

FINANCE
January 18th, 2023

- Call to order** The Finance Committee meeting was called to order by Chairman Gary Koch at 9:00 a.m. Committee members present were Geri Kozelka, Gerry Krachey, Greg Russell, and Wayne Jerrett. Also present were Tom Cornford, County Board Chairman; Kyle Kozelka, Hwy Commissioner; Jim Hackett, Emergency Management; and Roberta Fisher, County Clerk.
- Verify posting** The meeting was verified as being properly posted.
- Approval of Minutes** Krachey moved; Jerrett second to approve the minutes from the December 21st Finance meeting. The motion carried with no negative votes cast.
- Approval of Bills/Invoices** The Clerk presented the 2023 Annual Rescue Squad/First Responder Donation for \$11,125.00; the 2023 membership dues to the Mississippi River Regional Planning Commission in the amount of \$6,529; and the SGTS, Inc. invoice for the 2nd installment of the keyless entry project in the amount of \$19,071.24.
- The Rescue Squad and MRRPC membership dues have been budgeted for 2023.
- Krachey moved; Kozelka second to pay the above invoices. The SGTS, Inc. invoice in the amount of \$19,071.24 will be paid with ARPA funds. The remaining 3rd installment of \$19,649.17 will also be paid from ARPA funds when we receive the invoice. The motion carried with no negative votes cast.
- Agenda Software & iPads** The Public Property Committee approved the purchasing of 20 iPads, protective cases, and a one-year subscription and licensing for Boardable agenda software at their meeting last week. They have requested to bring these purchases to the Finance Committee for approval to use ARPA funds for the cost.
- A proposal from CDW-G for 20 iPads and protective cases in the amount of \$7,808.00, and the one-year Boardable Agenda Software proposal for \$3,238.38 was presented for approval.

Koch moved; Russell second to approve payment for the above two proposals be made from the ARPA funds. The motion carried with no negative votes cast.

**City/County
LE Agreement**

Gary Koch, Finance Chairman, updated the committee regarding the LE Agreement with the city. We are still waiting on the City Attorney to clean up some language and then schedule a meeting to sign.

**Publishing Co
Board Minutes**

Several county board supervisors questioned as to why the full county board minutes are only published in the Courier Press. The supervisors feel that the minutes should be published in a newspaper that reaches the northern end of the county as well.

The Courier Press has always been the designated publication for Crawford County by resolution annually.

The Clerk will contact the Crawford Independent and get the cost to publish the full county board minutes only. The Clerk will also contact corporation counsel regarding creating a resolution to include the Crawford Independent as a publishing source.

This item will be placed on the agenda for next month.

**Fair Bldg. &
Grounds**

Wayne Jerrett, Fair Board Committee Member, informed the Finance Committee that the Fair will be selling raffle tickets for a Polaris ATV to help in fundraising for the permanent construction of a building at the fairgrounds. The raffle tickets will be sold starting in February, with the drawing during the Fair.

Jerrett also asked for guidance regarding the 2024 Fair Maintenance Budget. Samantha Morovits, Fair Coordinator, will be increasing the 2024 maintenance budget to \$25,000. The Finance Committee will consider this request when the budget process begins in the fall.

Two large garage doors at the fairgrounds need to be replaced. The cost to have them installed is approximately \$12,000. There is not enough money in the fair maintenance expense account currently.

Krachey moved; Cornford second to pay for the new garage doors at the fairgrounds from the contingency fund. The motion carried with no negative votes cast.

**Co Treasurer
Report**

The Clerk presented the information in the absence of the County Treasurer.

Deanne Lutz, Treasurer is requesting approval to pay the 2022 Crawford County Chargeback requests. This is in the amount of \$1,701.27. Lutz will attend next month's Finance meeting to give further details.

Koch moved; Jerrett second to approve payment of the 2022 Approved Chargeback Requests to the Wisconsin Department of Revenue in the amount of \$1,701.27. The motion carried with no negative votes cast.

The Clerk also distributed updated County Sales & Use, Wheel Tax information and the ARPA Expense report.

Crawford County budgeted \$1,650,000 for sales tax in 2022. The final total for the Sales Tax in Crawford County for 2022 is \$1,953,161.50.

Budget Wheel tax for 2022 was \$250,000.00. The total as of November 30th is \$264,021.00. This total does not include the month of December yet.

**WI Disaster
Fund-Command
Post**

In 2021, Emergency Management and the Highway Department jointly applied for the Wisconsin Disaster Funds reimbursement grant. \$11,052.14 was awarded to Emergency Management to cover the cost of the Command Post and salaries for EM staff. The funds were put into the State Aid Emergency Govt Revenue Account.

The Clerk reached out to the Auditor, Jay Bennett, in August regarding these funds. In May, the Auditor had already instructed our clerk to make an adjusting journal entry and book these funds back to 2021 to close out the 2021 fiscal year. This information was relayed to Hackett.

Jim Hackett, EM Coordinator, is requesting these funds be moved from the General Fund back to his Command Post account. The clerk will reach out to the Auditor for guidance.

Russell moved; Jerrett second to approve Jim's request to reimburse his Command Post account \$10,000 from the General Fund, which he feels are his unspent funds from the 2021 WDF reimbursement grant. The motion carried with no negative votes cast.

**County
Clerk Report**

The Clerk handed out the year end Expenditure and Revenue reports to the Finance Committee members. The Clerk will be presenting updated reports on a quarterly basis for the Finance Committee to review.

Next Mtg

February 1st, 2023, at 9:00 a.m. to set County Board Agenda.

Adjourn

Cornford moved, Jerrett second to adjourn. The motion carried and the meeting adjourned at 9:45 a.m.

Roberta A. Fisher, County Clerk

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