The meeting was held in the Law Enforcement Center meeting room.


Chair Tatur called the meeting to order at 8:31 a.m.

Skogen/Solsrud made a motion to approve the December 20, 2006, minutes. Motion carried.

Debra Jenness, Sara Jenness, Josh Jenness, and Zach Jenness were present to discuss the tax deed property in the Town of Grant that was owned by Jeremy Jenness. The Jenness family said they will pay all the back taxes on the property so that the property won’t be taken for tax deed.

Dave Kaiser was present to discuss the Schmidtke tax deed property. It was suggested that a meeting be set up with the property owners and the assessors to get the problem taken care of. Joanne Phetteplace said that the back taxes and interest on the tax deed property is $6,952.59 at the present time. Phetteplace noted that the Jenness property had been taken for tax deed, so the deed for the property is in the name of Rusk County. Skogen/Solsrud made a motion to allow Jeremy Jenness to buy his property back for the back taxes plus any and all expenses associated with the cost of the transactions. Motion carried.

Vouchers paid January 1, 2007, to January 16, 2007, were reviewed, discussed, and signed. Vouchers to be paid following the meeting were reviewed, discussed, and signed. Skogen/Solsrud made a motion to approve paying the bills. Motion carried.

Tony Hauser, Paula Carow, and Jerry Carow were present to discuss the Dairyland Flowage drawdown. J. Carow explained the proposed project which would cost approximately $300,000.00, and there would be a two-week window to complete the project. J. Carow anticipates asking the County for $75,000.00 towards this project. Hauser would like to see improvements at Community Park. Solsrud/Skogen made a motion to present the request for Power Line funds to assist with the Dairyland Flowage project to the County Board in January. Motion carried.

After last month’s motion relating to central supply, there has been some confusion relating to who can use central supply. Solsrud/Skogen made a motion to allow CDBG, Housing Authority, and Historical Society to purchase from Central Supply. Motion carried.

The Fair Commission has not asked for a usage agreement for the 2007 fair. It is anticipated that the request will be presented to the Ag and Extension Committee in February.
Tatur/Skogen made a motion to approve one month’s training wages for Cecelia Stencil to come out of Recycling grant funds unless there are not enough grant funds available at which time funds would come from the County contingency fund. Motion carried.

The Sheriff’s department is in need of storage. It would cost approximately $100,000.00 to build a building to use for storage. The locks in the jail need to be replaced. The total cost would be approximately $150,000.00. The company that provides support for the existing software, which is used to record the data that comes into the Sheriff’s department, will only support this software through the end of 2007. Replacing this software would cost approximately $150,000.00. The Property Committee is looking at the possibility of having to replace a boiler in the Courthouse. Schmit also pointed out that the accounting software will need to be replaced within the next two years. It was suggested to have a capital projects plan and discuss borrowing the funds needed for all these capital projects through a State Trust fund loan.

It was the consensus of the Committee to not reconsider the decision to pay vouchers one time per week. Schmit noted that when the Highway department purchases gasoline, that there is a considerable discount if it is paid within a certain period of time. It was the consensus of the Committee to allow the Auditor to pay Highway gasoline bills which are of financial benefit to the County and other contracted bills on a case by case basis.

Aliesha Crowe presented carry forward requests as follows: Horticulture Assistant, $2,000.00 and WNEP Healthy Lifestyles Coalition Donation funds, $1,290.00.

Solsrud/Skogen made a motion to forward the carry forward requests to the County Board. Motion carried.

Schmit reviewed proposed language changes in five chapters of the Financial Procedures Manual. Skogen/Solsrud made a motion to approve the recommended changes to the Financial Procedures Manual Chapter 3, Chapter 6, Chapter 7, Chapter 8, and Chapter 21. Motion carried.

Skogen/Solsrud made a motion to approve the County Clerk’s request for travel to Madison for WCCO on March 19 through 21. Motion carried.

Central supply inventory was done. There is a difference between the balance of the central supply inventory and the balance on the County books. The variance is somewhere between $2,777.31 and $3,299.18. During the inventory process, there may have been $510.87 in supplies that were purchased. This issue will be discussed at next month’s meeting to allow for further investigation.

Andy Albarado presented the economic development report which included an update on the buildings and tenants. The bid opening for Wal-Mart has been moved back to January 30. The bid for asbestos removal will be presented to the County Board at its January meeting. Albarado is meeting with CenturyTel to discuss potential for a
countywide wireless system. **Solsrud/Skogen made a motion to send the resolution to amend the 2006 Tourism budget to the County Board. Motion carried.**

**Skogen/Solsrud made a motion to approve Albarado attending the Governor’s Economic Development Conference on February 9 and 10 in Madison. Motion carried.**

**Skogen/Solsrud made a motion to apply previous 5R security deposits to the Gates Avenue building. Motion carried.**

The Committee recessed for lunch from 12:26 p.m. to 1:22 p.m.

Line item transfers for 2006 were presented as follows: Maintenance, Airport, Clerk of Circuit Court, Coroner, District Attorney, Treasurer, Register of Deeds, Auditor/Finance, Animal Shelter, Zoning, Recycling, and Health and Human Services. Line item transfers for 2007 were presented as follows: Veterans and Ambulance. **Solsrud/Skogen made a motion to approve the 2006 and 2007 line item transfers. Motion carried.** A contingency fund request for 2006 was presented for the Fairgrounds budget. **Skogen/Solsrud made a motion to approve the 2006 contingency fund request of $1,102.28 for Fairgrounds. Motion carried.** A resolution was reviewed which would amend the Coroner’s budget in 2006 with a request of $2,893.18 from the contingency fund. **Skogen/Solsrud made a motion to send the resolution amending the Coroner’s budget to the County Board. Motion carried.**

Heather Schmitz and Phetteplace were present to discuss the plat books. Schmitz addressed issues if the advertising were cut out of the plat book. These ads help fund the 4-H program for three years. Schmitz distributed a letter from Lis Downes who could not be present at today’s meeting. It was the consensus of the Committee to continue the practice of allowing 4-H to sell the ads for the plat books for its fund raiser. Phetteplace distributed copies of sample plat books. **Skogen/Solsrud made a motion to proceed with ordering 2,000 plat books from PlanSight with a contract for two editions. Motion carried.** Phetteplace presented the Treasurer’s report.

Nelson presented the Clerk’s report. Nelson presented a request from Camilo Mendiola and David Makowski to have more time to pay 2003 back taxes. **Solsrud/Skogen made motion to grant Mendiola and Makowski an extension for paying the 2003 back taxes if they pay $350.00 by the end of January and the balance by the end of May. Motion carried.** The municipalities will be turning in dog tags starting February 1. There were a total of 77 marriage licenses sold in 2006. The voter registrations are all entered into the State system from the November 2006 election. The monthly reports from the telephone system are still not printing automatically. Nelson has requested the office to be moved around twice but does not know when it will be done.

Schmit presented the Auditor’s report which included an update of sales tax, collection of back taxes, the insurance report, and activities of the office. Schmit reported that the former Payroll Clerk trained the staff in her office a total of 4.75 hours to date and has
provided some assistance over the telephone. There have been some problems which were related to the latest software program updates, but the office has been working through them with assistance from the Caselle software support staff. The office is working on preparing and distributing the W2s, which are due to the employees by January 31. The external auditors will be here next week for preliminary field work. Also, information relating to the Hospital employees needs to be entered in the payroll system so retirement reports can be sent to the State by the end of the month. Schmit will also be working on the workers compensation audit and billing.

The next meeting is February 21, 2007, at 8:30 a.m.

**Skogen/Solsrud made a motion to adjourn. Motion carried.** The meeting was adjourned at 3:05 p.m.

Rosemary Schmit, Recording Secretary