

## ADMINISTRATIVE & FINANCE MEETING MINUTES

August 13, 2015 4:00 p.m. Room A160

The meeting was called to order by Vice-Chairman Grabarski at 4:00 p.m. The meeting was properly noticed.

Members present: Grabarski, Kotlowski, Hamburg and Babcock. Excused: West. Also present: Collins, Zander, McGhee, Wollin, Jason Reichoff and Phillippi.

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

Motioned by Babcock/Hamburg to approve the meeting minutes of July 9, 2015. Motion carried by unanimous voice vote.

**Present:** West present at 4:04 p.m.

West took over as chair at 4:06 p.m.

Public Participation: None

Correspondence: None

*Item #8 Discuss and/or act on capital purchases for Solid Waste.* Motioned by Kotlowski/Hamburg to take \$43,000 out of the contingency fund as part of \$250,000 project, put into account #600.26.53630.920. This will be paid back by the Solid Waste Department. Motion carried by unanimous voice vote.

*Item #9 Discuss and/or act on Health & Human Services' building insulation project costs and funding.* Motioned by Hamburg/Kotlowski to take \$15,000 out of the contingency fund and put into 420 fund for phase one of the insulation project. Motion carried by unanimous voice vote.

### *Item #10 MIS*

- a) *Office activities:* Update given. Update was provided on the safety project.
- b) *Financial report:* Motioned by Hamburg/Kotlowski to accept MIS financial report. Motion carried by unanimous voice vote.

### *Item #11 Treasurer*

- a) *Tax deed property update:*
- b) *Financial report:* Motioned by Babcock/Grabarski to approve the Treasurer's financial report as provided. Motion carried by unanimous voice vote.
- c) *Office activities:*

### *Item #12 County Clerk/ACDoF*

- a) *Office activities:*
- b) *Discuss 2016 budget:*

- c) *Update on health insurance rates:* No action taken.
- d) *Discuss and/or act on insurance and wages:* No action taken.
- e) *Discuss and/or act on update of GIS job description:* Motioned by Grabarski/Hamburg to approve the GIS job description. Motion carried by unanimous voice vote.
- f) *Discuss and/or act on pay adjustment ME:* Motioned by Hamburg/Grabarski to approve the retro pay adjustment for the Medical Examiner in the amount of \$4,287.11 from calendar year. Motion carried by unanimous voice vote.
- g) *Update on 2014 audit:* Draft is being worked on. It should be out by Friday.

Upcoming agenda items:

*Discuss and/or act on Health & Human Services' building insulation project costs and funding;*

*Discuss 2016 budget;*

*Update on health insurance rates;*

*Discuss and/or act on insurance and wages;*

*Update on 2014 audit.*

Next two meeting dates are September 1<sup>st</sup> at 2 p.m., and September 14<sup>th</sup> at 8:30 am.

Motioned by Grabarski/Kotlowski to adjourn at 5:49 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi  
Recording Secretary

These minutes have been approved by the committee.

CP\ck