

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

Tuesday, August 23, 2016, 10:00 a.m. Room A260

The meeting was called to order by Chairman West at 10:15 a.m.

The meeting was properly noticed.

Roll call: Grabarski, Pisellini, Parr, Allen and West. Also present, Barb Petkovsek, Bays, Rogers, Newsom, Oleson, Repinski, Miller, Pierce, Waltemath, Quinnell, McLaughlin, Trautman, Reed, Wagner and Nickel.

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

Motioned by Grabarski/Pisellini to approve prior meeting minutes of May 13, 2016. Motion carried by unanimous voice vote.

Public Participation taken as needed. Mr. Reed present from Wood County; West, Petkovsek, Grabarski and Wagner met and spoke with him. They are considering having him fill in, working 2 - 3 days a week when Petkovsek takes vacation.

Correspondence: none

Motioned by Allen/Pisellini to approve recommendation of Health Insurance Committee, staying with WEA Health insurance plan and rates, with no changes from 2016 for 2017. Motion carried by unanimous voice vote.

Health Insurance HRA contribution/rates were discussed, looking at increasing to 750/1500, paid 100% by the County. Motioned by Grabarski/Allen to postpone or table and place on next finance agenda for further discussion. Motion carried by unanimous voice vote.

Motioned by Pisellini/Grabarski to approve ordinance amending Parks Ordinance #3-2015. Motion carried by unanimous voice vote.

Nickel spoke regarding reinstating the Parks Director position for 2017. Petkovsek provided alternate options dividing duties between parks managers. Parks Director position will be placed on future agendas.

Park user fees were discussed, no action taken.  
Policy in line with job description was postponed.

Motioned by Allen/Pisellini to approve a subsidiary credit card for solid waste for the specific use of paying monthly lease of monitoring equipment for gas monitoring, as required by WDNR, with a \$300.00 limit. Motion carried by unanimous voice vote.

Invoice from Wisconsin Retirement will be paid out of Parks Department Budget.

Letter from Department of Justice pertaining to 2014 Audit was discussed. Petkovsek received a 30 day extension, as Monday the 15<sup>th</sup> was the deadline. She will be responding to the letter. Training requirements of 14-16 hours were spoken of.

2015 audit report and management letter was discussed; Trautman explained new federal reporting requirements and provided an overview of the federal awards and state financial report. Trautman indicated that Schenck would be willing to provide training on new federal guidelines. Petkovsek will be working with Schenck to come up with a plan for the future.

2017 budget preparation has started. The committee recommended taking the full net new construction, adjust the previous 5% health insurance included in preliminary budget figures to 0%, and the 2% wage adjustment for those eligible. Petkovsek will meet with departments and submit a budget to the committee Sept 1, 2016.

Identify upcoming agenda items: 2017 budget, HRA funding,  
Set next meeting date: September 1, 2016 @ 9:00 a.m.

Motioned by Grabarski/Parr to adjourn at 1:40 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved.

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