

## ADMINISTRATIVE & FINANCE MEETING MINUTES

October 7, 2016 9:00 a.m. Room A231

The meeting was called to order by Vice Chairman Grabarski at 9:00 a.m.

Meeting was properly noticed.

Roll Call: Allen, Grabarski, Parr and Pisellini present; West was excused. Also present: Zander, Reed, McLaughlin, Wagner, Oleson, Dye, Quinnell, Tolley, Sedlar, Miller, Kolstad, Fahrenkrug, Pam Shepherd, Sylvia Finch, Mila Sheri and Phillippi.

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

Motioned by Pisellini/Parr to approve the minutes from August 11<sup>th</sup> and 23<sup>rd</sup>, September 1<sup>st</sup> and 9<sup>th</sup>, 2016. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

### *Item #8 Treasurer:*

- a) *Discuss and/or act on increase in town service fees; no change since 2008.* Motioned by Allen/Pisellini to raise rates from \$40 to \$50 per hour for use of machine, starting in 2017. Motion carried by unanimous voice vote.
- b) *Tax Deed Property update; all is going well.*
- c) *Financial report; handed out.*
- d) *Office activities; update on wire transfers, paperwork changes, preparation for November tax season, and WCT Conference in Wisconsin Dells.*

### *Item #9 MIS:*

- a) *Office activities; ECHO update provided; RMM update. Website discussion took place.*
- b) *Financial report; handed out.*

### *Item #10 Parks - reports, monthly reports, activities:*

- a) *Discuss and/or act on Petenwell ATV/UTV Campground development; Tolley provided written documentation, as well as verbal update. Will be placed on next agenda, 10/14/16, for further discussion.*

Present: West at 9:25 a.m.

Grabarski stepped down as Chair. West took over as Chair.

*Item #11 Corporation Counsel:* Report was handed out, verbal update was provided.

Karl Nollenberger (employee recruiter) present at 9:37 a.m.

*Item #12 Personnel:* Report was handed out.

### *Item #13 Discuss and/or act on:*

- a) *Wage proposal; discussion took place, no action taken. Will be placed on next agenda, 10/14/16, for further discussion.*
- b) *Adams County Salary Administration Policy Document; will be placed on next agenda, 10/14/16, for further discussion.*
- c) *Hiring an employee for the Sheriff's Office above starting wage; Motioned by Allen/Pisellini to place Sheriff's office Sergeant position at a starting wage of \$23.50, 2-year midpoint, grade 11. Motion carried by unanimous voice vote.*
- d) *Parks Department management structure; will be placed on next agenda, 10/14/16, for further discussion.*

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e) 2017 budget; will discuss at next meeting, 10/14/16.

f) ~~Dispatch reclassification;~~

### Item #14 County Clerk:

a) Office activities; all is going well, preparing for November election.

### Items on next agenda:

Discuss and/or act on Petenwell ATV/UTV Campground development;

Discuss and/or act on Parks Department management structure;

Discuss and/or act on 2017 budget;

Discuss and/or act on wage proposal.

Next meeting date is set for October 14<sup>th</sup> at 9:00 a.m.

**Recess:** Motioned by Parr/Allen to recess at 11:04 a.m. Motion carried by unanimous voice vote.

**Reconvene:** Committee reconvened at 11:14 a.m. All present. Grabarski took over as secretary.

### Closed Session:

Motioned by Grabarski/Pisellini for committee to convene in closed session for the purpose of: Discuss and/or act on: (a) recommendations of GovHR for choosing candidates for interview for the position of County Manager/Administrative Coordinator; (b) interview options for October 24, 2016 and October 25, 2016. Motion carried by roll call vote, 5 yes. Voting yes, Grabarski, West, Allen, Pisellini and Parr.

**Roll call:** Allen, Grabarski, Parr, Pisellini and West present. Also present: Wagner and Karl Nollenberger (employee recruiter). Grabarski acted as Recording Secretary for closed session to adjournment.

Motioned by Pisellini/Parr for committee to reconvene back in open session. Motion carried by unanimous voice vote.

### Open Session:

Wollin asked to be placed on the October 14<sup>th</sup> Administrative & Finance meeting agenda for the purpose of discussing the possible expansion of the jail project renovation to include more offices within the courthouse.

Motioned by Pisellini/Allen to have GovHR contact the 4 selected candidates for interview sessions on October 24<sup>th</sup> & 25<sup>th</sup>, 2016. Motion carried by unanimous voice vote.

Motioned by Allen/Parr to adjourn meeting at 2:05 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Recording Secretary

CP/ck

These minutes have been approved.

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## ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, October 14, 2016 9:00 a.m. Room A231

Meeting was called to order by Chairman West at 9:00 a.m. The meeting was properly noticed. Roll call: Grabarski, West, Pisellini, Allen and Parr present. Also present: Kaye, Wagner, Reed, Tolley, Miller, Helgeson, Zander, Kolstad, McGhee, Wollin, Fahrenkrug, Quinnell, Oleson, Colburn, Manning, Sedlar, Sylvia Fish and Mila Sheri.

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

Public Participation: Taken as needed.

Correspondence: None

There were no objections from the committee to deviate items from 7 a-l as identified or determined by the chair.

Park grants are as identified from last Fridays meeting, the snowmobile bridge is still a work in progress.

Discussion regarding the Wisconsin Park & Recreation Association Foundations request to use the County tourism display took place. There was no objection to the Association utilizing the display.

Motioned by Grabarski/Pisellini to allow Tolley to amend contract with MSA to expand project design based on new funding related to the Petenwell ATV/UTV Campground development project. Tolley to proceed with project at his discretion. Motion carried by unanimous voice vote.

Parks Department management structure discussed, no action taken.

Motioned by Allen/Grabarski to approve dispatch reclassification, from grade 14 to 13. Wollin to update job description working with personnel director and send to WIPFLI.

Motioned by Grabarski/Pisellini to table dispatch reclassification. Motion carried by voice vote, 4 yes, 1 no. Voting no, Allen.

Motioned by Allen/Grabarski to allow spending up to \$12,000 more for the space needs study from the original amount of \$30,000, for a total of \$42,000. Motion carried by roll call vote, 4 yes, 1 no. Voting no, Pisellini.

**RECESS:** Motioned by Allen/Grabarski to recess at 11:35 a.m. Motion carried by unanimous voice vote.

**RECONVENE:** Called back to order by Chairman West at 11:45 a.m. All present.

Clerk/Receptionist and Clinic Coordinator job description have been combined into one job description, the title of Clinic Coordinator is changed to Administrative Support. The two positions previously identified as Clerk/Receptionist would be re-classification from grade 16 to 15 with the title of Administrative Support. Motioned by Allen/Pisellini to approve the job descriptions as present moving from grade 16 to 15 eliminating the (2) clerk/receptionists. Motion carried by unanimous voice vote

Motioned by Grabarski/Pisellini to leave Store Manager as a Grade 13 increasing the wage effective Dec 1, 2016 to \$22.83 position. Maximum range projected for 2017 is 23.85. Motion carried by unanimous voice vote. Job description language to change status reading at 40 hours, not 37.5 and to remove scheduled work days.

Motioned by Pisellini/Allen to approve use of MIS carryover funds of \$4,975 for fleet maintenance program software and equipment going with RTA and approximately \$1,495 for printer not to exceed \$7,500.00. Motion carried by voice vote, 4 yes, 1 no. Voting no, Grabarski.

Wage proposals presented by Reed were discussed, no action taken.

Motioned by Allen to give red circled employees a onetime payment of \$624.00 the first week of January. Motion fails for lack of second.

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, October 14, 2016 9:00 a.m. Room A231

**RECESS:** Motioned by Parr/Grabarski to recess at 1:32 p.m. Motion carried by unanimous voice vote.

**RECONVENE:** Called back to order by Chairman West at 1:35 p.m. All present.

Motioned by Allen/Grabarski to give red circled employees a onetime payment of \$416.00 the first week of January. Motion failed by voice vote, 2 yes, 3 no. Voting no, Grabarski, Pisellini and Parr.

Adams County Salary Administration Policy Document was discussed, no action taken.

2017 budget discussion:

Motioned by Grabarski/Pisellini to reduce circuit court (probate) budget 100 03 51230 341 by \$5,000 plus increasing the clerk of court budget 100 02 51220 414 to \$92,000 taking difference from contingency fund for audio/video upgrades. Motion carried by unanimous voice vote.

Motioned by Allen/Pisellini to move \$10,000 of revenue and expense from 100 45; 2017 budget (P&Z) and move to (Land & Water) 100 44; 2017 budget. Motion carried by unanimous voice vote.

Motioned by Grabarski/Allen to remove reclassification of dispatch position from the table. Motion carried by unanimous voice vote.

Motioned by Pisellini/Allen to table reclassification of dispatch position until next meeting. Motion carried by unanimous voice vote. Further discussion took place.

Mentor program in the County Clerk's office was discussed. The committee had no objections to collaborating with Madison Area Tech and participating in the mentor program.

Grabarski took over as recording secretary for closed session.

Motioned by Grabarski/Allen to convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discuss and/or act on: (a) recommendations of GovHR for choosing candidates for interview for the position of County Manager/ Administrative Coordinator at 2:28 p.m. Motion carried by roll call vote, 5 voting yes.

The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters.

Motioned by Pisellini/Allen to adjourn meeting. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Phillippi  
Recording Secretary

These minutes have been approved by the committee.

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## ADMINISTRATIVE & FINANCE MEETING MINUTES

October 28, 2016 8:00 a.m. Room A231

The meeting was called to order by Chairman West at 8:00 a.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr, Pisellini and West present. Also present: Miller, Tolley, Sedlar, Wagner, Petkovsek, Quinnell, Colburn, Matt Morrow and Phillippi.

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

Public Participation: None

Correspondence: None

### *Item #7 Discuss and/or act on:*

- a) *RFP's for Petenwell Harbor and funding.* Motioned by Grabarski/Pisellini to accept Ayres proposal for 2017, in the amount of \$66,000. Motion carried by unanimous voice vote.
- b) *MSA Contract for Petenwell Park Development Project.* Update given by Tolley.
- c) *Resolution adopting 2017 Budget and County Levy.* Discussion took place. Motion made by Allen/Grabarski regarding Treatment Alternatives & Diversion Grant; \$101,000 exp, \$76,000 rev, use \$25,000 contingency. Motion was withdrawn. No action on levy resolution.
- d) *Resolution to increase maximum annual flex spending account amount according to IRS regulations.* Motioned by Pisellini/Parr to approve resolution for annual flex spending account amount according to IRS regulations and forward to County Board. Motion carried by unanimous voice vote.
- e) *Resolution approving committed fund balance for Special Revenue Account.* Will be discussed at December 9<sup>th</sup> Administrative and Finance meeting.
- f) *Rate of pay for Interim County Manager/Administrator Coordinator.* Discussion took place.
- g) *County Manager/Administrative Coordinator report.* Discussion took place.

Motioned by Grabarski/Pisellini to accept the Memorandum of Understanding for the Interim County Manager/Administrative Coordinator. Motion carried by unanimous voice vote.

Upcoming agenda items for November meeting:

*Funding for Petenwell Harbor;*  
*Resolution adopting 2017 Budget and County Levy;*  
*Drug court grant;*  
*Insurance Karen Flynn.*

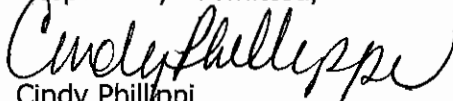
Upcoming agenda items for December meeting:

*Resolution approving committed fund balance for special revenue account;*  
*Processing reclassifications/WIPFLI;*

Next meeting date: November 14, 2016 @ 8:30 a.m.; December 9, 2016 @ 9:00 a.m.

Motioned by Grabarski/Pisellini to adjourn meeting at 10:08 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary  
CP/ck

These minutes have been approved by the committee.

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## Property Committee Minutes

Tuesday, October 11, 2016 9:00 a.m., Room A160

Meeting was called to order at 9:00 a.m. by Chairman Repinski. The meeting was properly announced.

Roll Call: Dehmlow, Gilner, Hamburg, Kotlowski and Repinski. Also present: Phillippi, Hamman, Kaye, Sorenson, Zander, Pisellini, Westover and Nickel.

Motioned by Hamburg/Gilner to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Hamburg/Kotlowski to approve the September 13, 2016 minutes. Motion carried by unanimous voice vote.

Public participation: Taken as needed.

*Item #7 Discuss and/or act on use of tourism display for WPRA Foundation conference in November.* Motioned by Hamburg/Kotlowski to send recommendation to Administrative & Finance Committee to allow use of tourism display for WPRA Foundation Conference; also commend Nickel working with the association. Motion carried by unanimous voice vote.

*Item #8 Open and act on bids for tax foreclosure property/resolutions/policies.* Opened by Gilner and read by Hamburg as follows:

#22	Warren Starner	\$2,100	\$210 (10%)
#14	Login Nelson	\$13,000	\$1,300 (10%)
#21	Gary Glover	\$200.50	\$200.50 (10%) (waiting for call on bidders intent)
#40	Kristy Roudelka	\$1,680	\$168 (10%)
#14	Darin Mehring	\$11,500	\$1,150 (10%)

The bids for tax foreclosure were awarded as follows:

Motioned by Hamburg/Kotlowski to accept Login Nelson bid for \$13,000. Motion carried by unanimous voice vote.

Motioned by Hamburg/Kotlowski to accept Warren Starner bid for \$2,100. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Hamburg to accept Kristy Roudelka bid for \$1,680. Motion carried by unanimous voice vote.

Motioned by Hamburg/Kotlowski to approve and forward resolutions from last month bid approval to County Board. Motion carried by unanimous voice vote.

*Item #9 Discuss and/or act on tax deed parcel #12-376/resolution.* Motioned by Hamburg/Kotlowski to approve bid of \$50 and recording fee of \$30 to adjoining land owner Gordon Fabian and approve resolution to forward to County Board. Motion carried by unanimous voice vote.

Motioned by Gilner/Hamburg to award bid with clarification from bidder that the bid for #21 is \$2,005 and the check was for the 10% down of \$200.50. Motion carried by unanimous voice vote.

*Item # 10 Update on tax deed parcel #30-1613.* Sent letter to Town of Rome with proposal waiting to see if they accept our offer, but have not heard back yet.

*Item #11 Discuss and or act on Safety Committee recommendation for changing contracted safety vendor.* Motioned by Hamburg/Kotlowski to terminate MEUW agreement as recommended by Safety Committee, effective December 31, 2016. Motion carried by unanimous voice vote.

*Item # 12 Update on Veterans Memorial in Adams County (Scott Sorenson).* Sorenson has the authority to change the landscape, concrete, etc. working with Hamman. Sorenson gave a brief verbal update.

*Item #13 Update on maintenance items.* Discussion took place regarding Old Farmers building at fairground, cost share agreement/storm water run-off project, fresh air intake, etc.

Next meeting date is Tuesday, November 8, at 9:00 a.m. in A160.

Items for next agenda: Heating/cooling at fairgrounds; Update on tax deed parcel #30-1613; Update on Veterans Memorial in Adams County (Scott Sorenson).

Motioned by Kotlowski/Hamburg to adjourn at 10:21 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary  
CP/bw

These minutes have been approved by the committee.