

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Thursday, September 1, 2016, 9:00 a.m., Room A231

The meeting was called to order by Vice Chair Grabarski at 9:00 a.m.

The meeting was properly noticed.

Roll call: Parr, Grabarski, Pisellini and Allen present. West, excused. Also present: Wollin, Fahrenkrug, Collins, Waltemath, Bonnett, Quinnell, Rogers, Newsom, Zander, Oleson, Pierce, Colburn and Wagner.

Motioned by Allen/Pisellini to approve the agenda taking 8 e,d,f,g,c,a and b in the order described. Motion carried by unanimous voice vote.

West present.

Motioned by Pisellini/Parr to approve prior meeting minutes of July 8th, and August 5th, 2016. Motion carried by unanimous voice vote.

Public Participation: none

Correspondence: none

2014 Audit and Response to Department of Justice Letter: Modify section 2.2 to include cash was not an audit finding in 2015, discussed contact person and need to change for section 1(4).

2015 Audit and Management Letter: Modify 2. Adding should in front of meets to read should meet.

Discussion took place regarding; assistance from Schenck in developing policies and procedures to conform to the requirement of the Uniform Grant Guidance (UGG) issued by the Office of Management and Budget General Accounting Office and funding for those services.

**Recess:** Motion by Parr/Pisellini to recess at 10:09 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Chairman West called the meeting back to order at 10:11 a.m. All present.

Discussion took place regarding; accounting training from Schenck to assist various departments in accounting procedures/year end entries to ensure compliance to auditing standards and funding for those services.

Motioned by Grabarski/Pisellini to approve phase 1 up to \$13,200 from Administrative training account to provide assistance with UGG (Uniform Grant Guidance). Motion carried by unanimous voice vote.

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Motioned by Grabarski/Allen to approve training on recording entries, reconciliations, and yearend adjustments along with Health & Human Services training regarding specific grants no to exceed \$20,600. Motion carried by unanimous voice vote.

Discussed staffing in County Manager/Administrative Coordinator office. Motioned by Grabarski/Parr to rescind motion from Aug 11<sup>th</sup>, 2016, to hire Barb Petkovsek on limited term basis, starting Monday, Aug. 15<sup>th</sup> at \$60.00 per hour. Honoring agreement of \$2,400 per week. Motion carried by unanimous voice vote.

Motioned by Allen/Pisellini to allow Chris Jefferson in Admin Office to begin working 8 hours a day until the end of 2016. Motion carried by unanimous voice vote.

Draft agreement for Mr. Reed distributed, corporation counsel to remove 3 a. d. e. change minimum to maximum, change termination language of not less than (30)thirty days to immediately.

**Recess:** Motioned by Allen/Pisellini to recess for 10 minutes at 11:15 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Chairman West called the meeting back to order at 11:26 a.m. All present.

Discussion on 2017 budget consisted of: net new construction, Parks Budget, Park Aid Level 1, 2 and 3, Health and Human Services budget along with three new positions incorporated in 2017, Echo software and costs, Medical Examiner.

**Recess:** Motioned by Allen/Grabarski to recess at 12:30 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Chairman West called the meeting back to order at 1:50 p.m. All present.

Discussion on 2017 budget consisted of: miscellaneous/other, County Board, Clerk of Court, Circuit Court, Family Court, Medical Examiner, DA, Highway, Solid Waste, Corporation Counsel, Child Support, County Clerk, Treasurer, Real Property Lister, Register of Deeds, Land Information, Maintenance, Surveyor, MIS, Personnel, Veterans Service, GIS, Planning & Zoning, Emergency Management, Airport, contingency, drainage, and Library. Called Librarian to come to meeting. Levy worksheet adjustments needed in debt service, Highway and Solid Waste.

**Recess:** Motioned by Allen/Pisellini to recess at 2:40 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Chairman West called the meeting back to order at 2:45 p.m. All present.

2017 budget discussion consisted of:

New levy worksheets, UWEX staffing; n EXT Generation.

Motioned by Grabarski/Allen to cut 1/2 time clerical position in UWEX and place dollars in contingency. Motion carried by unanimous voice vote.

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Motioned by Grabarski/Pisellini to apply all the net new construction to 2017 budget increasing the levy. Motion carried by unanimous voice vote.

Discussed the Library Budget for 2017 regarding the 7 part- time positions with revised schedules proposing 1 additional hour daily to each scheduled position in 2017.

Motioned by Grabarski/Allen to reduce dollars of 6 part – time positions back to reflect original hours, to allow 5 extra hours per week for 1 part-time position. Motion carried by unanimous voice vote.

HRA funding was discussed. The funding for 2017 will remain the same as 2016. Motioned by Parr/Grabarski to leave the funding the same with no increase. Motion carried by unanimous voice vote.

2014 audit and response to Department of Justice discussion. Motioned by Pisellini/Allen to accept letter with updated language related to cash reconciliation completed in 2015. Motion carried by unanimous voice vote.

Motioned by Grabarski/Pisellini to replace would with should and accept the Audit/Management Letter. Motion carried by unanimous voice vote.

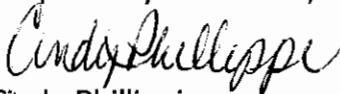
Motioned by Allen/Pisellini to change minimum to maximum, termination to immediate, to include items 3 b. Parks Department and 3 c. Wage Structure for the agreement of Mr. Reed. West to present revised agreement to Mr. Reed and negotiation. Motion carried by unanimous voice vote.

Identify upcoming agenda items: Budget, wages, parks fees, land and water budget – (Sedlar), RFP engineering.

Set next meeting date: September 9<sup>th</sup>, 2016 @ 9:00 a.m.

Motioned by Allen/Parr to adjourn at 6:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved by the committee.

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