

Administrative and Finance Meeting Minutes

August 18, 2008

10:00 a.m.

Called to order by Chairman West at 10:00 a.m.

Present West, Kirslenlohr, Klingforth, Ward, Sebastiani.

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

Dawn from MIS reported that EO Johnson had the best lease contract; we'd get more in the end, no maintenance costs, and at the end of 3 years we could trade it in and upgrade. This will be placed in Barb's office, they will charge the cost back to each department which will not include any profit. The monthly lease payment will be \$257.50 for 36 months.

Motioned by Ward/Klingforth to authorize Dawn to purchase lease of copier with EO Johnson with the \$257.50 per month fee for 36 months. Motion carried by unanimous voice vote.

Dawn is not opposed to removing the carryover account, but would like to continue to purchase the items that were planned for. Would also like to be able to continue with a carryover account with the understanding that carryover dollars can be specific for their intended use, not to include line items such as savings in wages or other accounts.

Mary Ann, Treasurer 11.1 million sent out to the municipalities and schools to make them whole. We are up 1.3 million in delinquencies from last year. There are 6 tax deeded properties 2 of which people are coming in to make arrangements. Handed out the Investment report for July 2008

Barb discussed looking at an ordinance to be presented at the September County Board Meeting for special assessment on delinquent garbage payments to keep Solid Waste department whole. Discussion took place regarding the delinquency going on the landowner's property tax bill even if it is caused by a renter. The policy for delinquency needs to be reviewed and the possibility of charging one month ahead of the service. Billing ahead for the following month's service i.e. pay in October for November services, or change the cut off period to 60 days.

Apportionment sheets for 2006 and 2007 were discussed \$7,087.15 was not collected from the municipalities in 2008 it's recommended to transfer this from the contingency fund to may tax account whole in 2008. Motioned by Klingforth/Ward to transfer \$7,087.15 from the contingency fund to clear the tax account for the uncollected taxes. Motion carried by unanimous voice vote.

Barb went over the management letter and explained all the areas that have already been addressed and that are being worked on. In addition, page 12 recommends a resolution of \$102,805 from the General Fund to close Leola Drainage overages. Approval of this would require 2/3 vote from County Board. Discussion took place on the elimination of all non-lapsing accounts and to create a resolution in October to reestablish the need ones.

Barb would like the committee to extend Schenck's contract for 1 year.

She should be able to complete the 2008 financial report in house. She can not complete the in direct cost because of legalities and specific requirements. We will need to be looking at the GASB 45 rule regarding a cost analysis be completed, this cost should be around \$5,000. The proposal submitted for the 1 year extension has a higher dollar amount attached to it, however Barb feels

should could negotiate with them and reduce the cost of the proposal by about \$3,500. She will try to keep the cost between \$35,000 and \$40,000.

Motioned by Ward/Sebastiani to extend for 1 year pending the cost of the agreement to be adjusted as discussed. Motion carried by unanimous voice vote.

Reviewed the proposed budget dates, the committee will meet each day starting at 8:30 a.m. The regularly scheduled finance meeting will be held on September 19, 2008 at 9:00 a.m. There will be a meeting on September 29th, 2008 starting at 9:00 a.m. and September 30, 2008 starting at 1:00 p.m. if necessary.

Barb explained carryover figures for the Law enforcements budget jail assessment \$70,200 revenues less \$30,000 and applied funds of \$40,200 applied funds account number is 49300. The \$40,200 is the jail assessment dollars and the \$40,000 is the boat account monies for a total of \$80,200.

Sheriff Renner and Chief July reported that revenue dollars were reclassified from the Law enforcement department to the Clerk of Courts department when a receipt was misappropriated. When working on the 2008 budget they were using the revenue generated prior to reclassification of the receipt, which caused projected revenues to be over.

Project lifesaver has approximately \$15,000 in revenue and they are in the process of sending out equipment and setting up dates for training.

Barb indicated we should be looking at a Resolution in October to take to full County Board to transfer the \$300,000 plus for the Health and Human Services deficit.

Upcoming agenda items to include the sale of the old Library building. Where the sale of the proceeds for the old Highway building and possible sale of the Library building should go.

Barb informed the committee that the shaft crank was broken at the Camelot Dam. Barb gave the committee a fund balance report and cash reconciliation report She submitted a balance sheet report and an equalized value from prior year printout.

Motioned by Sebastiani/Ward to adjourn at 1:15 p.m. until September 15, 2008 at 8:30 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary