

Administrative & Finance Meeting Minutes  
April 13, 2007  
8:07 a.m.

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

Motioned by Grabarski/Keckeisen to approve March 15 & 16<sup>th</sup>, 2007 minutes. Motion carried by unanimous voice vote.

Conference call with Fred Nickel regarding bonding and Resolution. This is competitive grant money and 100 percent state reimbursement. There is no commitment to open up Hwy C for ATV's. One mile of road route may be granted thru September of this year then would be closed. The state is looking for a 3 to 5 year commitment. Each ATV has to register. The fees for out of state are \$15.00 and good for 30 days. Regular registration ranges around \$25.00 to \$30.00. The money from registration goes into a state pool. Gas tax is also going into the pool. The County can apply for ATV monies for trail development and campground development from the pool.

Phil McLaughlin explained the department's copy machine account is running in the red. The sharing of the copy machine has created the additional expense. However unanticipated revenue is being generated. Motioned by Grabarski/West to approve copy machine account to run in the red with the understanding that revenue coming in will help offset the expense the sharing of the copy machine between departments was requested by the committee. Motion carried by unanimous voice vote.

Fiscal policy was discussed, processing of vouchers, purchasing of vehicles, a possibility of no carpet and powerless windows may be an option to cut down on costs of certain department vehicles. Who should get a vehicle, replacement of vehicles and vehicle usage was also discussed. The fiscal policy will be placed on the next month's agenda. No action at this time.

Corporation Counsel signed off of AIM Network contract. Motioned by Keckeisen/Grabarski to proceed with contract and supply worker's comp and any documents necessary to perform the audit. Motion carried by unanimous voice vote.

West requested to review \$10,000 receipt for room tax in tourism account.

Motioned by West/Davis to approve Rich Huck to attend GIPAW conference April 18<sup>th</sup> & 19<sup>th</sup>, 2007. Motion carried by unanimous voice vote.

Bays submitted investment report and a copy of tax deed information that was published in the Times Reporter. The committee will need to meet prior to the June 19<sup>th</sup>, 2007 court date and tour property. The committee set the meeting date of June 5<sup>th</sup> at 8:00 a.m. to tour tax deeded property. The committee will have their regular meeting dates on May 11<sup>th</sup> & 14<sup>th</sup>, 2007 at 8:00 a.m.

Bays also gave the Real Property Lister Job Description to the committee, with notations where time is spent performing job duties. Bays explained constant job duties should be defined within a job description.

Assignment of street names and numbers is generally done on Fridays, may take ½ day or during the slower season only once a month. Some of the main duties consist of changing ownerships, updating assessor's land changes, splits, CSMS, change of addresses, and assessments.

Next month review of fee schedule shall be placed on the agenda. The fee schedule for the Real Property Lister's and Treasurer's office has not been updated recently. The committee instructed Bays to get some figures from surrounding Counties and report next month. Once fees are determined they will be presented to the full County Board for approval.

West excused at 12:05 p.m.

Motioned by Grabarski/Davis to recess at 12:05 p.m. Motion carried by unanimous voice vote.

Reconvened at 1:20 p.m. Present Sebastiani, Grabarski, Keckeisen, and Davis.

Work on and approve expense vouchers.

Coroner and Chief Deputy Coroner explained the purchase of a digital camera and that the pictures are admissible in court. Much discussion on the expense of pagers and cell phones also took place. The budget is heading towards a shortage. Keckeisen explained that when the money is gone there would be no more that is it. Keckeisen asked why new pagers were purchased. Davis indicated that the Judiciary Committee did not concur with the purchases and that they did not take action.

Coroner and Chief Deputy Coroner explained it was for better communications. There appeared to be some mechanical problems with the previous ones. There was concern that they were not working properly. In January Air Com had sent back a pager that had previously been fixed numerous times. The pagers purchased are from the same company and are the exact ones that the Sheriff's Department is using. Dispatch is pleased with the new pagers. The contract went up approximately \$600.00 because additional pagers were purchased.

There are 4 deputy coroners plus the coroner who currently have pagers. Since January there have been 42-46 deaths. There are approximately 260 a year. There have been more trips to Madison, Marshfield, and Wisconsin Rapids than previously therefore the cost of mileage has increased. Coroners must verify the person cremated is actually who they are, another words ID the body. Every cremation certificate needs to be investigated. One needs to determine if it's homicide, suicide, accidental, or a natural death.

The coroner's were asked to explain hospice. Basically the general rule is the coroner determines at their discretion to approve whether the registered nurse can oversee the death.

The committee suggested that the coroner look at areas to increase fees, check surrounding counties fees. The coroner is to come to the committee next month with results. This will be on the next month's agenda for further discussion. If feasible a resolution may be drafted to take to full County Board for action.

Grabarski excused at 4:30 p.m.

The committee continued to review and approve vouchers.

Motioned by Keckeisen/Davis to adjourn at 4:45 p.m. until 8:00 a.m. on April 16<sup>th</sup>, 2007.  
Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi,  
Recording Secretary

These minutes have not been approved by the Administrative Finance Committee