

ADMINISTRATIVE & FINANCE MINUTES

Monday, August 7, 2017

3:00 p.m. Room A260

The meeting was called to order by Chairman West at 3:01 p.m.

The meeting was properly noticed.

Roll call: West, Grabarski, Parr, Pisellini and Hamburg for Allen. Also present, Kaye, Wagner, Quinnell, Petkovsek, Oleson, Patterson, Miller, Tolley, Zander, Pierce, Casey Bradley-new Administrative Coordinator/County Manager, Jon Trautman (Schenck), Bill Pegler-Times Reporter and Waugh as recording secretary.

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

Motioned by Pisellini/Parr to approve minutes from June 5, 9, 28 & July 6, 2017. Motion carried by unanimous voice vote.

There was no public participation.

There was no correspondence.

Item #8: per letter from Sorenson, the presentation/discussion on levy for veterans, memorial will be next month.

Item #9: A presentation/discussion 2016 Audit Report/Draft Financial Statements was done by Jon Trautman from Schenck. (Handouts already given)

McGhee present at 3:10 p.m.

Per Chairman West, deviate to Item #15b: Discussion on a three-year extension for services provided by Schenck – Basic audit, financial statements, preparation of Form A, preparation of federal and state financial assistance schedules. Fee is approximately \$51,300.00. Motioned by Grabarski/Pisellini to approve the 3 year plan. Motion carried by unanimous voice vote. Trautman left.

Per Chairman West, deviate to Item #11: Treasurer monthly report, discuss and/or act on 2018 budget. Zander gave a verbal and written report.

Per Chairman West, deviate to Item #10: Solid Waste update/report on cost analysis by cost centers. Quinnell gave handouts. She stated they are making money on trucking and landfill, losing money on the townships (drop off sites). There has been no increase in dumpsters for 6 years.

Item #12: MIS monthly report. McGhee had handouts, discussed Echo and website.

Item #13: Parks Manager reports; update on Petenwell Harbor Seawall project. Tolley talked of Petenwell campground starting soon, have grant money for trails in Town of Rome, but Wisconsin County Mutual Insurance Company says no trails. Handouts were furnished.

Item #14: Corporation Counsel monthly report. Reports were already furnished and Wagner went through and gave a verbal report.

Bonnett present at 4:36 p.m.

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Item #15a. Discuss and/or act on department requests for credit cards per Purchasing Policy Document No. 25. Discussion took place. No handouts were given. County has a \$20,000 limit. Sheriff already has their own credit card. Motioned by Pisellini/Hamburg to approve the credit card policy. Motion carried by unanimous voice vote.

Item # 15c: Discuss and/or act on tax exempt cards for County Board members. Discussion took place. Motioned by Hamburg/Pisellini not to have tax exempt cards for the County Board members. Motion carried by unanimous voice vote.

Per Chairman West to deviate to Item #16a & b: Discuss and/or act on Reclassification of Office Manager/Attorney position and Reclassification of Legal Secretary position. Discussed pay grade and criminal case load; enough money in the budget for the rest of 2017 and raising the Paralegal to class 11 instead of 13 per WIPFLI study. Motioned by Grabarski/Pisellini to approve the reclassifications. More discussion took place. Motioned by Hamburg/Pisellini to remove "office manager" from 16b. Motion carried by unanimous voice vote.

Motioned by Hamburg/Pisellini to approve Reclassification of Attorney position at pay grade 3 and Reclassification of Legal Secretary position at pay grade 11. Motion carried by voice vote, 4 yes, 1 no. Voting no, Grabarski.

Item # 16: Personnel monthly report: Kaye gave a verbal and written report.

Item #15d: Transition and priorities for new County Manager. As the committee read over the reports given out by Patterson, Petkovsek gave verbal report (Item #15). Ad Hoc Building committee needs to meet the 6 month time frame, per Secretary of State. Friendship Dam & Lake Association were looking for money from the county, but per insurance company, county needs to own the dam. Received very good comments about the fairgrounds; furnace will be put in this fall.

Waugh left at 5:50 p.m.

Kaye took over as recording secretary.

Item #15d: Transition and priorities for new County Manager. Bradley will work on a formal plan for the next Admin & Finance meeting. Priorities will include the audit, budget, building projects/maintenance, strategic planning, compensation plan review. Petkovsek will be available to work with him and answer questions as needed.

Item #15e: Updating Employee Handbook – no action

Item #17a: Discuss and/or act on Updating County Board Rules. West would like a total updated copy with markups and dated. Grabarski suggested a special separate meeting specifically to address this issue. No action taken.

Item #18: The Committee will convene in closed session per Wis. Stats. §19.85(1)(f), for purposes of considering financial, medical, social or personal histories or disciplinary

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data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against 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. Discuss and/or act on the medical condition of an employee who was involved in a workman's compensation accident. Motion by Grabarski, seconded by Pisellini to go into closed session at 6:30 p.m. Motion carried by unanimous voice vote.

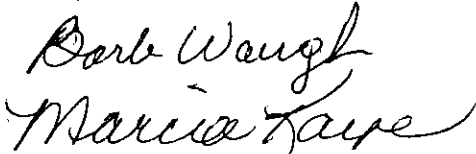
Item #19: The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. Motion by Hamburg, seconded by Pisellini to return to open session at 6:40 p.m. Motion carried by voice vote. No action taken.

Item #20: Upcoming agenda items: Veterans Memorial; Employee Handbook; County Board Rules; Bradley's transition plan.

Item #21: Set next meeting date: September 7, 3:00 p.m. regular Committee meeting; September 14, 3:00 p.m. Board Rules review; September 18, 9:00 a.m. Budget meeting.

Item #22: Motion by Grabarski, seconded by Hamburg to adjourn at 6:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Barb Waugh/Marcia Kaye
Recording Secretary

These minutes have been approved by the committee.