

FINANCE COMMITTEE
October 25, 2007

The meeting of the Finance Committee was called to order by Chair, Dan Priske at 4:30 PM on Thursday, October 25, 2007, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met.

Present: Dan Priske
John Brennan
Deb Schubert

Absent: Vern Ammentorp
Orville Biesenthal

Also Present: Marge Bostelmann, County Clerk
Orrin Helmer, County Board Chair
John Selsing, Corporation Counsel
Kathy Morris, Treasurer
Jean Daye, Deputy Treasurer
Mark Podoll, Sheriff
Brenda Keller, HR Consultant
Matt Chier, City Attorney, Berlin

AGENDA

Motion/second (Brennan/Schubert) to approve the agenda. Motion carried.

MINUTES

Motion/second (Brennan/Schubert) to approve the minutes of September 27, 2007 and October 15, 2007 with Carol Myers's name deleted from being present. Motion carried.

PUBLIC COMMENT – 3 Minute limit None

CORRESPONDENCE Bostelmann presented an email from Patty Pieper from the Mill Pond Public Library Board regarding County library funding.

APPEARANCE None

TREASURER'S REPORT

Morris sent the report to the committee.

Review County owned Property: Jean Daye appeared to explain the research she did regarding property owned by the County. Out of 108 properties, only 5 were questionable. They are:

1. 1 acre parcel on County Road J in the Town of Princeton
 2. 5 acre parcel in the Town of Seneca which is landlocked, there is no deed on record for the parcel.
 3. .1730 acres of land which was exchanged from the City of Berlin to the County and from the County to the City of Berlin. No deed ever transferred the property. A clean-up deed needs to be drafted.
 4. Very small parcel (less than an acre) of land in the City of Markesan on Highway 44.
 5. .73 acre, lots 9, 10, 11 and half of lots 12, 13, and 14 in the City of Princeton in W.S. Flint Addition.
- Discussion was held on the process to sell the property. More information will be brought back to the

Committee next month.

Motion/second(Brennan/Schubert) to accept the Treasurer's Report.

Tax Deed Property: 5 of the properties are homesteads. One is a vacant parcel in the Town on Princeton. Morris is working with the owners to make payments on the properties; she will update the Committee next month.

Update on status of the David Pedigo Property, City of Berlin and delinquent tax situation.

Matt Chier appeared and provided options on how the property can get back on the tax roll. The DNR has determined that the property has minimal contamination which has stabilized and the DNR will be closing the site before the end of the year. Discussion was held. Selsing and Chier will continue to research the circumstances and determine how the transfer of property can be accomplished. This will be brought back next month.

QUARTERLY BUDGET REVIEW – Mark Podoll – Law Enforcement

Sheriff Podoll reviewed the revenue and expenditures for the Sheriff's Department. Podoll pointed out areas where the budget is over. Overall the budget is okay.

BUDGET REVIEW – 2007

The Committee reviewed the monthly print out.

BUDGET ADJUSTMENTS None

2008 BUDGET REVIEW

The State legislature passed the levy limit at 2% and excluded the non-county library payment from the levy limit. Bostelmann presented a revised summary increasing non-designated surplus to offset the levy so it is within the limits set by the state. The Governor has not signed the budget yet.

Motion/second(Brennan/Schubert) that if allowed by the Governor's action, Bostelmann will increase the levy to a 2.8% increase for the County Board.. Motion carried.

INVESTMENT POLICY

Morris presented an update to the investment policy. Discussion was held regarding the audit requirements and options the County can take. At the August County Board meeting the auditor explained it is a required notice of risk that needs to be disclosed. Jon Trautman, Auditor will be at the next Finance Committee meeting to discuss this change in the GASB policy.

HIGHWAY ACCOUNTS RECEIVABLE

The draft policy was given to the Committee. The policy will be given to the Highway Committee for review. Discussion was held. Priske would like an aging report of receivables sent to the Highway Committee monthly.

HIRING FREEZE

Keller explained that the County already has a policy in the Personnel Manual to review all vacant positions. The procedure is to review the position, job description, and the need for the position.

AUDIT OF PRESENT SERVICES/NO NEW SERVICES

Keller stated that in June of 2006 a list of cost savings ideas was sent to the Personnel and Finance Committees. One idea suggests looking at all the services provided by the County, both mandated and non-mandated services. Keller will request that this be put on the Personnel Committee agenda this month.

COUNTY RESERVE ACCOUNTS

Priske stated that all County Board members do not know what the County has for reserve accounts. Bostelmann will explain the accounts at the budget hearing.

BOAT LAUNCH FEES

This will be referred to the Highway Committee to see if boat launch fees can be made mandatory.

COUNTY ADMINISTRATOR/PERSONNEL DIRECTOR FULL TIME

Priske stated that the County is a big business and the County needs someone in charge and the County can not continue to operate by Committee. Keller explained that last year, an ordinance was passed to allow the Administrative Coordinator, Corporation Counsel and HR Consultant the authority to take action as it relates to employee discipline of department heads.

Keller presented job descriptions for Personnel Directors/HR Directors. Bostelmann sent job descriptions for Administrative Coordinator in the Committee packet. Discussion was held. This is a Personnel Committee responsibility and Keller will request that this be put on the Personnel agenda. Priske would like to see this addressed for 2009.

RESOLUTIONS/ORDINANCES

Chargeback Resolution: A resolution for charge backs from the Treasurer's office was submitted.

Motion/second(Schubert/Brennan) to approve the resolutions. Motion carried.

Public Depositories: Morris presented a resolution increasing the number of banks in which the County can deposit money.

Motion/second(Brennan/Schubert) to approve the resolution. Motion carried.

6:35 PM: Supervisor Brennan was excused and Chairman Helmer filled in for the quorum

SUPERVISORS CLAIMS

The Committee reviewed the supervisor's claims in the amount of \$4,963.23 and lay persons' claim in the amount of \$370.79.

VOUCHERS

Vouchers were presented in the amount of \$5,705.76 for Finance and \$340.00 for IT.

Motion/second (Helmer/Schubert) to approve the supervisors' and lay persons' claims and the Finance and IT vouchers. Motion carried.

CLERK'S REPORT - Bostelmann reported on agenda items.

COMMITTEE DISCUSSION

Future meeting dates: Thursday, November 29, 2007 at 4:30 PM.

Future Agenda items: Jon Trautman, Schenck Solutions re: Audit Report, Sale of county owned Properties, tax deed property, status of the David Pedigo Property, City of Berlin and delinquent tax situation.

ADJOURNMENT

Motion/second (Schubert/Helmer) to adjourn at 6:40 PM. Motion carried.

Submitted by,



Margaret Bostelmann
County Clerk