

Administrative and Finance Committee Meeting Minutes  
February 16, 2009 - 9:00 a.m.

Meeting called to order by Chairperson West with all members present. Also in attendance was Petkovsek, Nickel, July and McGhee.

Item 15 – **MIS-vouchers, financial report.** The Committee had no questions on the vouchers or financial report. There was discussion regarding the IT Policy. Dawn will check out the price for cell phone boosters for lap tops and report back to the Committee next month. Also, the Committee would like the Ad Hoc Committee to address the policy at the first meeting in March.

Item 16 – **Discuss and/or act on: Raffle Policy** Karl Klingforth handed out a draft of a policy and also a draft of a deposit slip. Motion by Ward/Klingforth to forward this information to the Ad Hoc Committee so they can update the Policy Manual. MC by UVV.  
**Solid Waste – Long Term Care – CD.** The CD has been renewed with no penalty on withdrawals. Due to the economy it has not been confirmed if the DNR is going to release any of this money. If money is released it will be used first for the deficit and the rest would revert to the General Fund. **Funding reconstruct of Easton Dam.** This was put in the Stimulus package. Adams, Marathon and Portage County have highway projects ready to go and could be in line for the first round and if not the first round, the second round. The projects will be 100% paid with no County match required. Broadband width in rural areas was discussed and is also included in the Stimulus package. This will be investigated further for Adams County.

**Premier Resort Tax.** Resolution was presented to the Committee for signatures for the County Board meeting on Tuesday. Discussion how monies would be spent if we received approval from the State.

At this time Chairman West was excused and Vice-Chair Sebastiani took over the meeting.

Item 6 – **Approve check register.** Questions were asked regarding some vouchers for H&HS, Sheriff, Treasurer and Administrative Coordinator/Director of Finance. Motion by Klingforth/Kirsenlohr to approve the check register. MC by UVV.

Item 7 – **Administrative Finance Director monthly financial report.** Barb stated that it is estimated we saved \$10,000 by using Office Depot versus the Purchasing Department. Some departments are still using outside sources for printing. Year end estimate for the General Fund is \$1,553,964.66 and the Contingency Fund at \$474,323.35. End of the year cut off for vouchers and receipts if the end of February. In April, there will be a resolution balancing out accounts that have a deficit. Barb felt there was a need for more training for Department Head on vouchers and journal entries. Credit card acceptance started on 2/3/2009. Barb has attended meetings for the WCA Legislative Exchange, Strategic Planning and Wisconsin Ways.

Motion by Ward/Kirsenlohr to recess for lunch at Noon and reconvene at 1 p.m. MC by UVV.

Meeting reconvened at 1:10 p.m.

Item 8 – **Preliminary discussion and direction on 2010 budget.** At the March Department Head Barb will be discussing the 2010 budget process. They will be told to look at a 2 to 3% increase and to look at all programs that are discretionary. Also, they will be asked to update the mandated programs, which ones are receiving funding and which ones are the county responsibility. Also, Barb will ask for them to look at what can be done collectively across the board and how offices can collaborate services between departments.

13. **Treasurer financial report, tax deeded property update.** Mary Ann presented her financial reports and discussed the decreasing interest we are receiving. She has moved money into CD's at the local banks, with no penalty for early withdrawal and is receiving a little more interest. No updated on tax deeded property was given. Mary Ann informed the Committee that Char Trzesniak has given her two weeks notice. This will be put on next month's agenda.

14. **Review and discuss Resolution No. 44-2002.** Mary Ann will update the resolution and present it at the next committee meeting.

Items 9, 10, 11 **Discuss and/or act on video conferencing, audio recording system and courtroom sound system.** The Committee requested Barb to meet with persons involved, get all the facts in writing and present back to the committee next month. It seems that the previous information regarding the T 1 was not accurate and now feel they might want to move ahead with the project.

Next regular meeting date is March 12<sup>th</sup> at 9 a.m. in Room A160 and April 1<sup>st</sup> for the closing of the books at 9 am in Room A160.

Items for next months agenda: Delivery of ballots, updated Resolution #44-2002, report on items 9, 10 and 11, vacancy in Treasurer's Office, Price for cell phone booster.

Respectfully submitted,

Bev Ward  
Acting Secretary