

ADMINISTRATIVE & FINANCE MEETING MINUTES

Thursday, August 11, 2016 9:00 a.m., Room A231

The meeting was called to order by Chairman West at 9:00 a.m. The meeting was properly noticed.

Roll call: Parr, West, Grabarski, Pisellini and Hickethier replacing Allen. Allen excused.
Others present throughout the meeting: Sedlar, Edwards, Zander, Dehmlow, Bays, Quinnell, Repinski, Johnson, Rogers, Nickel, Heider, Wollin, Grosshuesch, Foley, Colburn, Wagner and Borchardt,

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

Motioned by Pisellini/Grabarski to approve prior meeting minutes of May 24 & July 8, 2016. Motion to approve carried by unanimous voice vote.

Corporation Counsel monthly report:

Motioned by Grabarski/Pisellini to approve the corporation counsel 2017 budget as submitted. Motion carried by unanimous voice vote.

Motioned by Pisellini/Hickethier to allow purchase of vehicle for Land & Water Department, not to exceed \$12,000, and that 20% come from Land & Water administrative account and 80% come from the Dam account. Motion carried by unanimous voice vote.

Daniel Borchardt, Project Engineer from MSA, was present to discuss rehabilitation methods, options for replacement, results from a study from Fish & Associates, and Bacteria effecting iron. No action taken on contracting engineering services for the rehabilitation of the sea wall at the Petenwell Park boat harbor. Sedlar to contact two additional engineering firms. Motioned by Grabarski/Pisellini to allow Sedlar to be in charge of contacting two firms. Motion carried by unanimous voice vote.

Motioned by Pisellini/Hickethier to approve the direct deposit for civil process fee charged to the Indiana Department of Child Services owed to the Sheriff's Office. Motion to approve direct deposit carried by unanimous voice vote.

Much discussion took place regarding the law enforcement center, jail, inmate movement, dispatch center, booking, fire arms, laundry area and kitchen. Previous space needs studies that took place between 2007 and 2009 were discussed. Changes in law enforcement/jail operations were also discussed. Motioned by Hickethier to allow up to \$30,000 for the study of the potential renovation project for the Sheriff's Office. Motion failed for lack of second. Motioned by Parr/Hickethier to allow Wollin to spend up to \$30,000 to address concerns related to medical examiner, child support, law enforcement and courts utilizing one of the three proposals presented. Motion carried by roll call vote. Voting yes, Parr, Hickethier and West. Voting no, Grabarski and Pisellini. No transfer of funds at this time.

Motioned by Grabarski/Pisellini to approve Community Health Specialist job description and changing current (vacant) Public Health Nurse position to a Community Health Specialist from a grade 9 to a grade 10, effective immediately. Motion carried by unanimous voice vote.

Nickel and Repinski left at 10:38 a.m. McGhee present.

Motioned by Pisellini/Parr to reclassify Lead Library Aide position to Library Manager from a grade 14 to a grade 13 at 2 year midpoint, effective January 1, 2017. Motion carried by unanimous voice vote.

RECESS: Motioned by Parr/Hickethier to recess at 10:58 a.m. Motion carried by unanimous voice vote.

RECONVENE: Chairman West called meeting back to order at 11:05 a.m. All were present.

Motioned by Hickethier/Pisellini to accept revised job description and re-classification of Solid Waste Office Manager from pay-group 12 to pay-group 11, due to change in Federal Law and work load effective December 1, 2016. Motion carried by unanimous voice vote.

Motioned by Grabarski/Pisellini to approve job description of Mechanic Shop Foreman for Solid Waste, reclassified from group 12 to group 10. Motion withdrawn by both, no objection from committee.

Motioned by Grabarski/Pisellini to approve job description of Mechanic Shop Foreman for Solid Waste in group 10, Shop Foreman should be Shop Supervisor. Motion carried by unanimous voice vote. Job will be forwarded to county board by resolution.

Reclassification of dispatch position was postponed.

McGhee provided the 2017 budget, RMM Solutions report and an office activities report. Highlighted changes in budget library hardware cost; increase in new document indexing not covered by revenues generated.

Discuss and/or act on vacancy of County Manager/Administrative Coordinator position. West contacted John Hochkammer; he knows the name of a person from the City of Sun Prairie that may be willing to help out. He also contacted Barb Petkovsek, who has previously worked for Adams County. She is interested in working on a short term basis, has a vacation coming up in Sept – Oct that she is not willing to change. Will work for \$60.00 per hour on payroll, however, if contracted, for \$65.00 to cover social security costs. West contacted insurance regarding errors and omissions also. Motioned by Grabarski/Parr to hire Barb Petkovsek on a limited term basis, starting Monday, Aug. 15th, at \$60.00 per hour. Motion carried by unanimous voice vote. On Sept 1, 2016 Motioned by Grabarski/Parr to rescind motion hiring Barb Petkovsek on August 11, 2016. Motion carried by unanimous voice vote.

Administrative policies and board rules to align with County Manager/Administrative Coordinator job description. Will continue to still look at.

Discussion regarding pay structure philosophy took place. Motioned by Pisellini/Grabarski to not consider pay for performance. Motion carried by unanimous voice vote.

2017 Personnel Budget was handed out; no action taken.

Parks Manager's reports, Admin Coordinator report, revenue report, expense check summary report and expenditure report were all handouts.

Motioned by Pisellini/Grabarski to attend sporting shows as follows:

- LaCrosse; Feb 9th – 12th, 2017
- Milwaukee Journal, West Allis, Mar 8th – 12th, 2017
- Madison, Camper & RV Show & Sale, Feb 3rd-5th, 2017
- Chicago Outdoor Sports Show, Rosemont IL, Jan 19th-22, 2017

Working in conjunction with the Chamber. Motion carried by unanimous voice vote.

2017 Parks Department fees were discussed; no action taken.

Discussion postponed for the Policy correspondence letter dated July 14, 2016 from the Department of Justice.

Motioned by Grabarski/Pisellini to age the WIPFLI wage structure by 2% for 2017. Motion carried by unanimous voice vote.

Motioned by Hickethier/Parr to authorize the Personnel Director to order an underwriting of the State Plan Health Insurance. Motion carried by unanimous voice vote.

2017 Admin budget was not submitted.

2017 Parks budget was not complete.

Tax Deed Property update, financial report, Treasurer and Real Property Lister budgets provided.

Motioned by Grabarski/Hickethier to approve resolution to clarify terminology for 2016 consolidated committees. Motion carried by unanimous voice vote.

Motioned by Grabarski/Hickethier to approve resolution to rescind Res. #49-2009 and re-establish domestic partnership fees. Motion carried by unanimous voice vote.

Motioned by Pisellini/Hickethier to approve resolution to rescind Res. #49-2011 and re-establish marriage fees. Motion carried by unanimous voice vote.

County Board, County Clerk Budget submitted.

Identify upcoming agenda items: WIMCR payment, Engineering Petenwell Harbor, Dispatch reclassification, Medical Examiner Health Insurance, Pay Philosophy,

Set next meeting date: August 23, 2017 @ 10:00 a.m.

Motioned by Hickethier/Pisellini to adjourn at 1:41 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.

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