

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** Yerda Potter, Chair  
**DATE/TIME:** February 23, 2006. 7:00 p.m.

**PRESENT:**

Berlage  
 Carroll

Kent  
 Mapes

Potter  
 Schultz

Other Board members:

Others: Carol Soat, Jean Dimke

### MINUTES

1. Minutes

Jody Carroll made a motion to approve the minutes of the January 26, 2006 committee meeting. Ron Mapes seconded and the motion passed.

2. Old Business

- a) Accrual accounting conversion. Carol Soat reported that she spoke with the auditor and he will not start anything until the purchase order policy is approved. Jean Dimke reported that Civic will have to come one more time for training and that costs \$1200. Yerda Potter stated that \$4000 was budgeted and the County Administrator's office will check how much is remaining. A list was distributed outlining how much money each department is willing to contribute to the project. There are two line items in the Miscellaneous budget that have money available to spend. Carroll made a motion to recommend approval of the purchasing policy as revised in order to get the accrual accounting conversion started with the addition of language in the Conflict Of Interest and Gift Ban sections to coincide with state statutes. Mapes seconded and the motion passed. The committee discussed the timing of how to proceed. The equipment purchase needs to occur before more training. Dimke will check with Wizard computers to determine when the equipment can be ordered and how long it will take to install so that the purchase can be placed on the March County Board meeting agenda for approval.

3. New Business

- a) Devnet contract. Soat reported that the States Attorney has reviewed the contract and has stated that everything is in order. The contract is paid from the Treasurer's, Clerk's, and Assessor's budgets. There is a three-year option and a five-year option. This contract reflects a nominal increase over the current three-year contract. The departments are happy with the service provided by Devnet. The committee discussed the contract and benefits of signing a longer contract. Carroll made a motion to recommend approval of the three-year contract with Devnet. Marvin Schultz seconded and the motion passed.

4. Other

- a) Treasurer's reports. Soat distributed a final end-of-the-year report of revenues for 2005 that Schultz had requested. Potter commented that she noticed on the 2-month expenditures report that some of the line items are approaching or over

budget compared to the fact that we are only 17% through the fiscal year. Soat reminded the committee that some expenses come due at the beginning of the year.

- b) Assessor's report. A report was received from the Chief County Assessment Officer. The committee discussed the number of complaints received. Schultz asked if the Information & Communications Technology Committee could discuss again the possibility of publishing the assessments on our website. The committee discussed the costs and what would be involved in order to do that. Potter will talk with Joe Kratcha in GIS about the subject.
- c) Board member concerns.
  - i. Carroll reported that he received a complaint from a property owner about questionable ownership of a parcel. The Recorder's Office wants to charge the landowner a fee to correctly record the deed. He questions who is at fault for the recording error. The committee discussed if there is a policy and there doesn't appear to be one. The GIS department has been locating several of these types of parcels that have been recorded incorrectly. Carroll also discussed the action taken at the County Board for the CVB line item transfer. The committee discussed how the contingency line should be used properly. Potter and Soat will meet with the auditor and get a determination from him as to the correct procedure he would like the County Board to use.
  - ii. Schultz commented that there is an article in the Flash newspaper about taxes and questioned if all the statements were correct. Soat was questioned about the hotel/motel taxes and she replied that only a couple of them are behind by a month or two. The committee discussed the hotel/motel tax, including what the proportion of tax collected within the municipalities.
  - iii. Mapes asked what was happening with the health insurance program for next year. The committee did not have any information for him.
  - iv. Soat advised the committee that some of the collector's books have been brought down from the attic and are currently in the hall on the first floor. There was discussion and concern about storing them in the basement. The committee discussed the possibility of getting an igloo at the LRA for storage, or using the company in Dubuque that the Health Department uses for their records. Soat has concerns about the distance to the LRA. The committee discussed the item at length and would like to talk to the County Board chair. The item will be placed on the County Board agenda for discussion.

##### 5. Citizens' Comments – none

Meeting adjourned at 8:25 p.m. following a motion by Mapes and seconded by Carroll.