

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

Thursday, July 6, 2017, 3:00 p.m. Room A260

The meeting was called to order by Chairman West at 3:06 p.m. The meeting was properly noticed. Present: Grabarski, Parr, West, Pisellini and Allen. Also present: Quinnell, Nickel, Colburn, Tolley, Petkovsek, Kaye, Wagner, Patterson, Phillippi, Laura Hook, Chamber, Tori Babcock and Bill Pegler, Times Reporter.

Motioned by Grabarski/Pisellini to approve the agenda. Motion carried by unanimous voice vote.

Minutes from June 9, 2017 were not approved.

Public Participation: none

Correspondence: none

Item #8: Presentation and discussion on levy for Veterans Memorial: None

Item #9: Corporation Counsel monthly report: Written and verbal report was provided. The All Terrain Vehicle License Agreement was provided to committee. Lengthy discussion/explanation regarding legalities took place.

Item #13/15d: Parks Manager report: Tolley provided an update on the harbor project. Ayres is working on ADA compliance, grant application is a work in progress. Bids were awarded for Blackhawk – Town of Monroe road project. Snowmobile mapping will begin in August. Preconstruction meeting with MSA on ATV/UTV campground is expected to take place soon. Fourth of July went well with no major issues.

Item #10: Personnel monthly report: Written and verbal report was provided. Kaye informed the committee the costs for County Manager came out of her budget which wasn't budgeted for.

Item #11: Treasurer monthly report: Investment report provided; highlighted area roll over from prior month, bank statement not available. Updated reports will be placed in mailboxes.

Item #15i: Chamber contract: Motioned by Allen/Grabarski to accept the contract. Motion carried by unanimous voice vote.

Item #14: Administrative Coordinator/County Manager report: Petkovsek provided a verbal report. Casey Bradley will start Aug 7<sup>th</sup>. MDA was done, there were 4 audit findings, working on cash reconciliations, JE procedures are being put in place, working on desk review policies or UGG, final audit is expected in Aug, space study concept is being worked on. Fairgrounds is a work in progress, historical society is painting.

Item #12: MIS report: McGhee provided a verbal report. Spillman project has variation between mapping and data fields, testing is extremely slow; working on a disaster recovery plan, otherwise normal daily business. Website group met, will meet again next week, contract has been signed.

Item #15b: Discuss and/or act on balances/activity in Fund 420 – Capital Project Fund: Motioned by Grabarski/Pisellini to move \$1,004,966.38. Motion carried by unanimous voice vote.

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Item #15c: Solid Waste– Update on 2017 budget activity: Quinnell provided an action plan for leachate, written/verbal update on scale issues, and intent to purchase bobcats as the current ones are not compliant.

Item #15j: Donation to Alice in Dairyland: Tori Babcock recommended waiting for the final finale to make donation; they are half-way to their budget goal now. The cost for final could range from \$5,000 to \$7,500. Those who sponsor, need to have a commitment in by the Feb 1st deadline for printing.

Excused: Allen, Phillippi at 5:12 p.m.

Kaye took over recording minutes.

Item #15j: Continued discussion: Grabarski suggested that once it is known the amount of donations the program receives, the County might look at a \$10,000 donation. Committee agreed that the money should be put into the parameters of the 2018 budget as the County benefits from the publicity, as well as the additional tourism from the events, with final decision to be made as we work through the budget.

Item #8: Discussion on levy for Veterans memorial – no discussion held - to be put on August agenda.

Item #15a: Discuss and/or act on parameters for the 2018 budget: Committee members agreed to the following: Departments to strive for 0% increase in budgets; 8% placeholder for potential health insurance increase; change employee premium portion so all employees are paying 15% of the premium; 1% placeholder for wage increase; plan to have budget done and to Admin & Finance for review by September 20, 2017. It is expected that 100% of net new growth will be taxed. A draft budget timeline was distributed and will be discussed with Bradley once he has started.

Item #15e: Resolution to Rescind Employment Policy No. One Adopted by Resolution No. 114-2013 and Replace it with the Attached Employment Policy No. One of the Administrative Policy Documents: Motioned by Grabarski, seconded by Pisellini to approve resolution. Motion carried by unanimous voice vote. Excused: Allen. Request was made that both copies (final and tracked) be provided to County Board members with their packets, so they can see the changes that were made.

Item #15f: Motioned by Pisellini, seconded by Parr to approve the Resolution to adopt the Purchasing Policy. Motion carried by unanimous voice vote. Excused: Allen.

Item #15g: Updating Employee Handbook. No updates – waiting for review by new County Manager/Administrative Coordinator. Place on agenda for next month.

Item #15h: Updating County Board Rules. Updates had previously been provided to Committee. WCMIC has reviewed and indicates that Rules are in compliance with State statutes. Committee discussed process for reviewing claims, and will discuss at a future meeting. Would like clean

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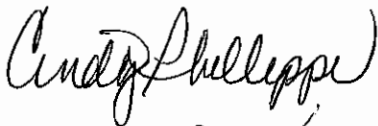
copies provided to Committee with most recent revision date on the bottom of the draft. No action taken at this time – Place on agenda for next month.

Item #16: Identify upcoming agenda items: Transition and priorities for new County Manager; Board Rules; Veterans Memorial update; Minutes from June 9 meeting.

Next meeting date: August 7, 3:00 p.m.

Motioned by Grabarski, seconded by Pisellini, to adjourn at 6:19 p.m. Motion carried by unanimous voice vote. Excused: Allen.

Respectfully submitted,



Cindy Phillippi, Marcia Kaye  
Recording Secretaries

These minutes have been approved.

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