

FINANCE
March 22, 2017

Call to order The meeting was called to order by Board Chairman Tom Cornford at 9:00 a.m. in the absence of Chairman Duane Rogers. Committee members present were Geri Kozelka and Greg Russell. Wayne Jerrett and Gerry Krachey were excused. Clerk Janet Geisler was also present.

Verify posting The meeting was verified as being properly posted.

App of Minutes Kozelka moved, Russell seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.

App of bills Russell moved, Kozelka seconded to approve the regular monthly bills and bills associated with the bonding. The motion carried with no negative votes cast.

Dist Attorney The District Attorney has a checking account in the amount of \$2,744.83 that has had no activity since 2013. In 2018 the State is requiring that all justice system offices go paperless. He is requesting that he be allowed to use this money towards new equipment for computers associated with going paperless such as document scanners, compatible printers and DVD/CD copiers. The committee would like to wait and see if this equipment will be furnished by the State before releasing any funds.

Kozelka moved, Russell seconded to table the District Attorney's request at this time.

AODA acct Nancy Dowling, Register in Probate, advised the committee that the Judge would like to establish an AODA account for assessments. The initial assessment is \$225 which is not covered by insurance and cannot be funded by Human Services. Nancy has a Juvenile Legal Fees account with a balance of \$1,266.25 which she would release to set up an account under the Clerk of Court's department to pay for these assessments. A revenue account would also be created. This account would be self-sustaining.

Russell moved, Kozelka seconded to transfer funds from the Juvenile Legal Fees account to a line item set up under the Clerk of Court's budget. The motion carried with no negative votes cast.

Microfilm

Nancy Dowling advised that probate files are currently on microfilm. She would like to convert this to digital and is requesting permission to obtain a quote for that conversion.

Russell moved, Kozelka seconded to give permission to obtain a quote for converting the microfilm files to digital. The motion carried with no negative votes cast.

Treasurer

Treasurer Deanne Lutz presented a document of office procedures pertaining to property taxes regarding grace period, overpayment of taxes and waiving of interest and penalties.

Deanne advised that she has two checks for taxes that were misplaced by the municipal clerk and resulted in interest and penalty charges. Should the municipality be charged since it is not the property owner's fault?

1. Village of Eastman's check was for \$2,049.65. Penalty and interest was a little over \$61.

Russell moved, Kozelka seconded to waive the interest and penalty charges. The motion carried with no negative votes cast.

2. City of Prairie du Chien - The check was received by the City on February 17th but wasn't received by the County until March 17th. The property owner will pay the February interest and penalty.

Kozelka moved, Russell seconded to wait the interest and penalty charges. The motion carried with no negative votes cast.

The committee was also advised that checks are not being deposited in a timely manner by various departments and in particular the Sheriff's department. An e-mail will be sent to everyone reminding them that deposits must be made timely.

Reports

The first quarter report from the Child Support Agency was received.

Clerk Janet Geisler presented her annual report.

Next meeting

April 5, 2017 at 9:00 a.m. to set the County Board agenda.

Adjourn

Russell moved, Kozelka seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 10:07 a.m.

Janet Geisler, County Clerk