

Administrative & Finance Minutes
February 18, 2011, 9:00 a.m. Room A160

Meeting was called to order at 9:02 a.m. by Chairman West.

Present were Supervisors Kotlowski, Renner, Sebastiani, West and Ward.
Also present were Mykeal Rake and Chuck Price.

The meeting was properly noticed.

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

No public participation and no correspondence.

Motioned by Ward/Renner to approve minutes from January 13, 2011. Motion carried by unanimous voice vote.

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

Solid Waste: Have Myrna come next month.

Highway: \$387,230.12 will be handled with a journal entry in fund 260 fund instead of 700 fund, 2010 overage. Highway Chairman Babcock to discuss land acquisitions—purchase that are still continuing.

Motioned by Ward/Kotlowski to approve credit card policy and forward to Ad Hoc Committee. Motion carried by unanimous voice vote.

Motioned by Renner/Kotlowski to approve Re-approval of DNR/DMV banks accounts for the County Clerk's Office. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to approve creating the following revenue accounts for the Medical Examiner—Death Certificates, Cremation Permits, Morgue Fees, Removal Fees, Record Request & Disinterment Permits. Motion carried by unanimous voice vote.

Treasurer: Title search on 181 properties is almost done. January financial investment report was submitted.

MIS: Dawn present at 11:25 a.m. Dawn reported:

- the storage attached network project is going well
- computers support specialist—OT or comp-time
- VNC remote software is better able to support users
- 911 upgrade is gathering numbers, we are upgrading circuits and all phone numbers associated with lines coming in. Any number leaving this building will say Adams County. The upgraded circuit should save the county \$1,000 a month in basic phone charges.
- The Parks point-to-point wireless is completed.
- \$1,250 for Solarius came from Emergency Management project dollars.
- A cash register was replaced and a fax machine was installed.

- The website is updated and the 264 broken links are complete and fixed.
- The GCS project is a step forward and two steps back process. \$3,000 was spent for data conversion in 2010 to set up an application server with internet server. In 2011 all software has been moved to GCS, we've imported data. The original file is done, contract & agreement paperwork is in Jack's possession.

Motioned by Kotlowski/Renner to forward resolution to apply fund balance for software purchase of GCS permitting to County Board. Motion carried by unanimous voice vote.

Motioned by Ward/Sebastiani to bring back Resolution 50-2010 to amend #2 under Now, therefore be it resolved and place on County Board agenda. Motion carried by unanimous voice vote.

Motioned by Ward/Renner to put \$3,300 from tech support towards annual license agreement. Approximately \$113,000 is unspent at end of year. Two support contracts coming up in 2011, \$9,960 and \$1,067 for hardware maintenance & operating system. 2011 Blackberry software provider is now \$1,499, was \$650.

Audit update: Anti-virus installed, documentation diagram is now automatic and \$700.00 was spent on cabinets to lock up backups.

Identify upcoming agenda items: Discuss and/or act on 2010/2011 Budget (Land Conservation/Dam Project); Software maintenance account; update on cardiograph; 2010 financial report.

Next meeting date will be March 11, 2011 at 9:00 a.m. in Room A160.

Motioned by Ward/Kotlowski to adjourn at 12:06 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording secretary