

Administrative and Finance Committee Minutes  
December 10, 2009 – 9:00 a.m.

Chairman West called the meeting to order at 9:00 a.m. Present were West, Sebastiani, Kirslenlohr, Ward and Klingforth. Also present was DOF/AC Barb Petkovsek.

Motion by Sebastiani/Klingforth to approve the agenda. Motion carried by uvv.

Motion by Ward/Klingforth to approve prior meeting minutes. Motion carried by uvv.

Motion by Sebastiani/Ward to deviate from the agenda and go to item #16. Motion carried by uvv.

Item #16 – to discuss and/or act on codification resolution. Motion by Ward/Kirslenlohr to close out this account to the general fund at the end of the year. Motion carried by uvv.

Item #7 – AC/DOF report. The auditors did preliminary work. They are still working on the Swanson System in the Sheriff's Department. The Civil Process system is fixed and running. There are a few items at Health & Human Services that still need work – one being the audits from group homes with contracts over \$75,000. Year end training was conducted. Each department can access their Skyward records on line. More training will be held on Dec. 15<sup>th</sup> on vouchers, receipting, account numbers, etc. The Fiscal & Support Manager will be off work for about four to six weeks. The Administrative Assistant in the AC/DOF will do the time cards during this time frame. The Chief Deputy will code and sign them and Wendy in the AC/DOF will do the rest. Mike Harrigan from Ehlers & Associates met with Ron Chamberlain, Myrna Diemert and Barb Petkovsek regarding the Long Range Plan. The Sales Tax account is approximately 3 million. The jail debt to be paid in 2010 is \$490,000 principal and \$17,640 interest. That will leave a balance of approximately \$2,492,360.00. The next agenda will have an item to discuss sales tax monies to be used for cell closure. Ward requested the AC/DOF to provide written reports to the Board each month so we have an idea of what is in the general fund, contingency fund, etc.

Motion by Klingforth/Ward to deviate from the agenda and go to item #11. Motion carried by uvv.

Item #11 – Discuss and or act on transfer of funds for animal shelter; and/or resolution. After a very thorough explanation by Patrick Gatterman and Brenda, motion by Ward/Klingforth that the Humane Society bill the Sheriff's Department for the cost of caring for the animals that were rescued from the Kolb residence. Motion carried by uvv. The Sheriff and Chief Deputy had no problems with this as the expenses in the department are in the black and revenue is in surplus for this year.

Item #9 – Discuss and/or act on use of Communications Project available dollars. Motion by Ward/Sebastiani to forward this to the Public Safety Committee and if approved by them to co-sponsor a resolution to the Board in January. Motion carried by uvv.

Item #10 – Discuss and/or act on 1997 Dodge van use. The Sheriff and Chief Deputy agreed that it would be better utilized if given to the Health & Human Services Department. They will take care of doing the transfer.

Item #13 & 14 – Discuss and/or act on TRACs interface software. Dawn was present and gave her report on financials. There is monies left in this years budget and she would like approval to purchase the software for TRAC this year. This is software for the squads – Traffic Report Accident Crime -. Motion by Sebastiani/Ward to approve the purchase. Motion carried by uvv.

Item #12 – Discuss and/or act on complying w/resolution to utilize money from sale of old Highway building for long range planning study. Barb explained that the revenue was put in the general fund but the expense was taken from her budget. It was the feeling of the committee that this will be taken care of at year end when the accounts are closed for the year.

Item #15 – Discuss and/or take action on changes to auditors preparing certain financial reports. Ward requested that Barb get in writing from the auditors what reports, by law, they will no longer be able to prepare. Barb indicated that the Federal Awards would be one of the reports and that Liz felt she could do the report comparing budget to actual figures. Barb was asked if she could prepare these reports and answered that no, she gives guidance.

Item #17 – The Treasurer left reports for the committee and asked to be excused from the meeting today because of taxes being prepared. If the committee had any questions, handed out reports to the committee she would appear and answered them.

Item #18 – Identify upcoming agenda items. Letter from auditors, cell closure using sales tax money.

Motion by Klingforth/Ward to approve the check registers from October and November. Motion carried by uvv.

Next meeting will be January 14<sup>th</sup> at 9:00 a.m.

Motion by Ward/Sebastiani to adjourn. Motion carried by uvv. Meeting adjourned at noon.

Respectfully submitted,

Bev Ward, Acting Secretary