

Administrative and Finance Meeting Minutes
September 17, 2008
8:30 a.m.

Called to order by Sebastiani at 8:30 a.m.
Present Ward, Kirsenlohr, Klingforth. Excused West.

Barb informed the committee that the budget gap was 1.1 million.
Effective January 1, 2009 there will be a \$3.00 assessment fee for support withholding. The money collected will be reflected in the ACDF budget.

Jodi present to discuss the Register of Deeds budget. The revenue collect to date is at 46% of the \$220,000.00 budgeted.

Bev asked about the staff development summary report. The figures in the staff development summary report do not match with the skyward printout. Is it necessary to attend the spring, summer, and fall ROD conferences? Jodi told the committee it is necessary to attend all three conferences. It is important to be present to represent your county naming one reason as having others make decisions that will impact your organization. The committee want the staff development summary to match the skyward figures.

Account 100 13 51710 410 reduced from \$2,800.00 to \$2,300.00.

West present at 9:21 a.m.

The committee reviewed the county board budget and reduced account 100 01 51110 350 by \$126,640.00 to zero this was mistakenly entered.

Account 100 01 51100 423 reduced from \$20,000.00 to \$15,000.00

Dawn was present to discuss the MIS department's budget. Dawn informed the committee that the cost of maintenance has increased.

Account 100 20 51420 312 reduced from \$168,545.00 to \$158,545.00

Account 100 20 51420 316 reduced from \$16,500.00 to \$6,500.00

These changes reflect a \$10,000.00 decrease in both accounts.

The committee felt that \$20,000.00 could possibly be set aside in the contingency fund or a reserve account for unexpected circumstances.

Account 100 20 51450 320 reduced \$10,000.00 to \$7,000.00 a reduction of \$3,000.00

The committee questioned account 100 20 51450 333. Dawn explained that this account is for the purchase of new software and account 100 20 51450 334 is for maintenance of software and account 100 20 51450 335 is for hardware maintenance. Account 100 20 51450 413 pays for the lease of the copier in the Administrative Coordinator/Director of Finance's office.

Revenue is generated off of the sale of computer equipment sold at the practical cents building. The money collected from the sales is used for disposal costs of computers.

The maintenance costs of the copy machine are in the Administrator Coordinator's budget. The lease payment is in MIS budget. This is a colored copy machine.

Bev asked if Rich could receive over time and Dawn indicated yes.

Dawn informed the committee there is a bottle neck in the Spillman mapping process currently it is at a 50% usage, communication needs to take place with the GIS person. Dawn has completed a draft policy and has turned it over to Barb for review. She would like it to be adopted by the end of the year.

Discussion took place regarding health insurance. Bev has contacted all but two of the retirees that are on the counties health insurance plan. So far everyone is receptive to the information that has been provided to them and attending a meeting with further information.

The committee went back to the Register of Deeds budget. Account 100 13 51710 410 reduce from \$2,800.00 to \$2,300.00, per home committee motion.

Back to the miscellaneous portion of the budget transportation account 100 73 54940 350 reduce from \$138,000.00 to \$134,000.00 for a total of \$4,000.00. The offsetting revenue account 100 73 43501 has a budgeted amount of \$69,000.00 making the levy portion \$65,000.00.

Murphy present to discuss the Land Conservation department's budget. The dam accounts have been removed and put into department 47. Licitar, Sumpter and James also present. Murphy informed the committee that on page 6 corrections need to be made. Account 100 44 56180 431 lodging should be reduced from \$560.00 to zero and account 100 44 56185 431 should be increased to \$560.00. Murphy tried to keep the over all operational costs at a 50% split, being 50% tax levy and 50% state grant funded. Each year this becomes more and more difficult. Currently Murphy's wages are 100% DATCAP, Patrick's and the clerk position are 100% levy. Chuck is paid 55% out of DATCAP and 45% levy. Ressa is 60% DNR and 40% tax levy, traditionally this position is 50% DNR and 50% levy. The grant dollars for Ressa's position term are 2009 to 2010. The committee discussed the animal waste storage account resolution to determine the intent. They discussed the \$100,000.00 beginning balance to start at the beginning of each year and the implications of spending \$50,000.00 from the account and the need to replenish it. Discussion as to whether this should be taken out of the Land Conservation department budget and set up as an individual department took place. Murphy, Barb and the Planning and Development committee will need to discuss this issue. Ward thinks this would be a good idea, it is similar to the transportation program, and fair grounds budgets that were set up independently. Barb told the committee the department code could change, but it would still be under the jurisdiction of the department, which has an overall impact. We'd need to look at the Wisconsin Department of Revenue chart of accounts and make sure we follow it.

Discussion took place regarding efforts that are being made to utilize regional staff through Golden Sands Resource Conservation and Development organization for the future. Discussion occurred over line item contract account 100 44 56150 316 regarding budgeted \$5,000.00 for nutrient follow up utilizing Portage County Lake Protection Grant, by sharing resources. James gave an in depth explanation of the thoughts behind this. Kirslenlohr indicated that this may be duplicated since Genrich is providing this service. Further discussion took place indicated that Genrich provides 1 yr of follow up as opposed to 2 to 5 years. Decision was to remove the \$5,000.00 and investigate grants and/or other options for 2010. Murphy explained that the budget as of today came in with a 7%

increase due to the fact that the lake protection grant account 100 44 43509 is zero instead of \$100,000. We did not get the grant this round. Klingforth wanted to know why account 100 44 46810 tree planter was only budgeted at \$500.00, Murphy said this is a unknown and variable account, revenue had went up when there was a fire, but most people are doing planting themselves. The tree and shrub account 100 44 46812 was discussed. This account has been changed to a one year cycle rather than a two year. Dollars are based on tree orders and sales with the hopes to net out. Account 100 44 46816 has to do with NR135 fees. It increased because of the non metallic mining acreage fee, expanding a mine. Account 100 44 56120 and 100 44 56166 should be inactivated.

Account 100 44 56150 414 reduced from \$1,150.00 to \$1,000.00. This account was increase by the committee, based on previous year's activity. The staff development summary sheets do not match the budget, because the grant dollars are not included only the levy dollars are.

Account 100 44 56195 438 increased from \$7,156.00 to \$101,723.00 and set up account 100 44 49300 to apply fund balance of \$100,000.00. Currently carryover figures are not in this budget and they need to be. Barb, Murphy and the home committee need to work this out.

The dam budget was discussed next. Account 100 47 56110 313 reduce from \$29,000.00 to \$28,000.00. Account 100 47 56110 349 reduce from \$162,500.00 to \$112,500.00. The committee wanted to know about object 320 it was explained that the \$2,000.00 is for automatic lake level monitoring. James gave an in depth explanation about tri lake dam contract, alternating dam inspection days, etc to cut costs, he explained communications will go through the website. Instead of being on the dams every other day we'd like to go with 5 days of week. Saturday and Sundays there would be someone to inspect the dams, they would like to see a safety clause to allow someone to change wheels; the suggestion is a 28% contract instead of \$10,000.00 we would be looking at \$7,715.00 there would be coverage 5 days instead of 7 to include Monday, Wednesday and Friday. Account 100 47 56110 316 increase from \$6,900.00 to \$7,715.00.

The surveyor's budget was discussed. Greg was present. He informed the committee of his duties which include maintaining files, responding to the county board, committee and the public with questions, and to take care of the records, basic clerical duties. We are a completely monumental county; he updates the tie sheets, and corners. There is no surveying done by him under the contract this is clearly defined in the state stats. MSA is paid direct for tax purposes and MSA pays Greg. Greg is an employee of MSA. MSA does respond to requests for proposals and if awarded the bid may assign Greg to oversee a project but he would not necessarily be the person performing the duties. Someone else from MSA would most likely be doing the work.

Motioned by Sebastiani/Klingforth to recess at 12:15 p.m.

Called back to order at 1:20 p.m. All members present.

Sumpter, James, Townsend were present. Phil and Teresa were present to discuss the Planning and Zoning department budget. Phil informed the committee there is a mandate coming forward to find all sanitary septic systems. He talked about the maintenance of 300 gallon above ground transfer tanks. The oldest truck the department currently has is a 2004. The 3rd inspector position is not in the 2009 budget. We plan to postpone filling that position until 2010. Discussion took place regarding the vacant position and the potential of it being part time. Phil indicated he voluntarily gave up \$60,000 to \$70,000 by not filling the inspector position and holding off another year. Phil would like the secretary position filled as full time. We did not increase the fuel account, it is actually less. The on call and LTE were cut. The Wisconsin Fund is a wash. The hydrograph fee is \$25. Fund balances need to be reviewed and brought back to the committee. There may not be a need

for the mapping account. Barb is to identify the \$35,878 that was applied in 2008 as a fund balance showing what makes the dollar amount up. The vehicle account was discussed along with the resolutions associated with it. There was a resolution stating \$7,000 of excess revenue would be placed in a carry over account for replacement of vehicles, then one that bumped up the \$7,000 to \$8,000 in addition a resolution to allocate an additional one time \$20,000. Barb indicated there are some concerns regarding interpretation of the resolutions. Ward would like to know about the fund balances applied and have a report submitted back to the committee.

Pat and Dan were present to discuss the library budget. There was a 30% increase in circulation the first year they moved into the new facility this has continued to be steady. The Oxford library is asking for \$7,626 this is at 100% of the cost and it can not be less than 70% per state stats. Account 100 40 55110 316 is budgeted at \$5,338. Account 100 40 55110 317 relates to the automatic catalog program and the budget reflects 1/3 of the cost, 1/3 is paid for by the school, and 1/3 is paid for out of library funds. The main increase in the budget comes from the wages. The utilities are no longer in the library budget they were moved under the courthouse budget. Account 100 40 55110 690 has to do with the South Central Delivery System. Dan informed the committee that he could ideally use more staff he currently has 2 – 3 people that volunteer a couple of times a week.

The committee looked at the chamber budget. Alice, Tami and Daric were present. The chamber would prefer not to use room tax dollars on day to day operations. Tourism tax dollars are unknown, the townships can keep these dollars there was a 73% increase in tourism. Room tax dollars that came from Strong's Prairie were approximately \$20,000 and those dollars were used for new billboards, distribution of pamphlets in metropolitan areas. Strong's Prairie said they probably won't recover dollars from Northern Bay and they are by far the largest contributors. Strong's Prairie did give the parks some room tax a total of \$18,000 was received. Rome and the Town of Adams do have room tax which is minimal. With the dollars the chamber is requesting they should be able to provide the same level of service. The committee would like to see the dollar impact from the triathlon. The chamber indicated that at least 200 packets had been picked up. Kirslenlohr told the chamber that the departments were told to come in with a 2% increase and they are asking for a 50% increase, she feels this is not appropriate. Kirslenlohr suggested a budget of \$9,000 or less. The rest of the committee did not have a problem with the \$11,000 request. Ward referred to the fair board budget and the request for a clay pad for a tractor pull, this does not bring money into the county.

Rural Industrial Development budget was discussed. Daric stayed to present the budget. A part time position for the job center is currently reflected in the budget. There are volunteers who work Tuesdays, Wednesday and Thursdays. There is \$8,000 in carryover, \$5,000 to \$6,000 from the revolving loan fund, \$275,000 in the building fund, check book dollars were reviewed. Rent collected in the amount of \$2,000 goes into the special project fund. The special project fund has approximately \$130,000 in it. There is an outstanding loan with Wisconsin Tool and Mold they have until 2023 to pay it is a 25 year loan. All new loans are set up for payment in 3 years with a balloon payment. There is an increase in wages from \$60,000 to \$67,500. West would like to see the budget reduced by \$10,000. Account 100 74 56700 350 reduced from \$125,000 to \$100,000 of that \$85,000 would go towards Rural Industrial Development and the \$15,000 for operation of center.

Sebastiani and Kirslenlohr excused at 3:25 p.m.

Animal shelter budget was discussed. Brenda and Linda were present. They are working on changing the payroll process to save money, by working with the co-op on line. The manager is paid on a salary basis, the other employees are paid \$7 an hour. They are working on getting trained to perform euthanizations which will save money. There are a lot of feral cats coming in with fleas, illnesses and many other issues. There was talk of the ACO being cut from the budget, currently the position still remains in the budget. Monthly reports are submitted to the Public Judiciary Committee. The committee reviews the financial report and noted \$90,000 on hand. It was reported that the expenses each month are more than the revenue which will reduce this balance. Donations are not counted on. They are getting a good deal on rabies. They will be having a membership drive in November. Account 100 18 54960 830 reduced from \$51,000 to \$40,000.

The committee went back to the Rural Industrial Development budget. Daric reported that the CD's are used when faced by another county where a company is willing to relocate we'd use the dollars to assist them. The committee may want to change the budget amount back to \$115,000 they will review this again at a later date.

Discussion took place on the Historical Society budget. Lucille was present. The increase is to help keep a roof over their head and operation costs. They spent \$6,498 in operations in 2007. That is why they were asking for \$6,500. The Historical Society has been in operation for 32 years. She pointed out a bus trip of the Friends of the Wisconsin Historical Society stopped, they were extremely impressed with the capabilities of the Historical Society and their system is innovative. They have started to take history to each township. They assisted with the sequential and made some money, but not much. Grants are harder to obtain and are very specific in use. Discussion took place regarding liability insurance. Barb will talk with Mary Ann to see if we can include them on our policy. If we had a lease agreement for example \$1 for the year to include contents. Account 100 73 55491 350 reduced from \$6,500 to \$5,000.

Motioned by Ward/Klingforth to adjourn at 4:37 p.m.

Respectfully submitted,

Cindy Phillippi
Recording Secretary