

ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, November 9, 2012

1:00 P.M. Room A030

Meeting was called to order at 1:06 p.m. by Babcock. Meeting was properly noticed. **Present:** Babcock, Djumadi, Kotlowski and Sebastiani. **Excused:** West. Also present: Larson, Phillippi, Albert, Peirce, McGee, Guerin, Smith, Grosshuesch, and Steve Snider, Hilbert Communications, and Chuck Spargo, ACEC.

Motioned by Sebastiani/Kotlowski to approve agenda and to deviate to items #12 Hilbert Communications & #13 EO Johnson. Motion carried by unanimous voice vote.

Excused: Sebastiani at 1:10 p.m.

Conference call with Rebecca from Quarles and Brady related to Hilbert Communications Bonding at 1:11 p.m. Overview of each document was provided. Motioned by Djumadi/Kotlowski to forward Hilbert Communications Resolution to County Board. Motion carried by unanimous voice vote.

Present: Sebastiani and West at 1:48 p.m. Also present: Helmrick
West took over remainder of the meeting.

Review by Larson on EO Johnson contract. Helmrick reported the Clerk of Court's copier is 3 years old. Can't connect to network so the contract is of no benefit to her department. \$530 per year x 5 (copiers) = \$2,600, plus enough to pay for machine in 5 – 7 years. Question was asked, why we need a middleman making a profit when we can consolidate and do it on our own. Larson stated that this is larger than a machine. An option of additional people technical support, 4 hour guaranty turn around service, follow me printing available to continue to operate spreading out cost of machines, getting machines on the network and being able to see true printing cost to county. West said to look at overall picture to see if this would be a fair thing financially moving forward.

The following language is to be struck from page 1 of the EO Johnson contract: *THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED.* The following language is to be struck from page 2, under DEFAULT AND REMEDIES, of the EO Johnson contract: *including reasonable attorney fees.* The following language is to be struck anywhere else that it may appear in the EO Johnson contract: *including reasonable attorney fees.*

Resolution to approve EO Johnson Office Technologies Equipment Service contract needs the following correction: Fiscal Note should be \$5,620.61, not \$5,6260.61.

Motioned by Djumadi/Kotlowski to approve prior meeting minutes from October 8 & 12, 2012. Motion carried by unanimous voice vote.

Bays and Zander present. Treasurer's Report is as follows: Four more tax deeded properties have been sold, 25 are left. Discussion related to job descriptions took place. Took off Union contract status and added Administrative Finance Committee as oversight committee.

Motioned by Djumadi/Babcock to approve Real Property Lister, Deputy Treasurer and Clerk/Typist job descriptions as present. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to post Deputy Treasurer position. Motion carried by unanimous voice vote.

EO Johnson called back. Matt was on speaker phone. They will add a guarantee of satisfy for performance at the highest standard.

Public Participation: None

Correspondence: None

Djumadi stated that we need to fix 9/13 & 9/14 minutes:

600.26.53610.422 was \$5, should be \$3

600.26.53610.422 was \$7, should be \$5

100.41.46720 \$336,686, should be \$334 (Budget) Phillippi reviewed and explained to clarify. She will review previous minutes as well.

McGhee present. Update on Solarus issue with Rome, is that they are not using VPN as of yet. Need to purchase IP address direct. Update on county storage hardware, virtual desk top, to be done next year. Add more storage at a cost of \$41,248 and purchase command tough books \$6,960 will be saving \$1,248 on each of them.

Phillippi stated that everything was fine in the County Clerk's office.

Wavrunek present at 3:30 p.m. Would like co-op student 3 hours per day, 5 days per week, with no benefits. Money to come from reducing contingency fund. Job description is similar to circulation clerks, however he doesn't have one with him today. This person would be minimum wage, and perform work related to checking-out people, and checking-in materials. Larson will check to see if co-op student object code exists, or will use account code 121.

Larson and West interviewed list of candidates. An offer was made to one candidate today.

The audit preliminary will be the week of December 3, 2012.

Helmrick present to discuss payout of sick/vacation time. Committee concurred to payout sick/vacation time for Helmrick. Payout will be at current rate of pay.

Motioned by Kotlowski/Djumadi to approve register. Motion carried by unanimous voice vote.

Recess: Motioned by Djumadi/Kotlowski to recess at 4:00 p.m. Motion carried by unanimous voice vote.

Reconvened: Called back to order by West at 4:02 p.m.

Discuss and/or act on:

100.22.51432.460, \$405.00 budgeted for 2013. The committee will discuss in December the specific utilization of this money.

Motioned by Djumadi/Kotlowski to approve Resolution to approve and adopt the 2013 Adams County budget, tax levy and mill rate. Motion carried by unanimous voice vote.

Items on next agenda:

Discuss and/or act on vehicle in Planning & Zoning

Next meeting date: Friday, December 7, 2012 at 8:00 a.m.

Motioned by Kotlowski/Babcock to adjourn at 5:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi
Recording Secretary