

ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, May 4, 2012, 8:00 AM, Room A160

The meeting was called to order by County Clerk, Cindy Phillippi at 8:00 a.m.

The meeting was the meeting properly noticed. Present: Babcock, Sebastiani, West, Kotlowski and Djumadi. Also present, Green. Motioned by Djumadi/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Djumadi to nominate West as Chair. Motion carried by unanimous voice vote.

Chairperson West conducted the remainder of meeting.

Motioned by Sebastiani/Djumadi to nominate Babcock as Vice-Chair. Motion carried unanimous voice vote.

Motioned by Djumadi/Kotlowski to nominated Phillippi as recording secretary. Motion carried by unanimous voice vote.

Approval of minutes April 13 and April 16 minutes will be placed on next meeting agenda.

Public Participation: None.

Correspondence: None.

Larson present.

Motioned by Sebastiani/Kotlowski to deviate to item #15. Motion carried by unanimous voice vote. Motioned by Sebastiani/Djumadi to approve the resolution to reestablish a Drug Abuse Resistance Education (DARE) Carryover Account, adding whereas all funds received from the sale of the car and the engine by the Adams County Sheriff's Office will be placed into the non-lapsing carryover account. Motion carried by unanimous voice vote.

Administrative Coordinator/Director of Finance gave an overview on office activities. She will be gone on May 9th to attend a capital improvement/budget seminar/training. The report on contingency fund/general fund balance was submitted. Sales tax report was submitted and the revenues appear to be on track. There was no cash reconciliation, but the month of Dec, Jan, Feb, March and April will be provided at the next meeting. Adjustments need to be completed due to completion of the audit.

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

Phillippi provided an overview of office activities/elections. There were no claims against the county.

McGhee present. The department is working on replacing the internet through Badger Net. Department of Administration will bring it in, Solarius will provide it over the circuit. The contract is in the corporation counsel office. Albert would like it rewritten. 2013 budget documents have been submitted to the departments; they are due back to MIS. Larson and McGhee have had discussion relating to the department's non lapsing funds and utilization of the dollars.

A new email archive tape was purchased at approximately \$1,700.

Motioned by Kotlowski/Sebastiani to deviate to item #16. Motion carried by unanimous voice vote. Motioned by Kotlowski/Babcock to approve resolution for ATV campground development resolution. Motion carried by unanimous voice vote. Nickel and Tolley were present. Nickel explained the resolution, financials and development plan.

RECESS: Motioned by Djumadi/Sebastiani to recess at 9:45 a.m. Motion carried by unanimous voice vote.

RECONVENE: Called back to order by Chairperson West at 9:49 a.m. All present. Also present: Larson, and Phillippi.

Wollin present.

Bays present. Bays provided an overview on tax deeded property along with delinquencies. The treasurer's report was submitted. The office activities have slowed down, they are working on lottery credit.

Motioned by Djumadi/Babcock to table the purchase of Fixed Asset Software. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to approve a resolution to transfer funds from the general fund for unbudgeted expenses for the Dam Maintenance account. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Djumadi to approve a resolution to establishment of a non-lapsing account for Adams County Library technology improvement donations. Motion carried by unanimous voice vote.

Identify upcoming agenda items:

- Non-lapsing wellness account
- Budget guidelines
- 2011 audit report
- Copier contract vendors
- Update on Neo-gov
- Fund balance policy
- Bond compliance policy

Set next meeting date for June 11, 2012 at 1:00 p.m.

Motioned by Sebastiani/Djumadi to adjourn at 10:38 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have been approved

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