

ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, March 8, 2013 1:00 p.m. Room A160

The meeting was called to order at 1:05 p.m. by Chairman West. The meeting was properly noticed. **Present:** Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Molly Buchholz, Darcie Beckman, Nick Segina, Phillippi and Zander.

Motioned by Sebastiani/Kotlowski to approve the agenda. Motion carried by unanimous voice vote. The approval of February 18, 2013 minutes was postponed until the next meeting.

Public Participation: None

Correspondence: None

Discussion on Administrative Coordinator/Director of Finance office activities. The sales tax report submitted for Caste Rock and Petenwell Parks, local contribution from Park was missing local collection. Courthouse collection was not included at previous meeting. Total sales tax is \$4,600.00, about \$270.00 in 2012, including .5% only. Kotlowski would like to subtract DMV tax, cars, boats, motors, grocery stores, paid in county to see the net balance collected in sales. The amount collected isn't broken down in order to subtract the specific collections. The committee was satisfied with the information as collected. Annual audit schedule April 8, 2013 thru April 12, 2013. There is a tight timeline, focus on tasks and specific assigned duties assessed/assigned to team members. Additional staff hours are needed to complete and be ready for the audit. Additional funds available from vacancy will cover the cost of wages. Interview process complete. Offer has been made and accepted. Start date March 18, 2013. There were no changes to report on the contingency fund/general fund balance. The cash reconciliation for January is still being worked on, numbers need to be adjusted. The deadline to complete it is March 15, 2013. New sales tax revenue report was submitted, we met what was budgeted. Djumadi requested at the previous meeting to see the detailed sales tax analysis. Larson will bring it forward in April, as it is not complete as of today. The approval of the check register will be done next month because there was no time to review it.

Discussion on Treasurer's office activities. Zander reported that there is \$5,000,000.00 worth of delinquency settlements that were mailed out. Mary Ann Bays assisted with tax deed properties. Last 5 sold, finalizing check received transfer. There is a lien for \$6,500.00 on a gas tank at the P&J Convenience Store that we will be paying. Mistake on last month's investment report. This month reflects accurate monies. Three more tax deed properties were paid.

Discussion on County Clerk's office activities. West will talk to Albert about claims.

Motioned by Djumadi/Babcock to amend Administrative & Finance Committee Rule C, adding #8 Reviews and recommends salaries, benefits and compensation structure for all personnel to the Executive Committee for review, and to amend Executive Committee Rule C #9 to read review the recommendation of the Administrative & Finance Committee regarding salaries, benefits, and compensation structure for all

personnel to submit to County Board for final approval. Motion carried by unanimous voice vote.

Discussion on MIS office activities. Phone system installed at Highway Department on Tuesday. RMM, money for February, main contract. Holding outstanding 10% of project incomplete approximately \$4,000. \$1,200 contracted services left, made changes to firewall. Update on Rome project, RMM cost \$1,562 to set up internet, \$3,500 to update Rome Project and get the service up. New reporting sample was explained. This will be available on a monthly basis to show their work. Phantom phone calls are being made to dispatch and pod every month. The number of calls varies, narrowed it down, they are from Element Mobile. Upgrade to panic button from Lynx System. There are two features, monthly testing and updating contact information/location, both which will be nice features.

Djumadi reported: Janet Wimmer gave her resignation. Dana Hendrickson is retiring.

Discussion regarding the accuracy of the County Board rules took place. Areas of concern identified included; Board of Adjustments, drainage district, ethics/ordinance. Motioned by Djumadi/Sebastiani other board rule issues should be brought forward to the appropriate committees to bring forward to county board for a vote. Motion carried by unanimous voice vote.

Discuss and/or act on unexpended funds from prior year grant money at Health & Human Services. Larson brought forward information so the committee was aware that Health & Human Services encumber expenses to 240.28.54509.433. Motioned by Djumadi/Kotlowski to spend dollars in the amount of \$653.45 from youth services collected in 2012, but set up account to 240.28.54509.350.106 for expenses. Motion carried by unanimous voice vote.

Larson reported that MEUW will present a March department head meeting. Alpha Terra contacted us, they saw MEUW's Safety Program. They feel they have a program similar. Alpha Terra is coming to the April department head meeting to present.

Items on next agenda:

Discuss and/or act on County Board Rules, clarifications of rules

Next meeting date: Friday, April 5, 2013 at 8:00 a.m.

Motioned by Kotlowski/Djumadi to adjourn the meeting at 2:24 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

/s/ Cindy Phillippi

Recording Secretary

These minutes have been approved.