

Administrative and Finance Meeting Minutes
October 02, 2007, 8:00 a.m.

Called to order by Chairman Sebastiani at 8:07 a.m. Present Davis, Grabarski, Keckeisen, Sebastiani, West.

Motioned by Grabarski/Keckeisen to approve agenda. Motion carried by unanimous voice vote.

Motioned by Grabarski/West to approve the September 10, 11, 12, and 17, 2007 minutes. Motioned carried by unanimous voice vote.

Motioned by Keckeisen/Davis to go ahead with purchasing the new 2008 12 passenger van for \$20,070. Motion carried by unanimous voice vote.

Management letter was discussed. Barb will meet with individual department heads regarding auditors recommendations.

Direct deposit was discussed. Barb will talk with Dawn to see if money is in their budget to cover cost of software. Put on next months agenda for discussion and/or action.

Motioned by Keckeisen/Davis to set animal shelter budget at \$40,000 and look into increasing dog license fees. Motion carried by unanimous voice vote.

Ward present to question positions created by resolutions and to inform the committee of concerns. The information will be forwarded to the Solid Waste Department and Law Enforcement Department for their review and feedback.

Discussion took place regarding W2 nonlapsing funds, no action was taken.

Barb suggested that a business flow analysis be done at Health and Human Services Department. Konecny from Schenck gave Barb a cost that would be approximately \$7,500 for 2 days with 2 people if they completed the analysis.

Motioned by Davis/Grabarski to amend coroner's budget as:

Reduce 100. 05. 51290. 320 to \$1,900
Reduce 100. 05. 51290. 433 to \$300
Reduce 100. 05. 51290. 430 to \$50
Reduce 100. 05. 51290. 431 to \$150
Reduce 100. 05. 51290. 432 to \$2,500
Reduce 100. 05. 51290. 419 to \$300
Reduce 100. 05. 51290. 424 to \$200

Reduce 100. 05. 51290. 481 to \$6,000
Reduce 100. 05. 51290. 351 to \$500
Reduce 100. 05. 51290. 490 to \$300
Reduce 100. 05. 51290. 350 to 0

The new levy set at \$38,222. Motion carried to amend coroner's budget carried by roll call 4 yes, 1 no. Voting yes Grabarski, Davis, West, Sebastiani. Voting no, Keckeisen.

Motioned by Grabarski/Davis to clear Health and Human Services deficit of \$423,183. Motion withdraw by Grabarski/Davis. To be placed on the agenda with exact figures i.e. retro wages, litigation settlement, nonlapsing accounts etc.

Motioned by Keckeisen/West to approve Resolution for birth certificates as submitted to include any changes made by corporation counsel. Motion carried by unanimous voice vote.

Motioned by West/Grabarski to approve deputy clerk job description as submitted to include any changes made by corporation counsel. Motion carried by unanimous voice vote.

Set agenda for October 3, 2007 at 3:00 p.m. to include 2008 budget, resolution to transfer funds for Health and Human Debt and utilities costs for Community Center.

West excused at 11:25 a.m.

Motioned by Grabarski/Keckeisen to continue with United Way payroll deduction. Motion carried by unanimous voice vote.

Reports were submitted by Barb.

Motioned by Keckeisen/Davis to adjourn at 12:31 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary