

FINANCE
August 6th, 2025

Call to order	<p>The Finance Committee meeting was called to order at 9:00 a.m. by Finance Chairman Gary Koch. Committee members Gerry Krachey, Greg Russell, and Wayne Jerret were present. Bruce Strnad was absent. Also present were Brad Steiner, County Board Vice-Chairman; Holly Tanner, Clerk of Court; Kyle Kozelka, Hwy Commissioner; Mara Mathis, Legal Secretary; Nicole Baumeister, ADRC Director; Greg Callin, Kraemer Brothers; and Roberta Fisher, County Clerk.</p>
Verify posting	<p>The Finance Chairman verified that the meeting notice was properly posted at the Courthouse, Administration Building and on the county website.</p>
Approval of Minutes	<p>Motion by Krachey, second by Russell to approve the minutes from the July 16th Finance Committee meeting. The motion carried with no negative votes cast.</p>
Approval of Bills and Proposals	<p>The Clerk presented three invoices for approval today.</p> <ul style="list-style-type: none">• Johnson Block - \$22,938.80• Klein McCarthy Architects - \$22,002.86• Kraemer Brothers Payment App #11 - \$2,168,774.43 <p>Motion by Jerrett, second by Krachey to approve payment of the above three invoices. The motion carried unanimously.</p>
Shred-It Clerk of Court	<p>This item was moved up on the agenda at the request of the Clerk of Court.</p> <p>Holly Tanner, Clerk of Court, requested approval from the Finance Committee to outsource their department's shredding services to a vendor that is both NAID (National Association for Information Destruction) and AAA certified. Currently, all shredding is handled in-house using a crosscut shredder feeding it a few pages at a time.</p> <p>Motion by Krachey, second by Jerrett to approve the request for the Clerk of Court's office to outsource their paper-shredding services to Shred-It. The cost of this will be absorbed into the department budget. The motion carried unanimously.</p>
Jail Project Update	<p>Greg Callin, Kraemer Brothers Construction, presented an update to the Finance Committee members.</p>

Construction remains on schedule. The structure is nearing completion and full enclosure with roofing is now complete, except the edges. The concrete slab on grade is wrapping up, interior walls being constructed, and the exterior stone is nearly complete. Construction associated with connecting utilities will be starting soon, as will the interior painting. Metal wall panels will be added to the exterior in September, and the building is expected to be fully enclosed by sometime in October.

Gary Koch and Linda Munson have been attending the OAC meetings and obtaining good information.

There is a scheduled “walk through” for the County Board of Supervisors after their meeting on August 19th. Floorplans and finished photos will be provided.

**Discovery
Document Fee**

Mara Mathis, Legal Secretary, informed the Finance Committee today that the District Attorney’s Office is going to charge a \$10 fee for physical discovery documents, which are used as evidence in a case.

The goal is to encourage the defense to use the free email links and request information digitally, as physical copies take longer to compile and require postage, materials, and time. This would be a small revenue source for the department.

**Clerk of Court
Credit Card
Request**

Holly Tanner, Clerk of Court, is requesting approval to obtain a county credit card for her department, as the previous Clerk of Court’s card has been terminated.

Motion by Krachey, second by Koch to approve the request for Holly Tanner to obtain a county credit card. The motion carried unanimously.

Library Donation

At the previous Finance Committee meeting, there was discussion about donating funds to the PdC Library in appreciation for their support while the Administration Building was closed. Their assistance allowed county staff to work from the library, ensuring services to residents continued without interruption and operations continued smoothly.

Motion by Krachey, second by Koch to donate \$1,000 to the PdC Library in appreciation for their support during our recent building closure. The motion carried with no negative votes cast.

Budget Discussion

Gary Koch reported to the committee members today that all funds in the audit showed a positive balance at the end of 2024, allowing us to continue budgeting in the same manner as previous years by utilizing

fund balances and continuing the short-term borrowing with the Highway Department.

There is consideration to reduce the county's share of health insurance premiums from 88% to 80%, which would have minimal impact on employees, resulting in a slight decrease for the Medical Associates plan and a small increase for the Quartz West plans.

**Set August Co
Board Agenda**

There are no Resolutions or Ordinances to present at the County Board meeting. Greg Callin will give a jail presentation. There will be a "walk through" of the jail construction site immediately following the meeting.

Next meeting

August 20th, 2025, at 9:00 a.m.

Adjournment

Motion by Russell, second by Jerrett to adjourn. The motion carried unanimously, and the meeting adjourned at 9:55 a.m.

Roberta A. Fisher, County Clerk