

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

Date: January 14, 2016                      Time: 9:00 a.m.

Place: Courthouse County Board Room 101; 126 Cherry St; Phillips, WI

Meeting called to order by Chair Bob Kopisch at 9:00 a.m. Roll Call: present – Ronald Heikkinen, James Hintz, Bruce Jilka, Robert Kopisch, Travis Nez. Also present Lynn Neeck, Jean Gottwald, Nick Trimner, TJ Podmolik, Elizabeth Schmidt.

Items for discussion and possible action:

1. Meeting Minutes – November 5 and November 10, 2015: Motion Hintz/Nez to approve the minutes of the November 5 and November 10, 2015 meeting as presented. Motion carried.
2. Communications / Public Comment: UW-Extension had a presentation of the reorganization recommendations. At next meeting, the committee will be reviewing request to reassign the January Health Insurance vacation from General Fund to Insurance Fund.
3. Treasurer – Lynn Neeck
  - a. Treasurer's monthly report: Reviewed.
  - b. In Rem / Tax Deed status: Reviewed 2011 and 2012 delinquent tax properties. Land Use and UW-Extension Committee will set auction and Land Sale Committee will review the 2012 properties.
4. County Clerk – Jean Gottwald
  - a. Claims against the County: Reviewed outstanding claims. Review of liability loss run report.
  - b. Services provided by County Clerk's Office: As of January 1<sup>st</sup>, the Clerk's Office is no longer doing DNR services. We will continue to offer DMV services. We have been a passport acceptance agent for about a year and that is going well. Training on new statewide voter registration system.
5. County Administrator – Nick Trimner
  - a. 2014 Operations
    - i. 2014 audit report findings:
      1. Controls over payroll – developed a Payroll Process flow chart.
      2. Control of month and year end accounting – will be doing more of the adjusting journal entries
      3. Internal controls over financial reporting – working on how to address this with limited staff
      4. Lack of account reconciliation – developing documentation of work product.
    - b. 2015 Budget
      - i. Revenues vs. Expenses Report: Reviewed. Discussed departments that are exceeding the overage thresholds.
    - c. 2016 Budget: Wage study is starting.
    - d. Office of Administration Remodel: The Probation and Parole remodel project requires additional space - the current Personnel offices. Moving Personnel to the Office of Administration would require a remodel to create an additional office. Motion Hintz/Heikkinen to proceed with getting estimates for project. Motion carried.
6. Wisconsin County Mutual dividend: \$8,085 dividend received.
7. Price County Administrator nine-month review form: Forms for the nine-month review were handed out to committee members for their consideration at the next meeting.
8. Resolution – Price County Fair Association: Motion Jilka/Nez to approve resolution and forward to the County Board with recommendation for adoption. Motion carried.
9. Ron Kardas Town of Ogema Property: Health Hazard determination. No response from Mr. Kardas. Town of Ogema has made agreement with Mr. Kardas to purchase the property for \$1 and the town will arrange to have the building demolished. The Town is going to request forgiveness of delinquent taxes.
10. Northern Economic Development Summit report: Mr. Kopisch attended. Reviewed topics covered.
11. Monthly Vouchers: Motion Heikkinen/Hintz to approve November accounts payable and payroll in the amount of \$1,495,866.61 and vouchers in the amount of \$153,610.76. Motion carried.
12. Date of Next Meeting: February 4, 2016.
13. Adjourn: Motion Hintz/Nez to adjourn at 11:00 a.m.

Respectfully submitted: Jean Gottwald, County Clerk