

Administrative and Finance Meeting Minutes

August 14, 2008

10:45 a.m.

Called to order by Chairman West at 10:45 a.m.

Present West, Kirsenlohr, Klingforth, Ward, Sebastiani.

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

Motioned by Ward/Kirsenlohr to approve July minutes. Motion to approve carried by unanimous voice vote.

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

Barb informed the committee that the gates will not open at Lake Camelot. Dam analysis project proposed costs were \$20,000 but have come in at \$10,000. Monies could be used for DNR order.

Parks/Solid Waste are looking into the use of credit cards and/or debit cards. County Clerk would like to be involved in this and has information already collected.

Motioned by Sebastiani/Klingforth to deviate from the agenda and take item 19 regarding the transit program. Motion carried by unanimous voice vote. Craig and Robin were present. The grant application is due October 15, 2008. They informed the committee we are at the end of the 5 year program and will need to rebid the contract with the Department of Transportation. This was given to them at the end of July. The Department of Transportation has a boiler plate and we need to edit it and return it. We have projected a 25% increase in the cost of fuel. September 2, 2008 is when bids are due back from vendors. Currently 4 vendors have expressed interest in providing this service. The vendor leases our vehicle from us and uses it. In 2008 we budgeted \$64,000 of which \$6,500 was for the purchase of the van.

We plan to have public radio announcements, fliers and bulletins to get information out on the program. The county contract with CWCA is \$10,000 to administer the program. Motioned by Ward/Klingforth to present a resolution to County Board in August for information purposes only, to postpone at board until the September meeting. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to recess at 11:45 p.m. Motion carried by unanimous voice vote. Meeting reconvened at 12:50 p.m. West, Sebastiani, Klingforth, and Ward present. Kirsenlohr was excused at 12:50 p.m. Set next meeting date for Monday, August 18th at 10:00 a.m.

Meeting moved to County Board Room.

The committee deviated from the agenda and took item 15 Health and Human Service update. Wendy provided financial handouts to the committee. She informed the committee that there are 3 levels for the Public Health Department that determines grant funding, the county is at level three. The question was asked if we received enough grant dollars to pay for our current level?

Al would like a breakdown on grant revenues to expenditures each month. For example: for the Mental Health grant, how much is county dollars, how much is grant dollars and what is it costing the county? Wendy will provide this information with the 2009 budget.

Schenck representatives were present to discuss the draft 2007 management letter. The following were present Barb Petkovsek, Liz Hendricksen, Mary Ann Bays, Pat Townsend, Fran Dehmlow, Phil McLaughlin, Cindy Loken, Jane Grabarski, Darrell Renner, David July, Edie Felts-Podoll, Wendy Pierce, Sandra Wormet, Cindy Phillippi, and Phil Robinson.

Mike from Schenck gave a brief overview of pages 1-3 of the current financial standards. From a cash flow basis the county is in pretty solid shape.

Discussion took place regarding carryover funds.

Barb indicated that the Planning and Zoning department carryover was in the negative by \$9,000. There is a difference in interpretation of the resolution.

Mike highlighted some areas that are being worked on. The commissary revenue account in the jail had excess sales tax in it. Currently there is some litigation pending regarding requiring inmates to purchase from an inside store. There is a commission on purchases made by inmates. The county may want to look at the revenues generated by the commission going into the general fund or having funds turned over routinely. Prisoners' money deposited should provide enough float or cushion to make payments for purchases.

There are specific areas where the county needs to keep carryover accounts. Federal Affidavit Forfeitures are proper for carryover. There are federal and state laws which allow and/or mandate carryover funds.

Edie asked about page 13, bullet number 1. Is it a good idea for carryover for grant programs? Grants programs state that dollars need to be spent on the specific programs or be sent back to the source. Mike suggested a sunset clause in the resolution creating carryovers. Most grants end within the same year period and should not be carried over. Homeland security grant is a good example.

Delinquent water/sewer bills in cities are applied to owner's property tax bill, even if they are caused by renters for non payment. This is an option the county could look at for delinquency of garbage pick up.

There was no management and discussion analysis for 2006 or 2007 but there will be one in 2008.

Add to agenda for Monday, August 18<sup>th</sup> meeting discuss and/or act on 1 year extension with Schenck Auditing.

Motioned by Ward/Klingforth to adjourn at 2:25 p.m. until Monday August 18, 2008 at 10:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary