

Administrative and Finance Meeting Minutes

September 10, 2007

8:00 a.m.

Called to order by Chairman Sebastiani at 8:07 a.m. Present Grabarski, Davis, West, Keckeisen, Sebastiani.

Motioned by Grabarski/Davis to approve August 16th and 17th, 2007 minutes. Motion carried by unanimous voice vote.

Barb explained the county may want to look into on line purchasing and elimination of contracted cleaning. Individual departments would do on line purchasing and handle it themselves. The elimination of contracted cleaning would potentially affect Highway, Solid Waste and the Community Center. Looking at eliminating the print shop/purchasing department mid 2008 -2009.

Konecny and Trautman present from Schenck to explain the County is in good financial shape, that there are no material weaknesses and there are some new standards coming into place.

Ward Health and Human Services debt mainly comes from juvenile detention and out of home placements. The debt is a 3 – 4 year accumulation.

Konecny suggests budgeting for 3 juvenile detentions and 3 out of home placements etc. The Director of Health and Human Services should inform their home committee when they reach the number of placements budgeted for. Then recommend a resolution be brought before County Board for additional expenses as they occur. This would help eliminate large deficits in the fund balance.

Ward explained General Relief, Adult Daycare, Long Term Support programs to the committee. She also showed where the Health and Human Services Committee recommended cuts to the budget for 2008. The department may be facing lay offs in 2009.

Konecny recommended looking at operational issues at Highway. There could be better planning. The study by Virchow Krause should be looked at and addressed. The idea of setting up a special revenue fund (non operating revenue); it would include items like machinery and gravel costs, etc. recording the 4 state aid checks and one levy dollar amount. This can be explained in more detail when the change happens.

County road and bridge is a separate fund.

Konecny reported the long term care dollars for solid waste may be too high. The county should look at the dollar amount set up as a reserve and decide if some dollars can be used to offset Solid Waste deficit. A levy for Solid Waste department is unusual, it should be self supporting. The county should not be picking up contracts at a loss. Barb asked the question if we should continue in the garbage business or should we be subsidizing? There was no conclusion. Discussion took place regarding the federal program at Solid Waste.

Motioned by Keckeisen/Davis to recess at 10:05 a.m. Motion carried by unanimous voice vote.

Called back to order at 10:15 a.m. All present.

Sebastiani/Keckeisen excused at 10:55 a.m. to attend the Planning and Development Committee Meeting.

Motioned by West/Davis to reduce property sales from \$150,000 to \$100,000. Motion carried by unanimous voice vote.

Sebastiani present at 11:40 a.m.

Barb explained that the elimination of a contracted cleaning service could potentially save a union position. Currently we can not sub contract work once it is unionized, because the language in the union contract will not allow it. The county would look into a one time memo of understanding or letter of agreement that would allow the county an option out, if we were to put a union person into a housekeeping position by elimination of a current cleaning contract. The agreement would allow the county to revert back to a contract if this did not work out.

Motioned by Keckeisen/Grabarski to have Barb move ahead and investigate the combination of a print shop and a housekeeping position. Motion carried by unanimous voice vote.

GIS budget – wages and benefits in 08 are less than they were in 07 because the single health plan was budgeted for instead of the family plan and when the position was filled the wages per hour were lower than anticipated. Contracted service with MSA is no longer in place reducing the contracted amount. The levy is down approximately \$12,000 in the GIS budget.

Maintenance – The same number of staff has not increased there is a potential to have the staff start to wax and wash windows at the Community Center to reduce contracted services fees. We will need to look at a rotation schedule for painting the Courthouse. We are looking at selling the old library building and the old highway building. We are aware that there is a deed restriction on the old highway building property.

Motioned by Grabarski/Davis to reduce miscellaneous account 100.73 to \$5,000 and increase maintenance account 100.12.55460 to \$5,000. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Davis to recess at 12:50 p.m. Motion carried by unanimous voice vote. Called back to order at 2:10 p.m. Present Sebastiani, Keckeisen, Davis, West. Grabarski excused.

County Clerk- Motioned by Davis/West to reduce revenue account 100.09.46100 from \$8,000 to \$7,000. Motion carried by unanimous voice vote. Motioned by Davis/West to reduce convention fees account 100.09.51420.433 by \$73.00. Motion carried by unanimous voice vote.

Discussion took place on the transit program.

Motioned by Keckeisen/Davis to forward the transit resolution to the September County Board Meeting. Motion carried by unanimous voice vote.

Motioned by West/Davis to adjourn at 2:55 p.m. until 8 a.m. September 11, 2007. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary

These minutes have not been approved by the Administrative Finance Committee