

ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, July 8, 2013
8:00 AM Room A260

The meeting was called to order by Chairman West at 8:02 a.m. The meeting was properly noticed. Present: Sebastiani, Djumadi, West, Kotlowski and Babcock. Also present: Larson, Zander, Wollin, Gervais, (Pat) Kotlowski, Smith and Phillippi.

Motioned by Sebastiani/Kotlowski to approve the agenda correcting typo of year. Motion carried by unanimous voice vote. Motioned by Sebastiani/Babcock to approve prior meeting minutes of June 10th & 18th, 2013. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Update on Highway 2013 Budget: Kotlowski explained the winter maintenance account as being less than \$50,000 which is not enough to cover expenses until the end of the year.

The budget typically would have a fund of \$700,000 to cover winter maintenance. An overview of the G project was provided, explaining there could potentially be funds to pull from if the project were to come in under budget. There are no other large outlay projects left in the budget for 2013 to pull funds from.

Shouldering, mowing, brushing, patching, and seal coating were examples of highway maintenance items that are pooled together in the same account, where there could potentially be money that'd roll over, but this is unlikely. This is an account that could be looked at closer to the end of the year.

Larson ~~recommended~~ asked if flex scheduling and scheduling around winter events has been considered. Flex scheduling ~~to~~ could include a 24 hour notice having employees start at noon verses 8:00 a.m. The discussion continued that flex scheduling and working around winter events, sending employees home once they've reached their regular work hours and/or starting later in the day may result in some additional savings.

Kotlowski informed the committee that a similar discussion took place with the highway committee, keeping in mind that these are employees who come to work day and night and also on call. Also, noting that some employees elect to go home once they have reached their regular number of work hours. Since the administration change, they no longer receive overtime on Sundays, it is straight time; explaining the difference between the current environment and the previous union environment.

West wanted everyone to be aware of the potential need to transfer money in the future for any overdraft that may occur.

Kotlowski would like to wait until some larger bills are paid out of the G project, then review the budget again in the future. Wanting to avoid flex scheduling and sending employee's home, Kotlowski would like to consider different options such as:

- using less salt – approximate cost \$70 per ton
- use of a salt/sand mixture – approximate cost \$18 per ton
- starting later in the day to remove snow- realizing that compact snow is harder to remove
- use of a salt brine/liquid-the liquid activates the salt and keeps more salt on the highways-currently having the equipment and machines to produce, providing additional options

Kotlowski will keep the committee informed of the highway department finances as necessary.

Update on Solid Waste 2013 Budget; postpone until next month.

Update on loan fund/and future projections by Daric Smith: Smith explained that there were dollars available through the state and USDA both of which are grant dollars but have a match contribution of 20 – 25%. He provided the committee with a document with the current and pending loans amounting to \$1,013,700.00. The projected balance of the special project funds to include the pending most recent loan status was reported as approximately \$8,000. As individuals pay throughout the year, the balance will grow to approximately \$100,000, as these are revolving funds that then can be loaned again. Djumadi asked questions related to specific loans within the City of Adams. Smith explained the erection of a building to be used as rental (4) units for businesses. An explanation was provided, that the funds could be used for community betterment such as the one used for the theater. The committee concurred that Smith should continue to look into the options of state and USDA loans with the understanding of a need for matched funds. Smith will continue to pursue options and provide information as it relates back to the committee.

Motioned by Djumadi/Babcock to deviate to letter f of number 11. Motion carried by unanimous voice vote.

Discuss and/or act on a budget for Emergency Management to purchase a Main Tower Backup System: Gervais gave a brief explanation about the main highway communication tower that was struck by lightning, which took out all communications for 1st responders throughout the county. The system was out from approximately 1:30 p.m. until 8:00 p.m. Option 1: This will allow dispatch to activate the backup equipment from the main tower through the Coloma/Richfield site. This will cover Highway, Sheriff, Emergency Management and paging. The Public Safety Committee approved this phase. The other two options that will cover the rest of the sites will be added into the 2014 budget.

Motioned by Djumadi/Sebastiani to transfer \$2,360 from the contingency fund to the Emergency Management budget for the option 1 of the main tower backup system. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to deviate to items under 13. Motion carried by unanimous voice vote.

Tax Deed Property update: The court date has been set for September 23. The Cottonville Store is still considered an open Brownfield sight. The DNR will be meeting with Zander Monday or Tuesday. There is no certificate of closure. A report will be provided to the property committee hopefully on Thursday, of what was found. A delinquent tax comparison report was handed out to the committee. Treasurer's cash reports were provided to the committee. Office activities are business as usual. Discuss and/or act Proposed 2014 Budget- none. William Petri follow-up re: request of eliminating interest/penalty on parcel #30-1861: Zander provided a recap of the initial request to eliminate the interest and penalties, issues with no stamp on the envelope, the June 28th email to request removal again, her response to the gentleman as well as the previous decision of the committee. The committee doesn't feel the full county board should review the decision of the committee. Motioned by Djumadi/Kotlowski to send a letter on the County Corporation Counsel's letter head as previously stated to include the decision has been made and the subject is closed. Motion carried by unanimous voice vote.

Administrative Coordinator/Director of Finance: Larson requested to return to the minutes as she had recommended changes to the June 10th minutes. In the last paragraph she wanted to add internet capabilities, remove pill identifier and then after much discussion it was decided she should provide the clerk with her recommended changes. Phillippi raised the question of changing the intent of the minutes, Larson indicated there intent would be changed. Djumadi requested Larson provide a copy of the recommended changes to the clerk after the meeting. The committee agreed to rescind the motion to approve both June 10th and 18th minutes. Motioned by Sebastiani/Babcock to approve the June 18th minutes. Motion carried by unanimous voice vote.

Office activities: Larson informed the committee that IRIS Agency participates in Family Care is providing a service and will only do direct deposit. The authorization form includes language allowing both debit and credit

sector has been doing this for years, and would recommend striking some of the language prohibiting them from removing funds and only allowing them to deposit funds. Sebastiani questions the ability to modify the form. It was determined this should be discussed at the Health and Human Services Committee and be an agenda item for the next Finance meeting. There was concern raised by Larson of the length of time before money would be received, the committee understood the delay in deposit. They recommend a separate account be set up for such transactions as to not allow vendor access to our funds. Larson explained Zander would be responsible for the transfer of funds between accounts. She has been busy with challenges in the Land and Water Department and working with staff, but things are coming along. Report contingency fund/general fund balances were handed out. Cash reconciliation, will be placed in the supervisor's internal mailboxes as the office is working on that document.

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

Discuss and/or act Proposed 2014 Budget: none. Larson requested that if committee members had binders from prior years they would return them to us to be reused. This would save money and time as the tabs, etc., are expensive. She will provide the committee with a 6 month comparison for all departments next month. The undesignated fund balance allocations and sales tax reports were distributed. There was discussion about the undesignated report related to the 2012 transactions. The committee recommends they not be a part of the report as the balance should begin with January 1, 2013 figures, and update as activities occur.

Discuss and/or act on Resolution for VSO transfer donation funds from general funds: Much discussion transpired relating to the language in the resolution. It was determined to place this back on the agenda next month, to include language in the resolution as directed by the committee at the prior meeting.

Discuss Technology Steering procedure: Larson reported that McGhee is working on the document and this will come forward to the committee next month.

Discuss EO Johnson: Larson will continue to work on the information the committee is requesting. Larson explained this was a difficult task as the departments had previously used multiple accounts to make payments. There has been a delay in the 2013 billing as they are still working on the papercut accounting and programming. She will make a best attempt to do an analysis that compares expenses from last year to this year. Larson informed the committee that she had presented the budget assumptions to the department heads. She indicated the department heads are working on a document that could be used by supervisors when reviewing department's budgets for 2014. There was discussion about educating individuals on how we will maintain the level of services and yet be efficient. A brief discussion relating to health insurance transpired. Larson will bring information to the committee next month to explain implications related to the health care reform act. Some discussion relating to training took place, regarding mandated verses non-mandated; Larson expressed the importance of training regardless of the requirement. Larson will be bringing a resolution next month to rescind and reestablish non lapsing accounts.

MIS: Excused but provided a June report.

County Clerk: Office activities are business as usual. Examined all claims against the county: Phillippi informed the committee of the document that was forwarded to the insurance company from Jeremy Wine. Sebastiani will be in contact with Wollin and will see if the situation has been resolved. The Public Safety Committee Meeting will be July 10, 2013 at which time he will look into the issue.

Discuss and/or act Proposed County Clerk/County Board 2014 Budget: Phillippi explained some of the increases that will be coming forth in 2014, reiterated concerns related to the costs associated with printing, and the need to remove the \$500.00 internal department charge revenues as these are no longer applicable to the department since going with the EO Johnson contract. Phillippi expressed the importance of training, for example: New software or upgraded versions that are installed on staff computers sometimes makes it difficult to process documents when there is no training provided.

Discuss and/or act on County Board Rules, clarifications of rules: none
Discuss and/or act on Resolution to amend Board Rule XXIII – postpone until next meeting, language modifications will be worked on by Djumadi and Phillippi, modified language to be reviewed by corporation counsel only, as fiscal coordinator already reviewed.

Motioned by Djumadi/Kotlowski to recess at 9:56 a.m. Motion carried by unanimous voice vote. Called back to order by Chairman West at 10:00 a.m. All present.

Set next meeting date: August 6th at 8:00 a.m.

Identify upcoming agenda items:

Direct Deposit Family Care;

Amend Res. # 59-2012 Dare Car/Proceeds;

Drug Dog Account Funds;

Res. to rescind carryover accounts and reestablish them 2012 audit;

Discuss and/or act on Resolution to amend Board Rule XXIII;

Discuss and/or act on County Board Rules, clarifications of rules;

Update on Solid Waste 2013 Budget;

Update on loan fund/and future projections by Daric Smith;

Discuss and/or act on Resolution for VSO transfer/budget revision donation funds from general funds;

Discuss and/or act on Proposed 2014 Budget;

Discuss Technology Steering procedure;

Discuss EO Johnson.

Motioned by Sebastiani/Kotlowski to convene in closed session pursuant to Wis. Stats. § 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and to Wis. Stats. § 19.85(1)(f), for the purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations. The Committee will reconvene in open session per Wis. Stats. § 19.85(2), to consider and vote, if applicable, on appropriate matters relating to the issues discussed in closed session. Motion carried by unanimous roll call vote.

Motion by Babcock/Sebastiani to adjourn at 11:44 a.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved.

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