

Agenda

Committee on Finance and Budget
Thursday, February 9, 2012 / 4:30 PM

Courthouse – Room 2532
Eau Claire, WI 54703

1. Call Meeting to Order
2. 2013 Budget Process / Budget Guidelines / Discussion – Action
(draft guidelines to be sent separately)
3. Alzheimer's Grant / Transfer Funding to ADRC / Discussion – Action (pg. 1-3)
4. Discussion of Medical Examiner Billing / Reimbursement Process / Procedures / Discussion - Action
5. Line Item Transfer Requests / Discussion – Action
6. Update on County Sales Tax Report / Discussion
7. Review / Approval of County Board Chair Vouchers / Discussion – Action
8. Review/Approve Committee Minutes / Discussion – Action
 - a. October 12, 2011 (pg. 4-7)
 - b. November 10, 2011 (pg. 8-10)
 - c. November 16, 2011 (pg. 11-12)
 - d. December 6, 2011 (pg. 13)
 - e. December 8, 2011 (pg. 14-16)
9. Discuss Future Agenda Items and Meeting Dates
10. Adjourn.

Post: 2/1/2012

Copy: media, Committee members, Tom McCarty, Scott Rasmussen

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

FACT SHEET

TO FILE NO. 11-12/101

The Alzheimer's Family and Caregiver Support Program (AFCSP) is state funding available to every county in Wisconsin. The funding can be used to assist individuals with purchasing services and goods related to the care of someone with Alzheimer's disease. To be eligible for the program, a person must have a diagnosis of Alzheimer's disease or a related disorder, and be financially eligible. Individuals eligible for Family Care are not eligible for AFCSP.

ADRC Options Counselors work with the population eligible for AFCSP. They provide information and assistance, memory screening, caregiver assessments, the Memory Care Connections Program, and authorize funding for services through the Older Americans Act National Family Caregiver and Meals on Wheels programs and county levy. ADRC Options Counselors are also the county staff responsible for working with this population when they are not eligible for Family Care. In order for these same people to access the AFCSP they have to be referred to Human Services where they are again assessed and have to work with another person. Transferring this grant to the ADRC will decrease county staff time and increase customer service.

In order to change the lead agency for this program, a county board must pass a Resolution designating a new lead agency and send written notification of the change to the Office on Aging, Bureau of Aging & Disability Resources 15 days prior to the change.

There is no fiscal impact.

Respectfully submitted,



Dorothy Moen
Aging & Disability Resource Center Director

4 - TRANSFERRING ADMINISTRATION OF THE ALZHEIMER'S FAMILY AND
5 CAREGIVER SUPPORT GRANT FROM THE DEPARTMENT OF HUMAN SERVICES
6 TO THE AGING & DISABILITY RESOURCE CENTER-

7 WHEREAS, the Alzheimer's Family and Caregivers Support Program (AFCSP) is an annual
8 grant coordinated by the Wisconsin Bureau on Aging and Disability Resources, the ADRC's state
9 office intended to support families and caregivers of people with Alzheimer's; and

10
11 WHEREAS, the department of human services (DHS) is currently designated by the Eau
12 Claire County Board of Supervisors as the recipient of the Alzheimer's Family and Caregiver Support
13 Program grant; and,

14
15 WHEREAS, in 2012 the grant amount is \$30,965 and is intended to provide services to the
16 population served by the aging & disability resource center (ADRC), and,

17
18 WHEREAS, the current process involves ADRC identifying individuals who will benefit
19 from the AFCSP and referring them to DHS; and,

20
21 WHEREAS, ADRC Options Counselors continue to work with many of the individuals
22 referred to DHS through early memory screening, the Older American's Act Family Caregiver
23 Support and Meals on Wheels programs, and the Memory Care Connections Program for caregivers
24 of people with Alzheimer's; and,

25
26 WHEREAS, transferring administration of the grant to the ADRC would increase
27 coordination of services provided to each person and provide a one stop process for these already
28 stressed individuals.

29
30 NOW THEREFORE, BE IT RESOLVED, by the Eau Claire County Board of Supervisors
31 that administration of the Alzheimer's Family and Caregiver Support Grant be transferred from the
32 department of human services to the ADRC.

33
34 ADOPTED:

35 Susan Miller
36 Candis Haag
37 Sue Paganis
38 Debi Gwin-Stankovich
39 Len Depey

40
41
42
43
44
45
46
47
48
49
APPROVED BY
CORPORATION COUNSEL
AS TO FORM
Donna Gendron
Richard Ziemann
Yvonne C. Stubbart
Cheryl J. Stettin
Arlyn Krouse

Aging and Disability Resource Center Board

KRZ/yk

Dated this 14 day of December, 2011.

J

TO THE HONORABLE EAU CLAIRE COUNTY BOARD OF SUPERVISORS

Report of the Human Services Board

File No. 11-12/101

Transfer Alzheimer's Family & Caregiver support grant dollars to the Aging & Disability Resource Center

ANALYSIS

The Human Services Board has reviewed the above Resolution No. 11-12/101 requesting to transfer Alzheimer's Family & Caregiver support grant dollars from the Department of Human Services to the Aging and Disability Resource Center. After discussion, this file was unanimously voted to be tabled until a study can be conducted and a policy developed on how to transfer funds from one department to another in a creditable way that benefits the departments and citizens.

RECOMMENDATION

BE IT RESOLVED by the Eau Claire County Board of Supervisors that File No. 11-12/101 is tabled at this time.

I hereby certify that the foregoing correctly represents the action taken by the undersigned committee on January 23, 2012 by a vote of 8 for, 0 against.



Colleen Bates, Chair
Human Services Board



jk

Minutes

Eau Claire County
Committee on Finance and Budget
Wednesday, October 12, 2011 / 11 AM
Courthouse – Room 2550

Members present: Supervisors Stella Pagonis, Jim Dunning, Robin Leary,
Richard Ziemann, Jerry Wilkie

Staff present: Tom McCarty, County Administrator; Scott Rasmussen,
Finance Director

Chairperson Pagonis called the meeting to order at 11:08 am.

Review of Budget Wrap Up Session Elements / Discussion – Action

Communication Center

Pam McInnis, Director was present. Minimum staffing is three on at all times. Currently four people minimum are on staff from from 11 am to 3 am. New levy amount requested is \$1,291,220.

Other issues discussed were the citizens self report form and employee uniform allowance.

Review of Revenues

2012 Proposed: \$11,848,859

2011 Budgeted: \$12,403,273

2011 Estimates: \$12,625,597

Undesignated General Fund Balance (12/31/10) is	\$2,944,260
Estimated Transfer of DHS Balance from 2010 is	\$1,550,000
Adjustment for Juvenile Jail Deficit is	<u>(\$750,558)</u>

Known adjusted undesignated fund balance is **\$3,743,702**

Estimated 2011 additions to undesignated fund balance:

WRS savings (excluding DHS)	\$320,000
-----------------------------	-----------

Estimated DHS Savings	\$785,000
-----------------------	-----------

Undesignated fund balance applied for 2012 EC County budget	(\$921,700)
12/31/12 estimated balance after budget allocations & 2011 adjustments is	\$3,927,002

Debt Levy Capacity is: \$6,584,716

Scott reviewed debt service payment and stated that no spikes in debt service payments is occurring. It was noted also by the committee that no borrowing on capital items should occur if the life of the item is less than the bonding term.

Sheriff's Dept. Budget:

Supervisor Wilkie is proposing adding an Office Association position at 20 hours per week (estimated cost of \$20,000), rather than a full time correctional officer. That would mean 16 Correctional officers and 1 part time office associate would be in budget. Use savings from health insurance (total of \$31,000 from Sheriff's Department) and apply \$29,000 of overtime savings.

Add .5FTE OA position	\$20,000
Reinstate Drug Task Force funding	\$40,000
Savings from health insurance	(\$31,000)
Overtime Savings	(\$29,000)

Fees

Mel Erickson and Rod Eslinger of Planning & Development were present to discuss the reclamation plan review fees. It was noted that for those townships that do not have zoning, a conditional use permit cannot be granted.

Committee action:

Restore Zoning Inspector	\$10,470
Increase P&D fees	\$12,500

Motion by Supervisor Leary to adopt fee ordinance as stated above.

Library Exemption Request / Town of Fairchild & Village of Fairchild

Motion by Supervisor Ziemann to recommend that the library exemption request for the town of Fairchild and village of Fairchild be exempted. Motion carried 4-1.

County Budget Review

Administration: OK
ADRC: OK
Airport: OK
Beaver Creek: Add \$50,000 for shower house; remove capital debt service funding in the amount of \$50,000.

Children's Court Services: committee discussed the future of CCS.

Circuit Courts: OK
Clerk of Courts: OK
County Board: OK
County Clerk: Add back \$30,000 for Tax Deed Clerk position.

District Attorney: Need performance management date.
Finance: OK

Health Dept. OK

Highway: AVL-GPS on trucks. This would save 10-30% of supplies (salt, sand) that are placed on the roads. Average of \$17,000-\$52,000. Supervisor Wilkie thinks that \$30,000 should be removed. Marcus is estimating an; additional of \$105,222 in gas tax – this could be applied towards the \$145,000 being removed from the Highway budget. The \$145,000 reduction in the county administrator's budget was: \$100,000 levy reduction, \$20,000 reduction in overtime and \$25,000 reduction in vacancies.

Committee added \$105,222 for GTA, and then applied this to road maintenance. Also, reduce material by \$30,000 for materials used due to AVL/GPS equipment.

Human Resources: OK
Human Services: Roy Sargeant declines to fund the new drug court case manager position. Committee accepts County Administrator's budget recommendation.

Information Systems: OK

Maintenance: OK
Parks: OK

Planning & Development: Committee restored the zoning inspector @ \$10,470, with an offset in increased revenue of sand mine applications. Also restore land conservation tech position in the amount of \$10,470.

Probate: OK
Register of Deeds: Remove vacant position; otherwise OK

Purchasing: OK

Sheriff Vehicles: Request is for 8 vehicles to be replaced. Captain Bresina talked about the fleet rotation of patrol vehicles being every 4 years. A four-year rotation should be the maximum.

Motion by Supervisor Dunning to delete the 2006 Ford E-250 Van for \$18,500 and keep the remaining vehicles as is. Motion carried 4-1.

Treasurer: Reduction of LTE's. OK

UW Extension: Committee directed that being there is money in the 2011 budget, the rekeying at the Exposition should be completed in 2011.

Veterans: OK

Community Agencies:

Momentum West: Currently, they are reorganizing. \$2500 was budget. Brian Doudna providing oversight.

CVIC: Brian Doudna providing oversight to the CVIC.

Proposed Resolution / File No. 11-12/085 (Positions)

Motion by Supervisor Leary to approve the resolution as amended. A substitute amendment will be drafted and sent to the October 18, 2011 county board meeting. Motion carried.

Final Recommendations on the 2012 County Budget and Tax Levy to the County Board / Discussion – Action

Motion by Supervisor Leary to approve of the 2012 county budget and tax levy to the county board at \$3.707 / \$1,000 equalized value. Motion carried.

Committee adjourned by acclamation at 6:56 pm.

Respectfully submitted,

Sharon M. Rasmusson
Committee Clerk

Minutes

Committee on Finance and Budget
Thursday, November 10, 2011 / 4:30 PM

Courthouse – Room 2532
Eau Claire, WI 54703

Members present: Supervisors Jim Dunning, Robin Leary, Gerald Wilkie, Richard Ziemann

Staff present: Tom McCarty, County Administrator; Scott Rasmussen, Finance Director; Dorothy Moen, ADRC Director; Sheriff Cramer; Roy Sargeant and Jeff Koenig – Human Services Department

The meeting was called to order by Vice Chair Jim Dunning at 4:33 pm.

Recommendation for Debt Issue / Possible Resolution / Discussion - Action

Motion by Supervisor Leary to adopt File No.11-12/106 which provides for the sale of \$4 million in general obligation promissory notes, Series 2011 A. Motion carried.

Motion by Supervisor Ziemann to adopt File No. 11-12/107 which provides for the sale of \$18 million general obligation building bonds, Series 2011B. Motion carried.

Proposed Resolution / “Authorizing a Transfer from the Department of Human Services Unreserved Fund Balance to the General Fund Undesignated Fund Balance” / Discussion – Action

The Department of Human Services has a current unreserved fund balance of \$1,636,930.

Motion by Supervisor Wilkie to approve of File #11-12/102, which authorizes a transfer of \$1,636,930 from the Department of Human Services Unreserved Fund Balance to the General Fund Undesignated Fund Balance. Motion carried.

Update on Proposed 2012 County Budget / Discussion - Action

- ADRC / Additional Revenue for 2012
- Electronic Monitoring / EBDM
- DHS – SAMHSA Grant
- DHS – Income Maintenance Program

Tom McCarty, County Administrator provided an update on the above. These items were brought to staff’s attention after the proposed budget was adopted by the Committee on Finance and Budget.

ADRC: Dorothy Moen present. This is a federal initiative. Money is used for people they would be coaching. Motion by Supervisor Ziemann to approve of the additional revenue to be received by ADRC in 2012 for the Care Transitions Program.

Motion by Supervisor Leary to approve of receiving a veterans transportation and community living initiative grant. Motion carried.

Electronic Monitoring: Sheriff Cramer present. Go slow 40 inmates @ \$21 or \$12.50 (this is the charge the county is charged for equipment rental. Sheriff: Keep low risk people out of the system. Don't mix low risk with high-risk offenders in jail. Means test hasn't been established yet. Sheriff is committed to the EBDM system to reduce people going to jail. Tom suggests reports from the EBDM team be brought back with regard to sliding fee scale and other cost savings seen from increasing the number of inmates on electronic monitoring. Wilkie: this is a risk area.

DHS – SAMSHA Grant: This is a 3-year, \$1.2 million grant to enhance the treatment courts. Eau Claire County was awarded this as we have an existing treatment court in place. All positions are contracted.

Motion by Supervisor Wilkie to approve of the DHS/SAMSHA Grant. \$400,000 in; \$400,000 out for 2012. Motion carried.

Income Maintenance Program: Eau Claire County will join Barron, Chippewa, Dunn, St Croix, Douglas, Pierce, Polk, Burnett & Washburn counties to form the Great Rivers IM Consortium. Currently, one position will be added and two others will be upgraded. Expenditures and revenues increased by \$106,092. Motion by Supervisor Wilkie to approve of the increase in revenue and expenditures for the Income Maintenance Program.

Youth Aids: A reduction in youth aids was announced this week. Motion by Supervisor Leary to approve of the reduction in youth aids resulting in a 7.3% decrease.

Committee on Finance and Budget will meet at noon on Wednesday, November 16, 2012 to get an update on the final budget adjustments for county board approval.

File No. 11-12/085 (Substitute Amendment) “Authorizing New and Modified Position Requests for 2012” / Discussion – Action

Committee reviewed the resolution and due to the number of changes that needed to be acted upon, directed staff to modify the substitute amendment and bring to the county board during budget deliberations. Motion by Supervisor Leary to authorize SA #11-12/085. Motion carried.

Referred from County Board / File No. 11-12/071 “Directing that the Jail Staffing Review Be Done Independently of the Rest of the Sheriff’s Department Budget Review” / Discussion – Action Motion to remove from table

Motion by Supervisor Leary to remove File No. 11-12/071 from the table. Motion carried 4-0, Supervisor Wilkie stated that this resolution is not relevant at this time and needs to have a report placing the legislation on file. Motion by Supervisor Leary to place resolution on file. Motion carried.

Line Item Transfer Requests / Discussion – Action

None.

Update on County Sales Tax Report / Discussion

County Administrator reviewed most recent county sales tax report with the committee.

Review / Approval of County Board Chair Vouchers / Discussion – Action

Motion by Supervisor Ziemann to approve of expenses in the amount of \$26.94 for the county board chair. Motion carried.

Review/Approve Committee Minutes / Discussion – Action

- a. September 20, 2011 (5 pm meeting)
- b. September 28, 2011
- c. September 29, 2011
- d. October 5, 2011

Motion by Supervisor Ziemann to approve of the September 20, September 28, September 29 and October 5, 2011 with edits noted at meeting. Motion carried.

Discuss Future Agenda Items and Meeting Dates

Supervisor Wilkie is requesting that the Committee on Finance & Budget received revenue and expenditure statements on a quarterly basis.

Next meeting is scheduled for Thursday, December 8, 2011 at 4:30 pm.

Committee adjourned by acclamation at 6:30 pm.

Respectfully submitted,

Sharon M. Rasmusson
Committee Clerk

MINUTES

Committee on Finance and Budget
Wednesday, November 16, 2011 / 12 PM

Courthouse – Room 2532
Eau Claire, WI 54703

Members present: Supervisors Stella Pagonis, Richard Ziemann, Jim Dunning, Gerald Wilkie, Robin Leary

Staff present: Tom McCarty, County Administrator; Scott Rasmussen, Finance Director; Mel Erickson, Planning & Development Director; Rod Eslinger, Land Use Controls Supervisor

Chairperson Stella Pagonis called the meeting to order at 12 PM.

Review of 2012 Proposed Budget Updates / Discussion – Action

Committee discussed the non-metallic mining reclamation fee schedule proposed by the Planning & Development Department:

Committee reviewed and discussed proposed budget updates for the non-metallic mining reclamation fee schedule in the Planning & Development Department. Staff is projecting an increase in revenue of \$51,000 as follows:

Zoning fees from \$141,000 to \$181,000 (+\$40,000)
Stormwater Fees from \$12,000 to \$23,000 (+\$11,000)

In addition, increasing the hours for the Building Inspector from 32.5 to 40 hours per week is an additional \$11,500 in expenses.

Motion by Supervisor Ziemann to approve of increasing the revenue by \$51,000 as described above. Motion carried 5-0.

Motion by Supervisor Dunning to approve of adding \$11,500 in expenses to increase the hours of the Building Inspector from 32.5 to 40 hours per week. Motion carried 4-1.

Motion by Supervisor Wilkie to increase the contingency fund by \$39,500 which represents the remainder of the anticipated revenue. Motion carried 5-0.

Other 2012 budget adjustments that will be noted at the board meeting for board action are as follows:

ADRC – Care Transitions Program	\$131,815 (increase in revenue & expenditure)
SAMSHA Grant	\$399,700 (increase in revenue & expenditure)
Income Maintenance Consortium	\$ 88,450 (increase in revenue & expenditure)
Youth Aids	\$ 89,650 (decrease in revenue & expenditure)

Committee adjourned by acclamation at 12:54 pm.

Respectfully submitted,

J. Thomas McCarty
County Administrator

MINUTES

Committee on Finance and Budget
Tuesday, December 6, 2011 / 6:30 PM

Courthouse – Room 2532
Eau Claire, WI 54703

Members present: Supervisors Stella Pagonis, Jim Dunning, Robin Leary, Gerald Wilkie, Richard Ziemann

Staff present: Tom McCarty, County Administrator; Scott Rasmussen, Finance Director

Others present: Brian Della, Public Financial Management

Chairperson Stella Pagonis called the meeting to order at 6:35 pm.

Resolution Awarding the Sale of \$4,000,000 General Obligation Promissory Notes, Series 2011A / Discussion – Action

Resolution Awarding the Sale of \$18,000,000 General Obligation Building Bonds, Series 2011B / Discussion – Action

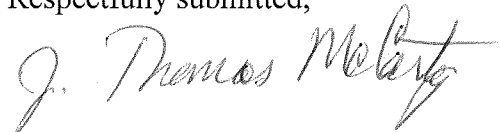
Brian Della of Public Financial Management (PFM) was present and provided the committee an overview of the bond and promissory note sale. Moody's rating maintained the county bond rating of Aa1.

Mr. Della explained the borrowings sale results. The low bid for the \$4 million general obligation promissory notes is from Fifth Third Securities at 1.086% (Resolution #11-12/114) and the low bid for the \$18 million general obligation building bonds is from Bank of America Merrill Lynch at 3.4% (Resolution #11-12/115). Mr. Della also explained the resultant county debt service table for 2011-2031.

Motion by Supervisor Ziemann to award the sale of \$4 million general obligation promissory notes, series 2011A and the sale of \$18 million general obligation building bonds, series 2011B as noted above. Motion carried.

Motion by Supervisor Ziemann to adjourn at 6:53 pm.

Respectfully submitted,



J. Thomas McCarty
County Administrator

Minutes

Committee on Finance and Budget
Thursday, December 8, 2011 / 4:30 PM

Courthouse – Room 2532
Eau Claire, WI 54703

Members present: Supervisors Stella Pagonis, Jim Dunning, Gerald Wilkie,
Richard Ziemann

Members excused: Supervisor Robin Leary

Staff present: Tom McCarty, County Administrator; Scott Rasmussen,
Finance Director

Chairperson Stella Pagonis called the meeting to order at 4:34 PM.

Review Summary of Unsold Properties / Possibility of Changing the Minimum Bids/ Discussion – Action

Janet Loomis, County Clerk was present and asked the committee to reconsider changing minimum bids on certain parcels. Parcel #221-09-110 is a small lot and is assessed at \$8800. Adjoining landowner would like to buy the parcel for \$300. Motion by Supervisor Dunning to change the minimum bid for parcel #221-09-0110 to \$1,000. Motion carried 4-0.

Parcel #221-09-0270 (by REACH on 3rd Avenue). Currently, REACH is using the lot. They can take it through adverse possession. Motion by Supervisor Wilkie to modify price of parcel #221-09-0270 from \$2,000 to \$1. Motion carried 4-0.

Parcel #022-1187-03-000 (gas station). Tried to sell it twice. Realtor has no interest. Cost to remove the tanks is \$10,000. Tom: what is the assessed value and taxes owed? Maybe it would be advantageous to reduce the minimum bid to \$100,000. Motion by Supervisor Wilkie to reduce the price of parcel #022-1187-03-00 from \$155,000 to \$100,000. Motion carried. Step 2 would be to go for public sale and then wait & see to see if we should go into a contract with Dean Larson to sell.

Plan of Action / Baker-Tilly Audit Internal Control Letter / Discussion

Scott Rasmussen, Finance Director, reviewed his memo regarding the status of the 2010 audit recommendations. Committee directed the county administrator speak with the Purchasing Director to revise the purchase order policy and change the amount from \$500 to \$1,000 on purchase order requisitions.

Supervisor Pagonis would like Information Systems to show Kay the new system regarding running tax settlement reconciliation reports. Committee wants the County Treasurer to utilize the system to its full capacity. Committee directed the County Administrator to discuss the training issue with Dave Hayden. Evaluate skill level, but

also invite the County Treasurer and Information Systems Director to a future meeting to give an update on the internal control issue with tax settlements.

Consideration of Quarterly Financial Reports / Discussion of Risk Areas

In 2012, quarterly financial reports will be presented to the committee.

GASB Fund Balance Changes / Discussion – Action

Scott distributed and reviewed a fact sheet regarding fund balance reporting and governmental fund type definitions.

2012 Budget Wrap Up & Review / Discussion – Action

- a. Risk Areas
- b. List of Program Reviews

Committee members noted that staff is doing a good job in complying with performance management information; extensive changes in process have improved in time. Supervisor Wilkie stated that we are on a good path in budgeting. Biggest thing he likes is County Administrator and Finance Director are digging in with unpopular budget recommendations and decisions. In addition, he likes working off the county administrator's budget. For the 2012 budget, there were little changes on the board floor. Committee on Finance & Budget should not be seen as advocates for departments – that is the responsibility of standing committees.

Supervisor Pagonis wants County Administrator and Finance Director to work with the Human Services Department as to what programs cost. She does not like bundling of programs. Wants consistency with budget documentation for DHS, Sheriff and Highway. County Administrator recommends that when the budget guidelines are reviewed/implemented that a rubric be implemented for the bigger departments.

Reviewing of budget page by page is a throw back from the line item budgeting days. Supervisor Pagonis wants to do things by departments. Supervisor Wilkie thought this should be left up to the Vice Chair.

County Administrator reviewed risk areas from the adopted budget book. Contingency fund can assist with risk areas. Manage the best we can.

Program Reviews: Tom distributed a partial list of potential program reviews for 2012, including:

- Juvenile Court Clerk function (governance & physical location)
- Community Service program (scope, governance & physical location)
- Restorative Justice program (scope, governance & physical location)
- 4-H Educator position (multi-county collaboration)
- Child Support Agency & Corporation Counsel (possible consolidation)
- Finance & Treasurer Departments (possible consolidation)
- Analysis of the sand mine reclamation.

County Board Referral / File No. 11-12/109 / “To Amend Section 16.30.040 C. of the Code; Fees and Charges” / Report Due to County Board / Discussion – Action

County Board Referral / File No. 11-12/110 / “To Amend Section 16.30.040 C. of the Code; Fees and Charges” / Report Due to County Board / Discussion – Action

Motion by Supervisor Ziemann to approve of File No. 11-12/109 and File No. 11-12/110 as written. Motion carried 4-0.

Line Item Transfer Requests / Discussion – Action

None.

Update on County Sales Tax Report / Discussion

Scott Rasmussen, Finance Director, reviewed report and stated this is the 3rd best month ever. Will continue to bring the report to the committee.

Review / Approval of County Board Chair Vouchers / Discussion – Action

Motion by Supervisor Dunning to approve of an expense reimbursement for Chairman Gregg Moore in the amount of \$116.94. Motion carried.

Review/Approve Committee Minutes / Discussion – Action

- a. October 3, 2011
- b. October 10, 2011

Motion by Supervisor Dunning to approve of the October 3, 2011 and October 10, 2011, minutes as written.

Discuss Future Agenda Items and Meeting Dates

Guidelines for 2013 budget (draft)

Cremation bills / timely bills sent from Medical Examiner.

Next meeting will be held on Thursday, February 9, 2012.

Motion by Supervisor Ziemann to adjourn by acclamation at 6:50 pm.

Respectfully submitted,

Sharon M. Rasmusson
Committee Clerk