

ADMINISTRATIVE & FINANCE MEETING MINUTES

September 10, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:08 a.m. The meeting was properly noticed. Roll call, present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Larson and Phillippi.

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

Item #6 Discuss and/or act on 2014 Budgets.

District Attorney – Bonnett present at 8:32 a.m., no changes. Bonnett left at 8:39 a.m.

Medical Examiner – Rogers present at 8:42 a.m., no changes. Rogers left at 9:51 a.m.

Motioned by Djumadi/Babcock to put \$30,000 into Miscellaneous Budget account #100.73._____.316, setting up new function for Safety Committee to be administered by Safety Committee, and to remove \$2,500 from account #100.E.22.51415.316. Motion carried by unanimous voice vote.

Administrative Coordinator –

Motioned by Djumadi/Sebastiani to correct the following:

- 100 E 22 51415 433 should be \$1,150
- 100 E 22 51415 316 should be \$0
- 100 E 22 51415 420 should be \$150

Motion carried by unanimous voice vote.

Clerk of Courts – Dye present at 9:33 a.m., no changes. Dye left at 10:05 a.m.

Wollin present at 9:40 a.m.

Recess: Motioned by Djumadi/Babcock to recess at 10:05 a.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 10:15 a.m. Roll call, all present.

Probate – Reynolds present at 10:19 a.m., no changes. Reynolds left at 10:30 a.m.

Child Support – Barnes present at 10:30 a.m., no changes. Barnes left at 11:04 a.m.

Corporation Counsel - Wagner present at 10:50 a.m.

Motioned by Kotlowski/Djumadi to correct the following:

- 100 E 07 51320 420 should be 495
- 100 E 07 51320 432 should be 300
- 100 E 07 51320 433 should be 660

Motion carried by unanimous voice vote.

Eggebrecht present at 11:00 a.m.

Recess: Motioned by Djumadi/Kotlowski to recess at 11:26 a.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 11:36 a.m. Roll call, all present.

Parks – Nickel, Tolley and Miller present at 11:24 a.m. Motioned by Djumadi/Kotlowski to take \$10,000 from Administrative wages and split between Castle Rock and Petenwell Park. Motion carried by unanimous voice vote. Nickel, Tolley and Miller left at 12:56 p.m.

Kotlowski excused at 12:56 p.m.

Emergency Management – Gervais present at 1:20 p.m., no changes. Gervais left at 1:46 p.m.

MIS – McGhee present at 1:46 p.m., no changes. McGhee left at 2:26 p.m.

Airport – Scott present at 2:20 p.m., no changes. Scott left at 2:46 p.m.

County Board - Motioned by Sebastiani/Djumadi to correct the following:

- 100 E 01 51100 should be \$52,000
- 100 E 01 51100 419 should be \$1,050

Motion carried by unanimous voice vote.

Veterans Services – Guerin present at 2:40 p.m., no changes. Guerin left at 3:14 p.m.

County Clerk - Motioned by Sebastiani/Djumadi to correct the following:

- 100 R 09 46100 should be \$17,100, not \$12,100, as a one-time budget revenue to remove revenues for account and transfer from special bank account to the county general fund
- 100 E 09 51420 122 should be \$13,919
- 100 E 09 51420 210 \$10,344
- 100 E 09 51420 211 should be \$10,462

Motion carried by unanimous voice vote.

Library – Wavrunek and Mary Nelson present at 3:25 p.m.

- 100 E 40 55110 145 should be \$0
- 100 E 40 55110 433 should be \$640

Wavrunek and Nelson left at 3:35 p.m.

West excused at 3:35 p.m. Sebastiani took over as chair.

Kaye present at 3:55 p.m.

Item #7 Discuss and/or act on recommendation of Reclassification of the Lead Foreperson position to Building and Grounds Director. Motioned by Djumadi/Babcock to temporarily use wage as a placeholder as recommended by Kaye of \$20.37 and to have Administrative Coordinator/Director of Finance office increase budget to reflect placeholder. Motion carried by unanimous voice vote.

Item #8 Discuss and/or act on the \$35 surcharge fee for any employee currently enrolled in WEA Trust health insurance that chooses not to participate in the Health Risk Assessment. Discussed and acted on at September 9, 2013 meeting. No further discussion.

Next meeting date set for September 11, 2013 at 8:00 a.m.

Items on next agenda: None

Motion by Djumadi/Babcock to adjourn at 4:03 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi

Recording Secretary

These minutes have been approved.