

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

February 17, 8:00 a.m., Room A160

The meeting was called to order by Chairman West at 8:00 a.m.

The meeting was properly noticed.

Present: Renner, Ward, West, Sebastiani and Kotlowski. Also present: Phillippi, Kaye, Djumadi, Larson, Benish, Wollin, Barnes, McLaughlin, Albert, Grosshuesch, Wellumson, Shannon McMullen and Delaney McMullen.

No correspondence.

Motioned by Sebastiani/Renner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Sebastiani to approve January 13, 2012 minutes. Motion carried by unanimous voice vote.

Barnes present at 8:27 a.m. Benish left at 8:28 a.m.

Motioned by Sebastiani/Kotlowski to deviate to item #9 on the agenda. Motion carried by unanimous voice vote.

Larson provided handouts to the committee.

Motioned by Ward/Sebastiani to deviate to item #10C on the agenda. Motion carried by unanimous voice vote.

Motioned by Renner/Sebastiani to proceed with resolution for refinancing debt issues from 7/1/2005 for \$6,000,000 and the debt issue from 3/1/2004 for \$2,980,000. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to approve check register. Motion carried by roll call vote, 4 yes and 1 no. Voting no, Ward.

Motioned by Ward/Kotlowski to deviate and discuss employee wages; (8:20 a.m.) Motion carried by unanimous voice vote.

Grosshuesch, McLaughlin, Albert and Wellumson present at 8:50.

Albert left at 9:15 a.m.

McLaughlin and Barnes left at 9:50 a.m.

Motioned by Ward/Renner to put into effect (pay scales) step increases as previously in Collective Bargaining Agreements, retro to January with no percentage increase. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to take a 5 minute recess at 10:30 a.m. Motion carried by unanimous voice vote.

Meeting was called back to order at 10:40 a.m. All present.  
Murphy was present at 10:40 a.m.

Administrator Coordinator report was given. Budget revisions for Land and Water Conservation including \$171,128 R/E and \$197,125 R/E was discussed.

Motioned by Sebastiani/Ward to try on a 6 month trial basis, contract in lieu of filing computer support specialist position. Motion carried by unanimous voice vote.

Next Meeting Date: March 9, 2012 – 8:00 a.m.

Items for next agenda:

- Discuss and/or act on Oxford Library funding
- Resolution relating to Animal Shelter financing

Motioned by Kotlowski/Ward to adjourn at 12:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary  
These minutes have not been approved.