

## ADMINISTRATIVE & FINANCE MEETING MINUTES

January 6, 2017 9:00 a.m. Room A231

The meeting was called to order by Chairman West at 9:00 a.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr, Pisellini and West present. Also present: Collins, Tolley, Hailey McLaughlin (reporter for Times Reporter newspaper), Oleson, Miller, Petkovsek, Wagner, Kaye, Colburn and Phillippi.

Motioned by Pisellini/Allen to approve the agenda. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

7. Corporation Counsel gave a written and verbal report. Commitments were explained; in particular alcohol related.

8. Personnel Director gave a written and verbal report.

11. County Clerk provided verbal report. Update provided on election activities, recount, open records, and conference dates.

9. Treasurer gave a verbal report. Allen requested that a written perpetual care report be given to county board. A financial investment report was in packet; some CD's are up in March, bank account was closed where fraud occurred, delinquent taxes are down, LGIP interest is up. The idea of August settlements being handled as direct deposits was discussed.

10. MIS verbal report was given by McGhee. Website meeting should be around the end of the month. Update on ECHO explanation on TCM – committee questioned softwares. A written financial report was in packet.

12. Parks Manager's verbal report was given by Tolley/Miller, along with a handout. Department is current with grants; operations are going great. Trails were opened once and closed again. The goal is to have a plan in place by May 15 for the harbor wall project. Online registration was discussed.

Allen recommended taking committee on a field trip/site visit to Castle Rock and Petenwell Parks in summer.

### *14. Discuss and/or act on:*

*b. Vendor request to sell goods in County Parks.* Motioned by Allen/Pisellini to not allow set up of any for profit vendors in the parks, per managers' recommendation. Motion carried by unanimous voice vote.

*c. Reclassification request for Parks: Parks Supervisor-Castle Rock Park Manager-Trails Coordinator-Petenwell Park Manager-Administrative Assistant.* Motioned by Grabarski/Allen to put both park's managers at a grade 9. Motioned by Allen/Parr to amend to a grade 8. Motion to amend to a grade 8 carried by voice vote, 4 yes, 1 no. Voting no, Grabarski. Motion to approve motion as amended from a grade 9 to grade 8 carried by voice vote, 4 yes, 1 no. Voting no, Grabarski.

Motioned by Allen/Pisellini to reclass the Parks Administrative Assistant position from a grade 15 to a grade 14, with start in pay at \$19.29. Motion carried by unanimous voice vote.

**Recess:** Motioned by Grabarski/Parr to take a recess at 10:49 a.m. Motion carried by unanimous voice vote.

**Reconvene:** The meeting was called back to order by Chairman West at 10:51 a.m. All were present.

13. Petkovsek explained the flow/organizational chart for the Parks department as each working fairly independent at different levels, yet still reporting to the County Manager.

Kaye reported that Karl Nollenberger has started advertising to fill the County Manager position, with a closing date of February 15<sup>th</sup>.

*14. Discuss and/or act on:*

- a. *Updating County Board Rules, Administrative Policy, Employee Handbook.* Very brief discussion took place.
- d. *Classification of Health & Human Services Behavioral Health Medical Assistant.* Motioned by Allen/Grabarski to slot the Health & Human Services Behavioral Health Medical Assistant at a grade class of 15. Motion carried by unanimous voice vote. Much discussion regarding LTE, part-time, starting rates and benefits took place.
- e. *Discuss and/or Act on hiring a Dispatcher for the Sheriff's Office at a wage above the starting wage.* Motioned by Grabarski/Allen to start new dispatcher at a grade 13, with a rate of pay equal to a 6 month employee, \$18.04 per hour. Motion carried by voice vote, 4 yes, 1 no. Voting no, Parr. Money is in the budget already; Kaye explained that the person currently is working on-call, bringing experience to the position.

13. Administrative Coordinator/County Manager Report by Petkovsek. Currently there are 6 applicants for Finance Manager, with 3 meeting the requirements; goal is to employ someone by early February. Audit back from the Division of Children and Family states that we are in compliance; working on the year-end process with Amber from Schenck. Working on cash reconciliation, and policy documents with Jani. We are still waiting on the ETF audit; working on DNR/Snowmobile audit. The Sheriff, Deputy Sheriff and Jail Administrator are meeting today with the State Inspector and Potter Lawson regarding the space needs project and what we can do on a short-term basis.

14. a. Discussion regarding Ethics Ordinance needing revisions to be UGG compliant and meet needs of County Board Supervisors related to conflicts of interest.

Next meeting date is set for February 10<sup>th</sup> at 9:00 a.m.

Motioned by Grabarski/Pisellini to adjourn meeting at 11:50 a.m. Motion carried by unanimous voice vote.

Respectfully submitted, /s/ Cindy Phillippi  
Recording Secretary  
CP/ck

These minutes have been approved by the committee.

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