

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

Tuesday, July 10, 2012

9:30 A.M.

Room A160

The meeting was called to order by Chairman West at 9:42 a.m.  
The meeting was the meeting properly noticed.

Present: Babcock, Sebastiani, West, Jerry Kotlowski and Djumadi. Also present, Larson, Roseberry and Pat Kotlowski.

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

Public Participation: None

Correspondence: None

Administrative Coordinator Report:

Reports were submitted on the contingency fund/general fund balance.

Cash reconciliation: Journal entries posted yesterday. Bank statement was not complete, should be done by County Board meeting.

Motioned by Djumadi/Babcock to approve check register. Motion carried by unanimous voice vote.

Templates went out for the budget last week. There are minor changes.

2012 budget to actual reports will be worked on. Looking at six months figures.

Employee management salary negotiations are being updated. Budget instructions will be out by Friday. A 2% place holder for wages will be incorporated. Accounts payable employees are fully cross trained. Cross training on payroll next step for the department.

Jerry Kotlowski asked differential in gas prices if it is at retail or not. Retail price of gas – Trena will check and get back to Committee next month.

Mike/Amber present at 9:55 a.m.

This Committee or County Board – budget amendment. Wants to leave as we have it. Excel spreadsheet monthly – to see how to know where they are.

(Policy change GASB54)

Matching costs with revenues in Solid Waste. Mike gave report to Trena.

Motioned by Sebastiani/Djumadi to deviate and discuss agenda item #22 at 10:42 a.m.  
Motion carried by unanimous voice vote.

Fred Nickel explained concerns relating to Town of Monroe roads leading to Petenwell Park.

Big Horn Ave – people have issues with traffic – traffic counts were previously done.

County Trunk Z

Majority are small vehicles, some larger.

Discussed a reroute on Blackhawk to relieve traffic on Big Horn.

Options:

- 1) Assess a tax to visitors who use businesses
- 2) Increase the Parks fees
- 3) Sales tax (\$225,000 is annually contributing to sales tax). Next 10 years to be allocated to Parks, propose \$225,000 off tax roll.

\$20,000 annually to the Town of Monroe over the next 10 years.

Petenwell is the largest used park in the State of Wisconsin, ranks #1.

Dwaine Hays 2010 petition – Roberts Subdivision, move traffic from Big Horn to Blackhawk. We've tried – what do we do about weight limits, black top, working together. Hays expressed working on it in stages – 1<sup>st</sup> ½ mile, then 2<sup>nd</sup> ½ mile. Will be expensive. Nichols was at a meeting showing a cooperative effort.

Trip money to look at in a future meeting.

Managed print services contract – rhyme/Proposal EO Johnson, postponed.

Discussion postponed on Update on Neo-gov

Motioned by Djumadi/Kotlowski to forward Resolution for Fund balance policy. Motion carried by unanimous voice vote.

Discussed Resolution for Bond compliance. Motioned by Kotlowski/Djumadi to recommend adoption of Resolution for Bond compliance. Motion carried by unanimous voice vote.

Motioned by Babcock/Sebastiani to recess at 11:12 a.m. Motion carried by unanimous voice vote.

Called back to order at 11:26 a.m. All present.

Discussed resolution for Woodside Ranch Project.

A presentation was given on the Woodside Ranch Project by Dave Waubeck, Aaron Gadwaugh and Bond Ferin. A project handout was distributed. Adams County side only, not Juneau County.

Replaced Equipment in Emergency Command Management trailer.

Frontier will be coming tomorrow. Badger Net will be new transport provider.

Solarus will be new internet service provider. Will change IP addresses, hardware and configuration.

Rome - next project.

On-site training will be July 23<sup>rd</sup> and 27<sup>th</sup>.

A new server will be running through Skyward as of July 20<sup>th</sup>.

A Tax Deed Property update was given. Financial report and office activities were also given.

### **Agenda Items:**

Discuss and/or act on Copier contract vendors

Discuss and/or act on Update on Neo-gov

Discuss and/or act on resolution for Woodside Ranch Project

**Next Meeting Date:** August 10, 2012, 8:00 a.m.

Motioned by Kotlowski/Sebastiani to adjourn at 2:43 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary