

Administrative & Finance Meeting Minutes  
June 14th, 2007  
8:00 a.m.

Meeting called to order by Chairperson Sebastiani at 8:10 a.m. Present Davis, West, Keckeisen. Excused Grabarski

Motioned by Keckeisen/Davis to approve May 11<sup>th</sup>, and 14<sup>th</sup>, 2007 Administrative and Finance Minutes. Motion to approve carried by unanimous voice vote.

Grabarski present at 8:20 a.m.

Nickel explained ATV State Project 1529 as of now \$7,000 of the \$9,000 allocated has been spent. The remaining \$2,000 could be used for trail grooming.

Motioned by Keckeisen/West to approve spending remaining \$2,000.00 on ATV trails. Motion carried by unanimous voice vote.

West excused at 9:06 a.m.

McGhee informed the committee of increased fees for antivirus software and additional licenses renewal costs for software maintenance.

Motioned by Grabarski/Davis to approve money needed to purchase additional software and license. Motion carried by unanimous voice vote.

McGhee explained that three computers were set up at Public Health along with phones for three part-time positions. This is an extra expense, potential to share computers to save on costs.

There is a 15% increase in software/maintenance over last year for 2008 this is not including departments budget requests or any other items.

Phone system is out of incoming numbers, but extension numbers are available for internal use.

Hard drive space, on line storage options are being looked at. Potentially set aside moneys to consolidate files.

Data from Verizon is not seen in 911 system to systems are not currently talking to each other, but is being worked on maybe

Motioned by Grabarski/Keckeisen to approve June 26<sup>th</sup> and 27<sup>th</sup> of 2007 to tour county property starting at 8:00 a.m. Motion carried by unanimous voice vote.

Helmrick discussed Resolution for collections clerk. Position is designed to receive funds that are delinquent. To do tax intercept. Future revenue options would be to consider implementing financial fees for payment plans. Interest on civil judgements belongs to the county and is not shared with anyone else. The collection agency receives 25%.

Motioned by Grabarski/Keckeisen to forward Resolution to County Board. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Davis to recess at 10:30 a.m. Motion carried by unanimous voice vote.

Reconvened at 10:50 a.m. Present Keckeisen, Davis, Grabarski, Sebastiani.

Beckman explained uniforms are returned when someone leaves employment. There are some changes in clothing to cut costs, such as changing to a three-season jacket rather than separate ones for each season. Explained road officers needing eighteen and currently down four. The jail is short one person.

Davis excused at 10:55 a.m.

Petkovsek will work with County Clerk this afternoon on 2008 budget process and submit a packet to the committee for review and approval tomorrow. There should be a written plan to the management letter.

Grabarski excused at 11:50 a.m. Loken took Grabarski's place in the meeting.

Committee approved vouchers.

Motioned by Loken/Keckeisen to adjourn at 1:30 p.m. until June 15, 2007 at 8:00 a.m.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved by the Administrative Finance Committee