

ADMINISTRATIVE & FINANCE MEETING MINUTES

Thursday, March 5, 2015 4:00 p.m. Room A160

The meeting was called to order by Vice-Chairman Grabarski at 4:05 p.m. The meeting was properly noticed. Present: Babcock, Grabarski, Hamburg and Kotlowski. Excused: West. Also present: Wollin, Rogers, Zander, Mary Nelson, Erin Foley and Phillippi.

Motioned by Kotlowski/Hamburg to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Hamburg/Babcock to approve the minutes from February 5, 2015. Motion carried by unanimous voice vote.

Public Participation: No public participation
Correspondence: No correspondence

Present: West at 4:08 p.m.

Item #8 Discuss and/or act on Oxford Library payment. Motioned by Kotlowski/Hamburg to do a budget transfer from Library to Miscellaneous for the Oxford Library contribution, or merge accounts 100.40 to 100.73. Motion carried by unanimous voice vote.

Grabarski stepped down as Chair. West took over as chair.

Item #9 Continuation of PMA information options. No update was given.

Item #10 Discuss and/or act on Medical Examiner wages. Rogers and Phillippi gave an update on wage determination. The committee wants wages/figures and summary handouts prior to the next meeting with the intent to place Medical Examiner position on wage structure.

Committee deviated as follows:

Item #13c Discuss and/or act on department(s) petty cash; accounts i.e. Clerk of Court, Child Support, Corp Counsel, DA, Hlth & Hum Serv, Hwy, L & W, P & Z, ROD, Sheriff, Solid Waste, Treasurer, UWEX. Motioned by Grabarski/Kotlowski to approve all petty cash requests. Motion carried by unanimous voice vote.

Item #12 Treasurer.

- a. *Tax Deed Property update.* No update, all should be filed by the end of April with courts.
- b. *Financial report.* Handout was provided.
- c. *Office activities.* Business as usual.
- d. *Discuss and/or act on investment options at Grand Marsh State Bank.* Motioned by Hamburg/Babcock to allow treasurer to reinvest perpetual care & special

project money from local government investment pool to other higher interest options within Grand Marsh Bank. Motion carried by unanimous voice vote.

Item #13 County Clerk/ACDoF.

- a. Office activities.* Phillippi gave an update on elections and audit; business as usual.
- b. Discuss and/or act on set up of money market account at Grand Marsh State Bank for the segregation of funds related to Resolution #82-2014.* Motioned by Babcock/Hamburg to allow clerk to set up segregated account at Grand Marsh Bank for funds related to Resolution #82-2014. Motion carried by unanimous voice vote.
- d. Discuss and/or act on LTE, on-call wages.* Phillippi will come back with proposal on LTE and on-call wages per employment category.

Item #11 MIS.

- a. Office activities.* Brief overview of office activities was given.
- b. Financial report.* Financial report was handed out.

Identify upcoming agenda items:

Discuss and/or act on Medical Examiner wages;
Discuss and/or act on LTE, on-call wages;
Update regarding Health Insurance mtg.

Next meeting date set for April 9 at 4:00 p.m.

Motioned by Kotlowski/Grabarski to adjourn at 5:45 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved by the committee.

CP\ck