committee Meeting Minutes

January 10, 2008

8:00 a.m.

Meeting called to order by Chairperson Sebastiani at 8:05 a.m. Present Grabarski, Keckeisen. Excused West, Davis.

Update on the business process flow analysis for Health and Human Services.

West present at 8:10 a.m.

Discussion took place regarding deficit at Health and Human Services. There is a deficit of \$423,180 in the Health and Human Services Department. The Public Health Fund balance has been identified as being \$17,744 and the W-2 fund balance as being \$148,070. The committee requested Eric to explain what the \$148,070 would be used for if not applied towards the deficit.

After much discussion Keckeisen/Grabarski motioned to apply the entire amount of \$148,070 towards the deficit and write a resolution to cover the remaining balance. Motion carried by unanimous voice vote.

Discussion regarding deficit at Solid Waste Department took place and utilization of dollars from long term care CD.

Discussion took place regarding the DNR long term care CD for Solid Waste Department. The preliminary information for the DNR states \$621,490 can be released from the current CD. To avoid penalties for early withdrawal of CD it was determined to wait until February 09 to handle deficit in the Solid Waste Departments Fund. The CD is renewable on February 10, 2009. Motioned by Grabarski/Keckeisen to not make an early withdrawal from the CD. Motion carried by unanimous voice vote.

The committee wants a final confirmation from the DNR on the dollars freed.

Motioned by Grabarski/West to write a resolution to submit at the February 2008 County Board Meeting. Resolution to outline long term plan to clear current debt at Solid Waste Department with excess funds from long term care CD in 2009. Motion carried by unanimous voice vote.

Murphy explained DATCAP funding and match of dollars.

Motioned by West/Keckeisen to allow deficit in expense line item to purchase equipment in the amount of \$5439.84, however the overall account to remain in the black. Motion carried by roll call vote 3 yes, 1 no. Voting yes West, Keckeisen, Sebastiani. Voting no Grabarski.

February meeting agenda topic to include LCD line item transfers.

Discussion regarding special assessment on the Old Library Building and the Practical Cents building took place, in conjunction with Strongs Prairie charge back.

Motioned by Keckeisen/West to pay charges. Dollars for Illegal charges, chargeback and special assessment fees to be appropriated in 09 budget process. Motion carried by unanimous voice vote.

Barb gave the committee a brief overview of IRS regulations we must come in compliance with. There will be a copy of circular E included in this weeks pay checks.

There are some amendments that will need to take place at County Board on Tuesday night to the Fiscal Policy. The amendments will be to page 3, line 24 striking ~~has no enterprise fund~~ and inserting has one enterprise fund being Solid Waste, line 27 and 28 striking ~~funds~~ and replacing with fund and striking ~~and Solid Waste~~. On page 17, line 37 strike 66.29 and replace with 66.0901 and line 41 and 42 striking ~~the current amount shown in 59.52(29), Wisconsin Stats., (currently \$25,000 8/31/2007)~~ inserting \$25,000, the amount stated in 59.52(29), Wisconsin Stats. As may be amended from time to time.

Motioned by Keckeisen/Grabaski to postpone Discuss and or act on utilizing GCS software for permitting in P & Z and Stormwater runoff until next month. Motion carried by unanimous voice vote.

West excused at 10:30 a.m.

Approve Vouchers.

Motioned by Keckeisen/Grabarski to recess at 12:00 p.m. Motion carried by unanimous voice vote.

Meeting called back to order at 1:10 p.m. by Chairperson Sebastiani. Present Grabarski, Keckeisen, Sebastiani.

Approve vouchers.

Set next meeting dates for February 15<sup>th</sup> and 18<sup>th</sup> at 8:00 a.m.

Motioned by Grabarski/Keckeisen to adjourn at 2:40 p.m.  
Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary