

## ADMINISTRATIVE & FINANCE MEETING MINUTES

May 3, 2017, 3:00 p.m. Room A231

The meeting was called to order by Vice Chairman Grabarski at 3:00 p.m. The meeting was properly noticed. Present: Grabarski, Hamburg (in place of Allen), Parr and Pisellini. Excused: Allen and West. Also present: Nick Segina, Fahrenkrug, McGhee, Oleson, Nickel, Sedlar, Miller, Repinski, Bill Pegler (Times Reporter), Wollin, Tolley, Matt Morrow, Laura Hook (Chamber of Commerce), Wagner, Petkovsek, Patterson, Kaye, Patrick Gatterman, Donna Richards and Liz Hendrickson.

**Present:** West at 3:02 p.m. West took over the meeting.

Motioned by Pisellini/Parr to approve the agenda. Motion carried by unanimous voice vote. Discussion took place regarding minutes from April 7, 2017. Grabarski disapproved the minutes; would like them to be reworked and sent back at next meeting. Motioned by Grabarski/Hamburg to send the April 7, 2017 minutes back to the clerk's office, to include a more succinct purpose of discussion, and return for approval at the next meeting. Motion carried by unanimous voice vote.

Public Participation: Allowed as needed throughout meeting per agenda.  
Correspondence: None

Item #8 Health and Human Services update on the psychiatric costs: Oleson spoke regarding the psychiatric costs, the needs of the department and issues related to mental health and substance abuse. The department is proposing to increase psychiatric hours which could result in costs of approximately \$6,400. Discussion took place. No action taken.

Item #9 Corporation Counsel monthly report: Wagner gave a verbal report confirming statements Oleson made regarding commitments, mental health and opiate addictions; he also spoke on the codification of ordinances and zoning violations.

Item #10 Personnel monthly report: Kaye gave a verbal report, reading off the report that was included in the agenda packet. Some items mentioned consisted of 25 applications received for the child support posting; they are working on the highway superintendent position; the AODA therapist resignation, and Denim Day 2017.

Item #11 Treasurer monthly report: Written report was submitted with the packet.

Item #12 MIS monthly report: McGhee submitted a written report to the committee members. McGhee answered questions from Grabarski relating to items listed on her report consisting of ECHO, scanning documents project in P & Z, and Practical Cents fobs/time clock.

Item #13 County Clerk report: Written report was given to committee members. Phillippi explained the process of posting election notices/newspaper publications. Phillippi answered questions from Hamburg/Grabarski relating to DNR and elections.

Item #14 Parks Manager reports: Miller/Tolley spoke regarding Petenwell/Castle Rock Parks; theft of batteries; private insurance. Additional items of interest consisted of the snowmobile audit; ATV trails; water issues; tree cutting; park development and construction costs.

Item #16 i. Review bids with MSA for ATV/UTV Campground and accept and/or reject any or all bids: Bid results were handed out; no action was taken. Matt Morrow, Miller and Tolley verbally explained the Petenwell Harbor proposal. Tolley provided an overview of cost, project breakdown, and overages. A meeting will be held before the County Board meeting on May 16<sup>th</sup>, 2017, for action to be taken on this item.

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Item #16 a. AF Youth Soccer Sponsor Opportunity: Discussion took place; \$75 to sponsor. Miller will check into this further. Miller talked about the parks' sponsorship of youth activities; committee discussed the parks having a recreational program for kids. Miller will research and have further follow-up on this.

Item #16 h. Report from Chamber of Commerce on Winter Sports Shows: Laura Hook (Executive Director) gave an update. Hooks thanked everyone for the opportunity to have a partnership, their objective is to represent the county as a whole. They are in the process of overhauling their website. They are looking at different advertising techniques, such as using banners, face book and new summer events. The current board is as follows: Executive Director – Laura Hook, President – Liz Hendrickson, Vice President – Donna Richards, Treasurer – Patrick Gatterman (until next month). Hendrickson/Gatterman both spoke regarding the Memo of Understanding that the Chamber had with Adams County, regarding the County's contributing costs. Hendrickson confirmed that there was a 2016 contract in place. Discussion took place identifying the sports shows.

Item #15 Administrative Coordinator/County Manager report: Petkovsek gave a verbal report. She introduced Kyle Patterson to the committee. Some items spoke on consisted of: 2016 audit – she participated in exit interview along with West, Trautman, Danielski and Patterson; update on fairgrounds concerns; space study security update; family care transition. A draft Purchasing Policy was handed out; brief discussion took place, pointing out pages 2, 5, 7, 8, 12, 14 and 19.

Item #16 b. Financing options for space needs/building project: Handout was provided and discussion took place.

Item #16 c. Updating County Board Rules: Wagner handed out several copies of the county board rules, showing the progression of changes made. Discussion took place with no action taken; will discuss more next month.

Item #16 d. Updating Administrative Policy: No discussion or action taken.

Item #16 e. Updating Employee Handbook: No discussion or action taken.

Item #16 f. Ethics Ordinance: No discussion or action taken.

Item #16 g. Records retention: Not complete; will discuss next month.

Items #16 j. Interim County Manager/Administrative Coordinator contract: Wagner spoke regarding the ending of the current County Manager contract in May, and explained some of the new changes that are being made to the extended contract, that will carry through until the end of November.

**Recess:** Motioned by Pisellini/Hamburg to take a recess at 6:11 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Called back to order at 6:15 p.m. All present.

Item #16 j. Discussion continued: Wagner relayed concerns that had been presented to him from Nickel regarding the contract, referencing LTE language, indicating that the contract should go before County Board for approval. Kaye gave an explanation of the terminology used on the forms. Wagner spoke regarding the employee handbook, and stated that Management positions don't apply; Nickel continued to question/state that he thought they were violating the policy. Wagner provided guidance to the committee regarding the subject. Motioned by Grabarski/Hamburg to contract Petkovsek from June 1, 2017 – November 30, 2017, at a rate of pay of \$1,575 per week. Motion carried by unanimous voice vote.

Agenda item for May 16 meeting:

Discuss and/or act on:

Review bids with MSA for ATV/UTV Campground on Winter Sports Shows.

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May 3, 2017, 3:00 p.m. Room A231

Agenda items for June 9 meeting:

Discuss and/or act on:

- Updating County Board Rules;
- Records retention;
- Purchasing Policy;
- Resolution General Code Ordinance.

Next meeting date: May 16, 2017 at 3:30 p.m.; June 5, 2017 at noon, for the purpose of reviewing candidate applications; Regular meeting is June 9, 2017 at 9:00 a.m.

Motioned by Grabarski/Hamburg to adjourn at 6:40 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippe  
Recording Secretary

These minutes have been approved by the committee

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