

COMMITTEE REPORT

COMMITTEE: Finance Committee
CHAIRPERSON: John Creighton
DATE/TIME: January 28, 2003 7:00 pm

PRESENT:

<input checked="" type="checkbox"/> Alexander	<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Berlage	<input type="checkbox"/> Jackson	<input checked="" type="checkbox"/> Sisler
<input type="checkbox"/> Bielenda	<input type="checkbox"/> Lyons	<input checked="" type="checkbox"/> Stoffregen
<input checked="" type="checkbox"/> Carroll	<input checked="" type="checkbox"/> Montelius	<input checked="" type="checkbox"/> Toepfer
<input checked="" type="checkbox"/> Cooper	<input checked="" type="checkbox"/> Potter	<input checked="" type="checkbox"/> Zillig
<input checked="" type="checkbox"/> Creighton	<input checked="" type="checkbox"/> Schubert	

Others: Joe Kratcha, GIS Coordinator
Bret Gempler, GIS Technician
Jean Dimke, County Clerk & Recorder
Duane Olivier, County Administrator

SUBJECT OF MEETING: Joint meeting with Information & Communications Technology Committee.

County department/program review.

- a. Duane Olivier gave a presentation of the County Organization and how the elected positions and appointed positions relate to each other.
- b. Jean Dimke reviewed her written report with the committee in detail, outlining the tasks and responsibilities of the County Clerk and County Recorder offices. The committee had questions about the Tax Sale process. Following her review, the committee discussed receiving compensation for property that is taken off the tax rolls by organizations such as the DNR. Also discussed payroll and the option of direct-deposit. Jean has 3 full-time positions in the County Clerk's office and 3 full-time positions & 1 part-time position in the Recorder's office.
- c. Carol Soat reviewed her written report with the committee in detail, outlining the tasks and responsibilities of the County Treasurer's office. In addition to the report, the committee asked if her office also collected for 911 fees and was told that it does. Carol has 3 full-time positions in her office.
- d. Nancy Miller reviewed her written report with the committee in detail, outlining the tasks and responsibilities of the Assessment office. The committee discussed the job of the 11 township assessors and how to get the work completed on time. Nancy has 4 full-time positions in her office (one position is shared by 2 individuals) and has the services of Bret Gempler in the GIS Office for 2½ days per week updating the GIS mapping system with assessment information.

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- e. John Creighton and the committee thanked the department heads for their enlightening reports and asked them to think about what is most needed for their departments and if any structural or streamlining changes need to be made.
- f. Duane Olivier reported that the Courthouse report will depend on how the space study comes out, and so this discussion will be delayed.
- g. A written report was distributed for the County Administrator's office and was reviewed by Duane. The County Administrator's Office is principally responsible for supporting the County Board and County Board Committees as well as being involved in the preparation and administration of the annual budget, administration of employee personnel policies, management of the County's information technology system. The County Administrator has 1 full-time employee.

Marvin Schultz made a motion to adjourn at 10:10 p.m. John Creighton seconded and the motion passed.

The next meeting will be on January 28, 2003 at 7:00 p.m. in conjunction with the Information & Communications Technology Committee.