

Administrative & Financial Meeting Minutes
June 15, 2007
8:00 a.m.

Called to order by Chairperson Sebastiani at 8:04 a.m. Present Grabarski, Keckeisen, Sebastiani. Excused Davis, West.

Jane Grabarski to discuss Resolution to be submitted to County Board. The cost to cover a firm to prepare an RFP document recommending that the money be taken from the sales tax fund.

West present at 8:10 a.m.

Committee recommends forwarding Resolution to full board for them to approve/deny.

Motioned by Keckeisen/West to forward Resolution to County Board to request money for RFP on communication system and bidding process as a late resolution. Motion carried by unanimous voice vote.

Carol Johnson explained utilities cost at Community Center. It was suggested to reallocate expense of electric and possibly budget for anticipated revenue collected on rent to offset the levy. This will be discussed again during the 2008 budget process.

Motioned by West/Keckeisen to approve **Res. #25**: To transfer money from the General Fund to the Land and Water Conservation Department Dam Maintenance expense function to pay for a study to determine the feasibility and methods so Easton Dam may meet state dam safety laws, and **Res. #26**: To transfer money from the General Fund to the Land and Water Conservation Department Dam Maintenance expense function to cover needed dam repairs for Easton and Cottonville Dams, and send to County Board. Motion carried by unanimous voice vote.

Motioned by Grabarski/Keckeisen to approve treasurer to draw up a resolution for the Local Governmental Property Insurance Fund as requested. Motion carried by unanimous voice vote.

West excused at 10:00 a.m.

Petkovsek submitted to the committee a suggested 2008 budget timeline. Discussed goals such as working on the fiscal policy with the committee and County Clerk, working on the policy and procedure manual, providing budget training to County Board members, meeting with department heads. It was

suggested the committee should have auditors give an annual report of the audit on a yearly basis.

Committee approved vouchers

Sebastiani excused at noon.

Motioned by Grabarski/Keckeisen to recess at noon. Motion carried by unanimous voice vote.

Called to order at 12:15 p.m. Present West, Keckeisen, Grabarski.

Committee approved vouchers.

Motioned by Keckeisen/West to adjourn at 12:26 p.m. until July 13, 2007 at 8:00 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved by the Administrative Finance Committee