

**FINANCE COMMITTEE**  
**October 30, 2008**

The meeting of the Finance Committee was called to order by Chair, Dan Priske at 4:30 PM on Thursday, October 30, 2008, in the Green Lake County Board Room. The requirements of the open meeting law were certified as being met.

Present: Dan Priske  
Deb Schubert  
Alma Hedberg  
Susan McConnell  
Eugene Schroeder

Also Present: Marge Bostelmann, County Clerk  
Orrin Helmer, County Board Chair  
Kathy Morris, Treasurer  
John Selsing, Corporation Counsel  
Gus Mueller, Supervisor

**AGENDA**

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

**MINUTES**

*Motion/second (Schroeder/McConnell)* to approve the minutes of September 25, 2008 as presented. Motion carried.

**PUBLIC COMMENT – 3 Minute limit**

Jason Kauefeld provided information of a grant opportunity for Wisconsin Office of Energy Independence. The committee agreed that this should be investigated. This will be put on the P&I agenda for Tuesday. The Committee also discussed wind energy.

**CORRESPONDENCE:**

Bostelmann presented a Termination of Agreement from Brad Viegut of Baird because the County is now working with PFM.

**APPEARANCE:** None

**TREASURER'S REPORT**

Morris sent the report to the committee. Morris reported on the sales tax received. The August tax is the highest it has ever been for that month since the County sales tax has been collected. The committee has a discussion on investments. Morris will be having a fall Clerk/Treasurer's meeting on November 20<sup>th</sup>.

*Motion/second (Schubert/McConnell)* to accept the Treasurer's Report. Motion carried

**DEPARTMENT REVIEW**

Sheriff Podoll and Lori Evans discussed the current financial status of the Law Enforcement department. Fuel costs have been high and one area of overtime. Revenues are doing very well. Overall the

budget is in line. FEMA funds will pay for 100% of the overtime during the flood

### **BUDGET REVIEW**

The Committee reviewed the 2008 budget by department.

### **BUDGET ADJUSTMENTS** None

### **2009 BUDGET**

The budget was reviewed. Bostelmann explained that because a TIF district has been paid, the levy can be increased by \$3,137.

*Motion/second(Schroeder/Schubert)* to approve raising the levy by \$3,137 and putting the \$3,137 into Contingency. Motion carried.

### **ANALYSIS OF COUNTY POSITIONS:**

Gene Schroeder sent a letter to the Committee suggesting county positions and services be reviewed prior to the 2010 budget. Discussion was held. The Personnel Committee has request Brenda Keller to outline how this review can be completed.

### **FUNDING FOR BUILDING PROJECT**

Bostelmann explained that PFM suggest the County borrow \$5 million from the Wisconsin State Trust Fund at 3.5% interest. A resolution was presented that will need to be passed by the County Board. The Committee reviewed the resolution. The resolution does not indicate that the loan will be repaid with county sales tax, but indicates it will be paid by tax levy. Bostelmann will contact the Wisconsin State Trust Fund and discuss how the wording can be changed.

*Motion/second(Schubert/Hedberg)* to approve the resolution with the re-writing of the language to the taxing paragraph and send it to the board. Motion carried.

### **FUNDING FOR LEGAL REVIEW OF CONSTRUCTION CONTRACTS**

The P&I Committee requested that an attorney specializing in construction contracts review the Potter Lawson and Samuel's Group contracts. Bostelmann contacted Quarles & Brady and the costs are estimated to be about \$2500. Selsing stated that he is in agreement with having the contract reviewed.

*Motion/second(Schroeder/McConnell)* to approve paying the legal fees for Quarles & Brady to review the Construction contracts. Motion carried.

### **REVIEW AUDIT MANAGEMENT LETTER**

Bostelmann received a letter from the State Department of Health Services requesting a response letter to the 4 comments made in the Audit Management Letter. Bostelmann stated that first comment relates to reimbursement of employee expenses and suggested that she contact Jon Trautman from Schenck and request additional information.

Items 2 and 3 have been addressed with new accounting software.

Item 4 has to do with the Sheriff's jail inmate account. The profit from the account should be remitted to the County Treasurer periodically. Law Enforcement planned to use the funds for jail equipment at the new facility. Bostelmann suggested that the funds be remitted to the Treasurer and that a carryover account be set up for the fund restricting the fund to be used for the jail equipment as planned.

*Motion/second(Schubert/Hedberg)* to establish a carryover revenue & expense account for Law Enforcement jail inmate profit and that the funds be remitted to the County Treasurer and then deposited into

the established carryover account .Motion carried.

### **RESOLUTIONS/ORDINANCES**

**Relating to borrowing \$5 million from the State Trust Fund Loan Program:** The committee acted on the resolution above.

**Relating to setting the 2009 tax levy:** The resolution to set the 2009 levy was presented. The amount will be modified to include the \$3137 discussed above.

**Motion/second(Schubert/Schroeder)** to approve the 2009 levy at \$12, 271,454. Motion carried.

### **SUPERVISORS CLAIMS**

The Committee reviewed the supervisor's claims in the amount of \$6351.71 and lay persons' claims in the amount of \$332.55.

### **VOUCHERS**

Vouchers were presented in the amount of \$13,353.28 for Finance and \$6,174.55 for IT.

**Motion/second(Schubert/McConnell)** to approve the supervisor's claims, the lay people's claims and the vouchers for Finance and IT. Motion carried.

### **CLERK'S REPORT**

Bostelmann explained the elections work that is being done by her department

**Approve Administrator for Emergency Assistance Grant.** Bostelmann presented proposals for the EAP CDBG grant from Foth, Cap Services, and MSA.

**Motion/second(Hedberg/McConnell)** to approve MSA as the EAP grant administrator. Motion carried.

### **LONG RANGE PLAN DISCUSSION**

An update was given to the Committee.

### **COMMITTEE DISCUSSION**

**Future meeting dates: Wednesday, November 26, 2008 at 4:30 PM.**

**Future Agenda items:**

### **ADJOURNMENT**

**Motion/second (Schubert/McConnell)** to adjourn at 5:50 PM. Motion carried.

Submitted by,



Marge Bostelmann  
County Clerk