

## **ADMINISTRATIVE & FINANCE MINUTES**

March 7, 2014, 9:00 a.m., Room A160

Called to order by Chairman West. The meeting was properly noticed. Roll call; Djumadi, Sebastiani, and West. Excused, Babcock and Kotlowski. Also present; Dye, Pierce, Stuchlak, Mark Miller, Wagner, Wollin and Phillippi.

Motioned by Sebastiani/Djumadi to approve the agenda taking 11e after 4 and moving to 8 and back. Motion carried by unanimous voice vote.

Motioned by Djumadi/Sebastiani to approve prior meeting minutes from December 4, 2013 and February 10, 2014. Motion carried by unanimous voice vote.

Public Participation; None  
Correspondence; None

Discuss and/or act on utilization of carryover account balance for Shoreline improvement project at Castle Rock; Motioned by Sebastiani/Djumadi to approve utilization of carryover account balance for Shoreline improvement project at Castle Rock with \$5,000 of the \$22,000 paid by the L&W Department leaving approximately \$17,000 to be utilized of carryover funds. Motion carried by unanimous voice vote.

Discuss and/or act on Building Inspector wage increases related to certifications; Motioned by Djumadi/Sebastiani to place on Joint Administrative Finance/Executive Committee agenda for further exploration and discussion of wages related to certification. Motion carried by unanimous voice vote.

Discuss and/or act on Resolution 16-2014 to establish the annual compensation for the positions of Clerk of Circuit Court and Sheriff; and establish the employee contribution portion of the health insurance and Wisconsin Retirement System (WRS) contribution for eligible elected officials; Wagner present to answer questions. Committee concurred to move and place on the next Joint Administrative & Finance and Executive Committee agenda.

Review and recommend changes to Budgeting and Accounting Policies; Budget procedures, internal control, journal entries, accounts receivable, accounts payable, interdepartmental billing, cash receipts, petty cash reimbursement, carry over fund balances, vouchers, friday/special checks, credit card, purchasing and county grants. Motioned by Djumadi/Sebastiani to approve as submitted and move forward with resolutions to go to County Board. Motion carried by unanimous voice vote.

**RECESS:** Motioned by Djumadi/Sebastiani to recess at 10:15 a.m. Motion carried by unanimous voice vote.

**RECONVENE:** Called back to order by Chairman West at 10:18 a.m. All present.

Administrative Coordinator/Director of Finance provided an update on office activities. The department is working on report of contingency fund/general fund balance, sales tax report was distributed. Cash reconciliation will be distributed in the inter-office mail once completed. Approve check register; Motioned by Djumadi/Sebastiani to approve January check register. Motion carried by unanimous voice vote.

Discuss and/or act on P&Z budget revision for Lake Protection Grant; Motioned by Djumadi/Sebastiani to approve proposed budget revision. Motion carried by unanimous voice vote.

MIS: A brief update of office activities took place, financial report was handed out, RMM handout provided.

Motioned by Djumadi/Sebastiani to approve Cartegraph Software resolution for Highway Department and forward on to County Board. Motion carried by unanimous voice vote.

Motioned by Djumadi/Sebastiani to approve IT project review procedure document. Motion carried by unanimous voice vote.

Treasurer: Tax Deed Property update, title searches are about half completed. A brief update of activities had been provided financial reports were handed out. Zander informed the committee of conference coming up.

County Clerk: A brief update office activities took place. Informed the committee of employee being out. Mission, vision and value documents have been assembled and put in frames. One will be hung in each conference room and all outlying departments.

Identify upcoming agenda items; none

Set next meeting date; April 4<sup>th</sup> @ 9:00 a.m.

Motioned by Sebastiani/Djumadi to adjourn at 11:09 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved.