

ADMINISTRATIVE & FINANCE MEETING

Thursday, September 13, 2012

7:30 a.m. Room A160

The meeting was called to order by Chairman West at 7:36 a.m.

The meeting was properly noticed.

Present: West, Kotlowski, Djumadi, Babcock, and Sebastiani. Also present: Larson, and Phillippi.

Sherry Kotlowski, Pat Kotlowski present at 8:00 a.m. Discussed Hwy Department Budget, there were no changes.

Bays present at 9:10 a.m. Discussed Treasurer and Real Property Lister Department Budget, there were no changes.

Stuchlak present at 9:30 a.m.

McGhee present. Discussed MIS Budget.

100.20.51450.316 was \$1,500, should be \$90,956

Scott present at 9:50 a.m. Discussed Airport Budget.

100.24.53510.920 was \$11,000, should be \$18,000

100.24.49300 was \$0, should be \$18,000

Gervais present at 9:50 a.m. Discussed Emergency Management Budget, there were no changes.

Johnson present at 10:15 a.m.

McLaughlin present at 10:19 a.m. Discussed Planning & Zoning Budget.

100.45.56400.433 should be \$570

100.45.56400.431 should be \$350

Larson will fix wages for Bremer appropriating from account #56400 levy to the 56155 account.

Helgeson present at 10:40 a.m. Discussed Register of Deeds Budget and Land Information Budget, there were no changes.

Genrich present. Discussed UW Extension Budget.

100.42.49300 was \$64,337, should be \$76,537

100.42.52750.999 was \$0, should be \$10,000

Discussed Surveyor Budget, there were no changes.

Eggebrecht, Nickel present. Discussed Parks Budget.

100.41.55210.214 was \$15,257, should be \$60

100.41.55410.145 was \$0, should be \$24,000

100.41.55420.145 was \$0, should be \$4,500

100.41.55421.121 was \$1,771, should be \$0

100.41.55450.145 was \$0, should be \$11,000

Revenue:

100.41.46719 was \$508,763, should be \$494,798

100.41.46720 was \$336,686, should be \$336,865

Discussed Family Court Budget, there were no changes.

Agenda items postponed:

6. *Discuss and or Act on the posting of the position for the Administrative Assistant position in the AC/DOF office;*
7. *Discuss and or Act on Job Description for the Administrative Assistant/Director of Finance;*
8. *Discuss and or Act on EO Johnson updated proposal and contract;*
9. *Discuss and or act on 2013 Health Insurance Proposal;*
10. *Discuss Woodside Ranch Project updates;*
11. *Discuss and or Act on employee handbook revision;*
12. *Discuss and or Act on proposed New Chester TID;*

Motioned by Kotlowski/Sebastiani to adjourn meeting at 1:12 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary