

FINANCE/EXECUTIVE COMMITTEE
August 11, 2009

The Finance/Executive Committee of the Grant County Board of Supervisors met on Tuesday, August 11, 2009 at 9:00 a.m. in Room 266 of the Administration Building, Lancaster, WI, pursuant to the adjournment of the July 27, 2009 meeting.

The meeting was called to order by Chair Mark Stead. Members present were John Patcle, Stephen Adrian, Eugene Bartels, Robert Keeney, Hans Kostrau, and Lynn Moris.

Lynn Moris, seconded by Eugene Bartels, moved that the meeting is in compliance with the open meeting law. Motion carried.

John Patcle, seconded by Hans Kostrau, moved to approve the agenda with the deletion of Voluntary Unpaid Leave Policy. Motion carried.

Hans Kostrau, seconded by Stephen Adrian, moved to approve the minutes of the July 14 and July 27, 2009 meetings with the corrections to the July 27 minutes. Motion carried.

Louise Ketterer presented the Treasurer's Report. John Patcle, seconded by Eugene Bartels, moved to accept the Treasurer's Report. Motion carried.

Louise Ketterer presented the proposed investment policy. The policy was developed as a result of audit recommendation and concerns raised at a recent conference that the additional state insurance may not be in effect if the county does not have an investment policy. Hans Kostrau, seconded by Robert Keeney, moved to recommend the policy to the full County board.

Judge Robert VandeHey and Child Support Administrator Verda Nemo discussed the compensation of the Family Court Commissioner. The compensation has been increased over time but is still not competitive. An increase to \$40,000 per year will be included in the 2010 budget request. Child Support will be able to claim federal IV-D reimbursements to cover the increase.

The Committee will hold a special meeting on August 18 prior to the County Board meeting to discuss the matching funds for the Wyalusing boat landing grant, as Paul Thares was unable to attend this meeting.

The Tourism and Resource Committee, at its April 30, 2009 meeting, agreed to request that the Finance Committee incorporate the annual Hidden Valleys dues into the County Board membership budget line for future years. Hans Kostrau, seconded by Lynn Moris, moved to recommend to the full County Board to reduce the Tourism and Resource budget by the amount of the dues and add that amount to the County Board membership budget for future years.

Programming required to continue using the existing AS400, will cost \$1,500 for each software package each time it is updated. The fee is higher than originally estimated as the provider has determined the programming is more complex than anticipated. Both the payroll and financial packages require programming by December 31, 2009, for a total cost of \$3,000. There are no updates planned to the Highway package at this time. Information Services Manager Jeff Anderson indicated there were carryover funds in the computer budget. Lynn Moris, seconded by Hans Kostrau, moved to recommend to the County Board to approve the programming to be funded from the computer carryover. Motion carried.

County Clerk Linda Gebhard presented a proposed "Memorandum of Understanding between Grant County and Municipalities for SVRS" (Statewide Voter Registration System). Under the current agreement which expires December 31, 2009, municipalities relying on the County Clerk's office as their provider are charged a flat fee each year, and do not pay for any supplies or programming. The proposed agreement attempts to better match charges to costs with a fee range based on the voting population in the municipality. In addition, programming costs for municipal races will be passed through to those municipalities acting as their own provider. Robert Keeney, seconded by Hans Kostrau, moved to approve the Memorandum of Understanding with the increased fees. Motion carried.

Linda Gebhard requested an increase from \$10 to \$20 in the fee to waive the waiting period to release a marriage license. By statute, the county can charge up to \$25 for the waiver. Hans Kostrau, seconded by Lynn Moris, moved to approve the \$10 increase. Motion carried.

Sheriff Keith Govier presented his concerns regarding the 2010 budget in follow up to a letter mailed to committee members.

Louise Ketterer requested \$10,980 in the 2010 computer budget for GCS software updates and support services for the tax lister and treasurer. Lynn Moris, seconded by Hans Kostrau, moved to recommend the request to the Computer Committee. Louise submitted the 2010 Treasurer's budget.

Linda Gebhard presented 2010 Public Property requests for three floor mats for the administration building at a total cost of \$1,800, a motor scrubber for \$450, and postage meter rental of \$882 for a total of \$3,132. It was requested to check if the mats can be purchased locally at the same or lower price. Robert Keeney, seconded by Stephen Adrian, moved to recommend the requests to Public Property. Motion carried. Linda submitted the proposed 2010 County Clerk budget.

Judge Robert VandeHey requested 15 chairs for the jury room at a cost of \$99.99 each but noted the chairs could be purchased for \$49.99 each this week. Robert Keeney, seconded by Stephen Adrian, moved to authorize purchasing the chairs this week. Motion carried.

Judge VandeHey discussed proposed improvements to the video conferencing system for the courtrooms and jail to bring it into compliance with Supreme Court rules. The project would be partially funded by stimulus funds, if approved, and jail assessment funds, and then county funds if available. County funds are not currently being requested. Hans Kostrau, seconded by Mark Stead, moved to approve the proposal. Motion carried.

Deputy Clerk of Courts Jan Udell presented the 2010 Public Property requests for two refurbished typewriters at \$530 each and one reconditioned copier at \$995 for a total of \$2,055. Lynn Moris, seconded by Stephen Adrian, moved to recommend the request to Public Property. Motion carried. Jan submitted the proposed 2010 Clerk of Courts budget.

District Attorney Lisa Riniker requested two office chairs at \$180 each and a printer at \$200, for a total of \$560, in the 2010 Public Property and Computer budgets. Hans Kostrau, seconded by Lynn Moris, moved to recommend the requests to Public Property and Computer Committees. Motion carried. Proposed 2010 budgets were submitted for the District Attorney and Victim Witness.

Corporation Counsel JoAnn Millhouse presented 2010 Public Property requests for one chair at \$350 and one microcassette dictation recorder at \$60, for a total of \$410. Verda Nemo indicated Child Support has stimulus funds available to pay for 50% of the chair cost, if purchased now. Hans Kostrau, seconded by Stephen Adrian, moved to authorize purchase of the chair now. Motion carried. Stephen Adrian, seconded by Robert Keeney, moved to recommend approval of one microcassette dictation recorder to Public Property. Motion carried. JoAnn submitted the proposed 2010 Corporation Counsel budget.

Register of Deeds Marilyn Pierce requested one computer at \$1,100 and one printer at \$400, for a total of \$1,500 in the 2010 Computer budget. John Patcle, seconded by Stephen Adrian, moved to recommend the request to the Computer Committee. Motion carried. Marilyn submitted the proposed 2010 Register of Deeds budget.

Verda Nemo submitted the proposed 2010 Child Support budget. Equipment and computer needs are being purchased with stimulus funds so there are no Public Property or Computer requests for 2010.

Nancy Scott requested \$14,165 in the 2010 Computer budget for maintenance and support of the AS400 hardware/software, network, and financial and payroll software. Hans Kostrau, seconded by Lynn Moris, moved to recommend the request to the Computer Committee. Motion carried. Nancy submitted the proposed 2010 Finance Department budget.

Jody Bartels submitted the proposed 2010 Register in Probate budget.

Nancy Scott reviewed December 31, 2008 audit report and auditor observations. The recommendation regarding accrued payroll will be discussed at a future meeting. Nancy will draft a fixed asset capitalization policy for review.

Lynn Moris, seconded by Hans Kostrau, moved to adjourn to September 22, 2009 at 9:00 a.m. The motion carried.