

Administrative and Finance Meeting Minutes

January 4th, 2008

8:00 a.m.

Called to order by Chairman Sebastiani at 8:00 a.m. Present Grabarski, Sebastiani, Keckeisen, Loken. Excused West, Davis.

Motioned by Keckeisen/Grabarski to move Solid Waste fund from a Special Revenue Fund to an Internal Service Fund. To strike ~~An example of this is the Highway Fund~~ on page 3, section B (2), lines 27 and 28 and insert Adams County Internal Service Funds at this time consist of the Highway Department and Solid Waste Department. Motion carried by unanimous voice vote.

Motioned by Grabarski/Loken to strike ~~however, Oversight and Administrative & Finance Committee shall be informed of deviations as stated above~~ on page 4, section 3.05, lines 28 and 29. Motion carried by unanimous voice vote.

Motioned by Loken/Grabarski to strike ~~timely~~ on page 4, section 3.05, line 32 and insert monthly. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to insert Board after County and before adopts on page 5, section 4.01, line 4 and add however the budget is developed and maintained at the line item level on page 5, section 4.01 line 5 after the words department level. Motion carried by unanimous voice vote.

Motioned by Grabarski/Loken to strike ~~\$20,000~~ on page 5, section 4.05, line 23 and insert \$5,000. Motion carried by unanimous voice vote.

Discussion took place and the committee would like work prior to be capitalized and bolded on page 5, section 4.05, line 41.

Motioned by Grabarski/Keckeisen to strike ~~5th and business day~~ on page 6, section 5.02, lines 11 and 12 and insert 18th of the month. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to insert on page 6, section 5.02, line 14, add before the word Each, No departmental bank accounts may be established without prior authorization of the Administrative Coordinator Director of Finance and the Administrative Finance Committee. All such accounts must follow County policies. On line 16 add behind quarter the word, with a summary report presented to the Administrative Finance Committee. Motion carried by unanimous voice vote.

Motioned by Grabarski/Loken to strike ~~An adding machine tape shall be prepared~~ on page 10, section 13.03, line 44 and insert Supporting documentation shall be prepared in it's place. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to print text in bold on page 10, sections 13.01 and 13.02 lines 29 thru 34. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Grabarski to reduce \$20,000 to \$5,000 and \$5,000 to \$2,000 on page 13, section 17.07. Motion carried by unanimous voice vote.

Motioned by Loken/Grabarski to insert the word Prior on page 14, section 19.01 line 12 after available and before approval and on line 14 after budget and before approval. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to strike ~~Must be approved by the Oversight committee provided it's been approved in the budget. If it is not approved in the budget, approval shall be granted, by Resolution of the County Board. Reference shall be made to the department's Staff Development Summary included in the annual budget document to reference any approved out of state conventions, seminars and training~~ on page 14, section 19.02, lines 16 thru 19 and Insert the following: All out of state travel and expenses related shall be authorized by Resolution of the County Board. Motion carried by unanimous voice vote.

Recess: Motioned by Grabarski/Loken to recess at 12:15 p.m. until 1:30 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order at 1:30 p.m. by Chairperson Sebastiani. Present Grabarski, Keckeisen, Loken. Excused Davis, West. Also present Mike Harrigan, from Ehlers.

Discussion regarding refunding bond issue April 1999, balloon payments on promissory note issues December 2004 and October 2006 and incorporating the financing of the New County Communications System for \$3,105,000.

Motioned by Grabarski/Keckeisen to approve proposed 2008 Capital Financial Plan and Resolution. Motion carried by unanimous voice vote.

Motioned by Grabarski/Loken to adjourn at 2:50 p.m. until 8:00 a.m. on January 7th at 1:30 p.m. agenda item to consist of discuss and or act on fiscal policy. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary