

ADMINISTRATIVE & FINANCE MEETING  
Thursday, March 12, 2009

Meeting was called to order by Chairman West at 9:10 a.m. Ward, Klingforth, Kirsenlohr, Sebastiani were present. Ron Chamberlain and Barb Petkovsek were also present.

The meeting was properly announced.

Motioned by Sebastiani/Ward to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Klingforth/Ward to approve the February 15<sup>th</sup> and 16<sup>th</sup> minutes. Motion carried by unanimous voice vote.

Barbara Petkovsek requests that if there are questions regarding the check registers or monthly reports to ask Liz or put in them in writing by April 1<sup>st</sup>. Cash reconciliation reports were handed out.

Motioned by Sebastiani/Klingforth to deviate from agenda item numbers 13, 14, 15, 16, and 17. Motion carried by unanimous voice vote.

Jack Albert drafted the sales tax ordinance Monday morning. Sebastiani questioned where the money would come from for Easton Dam should this ordinance fail at County Board. Petkovsek indicated that 2 months ago this same discussion was held at a joint meeting with Planning and Development and Finance and all present were in favor. Perhaps using the General Fund, if it were to fail. As of 12/08 the unaudited number of dollars in the sales tax account is approximately \$2.8 million. The jail debt payment for 2009 is approximately \$503,000 and for 2010 it is approximately \$507,000.

Motioned by Ward/Klingforth to approve and forward the ordinance as presented on the sales tax funds. Motion carried by unanimous voice vote.

Item number 14 on the agenda was discussed briefly and will be moved to next month's regular agenda. At that same meeting there will be a Raffle & Tourism presentation by Fred, the Adams County Parks Director.

Item number 18 on the agenda will be moved to the April 7<sup>th</sup> meeting agenda

Set next meeting dates as April 7<sup>th</sup> to close books starting at 9 a.m. and April 14<sup>th</sup> posted as a regular meeting starting at 9 a.m.

Ron Chamberlain explained time frames and (application deadlines) related to grants.

For example:

1st phase Roads/Bridges, filed by 2/24 and due by 3/1.

2nd phase was received approximately a week ago and is due 4/1.

There is a tight turn around on filing of applications.

Project Highway Z to 18<sup>th</sup> Lane dollars of \$5,248,930.80 may be available, all of which would be 100% funding if awarded.

Project Highway 21 to F dollars of \$9.2 million may be available, all of which would be 100% funding if awarded.

There is a meeting today regarding stimulus dollars that Ron and Barb will be attending. Some of the topics may be utilities, as in Broadband. Ron informed the committee that on May 18<sup>th</sup> there is another stimulus meeting on highway discretionary funding. A nationwide deal of 100% (size of project is the intended dollars catch) bundled together we'd qualify and could utilize. Currently, alternative fuel vehicles, i.e. electric vehicles, is something being looked at.

Barb indicated that she looks at recovery and reinvestment grants every day, forwarding them on to departments that could potentially utilize them. She will not write the grant on behalf of the departments, but will assist.

Discussion took place on grant application processes. The committee concurred that allowing departments to apply for grants would better allow departments to meet the deadlines for application.

Kirsenlohr felt that the cost of a special County Board meeting would be minimal compared to money potentially received if awarded a grant.

Motioned by Kirsenlohr/Ward to allow for application of grants. If stimulus package is offered, a resolution will be presented to County Board for approval, before acceptance of the grant. Motion carried by unanimous voice vote.

Discussion took place regarding hiring an actuarial to comply with GASB 45. Barb informed the committee that currently Milliman is estimating a cost of \$7,500 and Key Benefits is estimating a cost of \$5,000. The current budgeted amount is \$5,000. Barb recommends going with Key Benefits. Motioned by Ward/Klingforth to contract with Key Benefits for \$5,000. Motion carried by unanimous voice vote.

Ron and Barb left at 10:00 a.m.

Ward would like to add discuss check register to the April 7<sup>th</sup> meeting agenda.

Treasurer- Mary Ann informed the committee that there were 2,801 delinquent parcels in 2008 and 2,857 in 2009. Delinquent dollars went up by \$78,566.42. Total overall delinquencies are at \$5,004,995.52. Northern Bay is now current.

The CD for Solid Waste was up in February but it was renewed at 3.15%. Interest was at 5%. No letter has been received from the DNR to release funds on the CD. M & I bank has agreed that there would be no penalty if we withdraw money from the CD early if we were to receive notice from the DNR allowing use of the dollars.

West questioned whether interest received on our bank accounts was still covering our expenses. Mary Ann informed the committee that currently the costs exceed the interest. She has spoken with the bank and is trying to change the accounts back to no interest, no transaction fee type. She is not sure the bank will allow us to change the accounts back and forth. Mary Ann presented the job description for the part-time secretary position that would eliminate one Deputy Treasurer position in her office. She also presented the Real Property Lister job description with the proposed changes: #2. Assist attorneys, surveyors, appraisers, real estate personnel, utility companies, banks, governmental agencies and the general public requesting general real estate transaction and tax information. #20. Assist with receipting, recording and appropriating all payments to the Treasurer's office, including but not limited to, tax collection, perpetual care deposits, sale of dog licenses and

departmental deposits. #21. Assist with reconciling of cash and receipts of the Treasurer at the beginning and end of day when necessary.

The Real Property Lister will also fill in when employees are on vacation, etc. The 1168 Union has copies of both job descriptions.

Motioned by Ward/Klingforth to approved Real Property Lister, Job Description as revised and present. Motion carried by h unanimous voice vote.

Motioned by Ward/ to hold the part-time position open for 3 months, to see how it works. Motion failed for lack of second.

Motioned by Kirsenlohr/Klingforth to approve part-time secretary/bookkeeper position as presented, with no benefits.

Mary Ann said that the schedule has not been worked out as of yet. The person may work 4 days a week, possibly cut hours during the year, then increase during July, or work fewer days per week. Motion carried 4 yes, 1 no. Voting no, Ward.

On April 7<sup>th</sup> video conferencing will be discussed.

At 10:30 a.m. Terry Reynolds-Warner and Judge Pollex joined the meeting to give a brief update on video conferencing. The T1 line was discussed. Terry submitted proposals from SKC one being a comparison to the AT&T quote. The others were price comparisons for moving the current sound system, purchasing DVR equipment, and an SKC proposal for equipment upgrade, along with the comparison maintenance contract costs. For a complete copy of the proposals contact the County Clerk's office.

Pollex stated he appreciates the support from the supervisors; it does not go without notice. He extends an invitation to everyone who would like to speak to him, view his office or activities associated.

Dawn informed the committee that they rebuilt and did testing on the web filter for law enforcement. They also checked permissions and made sure there would be no compromise to security.

Motioned by Ward/Kirsenlohr to adjourn at 11:35 a.m. until April 7<sup>th</sup> at 9:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,  
Recording Secretary