

ADMINISTRATIVE & FINANCE MEETING MINUTES

March 4, 2016, 2:00 p.m. Room A160

The meeting was called to order by Vice Chairman Grabarski at 2:00 p.m. The meeting was properly noticed. Roll call: Babcock, Grabarski, Hamburg and Kotlowski. Excused, West. Also present: Zander, Kubisiak, Smith and Phillippi.

Motioned by Kotlowski/Hamburg to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Hamburg/Babcock to approve the minutes from February 5, 2016. Motion carried by unanimous voice vote.

Public participation: None

Correspondence: None

Move items #8 Discuss and/or act on Resolution 44-2002 with item #10 a.

Item #9 County Manager/Administrative Coordinator Report.

a) Discuss and/or act on electronic purchasing (example Ebay, Amazon) no action taken

Update was provided regarding:

- Plum Creek land and the inability to have access in 2017, this impacts approximately 12 miles of trails
- ADRC – non-compliance issues were resolved, however; now there is a question regarding access to the bathrooms
- ATV clubs – want minimal use on County Highways; paved right-of-way. Update regarding Jefferson trail by Petenwell Park.
- Trade show: \$10 chamber dollars for a total of 15 at each trade show
- Ebay/Amazon/Craigs List - options

Present: West at 2:05 p.m.

Item #10:

Discuss and/or act on resolution for investment possibility. Item #8 Discuss and/or act on Resolution 44-2002. Discussed item #8 and 10a.

West took over as chair at 2:11 p.m.

Motioned by Grabarski/Kotlowski to approve resolution for investments contingent upon Corporation Counsel/Administrative Coordinator language review and forward on to County Board. Motion carried by unanimous voice vote.

Deviated to item 10b. Discuss and/or act on accepting monthly electronic (ACH – automated clearing house) payments from economic development loan accounts. Motioned by Hamburg/Grabarski to accept monthly electronic payments from economic development loan accounts and report back to committee on how the process is working. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Babcock to invest \$600,000 in Bank in Wis. Dells for 12 months; \$600,000 in Farmers & Merchants Bank for 24 months. Motion carried by unanimous voice vote.

- a) Tax Deed Property update provided
- b) Financial report provided
- c) Office activities business as usual

Item #11 MIS: McGhee was not present; hard copies were handed out.

Item #12 County Clerk: Update provided on elections and office activities.

Upcoming agenda items:

Update regarding ECHO and on state link progress

Next meeting date set for April 8, 2016 @ 9:00 a.m.

Motioned by Kotlowski/Hamburg to adjourn at 3:12 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi
Recording Secretary

These minutes have been approved by the committee.
CP/ck

S:\Administrative & Finance\2016 Minutes\Adm & Fin 3-4-16 min.doc