## Administrative and Finance Meeting Minutes February15, 2008 8:15 a.m.

Called to order by Chairman Sebastiani at 8:15 a.m. Present, Sebastiani, keckeisen, Grabarski. Excused West, Davis.

Motioned by Grabarski/Keckeisen to approve 2/14, 2/18, 1/10,1/15, and 1/16 minutes. Motion carried by unanimous voice vote.

Discussion took place on resolution to create a full-time clerk receptionist in VSO office and transfer of \$39,772 from General Fund.

Discussion took place on resolution to create meal site at the Town of Rome and create a 30 hour per week part-time position and transfer of \$40,701 from the General Fund.

Discussion took place on resolution for Health and Human Services and the transfer of \$423,180 from the General Fund to cover the 2006 deficit.

Discussion took place regarding the Food Pantry utilization of the Old Highway Building. A letter was received from James Smith regarding concerns of people standing outside in the cold.

The committee will tour the building and respond.

Motioned by Grabarski/Keckeisen to draft a letter and send it to Mr. Smith. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to accept letter of engagement form Quarles and Brady to be our bond counsel. Motion carried by unanimous voice vote.

Barb gave the committee an update that the auditors have reconciled cash thru October.

The committee wants copies of cash reconciliation each month.

The auditor will be here the last week of February to work at Highway. Sherry will be closing highway books at the end of each year.

Barb will be on vacation the last week of February.

Barb will be working with Myrna at Solid Waste to set up the enterprise fund and have them start to utilize Kemp Software.

On March 4, 2008 at 10:00 a.m. the technology security report will be reviewed by the committee. The agenda will be set after discussion with Jack Albert.

Barb inquired as to whether she was to write a resolution to implement a flat dollar amount for mileage in lieu of 50  $\frac{1}{2}$  cents a mile for specific departments.

Motioned by Keckeisen/Grabarski that the committee will take no action on potential resolution to limit mileage to a specific dollar amount and that a supervisor or committee can handle it at their level. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen that all departments will comply with resolutions regarding payments back to the general fund for the years of 2006, 2007, 2008 and forward. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to allow a payment in the amount \$1,449.00 to pay 5 star telecom for costs incurred during move and that the money is to come from dollars already allocated from the contingency fund. Motion carried by unanimous voice vote.

MIS – Dawn submitted a resolution for Local Government Customer Service Agreement with US Cellular for the Initial Contract. This resolution will go to the March County Board Meeting. Motioned by Grabarski/Keckeisen to approve and sign the resolution. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to allow County Clerk to have a petty cash account and it be maintained at \$200.00. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to recess for lunch at 12:00 p.m. Motion carried by unanimous voice vote.

Called back to order by Chairperson Sebastiani at 1:15 p.m. Present Grabarski, Keckeisen, Sebastiani. Excused Davis, West.

Opened bid on parcel #20-163, .03 acre, land located in the Town of New Chester, there was a \$5.00 down payment and the bid was for \$50.00. The bid was submitted by Thomas J. Larson. Motioned by Grabarski/Keckeisen to accept the bid as submitted. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to adjourn at 2:25 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted, Cindy Phillippi

**Recording Secretary**