

ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, September 9, 2016

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: Parr, Grabarski, Pisellini, Allen and West. Also present: Kaye, Wagner, Reed, Miller, Kolstad, Zander, Quinnell, Sedlar, Waltemath, Tolley, Virgil Miller, Steve Grill, Bob Benkowski, Rick Georgeson, Gerald Borden, Michael Wsley, Onufry Karch, Erick Edwards, Robin Skala, Barb Morgan, Marge Morris, Ray Morris, Thomas Wright, Chuck Busch, Anna Marie Hallanda, Tim Meyer, Robert R. Warber, William Pegler, Mary Hortues, Nick Holman, Don Ystad, Sherry Anderson, Dick Anderson and Motioned by Grabarski/Parr to approve the agenda. Motion carried by unanimous voice vote.

Public Participation: Taken as needed.

Correspondence: Letter dated 9/9/16 from Mike Backus.

Personnel monthly written and verbal report were provided. Reed informed the committee of the hard, soft and hidden costs related to employees leaving. A chart was given to the committee to illustrate vacancies by year.

Corporation Counsel monthly written and verbal report were provided.

2017 budget:

Discussion regarding the Land and Water Department Budget took place. Public comment was allowed for the following individuals: Don Ystad, Virgil Miller, Steve Grill, Nick Holman, Tim Meyers, Eric Edwards, Robin Skala, Rick Georgeson, Bill Pegler, Dick Anderson, and Tom Wright, related to the AIS position.

Motioned by Pisellini/Allen to fully fund the position, reduce the unemployment line item to zero, put together a study to meet the needs, regarding the position and report back to the committee next year. Unemployment money placed in the contingency fund. Motion carried by unanimous voice vote.

Motioned by Pisellini/Grabarski to move forward with an RFP to contract engineering services for the rehabilitation of the sea wall at the Petenwell Park boat harbor. Motion carried by unanimous voice vote.

Motioned by Allen/Pisellini to approve the Park user fees as

	<u>2016</u>	<u>2017 Castle</u>	<u>2017 Pete</u>	
Camping				
Monthly camper Apr15-Oct15	255	255	255	
Monthly camper Oct15-Apr15	125	125	125	
Electric for monthly	5	5	5	

ADMINISTRATIVE & FINANCE MEETING MINUTES

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9:00 a.m., Room A231

camper Oct15-Apr15 daily				
Weekly camper	120	130	130	
Nightly	17	Eliminated	Eliminated	
Nightly w/elec	22	23	23	w/or w/out elec
Premium Mo camper Apr15-Oct15	285	285	285	
Premium Mo camper Oct15-Apr15	125	125	125	
Premium weekly camper	137	150	150	
Premium nightly camper	19	Eliminated	Eliminated	
Premium nightly camper w/elec	25	27	27	w/or w/out elec
Weekly tent w/elec	95	90	90	w/or w/out elec
Weekly tent w/o elec	85	Eliminated	Eliminated	
Nightly tent w/elec	18	16	16	w/or w/out elec
Nightly tent w/o elec	15	Eliminated	Eliminated	
Premium weekly tent	108	110	110	w/or w/out elec
Premium weekly tent w/o elec	97	Eliminated	Eliminated	
Premium nightly tent	20	20	20	w/or w/out elec
Premium nightly tent w/o elec	17	Eliminated	Eliminated	
Boat Slips				
Seasonal	665	700	700	
Monthly	220	Not offered	175	
Monthly Camper	110	Eliminated	Eliminated	
Weekly	72	60	60	95% bt slip user are registered campers
Weekly Camper	36	Eliminated	Eliminated	
Daily	16	12	12	
Daily Camper	8	Eliminated	Eliminated	
Electric docks	(+4 daily +18 – Petenwell only)			
Shelters (per day)				
Castle Rock Park	30/60	75	75	No longer different prices for grp sizes
Patrick Lake	25/50	75	75	
Arrowhead	25/50	50	50	
Day Use	5	5	5	
Season Pass	20 or 2/30	20 or 2/30	20 or 2/30	

ADMINISTRATIVE & FINANCE MEETING MINUTES

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9:00 a.m., Room A231

Motion carried by unanimous voice vote.

Recess: Motioned by Allen/Grabarski to recess at 11:09 a.m. Motion carried by unanimous voice vote.

Reconvene: Meeting called back to order by Chairman West at 11:18 a.m. All present.

Surrounding County campground fees, status of Adams County Parks Department Grants and Castle Rock and Petenwell Park Major Improvement documents were provided to the committee.

Tolley explained money that is available from the Motorize Stewardship Program. The county could receive \$120,000 but needs to commit \$30,000. The money can be used towards the ATV park development.

Motioned by Grabarski/Pisellini to allow Tolley to accept the grant for Petenwell ATV/UTV development in the amount of \$120,000 with matching funds of \$30,000 designated in the 2017 budget. Motion carried by unanimous voice vote.

Dispatch reclassification was removed from the agenda when approved.

Parks Managers monthly written and verbal reports were provided.

An update was given regarding tax deed property. Treasurer's financial report was provided. Update on office activities was given.

2017 budget discussion regarding funding red circled employees transpired. An internal wage analysis was provided.

Motioned by Allen to incorporate a 1% increase for all red circled employees. Motion failed for lack of second. Further discussion took place.

Updated county wide capital improvement, 2017 position, and levy documents were provided to the committee. The committee concurred as previously decided to take full new growth in 2017.

MIS Financial report was handed out along with office activity summary.

County Clerk business as usual.

Set next meeting date: 10/7/2016 and 10/14/2016 @ 9:00 a.m. 10/14/16 is subject to change. Motioned by Grabarski/Pisellini to adjourn @ 12:39 p.m. Motion carried by unanimous voice vote.

Respectfully submitted, /s/ Cindy Phillippi
Recording Secretary