

Administrative & Finance Minutes  
April 8, 2011, 9:00 a.m.

Meeting was called to order at 9:07 a.m. by Chairman West.

Present were Supervisors Kotlowski, Renner, Ward and West. Excused was Sebastiani. Also present was Mary Ann Bays, Chris Murphy and Myckael Rake (SAYL). The meeting was properly noticed. Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote. No public participation and no correspondence.

Motioned by Ward/Kotlowski to deviate to item #17, Discuss and/or act on 2010/2011 Budget (Land Conservation/Dam Project). Motion carried by unanimous voice vote. The toe drain at Lake Sherwood will cost \$205,200 plus \$3,000 engineering costs, \$120,000 is in the original budget, which leaves the account with a <85,200> balance. The committee previously decided to hold off on the Lake Camelot Dam Project, which leaves \$35,000 remaining in 2011 budget. The bouys/survey cost about \$15,000, leaving \$65,000.

Motioned by Ward/Kotlowski to table until May meeting for further discussion for resolution. A draft will be made by Chris Murphy as it relates the dollars needed for Lake Sherwood. Motion carried by unanimous voice vote.

Item #8 Treasurer: Mary Ann Bays handed out investment report. Mary Ann questioned the City of Adams water bill on the Gast property, there was a billing error of \$6,500, the bill should of only been 30 cents. Discussed on-line payment for credit cards/tax payments took place.

Mary Ann and Sue Theisen was in to discuss policy for parcel splits.

Motioned by Ward/Renner to authorize policy to continue and put on agenda next month to have Phil McLaughlin present at next meeting. Motion carried by unanimous voice vote.

MIS: Dawn McGhee was present the phone system was installed April 7, 2011. She reported that money came back from vendor that they bought hours from Tech Resource Advisors with this money. Budget requests for 2012 were sent out per the request of the Tech steering committee. Dawn will be on vacation April 21<sup>st</sup> to May 1<sup>st</sup>, 215 on call hours, overtime if necessary (will use comp time). A mistake was made to the wrong account, will correct by Journal Entry.

Motioned by Kotlowski/Renner to approve minutes from February 18, 2011. Motion carried by unanimous voice vote.

Motioned by Renner/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

Motioned by Ward/Renner to break at 10:35 a.m. Motion carried by unanimous voice vote. Called back at 10:50 a.m. All present. Excuse Sebastiani.

Motioned by Kotlowski/Renner for Mike Harrington to pursue refinancing options for 2003 bonds. Motion carried by unanimous voice vote.

Motioned by Ward/Renner to move forward on the public finance bond for ACEC. Motion carried by voice vote. Abstaining, West. Excused, Sebastiani.

Identify upcoming agenda items: Discuss and/or act on Hutchinson excess expenses and possible contingency fund transfer; Discuss and/or act on fund balance process; Discuss and/or act on fund balance dollar amounts for 2010/2011; Discuss and/or act on Chapter 8 of policy manual; Discuss and/or act on CWCAC loan maturing in 2011.

Next meeting date will be Monday, May 9, 2011 at 9:00 a.m.

Motioned by Kotlowski/Ward to adjourn at 1:25 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording secretary