

## ADMINISTRATIVE & FINANCE MEETING MINUTES

September 23, 2011, 7:30 AM, Room A160

The meeting was called to order by Chairman West at 7:36 a.m. The meeting was properly noticed. Present: West, Sebastiani, Renner, Kotlowski and Ward. Also present: Phillippi, McLaughlin, Bays, and Larson.

Motioned by Kotlowski/Renner to approve the agenda. Motion carried by unanimous voice vote. Discussed and acted on department proposed 2012 budget proposals.

Cada and Bonnett present.

There were no changes to the DA' s budget.

McLaughlin discussed the transferring/elimination of the Conservation Engineering Technician in the Land and Water Department and the creation of the Building Inspector/Code Enforcement Officer. The wage adjustments from the Land and Water Department to the Planning and Zoning Department need to be made, in addition to the grant revenues.

100 44 43595        should be zero        (LCD)  
100 45 43595        should be \$20,908    (P & Z)  
100 44 56155 110 - 491    should be zero        (LCD)  
100 45 56155        should be \$20,908    (P&Z)  
    Set up new functions in P & Z 56155 and 43595  
100 44 56150  
100 44 56150 326    should be \$5,000  
100 44 56150 339    should be \$500  
100 44 56150 215    should be \$59

Social Security and Retirement will be adjusted by the Administrative Finance Office 210, 211

100 45 56400 326    should be \$6,000  
100 45 56400 339    should be \$2,250

Rural Industrial Development – Smith

Motioned by Sebastiani/Kotlowski to reinstate the \$5,000 to account 100 74 56700 350. Motion carried by unanimous voice vote.

CWCA – Hebrat

Motioned by Ward/Renner to reinstate the \$16,000 to account 100 73 54930 350. Motion carried by roll call vote. Voting yes, Ward, Renner, West, and Sebastiani. Voting no, Kotlowski.

**Recess:** Motioned by Sebastiani/Renner to recess for 5 minutes at 9:31 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Called back to order by West at 9:40 a.m. All present.

Clerk of Courts- Helmrick - No changes to budget.

Grabarski present at 10:07 a.m.

Moving the budgeted amount for the fairgrounds capital improvements from account 100 73 55460 to 100 12 55460.

Motioned by Sebastiani/Kotlowski to reinstate the \$12,052. Motion carried by unanimous voice vote.

#### Solid Waste – Diemert

An update on the cell construction took place, adjustments will be made to wages, benefits to reduce the budget in the 600 fund by the Administrative Finance Office.

Price, Pierce, McGhee in to discuss a software module/update. The module/update will be purchased half by the Health and Human Service Department and half by the MIS Department. Motioned by Ward/Renner to allow purchase of software module/update by spending over the \$2,000 threshold. Motion carried by unanimous voice vote.

Discussion related to the thrift store operation took place. After discussion with Schenck, Pierce indicated that a separate fund or going to an enterprise fund would not be feasible. It is suggested to split the operation by use of a different department code and creating a carryover within the fund. This would begin with the 2012 budget.

#### MIS – McGhee

McGhee informed the committee there were several requests that should be placed on the Steering Technology Committee agenda. She provided an extensive update on office activities. The Lynx System upgrade is very time consuming and tedious. They will need to uninstall the software then reinstall the software and then reconfigure each desk top. They are continuing to work on the Virto project, along with the Windows XP to Windows 7 software changes. They are 18-24 months behind on inventory changes. There should be a better disaster recovery plan in place. For example, with the last storm and power outage, if the plan were more detailed and in writing one could just look down the check off list. It should be a more simple process. The Spillman System and state link was talked about and there is a cost of \$7,680 for the survey portion. A multilevel authenticity is required by the Department of Justice.

100 73 43410 state shared revenue should be \$91,068, the final report had come in.

Motioned by Kotlowski/Sebastiani to cut \$45,000 from the two accounts 100 18 52300 920 by \$22,500 and 100 18 52300 920 by \$22,500 and fund balance applied to 100 18 49300 by \$22,500. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Renner to adjourn at 1:06 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi

Recording Secretary

These minutes have not been approved.