

## ADMINISTRATIVE & FINANCE MEETING MINUTES

April 7, 2017 9:00 a.m. Room A260

The meeting was called to order by Chairman West at 9:01 a.m. The meeting was properly noticed. Present: Allen, Grabarski, Parr, West and Hickethier (in for Pisellini) present. Excused: Pisellini. Also present: Petkovsek, Wagner, Repinski, Kaye, Miller, Tolley, Fahrenkrug, Bill Pegler (Times-Reporter) and Kroening.

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

Motioned by Grabarski/Parr to approve minutes from Feb. 9, March 3, 6 & 9, 2017. Motion carried by unanimous voice vote.

Public Participation: Allowed as needed throughout meeting per agenda.

Correspondence: None

*Item #8 Corporation Counsel monthly report.* Wagner gave a verbal report. Spoke on child protective services, truancy cases, crisis cases that he has been involved with. He spoke regarding his visit to Oxford Correctional facility. Allen questioned Wagner regarding letter received from Nickel. Wagner will be contacting Nickel next week.

Present: Zander @ 9:07 a.m., during Wagner report.

Present: Colburn @ 9:15 a.m., during Wagner report.

*Item #9 Personnel monthly report.* Kaye gave verbal report, reading off of the report that was in the packet. The District Attorney's office position opening was offered to Vickie Dickman; she will begin April 19<sup>th</sup>. The Economic Support position at Health & Human Services was offered to Tara Myer. An offer was made to an individual for the Finance Manager position.

*Discuss and/or act on starting wage and conditions for promotion of two jail deputies to jail sergeant.* Discussed starting wages for 2 jail deputies to jail sergeant. Motioned by Grabarski/Hickethier to approve a starting wage of \$23.40 for the deputies, with an evaluation to be done in 1 year; pay will be retroactive back to March 19, 2017. Motion carried by unanimous voice vote.

Present: McGhee @ 9:30 a.m., during Kaye report.

*Item #10 Treasurer monthly report.* Zander gave a brief verbal report, from the report she had submitted in the packet.

- a. *Discuss and/or act on perpetual care funds.* Motioned by Allen/Parr to approve the resolution to discontinue administration of cemetery lot perpetual care funds; and to forward on to county board for approval. Motion carried by unanimous voice vote.

*Item #11 MIS monthly report.* McGhee spoke prior to conference call at 10:00 a.m., regarding updates on key fobs access, scanners and IT management changing from RMM to Marco on April 20<sup>th</sup>.

*Item #12 County Clerk report.* The County Clerk report was included in the handout packet prior to the meeting. Discussion took place. Grabarski repeatedly questioned why the Town of Rome notices for the past election weren't published in the paper, as well as posting on the website. Kroening repeatedly explained that the County Clerk's office has an agreement with the Town of Rome & City of Wisconsin Dells, to not publish their Type B notice (Notice of Spring Election & Sample Ballots). Allen & Hickethier informed the committee that notices were on the website. Grabarski questioned why the clerk's office is selling DNR licenses and if that is State Stat driven. Petkovsek said that it is not State Stat driven. Allen said that he would like the clerk's office to provide, at the next meeting, information on the volume of sales over the past few years, and whether or not it is State Stat mandated to sell them.

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*Item #13 Parks Manager reports.* A parks handout was included in the packet. Tolley and Miller spoke regarding: looking into cheaper versions (as what was requested of them during their last meeting) of fixing the sea wall issue at Petenwell; the original grant money requirements were looked into; and the hiring of new people.

*Item #15 b. Resolution for Participation in Snowmobile and All-Terrain Vehicle/Utility Terrain Vehicle (Atv/Utv) Aids Program.* Motioned by Grabarski/Hickethier to approve resolution for participation in snowmobile and all-terrain vehicle/utility terrain vehicle (Atv/Utv) aids programs; and to forward on to county board for approval. Motion carried by unanimous voice vote.

*Item #15 a. Resolution to transfer highway funds.* Motioned by Allen/Parr to approve resolution to transfer highway funds; and to forward on to county board for approval. Motion carried by unanimous voice vote.

*Item #15 c. Sheriff's Office UGG Federal Grant Policy.* Fahrenkrug spoke briefly regarding the UGG policy. Motioned by Allen/Grabarski to approve the sheriff's UGG Federal Grant Policy. Motion carried by unanimous voice vote.

*Item #11 a. Website review with website provider (conference call).* Conference call occurred from 10:02 a.m. – 10:33 a.m. An internet, wall-projected web conference, given by Ryan Rossi, from ReVize Intelligent Publishing, was displayed for the committee. Interactive conversation between Rossi, McGhee and the committee members took place throughout the web conference call. Discussion was as follows: overview was given - it is a government software service; showed a few web designs of other governmental agencies; our website can be designed to look/function however we would like it; our contact person will be Joseph Nagrant. Questions were asked as to how long they have been in business, are upgrades automatic, how many clients in WI, etc. After the conference call ended, McGhee stated that each department will be responsible for doing their own editing on the website. Speaking with other counties that are using this software, McGhee has only heard positive comments. Committee discussed writing a website policy for the county.

*Item #14 Administrative Coordinator/County Manager report.* Petkovsek informed the committee the Finance position was offered to Kyle Patterson; and he would start April 18<sup>th</sup>. All UGG policies have been adopted; they're preparing for the 2016 Schenk audit; cash reconcile is not complete. Health & Human Services/Practical Cents issues around 'Family Care' were explained, they won't fully transition until September 2017; there are financial concerns regarding some mandated positions that are state funded. Adams County Property-All Claims Loss Run as of 3/31/17 was provided. Animal control officer is still vacant; fairgrounds grandstand needs repairing, high priority repair items consist of: fence/secretary office/furnace in exhibit building. Medical Examiner report was provided.

*Item #15 d. Financing options for space needs/building project.* Mike Harrigan will come and discuss financing when needed. Finance options should be presented to the Ad Hoc Building committee. Debt service will be reduced in 2018 by approximately \$400,000, then won't drop until 2023. Hickethier has concerns that we may be expanding beyond the original concern of the sheriff's department needs. Grabarski said that the Health & Human Services building has needs, as well as the fairgrounds. Hickethier questioned the Ad Hoc Building committee's prime directive.

*Item #15 e. Updating County Board rules.* Wagner gave 2 handouts at the meeting: the existing Adams County Board Rules and County Board Rules. Wagner said that anyone who would like copies, can contact Diane Heider, to request them. He suggested that the committee look over the handouts and bring back to next meeting for discussion.

*Item #15 f. Updating Administrative Policy.* None.

*Item #15 g. Updating Employee Handbook.* None.

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*Item #15 h. Ethics Ordinance.* None, Wagner will have for next meeting, to move forward to County Board in May.

*Item #15 i. Records retention.* Wagner made some changes; will have ready for next meeting.

West would like to have separate meetings for employee handbook, etc., and not have all of these items on the same agenda, in the interest of not having the meetings last so long.

Identify upcoming agenda items:

*Updating County Board Rules;*

*Ethics Ordinance;*

*Records retention.*

Next meeting date set for: May 3<sup>rd</sup> at 3 p.m.

Closed session did not take place. West said that they have no candidate to discuss at this time. Brief discussion took place regarding reposting. West will work with Karl Nollenberger further on this. Kaye reposted position on website.

Motioned by Allen/Grabarski to adjourn at 12:05 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cheryl Kroening

Recording Secretary

These minutes have been approved by the committee.