

ADMINISTRATIVE & FINANCE MEETING MINUTES

October 11, 2013, 8:30 AM

The meeting was called to order by Chairman West at 8:31 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Larson and Phillippi.

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

Item #5 Discuss and/or act on 2014 County Budget.

Item #6 Discuss and/or act on 2014 Budgets.

Crystal Holmes (Adams County Job Center) and Deb Rucinski, (Employment Specialist, Adams County Job Center) present at 8:30 a.m. An overview was provided describing work performed at the job center and the need to continue the service.

Cable and Pierce present at 8:35 a.m.

Diemert present at 8:36 a.m.

Health & Human Services budget: Update was provided to Cable & Pierce regarding applied funds and computer dollars.

Cable and Pierce left at 9:05 a.m.

Daric Smith present at 9:05 a.m.

- **Rural Development** – Motioned by Babcock/Sebastiani to amend the following:
100.74.56700.350 should be \$100,000
Motion carried by unanimous voice vote.
It was suggested that Smith include administrative activities in his monthly report, not just loans processed; i.e. people connections, business options, etc., along with job center numbers.

Smith left at 9:36 a.m.

Fred Hebert (CWCA) present at 9:36 a.m.

- **CWCA** – Dodge County is the only county down in financial contributions; all others \$7,500; 4.7% for administrative costs

Hebert provided an overview of services CWCA provides that most counties contribute \$7,500, only one does not. Hebert left at 9:56 a.m.

Motioned by Sebastiani/Djumadi to restore to \$16,000 in account #100.73.E.54930.350. Motion carried by unanimous voice vote.

Recess: Motioned by Djumadi/Kotlowski to recess at 9:57 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman West at 10:02 a.m. Roll call, all present.

- **Solid Waste** – Recycling grants keep getting cut each year; recycling fees will be increased by 5%. The county will need to determine within the next 2-3 years if they will want to expand or have a transfer station; cells will be filled within 8-12 years. Motioned by Djumadi/Kotlowski to accept the following changes to Solid Waste:
 - 600.R.26.46430.000 Tip Fees, should be \$800,000
 - 600.R.26.46433.000 Pickup Service/Private, should be \$892,000
 - 600.R.26.47313.000 Administrative Fee, should be \$0
 - 600.R.26.47314.000 Shop Fees, should be \$0
 - 600.E.26.53610.110 Regular Salaries/Wages, should be \$71,656
 - 600.E.26.53610.210 Social Security, should be \$5,558
 - 600.E.26.53610.211 Retirement Emp. Share, should be \$6,248

- o 600.E.26.53610.324 Advertising, should be \$2,000
- o 600.E.26.53611.440 Operating Supplies, should be \$60,000
- o 600.E.26.53611.450 Repair-Maint. Supplies, should be \$5,000
- o 600.E.26.53611.435 Uniform Allowance, should be \$1,200
- o 600.E.26.53612.310 Legal, should be \$700
- o 600.E.26.53612.313 Engineering Fees, should be \$33,220
- o 600.E.26.53612.502 Administrative, should be \$0
- o 600.E.26.53612.503 Shop, should be \$0
- o 600.E.26.53613.120 Overtime, should be \$5,500
- o 600.E.26.53613.121 Limited Time Emp., should be \$0
- o 600.E.26.53613.210 Social Security, should be \$35,470
- o 600.E.26.53613.211 Retirement Emp. Share, should be \$39,875
- o 600.E.26.53613.214 Hospital & Health Ins., should be \$180,823
- o 600.E.26.53613.502 Administrative, should be \$0
- o 600.E.26.53613.503 Shop, should be \$0
- o 600.E.26.53614.210 Social Security, should be \$3,809
- o 600.E.26.53614.214 Hospital & Health Ins., should be \$23,538
- o 600.E.26.53614.340 Repair & Maint. Vehicles, should be \$3,000
- o 600.E.26.53614.502 Administrative, should be \$0
- o 600.E.26.53614.503 Shop, should be \$0
- o 600.E.26.53630.121 Limited Time Emp., should be \$25,023
- o 600.E.26.53630.210 Social Security, should be \$6,082
- o 600.E.26.53630.214 Hospital & Health Ins., should be \$19,421
- o 600.E.26.53630.502 Administrative, should be \$0
- o 600.E.26.53630.503 Shop, should be \$0
- o 600.E.26.53631.324 Advertising, should be \$1,000
- o 600.E.26.53631.440 Operating Supplies, should be \$0
- o 600.E.26.53631.502 Administrative, should be \$0
- o 600.E.26.53631.503 Shop, should be \$0
- o 600.E.26.53642.502 Administrative, should be \$0
- o 600.E.26.53642.503 Shop, should be \$0

Motion carried by unanimous voice vote.

Worksheet submitted was incorrect. The 1 full-time person at 37.5 hours was changed to 40 hours.

- o 37.5 hour employee went to full-time 40 hours
- o Part-time, Budget 2014, was 1, should be 0
- o Full-time at 40 hours should be 21

Recess: Motioned by Djumadi/Sebastiani to recess at 12:22 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman West at 12:24 p.m. Roll call, all present.

Motioned by Kotlowski/Sebastiani to take \$2,700,000 from the General Fund and \$1,000,000 from the Sales Tax Fund to Highway Fund.

- 100.00.R.49300 \$2,000,000
- 100.00.E.59260 \$2,700,000
- 300.70.R.49300 \$1,000,000
- 300.70.E.59260 \$1,000,000
- 260.25.R.49220 \$3,700,000
- 260.25.E.53310.371 \$3,700,000
- 700.25.R.47331 \$3,700,000
- 700.25.E.53310.371 \$3,700,000

Motion carried by unanimous voice vote.

Item #7 Discuss and/or act on Resolution to reestablish carryover accounts. Move this item to November 6th.

Motioned by Babcock/Djumadi to correct the following:

- 100.41.R.43576 Snowmobile should be \$208,828
- 100.41.E.55320.343 should be \$208,828

Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to establish road construction account #700.25.53310.371 for the Highway transfer. Motion carried by unanimous voice vote.

Motioned by Babcock/Kotlowski to correct the following:

- 600.26.53610.324 add \$4,000, making it \$6,000
- 600.26.53612.313 add \$4,125, making it \$37,345

For a total of \$8,125 more. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Babcock to approve the Levy of \$17,249,272. Motion carried by unanimous voice vote.

Motioned by Babcock/Kotlowski to transfer \$700,000 from 240 fund to the (100) General Fund. Motion carried by unanimous voice vote.

- 240.38.R.49300 \$700,000
- 240.38.E.59210 \$700,000
- 100.00.R.49220 \$700,000

Item #9 The committee will consider a motion to convene in closed session pursuant to Wis. Stats. § 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and to Wis. Stats. § 19.85(1)(f), for the purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations. The Committee will reconvene in open session per Wis. Stats. § 19.85(2), to consider and vote, if applicable, on appropriate matters relating to the issues discussed in closed session. Pulled by Chairman West at 1:15 p.m.

Items on next agenda:

Carryover account Resolution

Next meeting date set for October 15th, 2013 at 3:00 p.m.

Babcock excused at 1:13 p.m.

Motioned by Sebastiani/Kotlowski to adjourn at 1:29 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved.