

ADMINISTRATIVE & FINANCE MEETING MINUTES

December 8, 2015 3:00 p.m. Room A160

The meeting was called to order by Chairman West at 3:02 p.m. The meeting was properly noticed. Members present: Babcock, Grabarski, Hamburg, Kotlowski and West. Also present: Teri Camps, Ginny Wilbrandt, Tadd Wormet, Scott Sadowski, Patrick Gatterman, Tolley, Miller, Nickel, Eggebrecht, Zander, Wagner, Cable, Kubisiak and Phillippi.

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

Motioned by Babcock/Grabarski to approve the minutes from October 16, 2015. Motion carried by unanimous voice vote.

Public participation: Gatterman, Wormet, Sadowski and Wilbrandt spoke.

Correspondence: None

Item # 8 Discuss and/or act on Tourism. Discussion took place. A joint meeting of the Parks and Finance committees may be called. Discussed shows that were already booked making sure someone would man the booth(s). There is a potential to partner with the Chamber, having good communication and financial support in place.

Item #9 Treasurer:

- a) *Tax Deed Property update:* Update given
- b) *Financial report:* Submitted
- c) *Office activities:* Update provided

Item #10 MIS:

- a) *Office activities.* There are 2 more classes that need to be taken next year, with a 50% cost reimbursement.
- b) *Financial report:* Submitted

Item #11 County Clerk/ACDoF discuss and/or act on:

- a) *Office activities:* Update provided
- b) *Discuss and/or act on transfer from contingency fund of \$1,300.00 to circuit court budget.* Motioned by Grabarski/Kotlowski to transfer \$1,300.00 from contingency fund to circuit court budget account #100.03.51230.440. Motion carried by unanimous voice vote.
- c) *Discuss and/or act on the 1.5 wage increase in the 2016 budget/WIPFLI structure.* Motioned by Hamburg/Babcock to administer the approved 1.5% WIPFLI structure aging increase in accordance to the language in Res. #107-2014, and follow it. Motion carried by unanimous voice vote.

Upcoming agenda items:

Next meeting date: January 8th at 2:00 p.m.

Motioned by Kotlowski/Grabarski to adjourn at 5:20 p.m. Motion carried by unanimous voice vote.

Respectfully submitted, /s/ Cindy Phillippi, Recording Secretary
These minutes have been approved by the committee.