

## ADMINISTRATIVE & FINANCE MEETING MINUTES

January 13, 2012, 8:00 a.m., Room A160

The meeting was called to order by Chairman West at 8:06 a.m. The meeting was properly noticed. Present: Renner, West, Sebastiani, Renner. Excused, Ward and Kotlowksi. Also present: Phillippi and Djumadi.

Motioned by Sebastiani/Renner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Renner/Sebastiani to approve December 12, 2011 minutes. Motion carried by unanimous voice vote.

No correspondence.

Discussion on Oxford Library funding will be placed on next month's agenda.

Larson present at 8:08 a.m.

Larson provided an update on office activities, identified some trainings that will be coming up and some meetings that will be taking place. Larson reported there were no changes to the contingency/general fund balances.

Motioned by Sebastiani/Renner to issue a cell phone for Dan Hanson in Planning & Zoning. Motion carried by unanimous voice vote.

Step increases to be placed on the next month's agenda.

Motioned by Renner/Sebastiani to implement the 3.6% cost of living increase for non-represented employees on the Carlson Dettman scale. Non represented (i.e. Solid Waste employees) to be determined at a later date. Motion carried by unanimous voice vote.

Cash reconciliation was completed thru December 2011.

Larson left at 9:40 a.m., back at 10:09 a.m.

Motioned by Sebastiani/Renner to approve check register. Motion carried by unanimous voice vote. Phillippi gave an update on part-time position, still using on call, no claims against county, business as usual.

Bays present at 9:45 a.m. Bays reported special assessments of \$1,262.88 received from the City of Adams and \$3,819.35 from Village of Friendship. Neither were provided to incorporate into the 2012 budget. Bays explained budgeting \$10,000, for tax deeded not really knowing what would be left. Revenues should cover the overage of \$23,583.07.

Discussed transfer of funds to cover demolition of house at 135 N. Elm Street, the amount is \$12,012.65 this cost will be paid out of December 12, 2011. Revenues should cover this expense.

Bays handed out investment report. Office activities are normal business as usual.

MIS: McGhee gave an overview on the virtual servers that were tested, they are still tweaking backups the department's financials look good.

Motioned by Renner/Sebastiani to approve contract for Internet Service and forward resolution to county board for approval. Motion carried by unanimous voice vote.

Items for next agenda: Oxford Library funding; Discuss and/or Act on implementation of steps in 2012 for employees per previously adopted resolution non-rep Solid Waste wages.

Next meeting date will be February 17, 2012, at 8:00 a.m.

Motioned by Renner/Sebastiani to adjourn. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary