

RUSK COUNTY FINANCE COMMITTEE MINUTES

December 14, 2023

Finance Committee Present: Tatur, Hauser, P. Unterschuetz and Meyer.

Staff Present: A. Heath, C. Meyer and J. Wilk.

Others Present: E. Webster.

CALL TO ORDER

Meeting called to order by Chair Tatur at 3:00 p.m.

PUBLIC COMMENT - None

APPROVAL OF MINUTES

Motion by Hauser, seconded by P. Unterschuetz to approve the November 16, 2023 minutes. Motion carried.

DISCUSSION AND POSSIBLE MOTION

Public Records Software Presentation

John Lee from Granicus, Open Records Software gave a presentation. Discussion held. More research will be done and the information will be brought back to the Committee.

Increase Meal Per Diem Rates

Jaimie presented an increase meal per diem rate for 2024.

Motion by Hauser, seconded by Meyer to approve the 2024 meal per diem rates as presented. Motion carried.

Cancellation of Department Credit Cards for Misuse

Discussed credit card misuse by Departments and how to handle when invoices are not given to Finance in a timely manner.

Motion by Hauser, seconded by Meyer to send out a memo to Department Heads to hand in all invoice for 2023 by January 2024 and failure to turn in purchasing invoices within 30 days in 2024 may result in putting the Department card on hold. Motion carried.

Trails End ARPA Request to Reallocate Funds from Boardwalk to Pavilion

The request is to reallocate \$7,149.34 ARPA funds from the Boardwalk to the Pavilion.

Motion by Meyer, seconded by Meyer to approve the reallocation of funds as requested. Motion carried.

Additional ARPA Requests to Forward to County Board (Resolution) – Fairgrounds Restrooms

Gary Shilts, Facility Manager gave a report on the portable restrooms ARPA request for the Fairgrounds. Property will look into the State Plans before making a decision to purchase the portable restrooms.

Approve Public Records Request Policy – No Discussion.

Resolution to Amend Public Records Fee Schedule – Discussion held on the Fee Schedule.

Motion by Hauser, seconded by Meyer to approve the Resolution to Amend Public Records Fee Schedule. Motion carried.

Comprehensive Plan

Discussed the Rusk County Comprehensive Plan update and how to proceed.

Updates to Financial Procedures Manual

Finance Manager gave an update to the Financial Procedures Manual and is requesting approval.

Motion by Meyer, seconded by Hauser to approve the Financial Procedures Manual as presented and send it to County Board. Motion carried.

Proceed with Litigation Against Previous Ambulance Billing Company - Discussed proceeding Litigation.

Motion by Meyer, seconded by P. Unterschuetz to proceed with litigation against the previous Ambulance Billing Company and forward to County Board for approval. Motion carried.

Approve Budgeting Software to Utilize for 2026 Budget Process

A budgeting software to utilize the budget process instead of doing things manual for 2025-2026.

Motion by Meyer, seconded by Hauser to approve the Budgeting Software with the understanding that the cancelation of the software by October 25, 2024 and that County Board Supervisors have access. Motion carried.

LATCF Requests to Forward to County Board (Resolution) – No Discussion.

Approve Invoices – *Motion by Hauser, seconded by P. Unterschuetz to approve the December invoices as presented. Motion carried.*

Out of County Travel – No Out of County Travel.

Treasurer's report – The Committee reviewed the reports.

Administrative Coordinator report – Ashely Heath, Administrative Coordinator reported on a Resolution that is being presented to County Board, Ad Hoc Jail Committee, Demolition of the Hospital and Marshfield Clinic purchase.

Clerk's report – Clerk Meyer gave a report on the Clerk's Office and Election training.

Finance Director's report – Jaimie Wilk gave a report on the Finance Department.

Next meeting will be January 18, 2024 at 3:00 p.m. in the LEC – Board Room

ADJOURN - Chair Tatur adjourned at 6:57 p.m.