

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, October 8, 2012, 8:00 AM Room A260

Meeting was called to order at 8:02 a.m. by Chairman West. Present: Babcock, Djumadi, Kotlowski, Sebastiani, and West. Also present: Julia Metcalf, Loretta Drinkuester, Phillippi, and Larson. The meeting was properly noticed.

Motioned by Sebastiani/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.  
Motioned by Djumadi/Babcock to approve prior meeting minutes May 4, June 11, August 13, September 10, 13, 14, and 18<sup>th</sup>. Motion carried by unanimous voice vote.

Public Participation: Not allowed stated by Chairman West.  
Correspondence: None

Motioned by Babcock/Kotlowski to approve resolution supporting legislation requiring on-line only and retailers to collect and remit Wisconsin sales tax. Motion carried by unanimous voice vote.

Julia Metcalf, Oxford Library Director and Loretta Drinkuester, Library Board of Trustees President were present to discuss funding for the Oxford Public Library. West said that there is \$5,000 in budget for Oxford Public Library.

Motioned by Djumadi/Kotlowski to approve County Clerk office job descriptions with changes as such "Required Qualifications" Deputy Clerk with additional education or training in administrative and/or business type courses. "Required Qualifications" Clerk Typist with prior experience in an office setting. Discussed union classification on job description, as it identifies wage classification that corresponds to the wage scale the language was left. Motion carried by unanimous voice vote.

Motioned by Babcock/Kotlowski to move Hillbert Communications resolution for bonding to next meeting, October 12, 2012. Motion carried by unanimous voice vote.

Larson reported that the following changes transpired since the last meeting. GTA for Hwy were \$200,000 less than anticipated, reworked the budget to reflect this change. EPCRA dollar amount was received by Gervais for Emergency Management which equals a balanced budget, with no levy impact.

Child Support brought changes forward to shift overtime to on-call. Filing and scanning can be completed by on-call person rather than paying overtime. 900 move from overtime to on-call pay. This will allow for scanning once or twice a month, of the files that are closed. Djumadi questioned outside counsel services and if all legal was performed by them. Barnes said yes. Djumadi stated there will be no new positions for 2013, was not in favor of on-call.

Sheriff's Department brought revenue changes forward. Green reviewed draft budget and found that the originally budget figures submitted were not reflected accurately. Corrections submitted to finance were:

100.08.51330.120 was \$900, should be \$0

100.08.51330.141 was \$500, should be \$1,400

Motioned by Sebastiani/Kotlowski to move \$900 from 100.08.51330.120 and increase 100.08.51330.141 to \$1,400. Motion carried by roll vote, 3 yes, 2 no. Voting no, Kotlowski and Djumadi.

Murphy present for discussion related to account 100.44.56150.316, \$30,000 contract service. The office clerk is doing some field work in addition to office work. When Matt moved to the Planning and Zoning Department, work that was nonrelated to the Shoreland Protection Ordinance was taken over by Murphy. Some of the items include general engineering, Storm Water Run Off, and Nutrient Management. New Chester Dairy came, increasing the workload. DNR is a main player, however, they are not in the field. Murphy is working with the DNR and is also working on the County's ordinance.

The workload has doubled with New Chester Dairy. The state mandates that the Nutrient Management Plan and the Confined Feedlot Animal Operations be implemented. It is unrealistic for Murphy to manage, especially with the one coming into Richfield.

Genrich present. Genrich explained his role as an educator and plan developer. He would help create the plan and encourage them to practice it. There is a distinct difference between implementation and noncompliance. Their statutes indicated noncompliance, which falls under the jurisdiction of the Land and Water Department.

Djumadi indicated again, that the committee agreed there would be no new positions added to the 2013 budget and that calling it on-call, LTE or a contract, is still a position.

Murphy indicated the position would be shared by two other counties. Marquette and Waupaca have already passed the funding. Contracted services is the future for the department, along with sharing staff, which is very similar to the NCRPC. Murphy indicated that half of his job is related to NR151 implementation. The DNR wants to know what we as a county are doing regarding Nutrient Management. Staff funding will be affected. This is one of the objectives of this contract, besides education, technical assistance and information sharing. Individuals must comply with county, state and federal regulations. Next year, Adams County's primary focus will be on the implementation portion. Genrich will educate and help with the plan. The county currently is behind the ball on nutrient plans. This will help be more progressive.

Helmrick present. Discussion related to the Circuit Court Video Conferencing repair took place. The video conferencing system crashed. Neither the audio nor video can connect to any other agency. Two components went down at the same time. Neither of the components is covered by the Smart Care Maintenance Agreement. The over the phone estimate was \$2,300 for 30 days, \$3,800 for 10 days, and \$500 overnight plus \$150 service call.

Motioned by Sebastiani/Kotlowski to repair Circuit Court Video Conferencing System. Once the bill is received, submit it to the finance committee for determination of payment. Motion carried by unanimous voice vote.

Guerin present. Djumadi questioned the agreement allowing a full-time person to work part-time and that agreement is up for review. If the work can be performed on a part-time basis, why is it being budgeted as a full-time position? Guerin explained that he carried a heavy workload and was picking up the excess work and he is bumping up against the maximum 200 hours of vacation time. There are 2400 approximate veterans' and 100 active cases. Djumadi wants to have some explanation of what is not getting done if full-time is needed. Guerin said it was researching cases and reports.

Pisellini present. Pisellini indicated the position has prorated benefits.

Djumadi believes it should be part-time if the person is only working part-time. Larson provided the committee with a savings of \$7,360, if the position is reduced to part-time. Guerin spoke of the \$10,000 grant from state and the agreement. Part of the agreement is to authorize staff to attend training and the office remain open. The levy amount is only \$124,965.

A soldier and sailor account is required by the statutes. Donations have been going back to the General Fund, when they are not being utilized. Phillippi indicated this could be identified as a carryover account as the funds are donated. A resolution should be submitted, Larson will work on this.

**Recess:** Motioned by Sebastiani/Kotlowski at 10:05 a.m. Motion carried by unanimous voice vote.

**Reconvened:** Called back to order by Chairman West at 10:15 a.m. All present.

Nickel and Tolley present to discuss options related to fairgrounds mowing. They are purchasing a new

mower. The old mower is about 20 years old. Nickel indicated that it would take 2-3 people 1 day to mow approximately 3 times per year at fairgrounds. An option could be to also include volunteers, outlying parks personnel and LTE/seasonal employees.

A new account will be set up, 100.41.55460.343, for \$1,000 to mow fairgrounds and provide gas. 100.73.55460.920 was \$10,900 should be \$0, as a new mower will not be purchased to mow the fairgrounds. Larson will inform Grabarski.

Discussion about increasing user fees took place. Also discussed the sites on the water. There are approximately 20-25 sites out of the 700, that have no roads between them and the water. Nickel explained that their budget is now paying for unemployment that had been previously paid for by another fund. They are also paying a portion of the administrative staff's wages. The county has projects that are pending and in progress. They have projected 1.2 million earnings for 2013; a deficit of \$200,000. The committee is still looking into the road issue related to the Town of Monroe. Djumadi requests that the Parks Committee have a follow up discussion with the Town of Monroe, related to the road, as it has not happened yet.

Larson referenced a 3 year rotation plan with a point system that Clark County has implemented. Nickel is not familiar with their plan, he is not aware of their size and if this is manageable. There is a significant difference in managing 180 sites compared to 500, however, he is not opposed to looking at it. Larson will forward all related information to Nickel.

West would like Nickel to keep in mind small incremental fee increases. Nickel does not believe that it is feasible to increase the day use fee. West spoke of a reduction to tax payers. Nickel indicated they are looking at the fee schedule.

Marcia Kaye present. Discussed on-call pay. Kaye stated she has been in the position 2½ years and she is not taking the health insurance. She stated that if she were to leave, the county would have to pay someone else health insurance. All she is asking for is 4 days per month, at \$10.00 per hour, an on-call worker to help with filing. Larson indicated that once her office is up and functional, they should have someone that can help Kaye. There is a potential to utilize staff across departments. NEO Gov needs to be fully operational, maintained up and running. Kaye is sending letters to candidates and trying to stay on top of that. Department heads need to be trained on NEO Gov. She is also sending emails to department heads.

Phillippi questioned the change in the budget account 100.R.73.43410 state shared revenue. Larson explained it should be \$93,818, not \$81,833, as a new figure came in.

Kate Anger-Seep, Treasurer for City of Wisconsin Dells, David Wabick, ABWLLC, Damon Zumwalt and Mike Moyzis from Woodside were present to discuss Woodside Ranch Project at 11:30 a.m. There were six conditions and different revenue sources pledged. The initial request of \$8,000,000 is now down to \$3,000,000 so they are no longer able to pledge revenue. SBA loan to fill the financing gap.

Pisellini questioned utilization of the facilities and if they would be equally used, or if this one would be secondary to the Juneau County one. The site was never to be a secondary site, as both were to be used equally.

Wollin, Green and Fahrenkrug present to discuss following changes to Sheriff's Department.

Add to resolution: CSC also be guaranty, 7 years from 10 years. There should be a provision that indicates a TIF cannot be created. However, it was indicated that the statutory cannot be amended because it is maxed out land wise. The land was annexed last year.

Discussion regarding Sheriff's Budget:  
100.18.43525 should be \$28,000  
100.18.46215 should be \$23,000  
100.18.49300 should be \$45,500  
100.18.52120.920 should be \$14,334  
100.18.52300.920 should be \$172,000  
100.18.52100.122 should be \$500, not \$0

Kotlowski present to discuss Highway budget changes.

700.25.47331 should be \$5,311,757  
700.25.47391 should be \$251,260  
700.25.53310.370 should be \$2,788,999  
260.25.53310.370 should be \$2,913,617  
260.25.43531 should be \$1,389,345

**Excused:** Sebastiani at 1:40 p.m.

Wages, contingency and capital improvement were discussed. Larson would like to create 420.12.51630.920 for capital improvements, however the committee decided 100 12 516130.920 would be sufficient. 100.75.59100 should be \$708,190, this should cover WRS if it is overturned.

Motioned by Djumadi/Babcock to approve the resolution related to Woodside Ranch, contingent upon Quarrels Brady's approval. Motion carried by roll vote, 3 yes, 2 no. Voting no, Kotlowski, and Sebastiani.

Next meeting date set for October 12, 2012 at 1:00 p.m. Agenda items:

Administrative Coordinator/Director of Finance:

- a. Office activities;
- b. Report contingency fund/general fund balance;
- c. Cash reconciliation;
- d. Approve check register;

MIS:

- a. Office activities;
- b. Financial report;

Treasurer:

- a. Tax Deed Property update;
- b. Financial report;
- c. Office activities;

Discuss and/or act on other general 2013 Budget;

Discuss and/or act on Hillbert Communications resolution for bonding

Motioned by Djumadi/Kotlowski to adjourn at 1:36 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi  
Recording Secretary