

## Finance Committee Meeting Minutes

January 17, 2019

The meeting was held in the Rusk County Government Center, Finance Conference Room #2.

Present: Dave Willingham, Tony Hauser, Mike Hraban, and Karl Fisher.

Also present: Kitzie Nelson, Andy Albarado

Vice Chair Fisher called the meeting to order at 8:30 a.m.

**Motion by Hauser second by Hraban to approve the minutes of 12/20/18. Motion Carries.**

The committee reviewed the DA office financial report. Annette Barna was present to give the DA report. 2018 Budget overages were due to the Nitek trial. Savings were mentioned from avoiding jail transports.

Chair Tatur arrived at 8:45.

Jeremy Koslowski was present to request funds from the Park Development budget. He would like to hire another summer intern which was \$8337 last year, use the fund to pay the 20% match on the Grant# MS19-01 for \$62,340, and invest gravel and parking upgrades into the Perch Lake Campground parking up to \$2000. **Motion by Fisher second by Hauser to approve the expenditures. Motion Carries.**

Phil Schneider, Chris Kammerud, Jeremy Jacobs and George Murray were present to discuss jail meals for 2019. George would like to bring the meals back into on-site preparation. Emergency Services approved switching to the Summit Equipment/CBM 7-year contract including kitchen upgrades into the per-meal charge, if there was no increase in cost in the County-wide levy. Chris and George will work with Finance to determine average savings and it will be put on next month's agenda.

Scott Emch was present for the discussion on the retirement of Nanci Mertes in his office. The replacement of the Highway Department Financial Manager/Assistant to the Highway Commissioner was discussed. It was presented to reclassify the job to a Cost Accountant position, under the direction of the Finance Director, being located at the Highway Shop. The Finance Director will create a new job description and present to the Personnel Committee in February for a point factor to be established. The Finance Accountant II position will be under the Finance Director and be housed at the Courthouse. This will allow cross-training and sharing of duties for the Highway. Permission was also given to advertise for a potential Finance Accountant I vacancy within the Finance Department. **Endorsement by Finance Committee to approve the staffing plan and alignment as discussed. Motion by Hraban second by Hauser. Motion Carries.**

Andy Albarado spoke about the proposals for outsourcing of ambulance billing services. **Motion by Hraban second by Hauser to approve the County Administrative Coordinator to select and sign**

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**one proposal that will accept a contract that potentially will be short term if the ambulance were to change operational ownership. Motion Carries.**

Andy discussed the Fairgrounds electrical upgrades and advised them of the total cost being higher than what we had anticipated. It was discussed that it will be part of the borrowing in 2019.

The invoices were reviewed and approved. **Motion by Hraban second by Fisher to approve the invoices paid from 12/19/18-01/15/19. Motion Carries.**

The committee discussed the expensing of extended leave days upon retirement within the Administrative Coordinator budget and the history of the decision. No action was taken.

Kitzie Nelson presented the Finance Director report.

The County Clerk's report was reviewed by the committee.

Verna Nielsen was present to discuss the Treasurer's report. CD's coming due in 2019 were discussed.

The meeting was adjourned at 12:03 by consensus of the committee.

Kitzie Nelson, Recording Secretary

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