

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, September 29, 2014 9:00 a.m. Room A231

The meeting was called to order by Chairman West at 9:02 a.m. The meeting was properly noticed. Present: Babcock, Grabarski, Hamburg and West. Excused: Kotlowski. Also present: Wollin, Zander, Helgeson, Pierce, Cable, Fahrenkrug, Nickel, Kotlowski(Pat), Gervais and Phillippi.

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

*Item #5: Discuss and/or act on bonding/refinancing, etc.* Place back on October 1<sup>st</sup>, 2014 agenda for further discussion.

*Item #6: Discuss and/or act on Schenck extension/rollover.* Motioned by Grabarski/Hamburg to approve Schenck's extension/rollover removing preparation of form A (state financial report) and to approve JC Consulting to prepare cost allocation and prepare form A (state financial report). Motion carried by unanimous voice vote.

*Item #8: Discuss and/or act on options relating to vacancy in Treasurer's Office.* Motioned by Hamburg/Babcock to fill Treasurer's vacant part-time position of 960 hours per year. Motion carried by unanimous voice vote.

Present: Pat Kotlowski at 9:39 a.m.

Road construction discussions took place regarding CTH C, G, M, P and Z.

Motioned by Hamburg to designate road construction funding to something rather than just CTH P. No second. Motion failed.

Present: Edwards at 10:12 a.m.

Motioned by Hamburg to remove 8.3 million from bonding. Withdrew his motion.

Discussion regarding fairgrounds bonding took place, it was decided to request Jim Grabarski to attend the October 2<sup>nd</sup>, 2014 meeting.

Present: Gervais at 10:30 a.m.

**Recess:** Motioned by Hamburg/Grabarski to recess at 10:39 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Committee was called back to order at 11:44 a.m. by Chairman West. All present.

*Item #9: Discuss and/or act on vehicle for Emergency Management 2015 budget proposal.*

Discussion regarding MABA (Mutual Aid Box Alarm System); employee can't respond to with a private vehicle. The committee didn't reinstate vehicle funding.

*Item #10: Discuss 2015 Budget.* Parks 100.41.55300.350 should be \$0.

The committee would like follow up/explanation on the following accounts:

240.38.54592.342

240.38.54592.343  
240.38.54592.419

Motioned by Hamburg/Babcock to send Health and Human Services budget back to reduce by \$75,000/\$100,000 to be returned to County Clerk by Wednesday for committee on Thursday. Motion carried by unanimous voice vote.

The committee would like follow up/explanation on the following accounts:

100.18.52100.906

100.18.52100.326 \$20,000 (Vehicle lease) Is there a purchase/additional vehicle or has the lease amt increased? Do donations cover the K9 expenses.

Motioned by Grabarski/Hamburg to send Law Budget back and to reduce by \$40,000/\$50,000 to be returned to County Clerk by Wednesday for committee on Thursday. Motion carried by unanimous voice vote.

Upcoming agenda items:

*Discuss and/or act on vehicle for Emergency Management 2015 budget proposal;*

*Discuss and/or act on bonding/refinancing, etc.;*

*Discuss and/or act on Document Indexing System.*

Next meeting date set for October 1<sup>st</sup>, 2014 at 4:00 p.m.

Motioned by Hamburg/Grabarski to adjourn at 2:04 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippe

Recording Secretary

These minutes have been approved by the committee.