

ADMINISTRATIVE & FINANCE MEETING MINUTES

December 4, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:06 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Hamman, Larson, Zander, Molly Buchholz and Phillippi.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote. Motioned by Djumadi/Babcock to approve the November 6, 2013 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: CWCA contribution

Item #8 Administrative Coordinator/Director of Finance:

- Office activities
 - Preliminary audit is taking place
 - 2 employees can fully process all payroll, 3 can do Accounts Payable, 1 employee is fully trained for budget; Larson began training others
 - Larson met with Diemert regarding the waste to the energy plant;
 - Report contingency fund/general fund balance were handed out
 - Discuss and/or act on bank account for food share (Health & Human Services). Motioned by Djumadi/Kotlowski to allow FIS Merchant Government Solutions, on behalf of food share, to make a deposit by ACH into general fund. Motion carried by unanimous voice vote.
 - Updated sales tax report were handed out
- Discuss and/or act on Resolution to support Assembly Bill AB308.

Motioned by Babcock/Kotlowski to support Resolution. Motion carried by roll call vote. Voting yes: Babcock, Kotlowski, Sebastiani and West. Voting no: Djumadi.

- Discuss Bill 288 Library funding
- Cash reconciliation – not completed
- Approve check register. Motioned by Djumadi/Kotlowski to approve the check register. Motion carried by unanimous voice vote.
- Discuss and/or act on writing special charges off #24-280
 - Lake District had been put on special charges – we will write off this amount
 - Town of Preston Lake District – 1/64th interest access to lake
 - No charges moving forward
 - Paid until 2010; 2010,2011 and 2012 passed resolution that we wouldn't pay special charges

Item #9 MIS:

- Office activities-none
- Financial report-none

Item #10 County Clerk:

- Office activities-business as usual
- Examine all claims against the county – none

Item #11 Treasurer:

- Tax deed property update – handout was provided
- Financial report – handout was provided
- Office activities

Motioned by Djumadi/Sebastiani allowing to write-off special charges of \$2,990.00 for 024.00.280.000. Motion carried by unanimous voice vote.

- Discuss Drainage Board budget accounts
 - \$25,000 budget; will be over their budget. Check on and get understanding of process of drain board in State Statutes
 - January 9th Highway will be meeting at 9:00 a.m.

Item #12 Discuss and/or act on County Board Rules language: Will be given to committee members in advance.

Item #13 Discuss IT analysis: Question was asked if RMM was meeting the individual needs of the department in conjunction to several others. A report has been provided of which Larson will forward to committee members. Someone from RMM will be present at the next meeting.

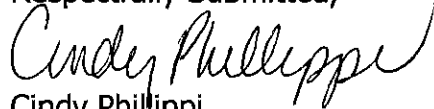
Items on next agenda:

County Board Rules
RMM presentation

Next meeting date: January 9, 2014 at 1:00 p.m.

Motioned by Sebastiani/Djumadi to adjourn at 9:59 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.