

ADMINISTRATIVE & FINANCE MEETING MINUTES

September 8, 2014 4:00 p.m. Room A231

The meeting was called to order by Vice-Chairman Grabarski at 4:01 p.m. The meeting was properly noticed. Present: Babcock, Grabarski, Hamburg and Kotlowski. Excused: West. Also present: McGhee, Sedlar, Gervais, Rogers, Zander, Kaye and Phillippi.

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

Motioned by Kotlowski/Hamburg to approve the minutes from August 7th & 28th, 2014. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Item #8 Discuss and/or on Potter's Field: Discussion took place regarding Potter's Field; cemetery in the Town of Jackson. Question was raised whether the \$200 budget increase request included perpetual care. To be brought back at next meeting.

Item #9 Discuss and/or act on Conservation Program Coordinator position (LCD): Discussion took place regarding the Conservation Program Coordinator position. Sedlar gave a timeline of events: February 2013 – changed position, March 2013 – explanation for reclassification, April 2013 – explanation was excepted and passed LCD's home committee. Motioned by Kotlowski/Hamburg to forward to Executive and provide results back to committee. Motion carried by unanimous voice vote.

Item #10 MIS: Discussed TCM software update where we are with contracted position; will keep person in position thru the end of November to maintain the progress we have made. 3 units have not been rolled out: Child Family Services, ARCD and Public Health. We are in the red thru the end of the year; there is money budgeted for next year. This is not a 40 hours a week position; 1 day per week, possibly 1, maybe 2 days. Motioned by Hamburg/Babcock to allow cost overrun, no more than the projected amount of \$27,572.75 thru January 2, 2015, in addition to the monthly update on the progress of the project to be reported back each month. Motion carried by unanimous voice vote. Funding will come off of 2015 dollars.

Item #11 Treasurer: Zander will be providing a copy of the financial report; she stated she'll look into options regarding investments as rates are extremely low. Working on property clean-up. Court date is in September. Real Property Lister conference is coming up; then the Treasurer's conference.

Item #12 ACDoF: 2015 budget discussion: Typo "premits" – 100.05.46177; fixed spelling to "permits". Emergency Management; MABAS box alarm system is being looked into. Motioned by Kotlowski/Hamburg to table the vehicle purchase in Emergency Management prior to settling the Emergency Management budget. Motion carried by roll call vote, 3 yes, 1 no. Voting yes, Babcock, Kotlowski and Hamburg. Voting no, Grabarski. Distributed the draft levy resolution. Motioned by Babcock/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

County Clerk: Discussed assessment of fiscal coordinator job duties. Will discuss future options on next meeting agenda.

Items on next agenda:

Discuss 2015 budget;

@ regular meeting, TCM software update

Next meeting date set for September 9th at 4:00 p.m.

Motioned by Hamburg/Babcock to adjourn at 6:26 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved by the committee.

CP\ck