

ADMINISTRATIVE & FINANCE MEETING

April 14, 2009, 9:00 a.m.

Meeting was called to order by Sebastiani at 9:05 a.m. Ward, Klingforth, Kirsenlohr, and Sebastiani were present. West, excused. Barb Petkovsek and Cindy Phillippi were also present.

The meeting was properly announced.

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

Motioned by Ward/Klingforth to have the Treasurer check with the local bank to see if they will not charge more than the amount authorized by the state statutes for worthless checks. Motion carried by unanimous voice vote.

Motioned by Ward/Kirsenlohr to forward the resolution on worthless checks to County Board. Motion carried by unanimous voice vote.

Ron Chamberlain present to provide an update on equipment purchases. Ron provided reports on purchases and depreciation. Discussion took place regarding the purchase of three trucks; Ron explained there was an overall saving by purchasing the three trucks.

Account 100 18 52305 was identified as being the commissary account.

Barb explained she changed the payout to Rural Industrial Development. Previously they received money allocated by the county in one payment. Currently she is paying them 50% within the first 6 months of the year and then the remainder.

Barb stated she had discussed the Wisconsin River Co-op payment with Myrna but could not recall the exact response. She will review the response again. She will have Jack review the response and report back to the committee next month.

Next committee agenda to include:

- a report from Daric on the Job Center, report to include financials and hours open, etc.
- Wisconsin River Co-op payment

Motioned by Klingforth/Kirsenlohr to approve the check register as submitted. Motion carried by unanimous voice vote.

Barb stated the cash reconciliation is not complete yet. The county started to utilize the credit card system in February. She did not provide further information on the general fund or contingency since the committee just reviewed both on the 7th of April. Discussion took place on the Easton Dam transfer. County Board approved up to \$500,000. The transfer will be for the exact dollar amount not to exceed the \$500,000. Barb will be in touch with Chris regarding an update on the new hydro process that is being considered. There is a company that will apply for stimulus dollars and then lease the hydro operation to the county.

Ron Chamberlain is currently working with Dave July and the Sheriff on alternative fuel for vehicles stimulus package.

Myrna is working with Kenworth pulling information on alternative fuel for vehicles stimulus package. She is currently looking into 4 new vehicles. The package requires 75% county funding.

Agenda items for next month's meeting to include:

- report from Dee in the Clerk of Courts regarding new position for delinquency collections and savings associated with the position

Barb indicated that there is approximately 20% left of the management letter from 2007 to address. Form D will be done by her office this year instead of by the auditors.

They are looking at using the jail assessment money for repair of the jail showers and/or possibly utilization of the commissary account.

Motioned by Ward/Kirsenlohr to recess at 11:15 a.m. Motion carried by unanimous voice vote. Reconvened at 11:25 a.m. All present.

MIS update: Dawn informed the committee that one of the Virchow Kraus recommendations was to have a formal plan for the use of the non lapsing money. The study also recommended a staffing level of 2 1/2; however, Dawn feels that if dollars can be used to automate some of the processing they are currently performing the current staffing would be adequate. She would like to see non lapsing dollars designated for some of the following items:

- the off site back up process automation
- remote access to Health and Human Services, Highway and Solid Waste
- website software that does sight checks for broken links, misspellings, and ADA compliance

Maintenance costs associated with additional purchases needs to be watched. Data closets in some locations don't have the appropriate climate control or security. Discussion took place regarding technology policy comments and unfounded accusations. Informational meetings will be conducted regarding the county's compliance products by MIS staff. Barb indicated the way our system is set up is appropriate and no department should be a stand alone department.

If there should be any future expansion projects, the MIS department should be involved to make sure there is adequate closet space, appropriate climate control and security.

Motioned by Kirsenlohr/Ward to approve resolution on eliminating all non lapsing accounts and create new ones and resolution for transfer from general fund to close the 2008 books. Motion carried by unanimous voice vote.

Treasurer update: Mary Ann indicated taxes are fair and delinquencies are coming fairly decent. There are 40 plus properties going to court. Money is being transferred to a civil account which means we are totally protected.

On May 1st the Planning and Development Committee and Administrative and Finance Committee will have a joint meeting to discuss Animal Manure Storage Program at 9:00 a.m.

The next regular meeting date will be on May 12th at 12:30 p.m.

Motioned by Ward/Klingforth to adjourn at 1:00 p.m. until May 12th at 12:30 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi, Recording Secretary