

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

Friday, May 13, 2016 9:00 a.m., Room A160

The meeting was called to order by Cindy Phillippi, County Clerk at 9:02 a.m.

The meeting was properly noticed.

Roll call: West, Pisellini, Grabarski, Parr and Allen. Also present; Zander, Kubisiak, Miller, Tolley, Kolstad, Heider, and Susan Miller.

Motioned by West/Pisellini to approve the agenda deviating to Item # 13 after the election of officers and returning back to regular agenda. Motion carried by unanimous voice vote.

Phillippi opened nominations for Chair. Allen nominated West, there were no other nominations. A unanimous ballot was cast to nominate West as chair, with no objections.

West took over as Chairperson to conduct the remainder of meeting.

West opened nominations for Vice-Chair. Allen nominated Grabarski, there were no other nominations. A unanimous ballot was cast to nominate Grabarski as Vice-Chair, with no objections.

Phillippi will be Recording Secretary.

Motioned by Grabarski/Pisellini to approve all prior meeting minutes listed as:

Joint Admin/Finance & Parks Committee Oct. 29<sup>th</sup> and Nov. 19<sup>th</sup>, 2015;

Executive April 8<sup>th</sup> and April 5<sup>th</sup>, 2016;

Parks Committee, February 9<sup>th</sup>, 2016;

Admin/Finance, April 8<sup>th</sup>, 2016;

Motion to approve minutes carried by unanimous voice vote.

County Manager/Administrative Coordinator:

Motioned by Allen/Grabarski to approve Quincy Fire Department to use the Castle Rock Park Shelter on September 4, 2016 for their annual Pancake Breakfast fundraiser event; Grand Marsh Pathfinders Snowmobile Club to use Patrick Lake Park and ball diamond on September 3, 4 and 5, 2016 for their annual Labor Day Ball Tournament event. Motion carried by unanimous voice vote.

Discussion took place regarding Fawn Lake boat landing user fee verses a non-user fee. Miller and Tolley will gather information regarding subject to include other lakes and report back to committee. No action taken.

Motioned by Allen/Grabarski to grant access for a mobile food truck/trailer to sell food products on the grounds of the two county owned campgrounds for Susan Miller, representing The Marigold LLC, Larry Smith, representing the Hot Dog and Donut Stand and Mark Klaus, representing Klaus Treats LLC contingent upon receipt of insurance and all required licenses, and formation of an agreement drafted by Miller/Tolley to be reviewed by Corporation Counsel. Motion carried by unanimous voice vote.

Motioned by Grabarski/Pisellini to approve the revisions to the Administrative Directive on Campground Operations policy. Motion carried by unanimous voice vote.

Motioned by Allen/Pisellini to approve the revisions to the Monthly Campers Registration Payment Late Fee policy. Motion carried by unanimous voice vote.

Motioned by Allen/Pisellini based on qualifications to hire Assistant Parks Manager at the 1 yr rate of wage which is higher than the minimum wage. Motion carried by unanimous voice vote.

Corporation Counsel monthly report was provided.

Personnel Director: Adams County Base Compensation Administrative Guide/WIPFLI Compensation Study was provided along with a monthly report.

Discuss and/or act on Echo; Discussion took place regarding complications with software processes. Discuss WIMCR payback; Discussion took place regarding State billing and liability related to the county.

Discussion regarding the Property Committee's December 9, 2015 decision to permanently move the County Manager's office to the location of the previous Parks Director's office location took place. Motioned by Grabarski/Allen to recommend the Property Committee reconsider their motion and revise their decision and keep the Administrative Coordinator/County Manager in the current location. Motion carried by unanimous voice vote.

Parks Managers' Reports, Admin Coordinator Report, Revenue report, expense check summary report and expenditure report provided.

Treasurer: Verbal update on Tax Deed Property and office activities was given. Financial report was provided.

MIS: Verbal update on office activities and website upgrade was given. Financial report was provided.

County Clerk: Verbal update on office activities was given.

Identify upcoming agenda items: Family care/Long Term Support, Echo, WIMCR, WIPFLI Compensation Study; Administrative Policy Documents.

Set next meeting date; June 10<sup>th</sup> @ 9:00 a.m.

Set next meeting date for grievance; May 24<sup>th</sup> @ 1:00 p.m. or 5/31 @ 9:00 a.m., dependent upon the business agent schedule.

Motioned by Parr/Allen to adjourn at 12:39 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved.