

ADMINISTRATIVE & FINANCE MEETING MINUTES

October 4, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:08 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Larson and Phillippi.

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

Item #6 Discuss and/or act on 2014 Budgets.

FCC – McFarlin present at 8:02 a.m., no changes.

Item #11 Discuss and/or act on Leadership Resolution. MaryAnn Schilling present at 8:20 a.m. to discuss Leadership Resolution and Wellness budget. Committee referred resolution back to Extension Committee, to remove language related to employee's time off and simply state the counties in support of the program and for Extension Committee to determine if there is even a need for a resolution. The Wellness strategic plan was explained. They currently receive \$3,000, but would like to increase the 2014 budget to \$5,000. The committee was not in agreement with the \$5,000 request. Motioned by Djumadi/Babcock to increase the Wellness budget from \$3,000 to \$4,000, account #100.73.E.51932.440. Motion carried by roll call vote. Voting yes, Babcock, Djumadi and West. Voting no, Kotlowski and Sebastiani.

Rick Carlson (Chamber of Commerce President-elect), present at 8:51 a.m.

Roekle and Jeff Churas (Grand Marsh Bank), present at 8:53 a.m.

Tad Wornat (Chamber of Commerce President), present at 9:00 a.m.

Item #6 Discuss and/or act on 2014 Budgets. Resume conversation.

Chamber of Commerce – Added sports shows to promotions. The Parks Department and Chamber of Commerce try to go to separate shows. The Milwaukee Journal Sports Show was beneficial in both attending, as resources were shared. No changes to the 2014 budget.

Jim Grabarski present at 9:11 a.m.

Carlson, Roekle, Churas, Schilling and Wornat left at 9:13 a.m.

Recess: Motioned by Djumadi/Sebastiani to recess at 9:13 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by West at 9:16 a.m. Roll call, all present.

Miscellaneous budget – Motioned by Djumadi/Kotlowski to correct the following account #100.73.E.55460.316, \$12,000 should be \$6,875. Motion carried by unanimous voice vote. Motioned by Djumadi/Kotlowski to move 100.73.E.55110.316 \$5,000 and put into Library budget under new function, identified specifically for Village of Oxford payment. Motioned carried by roll call vote. Voting yes, Babcock, West, Kotlowski and Djumadi. Voting no, Sebastiani.

Historical Society – Lucille Davis present at 9:45 a.m., \$3,000 stands with no changes. Davis left at 10:10 a.m.

RIDC – Daric Smith present at 10:10 a.m. Motioned by Djumadi/Sebastiani to allocate:

- \$95,000 to 100.74.E.56700.350

Motioned carried by unanimous voice vote.

Smith left at 11:10 a.m.

Recess: Motioned by Sebastiani/Kotlowski to recess at 11:10 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by West at 11:19 a.m. Roll call, all present.

Miscellaneous Budget – Motioned by Kotlowski/Sebastiani to correct the following:

- 100.73.E.51930.350 should be \$390.00 PCOR payment
- 100.73.R.49300 should be \$500.00 vending
- 100.73.E.51950.350 should be \$500.00 vending
- 100.73.R.43410 \$94,322 shared revenue

Motion carried by unanimous voice vote.

Drainage – No changes.

Surveyor – No changes.

McFarlin present at 12:28 p.m.

Nickel present at 12:48 p.m.

Item #9 Discuss and/or Act on a budget transfer from Petenwell Park capital equipment account to Castle Rock capital improvement account for a road maintenance.

The following corrections were made:

- 100.41.R.46719 should be \$574,242
- 100.41.R.46720 should be \$375,826
- 100.41.R.46722 should be \$43,000
- 100.41.R.49300 should be \$46,465
- 100.41.E.55210.110 should be \$64,190
- 100.41.E.55210.210 should be \$4,911
- 100.41.E.55210.211 should be \$5,520
- 100.41.E.55210.214 should be \$10,571
- 100.41.E.55210.215 should be \$70
- 100.41.E.55410.110 should be \$68,573
- 100.41.E.55410.210 should be \$16,683
- 100.41.E.55410.211 should be \$14,077
- 100.41.E.55410.214 should be \$59,191
- 100.41.E.55410.920 should be \$102,258
- 100.41.E.55420.920 should be \$35,465
- 100.41.E.55410.391 should be \$2,925
- 100.41.E.55450.110 should be \$67,361
- 100.41.E.55450.210 should be \$12,399
- 100.41.E.55450.211 should be \$9,550
- 100.41.E.55450.214 should be \$23,695
- 100.41.E.55450.215 should be \$25
- 100.41.E.55450.391 should be \$2,925
- 100.41.E.55450.920 should be \$62,956
- 100.41.E.55460.343 should be \$0
- 100.41.E.56170.350 should be \$22,150

Discussion regarding capital improvement projects, costs associated and fund availability took place. Concerns were made that revenues may not be available to cover associated costs.

Motioned by Sebastiani/Kotlowski to leave 2014 budget as submitted, but need net of 2013 budget, after all revenues and expenses have been processed. Cannot continue in 2014 with the new drain field at the west end of Petenwell and construction on roadways for Castle Rock campground expansion without coming in the black by the end of the 2013 budget. Nickel to report back to the Administrative & Finance committee in or before March 2014 in order to proceed by having excess money of \$85,000. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Djumadi to transfer \$5,564.79 from Petenwell Park to Castle Rock. Motion carried by unanimous voice vote.

Item #8 Discuss and/or Act on Transferring from Contingency Fund to pay for fire suppression charges to DNR. Motioned by Djumadi/Kotlowski to pay DNR Fire Suppression \$25,458.81 from account #100.73.E.51940.350 in 2013 allowing account to run over, no transfer of funds at this time. Motion carried by unanimous voice vote.

Sherry Kotlowski present at 1:15 p.m. Sherry Kotlowski left at 1:45 p.m.
Patrick Kotlowski present at 1:15 p.m. Patrick Kotlowski left at 1:45 p.m.

Discussion regarding capital project plans and timelines took place. Costs of materials, different fund sources and options were explained by Patrick Kotlowski.

Item #10 Discuss and/or act on Green Garden Nursery/and DC Handyman Service LLC. Place on next Property agenda to determine contractor, and be paid out of 100.73.E.55460.316. Motioned by Djumadi/Sebastiani to reduce \$12,000 to \$6,875 account #100.73.E.55460.316. Motion carried by unanimous voice vote.

Items on next agenda:
WIFLI presentation

Next meeting date: October 15th at 3:00 p.m.

Motioned by Babcock/Djumadi to adjourn at 2:02 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.