

ADMINISTRATIVE & FINANCE MEETING MINUTES

Thursday, February 9, 2017 3:00 PM Room A231

The meeting was called to order by Vice Chairman Grabarski at 3:00 p.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr and Colburn (sitting in for Pisellini) present. Excused: Pisellini and West. Also present: Rogers, Quinnell, Zander, Miller, McLaughlin, Tolley, Wagner, Kotlowski, Bill Pegler (Times-Reporter) and Phillippi.

Motioned by Colburn/Allen to approve the agenda. Motion carried by unanimous voice vote. Motioned by Allen/Colburn to approve the minutes from 12/9/16 and 1/6/17. Minutes of 1/6/17 reflect corrections of: \$19.78 changed to \$19.29, 11:51 a.m. changed to 10:51 a.m. and 15 changed to 13. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Corporation Counsel provided verbal update regarding the general code, and review of office activities.

A written monthly personnel report was provided.

Zander provided investment report, perpetual care information different investment options for Farmers & Merchants Bank. Discuss on investment/account possibilities to place; to be placed on next agenda for further discussion.

McGhee provided a written report, but was not present. Petkovsek reported on Managed IT Services Contract: RMM will be discontinued and MARCO – will provide services starting 3/1/17, they will provide a total assessment of our hardware; determine replace or upgrade needs, their services will be similar in nature to RMM.

Present: West at 3:40 p.m. West took over as Chairman.

Parks Manager reports: Tolley/Miller gave verbal report to include an update on the Petenwell Harbor project. Proposals replacing the seawall presenting 4 different options ranging from \$400,000 to \$1.5 million had been received. The estimates don't include all costs. A presentation showing the different options will be coming before the committee on March 3, 2017.

14. k. Fawn Lake User Fees: Motioned by Allen/Parr to eliminate user fees at Fawn Lake for year 2017. Motion carried by unanimous voice vote.

Excused: Parr at 4:30 p.m.

13. Administrative Coordinator/County Manager Report: Petkovsek provided an update on Aegis Corporation, Jessica Schroeder, Risk Management Consultant, will be doing some risk management for employees and county board members. Things are moving ahead regarding True Time. Practical Cents and client payroll will go live soon, client payroll will be run with regular payroll rather than on a separate payroll moving forward. An update was provided on the status of both the County Manager and Finance Manager positions. An overview of fixed assets was provided, describing the software and time involved, the needed time, skills and ability to utilize. Petkovsek recommends hiring Schenck to provide this service. 2016 audit preparation has begun, nothing has come back from the WRS audit.

14. f. UGG Policy: Motioned by Allen/Colburn to approve countywide UGG policy and have Petkovsek draft a resolution. Motion carried by unanimous voice vote.

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14. a. Proposal from Schenck to maintain fixed asset records was presented by Petkovsek. Motioned by Grabarski/Allen to approve the fixed asset records proposal from Schenck. Motion carried by unanimous voice vote.

Item #14 Continued:

- b. P & Z, comprehensive plan (updated every 10 years) transfer: No discussion, place on next regular meeting agenda.
- c. Updating County Board Rules: No action taken.
- d. Updating Administrative Policy: No action taken.
- e. Updating Employee Handbook: West addressed items c, d, e, stating that changes may need to be made to have policies align with County Manager Job description. No action taken.
- f. Ethics Ordinance: Wagner read draft modified language, Grabarski would like the language simplified and redrafted.
- h. Records retention: Wagner is working on.
- i. Purchasing policy: No action taken.
- j. Reclassification policy process: No action taken.

Agenda item for March 9th: Discuss and/or act on Parks Ordinance; P&Z comprehensive plan (updated every 10 years) transfer; Discuss and/or act on perpetual care; Ethics ordinance; Records retention; Purchasing policy, Board Rules, Administrative Policy, Employee Handbook.

Next meeting date is set for March 3rd at 9:00 a.m. for the following: Petenwell Harbor presentation; County Manager position.

Next regular meeting date is set for March 9th at 3:00 p.m.

Motioned by Grabarski/Allen to adjourn at 5:36 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary
CP/ck

These minutes have not been approved by the committee.

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