

ADMINISTRATIVE & FINANCE

July 9, 2010

8:30 a.m., Room A160

Meeting called to order by Chairperson West at 8:50 a.m. Present: Kotlowski, Renner, Sebastiani, Ward, West.

Meeting was properly announced.

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

No Public Participation.

No Correspondence.

No closed session was held.

Discussion regarding special check request took place and the process in the policy for requests.

Ron Chamberlain was present to discuss history of painting contract. Around four years ago, seasonal staff was used, seasonal help are no longer used, and we use regular staff. The paint season runs from May to November depending on the weather. May thru August is heavy, and September thru November is light. The Staff is occupied with other items to do during normal times of year. Employees mow one time a year, the State budget identifies where to start, the order to take the roads, and that only one pass is allowed.

Highway employees working as Fair volunteers was discussed Finance will meet at 5:45 on July 20, 2010 before the County Board Meeting to discuss this further.

Mike Konecny gave an update on the 2009 audit report.

Highway fund balance is over approximately \$700,000.00 at the end of 2009. Committee would like Chamberlain to report on this at the July 20th meeting.

In the 2011 budget we will be breaking Special Revenue, into Enterprise funded for County truck Highway system. Approximately seventeen Journal entrees are made yearly.

Motioned by Ward/Kotlowski to recess at 10:45 a.m. Motion carried by voice vote.

Reconvened at 10:55 a.m. All present.

MIS Department update: Dawn McGhee identified an agenda item for August 20, 2010, to discuss a Resolution relating to WI-Max Link by Solarius. She is currently setting up a new server once this is complete the GCS permitting software can be moved from old server to a new one. GCS system vendor is working on best practice with each server having one function.

Approximately 120-140 hours are left of the 200 hours for contracted services. Financially the budget is doing well.

Route Optic contract reviewed by Corporation Counsel if approved/start by September can implement January 1 for Solid Waste. Verizon has been sold to Frontier, MIS was working with Verizon to upgrade incoming phone circuits, but this is now somewhat on hold. The 911 module is old and needs to be updated Dave Carlson is working on that. Dawn provided an update on PCI compliancy. Solarius has wireless for Castle Rock Park will forward Resolution to County Board in August, with a two year contract WI-Max link to the County. Tours may not be needed if WI-Max takes care of the line of sight connection. Petenwell is experiencing issues, there are trees in the way, and there needs to be an upgrade to link by Solarius. Dawn will be doing a request for information to see what services are available, and what would be in the best interest of the County.

The Union requested information on the vacant MIS position, Dawn explained what we could delay, they were, and that she was doing Rich's work. Of the projects there is nothing specifically listed in Computer Specialist Position. Technology Resource Advisors is who is providing service.

Administrative Coordinator/ Director of Finance: There were no changes to the General Fund/Contingency Fund. (\$20,000 transfer from General Fund-for Waysides on next month report.) Hutchinson project financial report was handed out.

Motioned by Kotlowski/Renner to approve check register. Motion carried by unanimous voice vote. The Committee indicated that, if there are questions related to department's budgets, etc., they will schedule them, or call the department in.

Budget Packets will be out next week. On July 22nd & 27th Barb and Marcia will be having a meeting with department Heads. Think outside by brainstorming interest same area-etc-sharing staff.

Land & Water/P&Z can work on sharing staff.

Next agenda item: 2010 Budget

On July 14th members of the Joint Powers Authority Conduit Bonds will meet from 2 p.m. to 4 p.m. in Stevens Point. Al, John, and Barb will be attending the meeting.

Barb spoke with Mr. Miller from Marquette County; they did a 1% increase July 1, then a 2nd increase in December on the 31st to eliminate their budget issues in 2010.

Draft Credit card policy was handed out to review and discuss, place on next agenda. Barb and Cindy will work on Resolution related to Excess Communication Bond issue.

Next Agenda items:

Excess Bond Funds Resolution

Resolution relating to Independent Study of WEDA, CWI and WCA.

County Clerk report:

Cindy gave an update on Clerk convention, and office vacancy. She recommended Don Everhard for training on safety, and report back if necessary. Potentially having this training available for County Board members, Municipal Clerks, Department Heads, and employees.

Treasures report: Bays reported: Transition of General Fund expenses almost complete. Ward wants all reports back to back, this was discussed previously, 2 sided reports save paper. Perpetual Care was discussed. This is a Fund set by a Judge to coordinate Cemetery dollars. A one-time year disbursement is made on interest, we maintain principal, it cannot be spent on routine maintenance. Use Char three weeks in July/August during tax season.

Set next meeting date August 19, 2010 at 9:00 a.m.
Finance will be meeting at 5:45 p.m. on July 20, 2010.

Motioned by Ward/Kotlowski to adjourn at 12:20 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi
Recording Secretary