

## ADMINISTRATIVE & FINANCE MEETING MINUTES

June 10, 2013 8:00 AM Room A160

The meeting was called to order at 8:06 a.m. **Present:** Babcock, Djumadi, Kotlowski and West. **Excused:** Sebastiani. **Also present:** Larson, Phillippi and Zander.

Motioned by Kotlowski/Djumadi to approve the agenda. Motion carried by unanimous voice vote.  
Motioned by Babcock/Kotlowski to approve the minutes from May 13, 2013. Motion carried by unanimous voice vote.

**Public Participation:** None

**Correspondence:** Djumadi reported her appointment to the Taxation Finance Committee; Gus also appointed her to the WCA Resolution Committee.

Discussion on Administrative Coordinator/Director of Finance department activities. Land & Water Department has outstanding issues, that are time consuming, they will begin to prepare for the budget; Administrative office is moving ahead with training; Chris Jefferson has completed training on payroll; Wendy Newsom will begin payroll training in July. There are increases in all of the Fund balances year end 2012. Monthly sales tax report was handed out. Undesignated Fund Balance Report: the General Fund balance on the report should be \$121,434, not \$74,258 Contingency Fund balance/Sales Tax Fund balances are both missing; the committee recommended that 2012 balances be totaled then, begin with 2013 transactions. Cash reconciliation reports were handed out. Motioned by Djumadi/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

Skipped discussion on MIS department activities until later.

County Clerk's department activities update is that business is as usual.

Discussion on Treasurer's department activities. Tax deed property:

- processed 253 searches
- remaining 212 to finish
- some have paid their taxes during this process
- final paperwork will go to court next week.

A financial report was handed out. Zander will be out of the office attending a conference next week, otherwise business is as usual.

Motioned by Kotlowski/Babcock to approve Resolution to oppose Assembly Bill 85 and Senate Bill 95 to move forward to County Board. Motion carried by unanimous voice vote.

Discussion on MIS department activities. Financial reports were handed out. Also covered in the handouts are RMM costs customer service/helpdesk/costs for 2012-2013; \$4,736 for CJIS has been spent. The phone system upgrade for the highway department was over budget, as is the mileage account. This is the first time in 6-7 years that reimbursement for mileage has been requested, causing the overage.

Motioned by Djumadi/Kotlowski to deviate to discussion on the Medical Examiner cell phone upgrade per Medical Examiner request. Motion carried by unanimous voice vote.

Larson reported that the Medical Examiner is requesting an upgrade to their cell phones. They would need phones with the following criteria:

- GPS capability
- pill identifier
- send pictures
- search phone numbers

The 3<sup>rd</sup> phone is a flip-phone, as the deputy currently uses her own cell phone. This phone will not be replaced. The additional costs would be approximately \$434 through the end of 2013. The supply account will be used to offset the additional phone costs. The supply account currently has a budget of \$2,000 with only \$660 that has been used so far. Motioned by Djumadi/Babcock to approve the upgrade for Medical Examiner's two additional phones, not to exceed \$434 per month, to include budget revision from supply account to phone account. Motion carried by unanimous voice vote.

McGee gave the committee the Technology Steering Committees draft Project Review Procedure report. They are looking for approval at the next Administrative & Finance meeting in July. Need to strike the language ~~Process customer service payment~~ at the top of the flow chart because it is not applicable.

Larson reported: Discussion on the budget revisions for Emergency Management are as follows: update budget account; (19) R 48500 \$4,500 revenue; (19) E 52511 414 \$4,500 small equipment purchase; money was dated for 2012 but was recorded for 2013.

Discussion on the budget revisions for Veterans Services transpired. Larson reported: Donation money closed to the General Fund in 2012. They'd like to use these funds in 2013. A resolution was passed at County Board approving a Carryover account but not the transfer of the funds. A new resolution to transfer \$940, will need to be created and brought to next month's meeting for approval of the transfer. The committee is not in favor of a continual carryover, the belief is to use the funds in the year they are received.

Motioned by Djumadi/Kotlowski to approve the budget revisions for Enbridge funds in the amount of \$4,500 for Emergency Management. Motion carried by unanimous voice vote.

Discussion on the 2014 budget. The schedule is for September 9<sup>th</sup>-13<sup>th</sup>. West is not available September 22<sup>nd</sup> - 23<sup>rd</sup>. September 9<sup>th</sup>-10<sup>th</sup> the committee would like to meet with Hwy, Health & Human Services, Solid Waste and Sheriff first. Add dates of October 4<sup>th</sup>, October 8<sup>th</sup> and November 4<sup>th</sup>.

The budget assumptions are a work in progress and will be discussed at the Administrative & Finance meeting at 5:30 p.m. on June 18<sup>th</sup>. Prior to the meeting, the updated information needs to be faxed to Kotlowski and Sebastiani, and emailed to the rest of the committee members.

Items on next agenda:

Approve procedure for Tech Steering;

Approve Resolution for General Fund transfer of \$940, VSO donation;

The 1<sup>st</sup> quarter report with EO Johnson;

Anticipated EO Johnson savings;

Solid Waste and Highway Department 2012 budget updates;

Closed session

Next meeting date: June 18<sup>th</sup> at 5:30 p.m.

Next regular meeting date: July 8<sup>th</sup> at 8:00 a.m.

Motioned by Djumadi/Kotlowski to adjourn at 10:57 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved.