

## ADMINISTRATIVE & FINANCE MEETING

March 16, 2010 3:00 p.m.

Meeting was called to order by Chairman West at 3:10 p.m. Present were Klingforth, Kirslenlohr, Ward, West, and Renner. Excused, Sebastiani. Renner sitting in for Sebastiani. Also present, Petkovsek, Albert, Diemert, Bays, Dehmlow, Phillippi, McFarlin.

The meeting was properly noticed.

Motioned by Ward/Klingforth to approve the agenda. Motion to approve carried by unanimous voice vote.

Motioned by Ward/Kirslenlohr to approve prior meeting minutes of February 11, 2010. Motion to approve carried by unanimous voice vote.

The committee will take any public participation as necessary. There were no correspondence.

Discuss and/or act on cleanup estimates and proposal by Ayers Associates for Hutchinson property grant Assessment Phase.

Dennis Johnson was on tele-conference at 3:12 p.m. to answer question related to the amended agreement presented to the committee and Brownfield Grant on the Hutchinson Property. Dennis gave a brief overview of Phase 1, Phase 2, Demolition Bidding/Construction Observation and Grant Administration. He explained the money could not be used for remediation. Remediation is not part of the grant. Above ground items are eligible, per the DNR. Options for providing the 20% match were explained. Brief discussion took place regarding State prevailing wages, bids and public notices.

The committee was informed that the final court hearing is on May 18<sup>th</sup>. This foreclosure proceeding is still within the grant period. The grant period begins on March 15, 2010 and ends in 12 months. It is possible to apply for a one year extension with the DNR.

Ayres will provide services to include: Phase 1, Demolition Bidding, Demolitions and scrap removal, preliminary sampling of burn piles, potential removal of fine scrap materials in surface soils and Phase 2, and grant administration. The estimated cost of services is \$25,000 to \$28,000.

Res. #77 – 09 was passed allowing preparation of grant by Ayres for \$2,000. This has already been performed. The committee understands there will be no clean up until August or after ownership of property as per the discussion at the November 2009 finance meeting. It was explained that the county would not be held liable for clean up by the DNR while having ownership, however if the property may need a deed restriction placed on it if it were sold.

Motioned by Ward/Klingforth to approve Ayres to provide professional services per amended agreement subject to the county acquiring the property thru the tax foreclosure on May 18<sup>th</sup>, 2010. Motion carried by unanimous voice vote.

Discuss and/or act on Solid Waste Department letter of credit dollars allocation there of. Diemert reported that \$5,000.00 was budgeted in 2010, and that the line of credit thru February was

prorated at \$466.00. There are additional fees that will need to be paid for analysis and reviews by the DNR and engineers in 2010, therefore the \$5,000.00 will be utilized.

Motioned by Klingforth/Ward to deviate to item #'s 14 and 15. Motion carried by unanimous voice vote.

Renner took over the meeting at 4:00 p.m. John West will be abstaining from all voting and/or action related to item #'s 14 and 15.

Initial Resolution Relating to Industrial Development Revenue Bond Financing on Behalf of Adams Columbia Electric Cooperative.

Resolution Relating to Waiver of Section 66.1103(11)(b)1. in Connection with an Industrial Development Revenue Bond Financing on Behalf of Adams-Columbia Electric Cooperative;

The committee was informed that if Res. #14 and #15 passed at county board that the county could still back out of the process. They were informed that 1.4 mil would be allocated in 2010. ACEC does not pay general property tax, they pay tax based on gross receipts.

Ward questioned the following section of the resolution: **to enter into a revenue agreement with an eligible participant pursuant to which the eligible participant agrees to cause said project to be constructed and to pay the County an amount of funds sufficient to provide for the prompt payment when due of the principal of and interest on said revenue bonds; and**

Reed Groethe from Foley was on tele-conference to answer questions at 4:10 p.m. Reed explained there is a technical and a practical process in getting the dollars from the bond purchase.

The practical side is to pledge the bond to the trustee then the money is handled direct between the trustee and ACEC and does not run thru the county.

Motioned by Ward/Kirslenlohr to forward resolution #14 to county board. Motion carried by unanimous voice vote. West, abstaining.

Motioned by Ward/Klingforth to forward resolution #15 to county board. Motion carried by unanimous voice vote. West, Abstaining.

West took the meeting back over at 4:30 p.m. The committee deviated to item #10. g. discuss and/or act on resolution to "Transfer of Funds Castle Rock Park Riprap Project".

Murphy was present.

The total dollars returning to the general fund from the Land Conservation Department for 2009 are \$12,193.07. Ward asked if any of these funds could be used for something in the LCD budget instead of going back to the general fund. Discussion related to Lake Specialist Position funding took place. Extending the dollars into to 2011 budget, could potentially reduce the state share extending the grant funding.

The committee reviewed Resource and Recreation minutes of March 10 and April 23 of 2009 that discussed the Riprap project. Dehmlow indicated that a contract had already been signed to perform the work.

Motioned by Kirslenlohr/Ward to forward Res. #13 to county board with the understanding that a proposed amendment striking lines **"31 - 32 WHEREAS: The Land and Water Conservation Department 2009 budget has unspent levy dollars that will close to the general fund"** on the county board floor will take place. Motion carried by unanimous voice vote.

Item #16 was discussed next. Discuss and/or act on Res to rescind Res 1-1999 WDOT painting contract sunset clause.

Place item #16 back on next month's agenda. Ward will make a motion at county board to postpone another month. Further information is needed on the legalities, pros/cons and guarantees of a position if the resolution is to pass.

Motioned by Ward/Kirslenlohr to approve the Local Employment Contracting CDBG recipients Policy. Motion carried by unanimous voice vote.

The following topics will be discussed at the next meeting:

Administrative Coordinator/Director of Finance:

- a. Report;
- b. Report contingency fund;
- c. Report on general fund balance;
- d. Cash reconciliation;
- e. Approve check register;
- f. Discuss and/or act on 2009 budget overdrafts;
- g. Discuss and/or act on resolution to "Transfer of Funds Castle Rock Park Riprap Project"

MIS:

- a. Vouchers;
- b. Financial report;

County Clerk:

- a. Discuss and/or act on Local Employment Contracting CDBG recipients Policy;

Treasurer:

- a. Tax Deed Property update;
- b. Financial report;
- c. Department activities;

Set next meeting date for April 8, 2010 at 9:00 a.m.

Motioned by Ward/Klingforth to adjourn at 5:05 p.m. until April 8, 2010 at 9:00 a.m. Motion to adjourn carried unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary