

ADMINISTRATIVE & FINANCE MEETING MINUTES

August 6th, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:00 a.m. The meeting was properly noticed. Roll call: Babcock, Djumadi, Sebastiani and West. Excused: Kotlowski. Also present: Pat Kotlowski, Diemart, Genrich, Buchholz, Wollin, Zander and Phillippi.

Motioned by Sebastiani/Babcock to approve the agenda. Motion carried by unanimous voice vote. Motioned by Babcock/Djumadi to approve prior meeting minutes of June 10th & July 8th, 2013 with modifications as noted by Larson. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Item #9 Update on Highway 2013 Budget.

- Highway committee will need to decide what to do as winter maintenance budget will be over.
- All bills aren't in so we haven't billed Ho Chunk for \$500,000 yet.
- The budget is a topic of discussion every day, trying to determine what we will need for the rest of the year.
- Cost of roads: We can pay today at today's rate or pay at tomorrow's rate.
- West would like Kotlowski to keep the committee informed as he gets information on the budget overages.

Item #10 Discuss and/or act on bonding for Highway Department.

- Bonding County Rd P (east/west road) costs associated were discussed
- 2 projects or 1 between B & G – county line, different options and scenarios
- Projected project costs and time lines were discussed, variables that rise projects to the top of improvement schedule, were explained.
- Kotlowski talked about options of a dedicated fund for specific project rather than bonding.

Motioned by Sebastiani/Djumadi for the Highway Department to continue to look at bonding in coordination with Administrative Coordinator. Motion carried by unanimous voice vote.

Item #11 Update on Solid Waste 2013 Budget. Diemart stated that they are battling water both now and last fall from the spring snow/rain. Delays in construction based on weather. All materials have been purchased for project. However, unbudgeted expenses have occurred, leachate: well 4 filled with water; they were taking it to the city treatment plant which equated to a ½ hour trip; the city cannot take anymore. Now they are hauling with a 3 hour trip, to the Village of Plover, which has created additional costs. Capital improvement fund will stay intact until construction starts again. This year is a small construction year, money will roll into next year to continue working on the project. A construction report was submitted to the committee. Account 53612 will be over in 2013.

Item #8 2013 Audit report by Schenck. Audit report by Danielski/Trautman.

- A. Extra reviews need to be added to General Ledger
- B. Each year, Human Service has findings, reported costs are doubled, they need to be reviewed by someone other than preparer to avoid this problem.
- C. Not actual numbers, but budget numbers by someone other than preparer, they were able to contact the state to adjust
- D. Health & Human Services has timing issues. 1 year later, 2011 filed in 2012, to be audited in 2012, wasn't filed by April 2012. They need to create a list of when reports

are due, they can contact the state to obtain Findings 2012-01 Preparation of Annual Financial Report and Findings 2012-02 Adjustments to the County's Financial Records. Training on fixed asset software was to be done last year. Findings 2012-04 Wisconsin Medicaid Cost Reporting (WIMCR) Cost Report, Findings 2012-05 Elderly Transportation Annual Report and Findings 2012-06 Comprehensive Community Services (CCS) Cost Reports are specific compliant findings; granters make the rules; single audit report will have those specific in detail coming out within the month or so. Best practices of human component software piece won't fix the issue. Larson will talk to Diane/Wendy about procedure to fix the issue without adding staff.

Recess: Motioned by Djumadi/Sebastiani to recess at 9:50 a.m. Motioned carried by unanimous voice vote.

Reconvene: Called back to order at 9:54 a.m. Roll call: All present.

Motioned by Sebastiani/Djumadi to deviate to Items #18, #17. Motion carried by unanimous voice vote.

Item #18 Discuss and/or act on amendment to Resolution #59-2012 (DARE Car proceeds).

Item #17 Discuss and/or act on drug dog account.

The resolution is to fix DARE account. The resolution adopted in May 2012 for DARE carryover account in the amount of \$8,071 was not reestablished in carryover resolution in August, so the money was closed into the general fund in error. To reestablish the carryover and make it less confusing, the committee wants separate resolutions. The funds to be established in canine account of 50%, and community policing account of 50%. Public Safety and Judiciary wants money from sale of car and any surplus. Motioned by Sebastiani/Djumadi to create a separate resolution and to be transferred from General Fund and the resolution to split 50% community policing, 50% canine accounts. Motion carried by unanimous voice vote.

Item #13 Administrative Coordinator/Director of Finance: Office activities update – 6 month analysis was provided. Larson explained that 45-50% range where they are in the % being used in the budget. A new report of revenue/expenses was distributed. Health Care Reform: P core fee, \$195 cost due July 31st, 2013 – was paid. The department is working on responses to comments from draft audit report, agree to change in process procedure and get back to auditors tomorrow. September 9th will be discussing 4 big budgets; September 10th – 8:00am – 4:30pm: MIS, Parks, L&W and P&Z. Larson will work on a schedule. Undesignated fund balance allocation report and sale tax revenue reports were distributed. Cash reconciliation is not complete. Motioned by Djumadi/Babcock to approve the check register. Motion carried by unanimous voice vote.

2014 Budget: overview of GIS budget – short on revenues in 2013, plat book not being done this year, anticipated budget revision may be needed. Motioned by Sebastiani/Djumadi to approve GIS budget. Motion carried by unanimous voice vote.

Administrative Coordinator/Director of Finance 2014 Budget – look at \$10,000 to review furniture needs committee will review budget again. Budget was not approved.

Motioned by Djumadi/Babcock to move the resolution for VSO transfer donation funds from general funds/budget revision to County Board for approval. Motion carried by unanimous voice vote.

Final draft version of interdepartmental procedure was presented. This is not a policy for IT Steering Committee. Or should it be included in the IT section of the Administrative Handbook? Will be on future agenda.

Recess: Motioned by Djumadi/Sebastiani to recess at 1:15 pm. Motion carried by unanimous voice vote.

Reconvene: Called back to order at 1:20 pm. Roll call: All present.

Motioned by Djumadi/Sebastiani to deviate to *Item #19 Discuss and/or act on resolution related to Leadership of Adams County*. Motion carried by unanimous voice vote. Motioned by Djumadi/Babcock to postpone Item #19. Motion carried by unanimous voice vote.

Item #14 MIS: Office activities update –Discuss and/or act on establishing wireless internet availability in all rooms/areas of the Community Center.

- UWEX:
 - Genrich – UWEX Reserves rooms. He is the voice for the departments located within the community center building.
 - Extension has a box from the UW that provides hotspots where they can connect
 - Aging uses Rooms 145 A & B
- Library:
 - Jeff Wavrunek/Donna Johnson relayed options for internet access
 - Public has access in the library
 - Two rooms share wireless access

Service is not always that great and there is concern for those who rent rooms and want to do presentations. McGhee stated options; library to put in another access point to expand. Genrich talked to Wavrunek – for a fee can relocate; fee for service also. Wavrunek had someone come in and measure for a signal; county would have to pay for something in rooms. Genrich said that you need a pass code to get access.

McGhee had concerns about not being bound by all regulations, the limited amount of our bandwidth and throttling that amount. McGhee explained that the community center is set up as an emergency operation center and that was the only reason that access was placed there and was not part of the initial plan.

Djumadi wondered if Henning Estate money could be applied towards the costs. Genrich stated the Henning donation was set up for onetime costs, not available to maintain monthly or down the road reoccurring charges. Genrich indicates that Donna said it is a federal requirement that seniors have access ADRC. Discussion will continue as more information needs to be brought forward.

McGhee provided a financial handout.

Item #16 County Clerk: Office activities update – business as usual.

Item #15 Treasurer: Office activities update – Zander reported a drop in interest rates; tax deed update, people can pay until September 23rd. There are 37 out of 206 listings that have paid as of today; they will send out delinquencies after September 1st. Zander provided copies of the Treasurer/Real Property Lister budgets. Motioned by Sebastiani/Babcock to approve Treasurer/Real Property Lister 2014 budgets. Motion carried by unanimous voice vote.

Item #21 Discuss and/or act on Resolution to amend Board Rule XXIII. Motioned by Djumadi/Babcock to approve amended resolution. Motion carried by unanimous voice vote.

Next meeting date set for September 10th, 11th and 12th, 2013 at 8:00 a.m.

Items on next agenda:

Discuss EO Johnson;
Highway: Financing future road improvements/bonding;
Discuss and/or act on Technology Steering procedure;
Discuss EO Johnson;
Draft version interdepartmental procedure;
Discuss and/or act on County Board Rules, clarifications of rules;

Motion by Sebastiani/Babcock to adjourn at 3:45 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

September 9, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:02 a.m. The meeting was properly noticed. Roll Call, present: Babcock, Djumadi, Sebastiani, Kotlowski and West. Also present Newsom, Buchholz, Pat Kotlowski and Sherry Kotlowski.

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

Item #6 Discuss and/or act on 2014 budgets:

- **Health & Human Services Department**--Diane Cable/Wendy Pierce present at 8:20 a.m. Sarah Grosshuesch present at 8:26 a.m. Motioned by Djumadi/Babcock account #240 E 38.54592.215 should be \$21,600 and 240 E 38.54592.216 should be \$101,400. Motion carried by unanimous voice vote.

Recess: Motioned by Djumadi/Babcock to recess at 10:21 a.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 10:30 a.m. Roll call, all present.

- **Highway Department**--Pat Kotlowski present at 10:35 a.m. and Sherry Kotlowski. Discussion on Highway—general discussion took place.

Babcock was excused at 12:00 p.m. General Budget discussion took place.

- **Sheriff's Department**—Terry Fahrenkrug, Sam Wollin and Carol Collins present at 1:03 p.m. General Budget discussion took place. Set up account 100 E 18.59210.000, \$14,334 applied fund for simplex.

Recess: Motioned by Djumadi/Kotlowski to recess at 1:48 p.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 1:55 p.m. Roll call, present: Djumadi, Sebastiani, Kotlowski and West. Excused, Babcock.

Kaye present at 2:15 p.m.

Motion by Djumadi/Sebastiani to deviate to Item #9 Discuss and/or act on the \$35 surcharge fee for any employee currently enrolled in WEA Trust Health Insurance that chooses not to participate in the Health Risk Assessment. Motion carried by unanimous voice vote. Motioned by Djumadi/Sebastiani to implement the \$35 surcharge fee for those who choose not to participate in the Health Risk Assessment. \$35 collected goes towards Wellness. Motion carried by unanimous voice vote.

Kaye left at 2:25 p.m.

- **Solid Waste**--Diemert/Quinnell present at 2:26 p.m., no changes. Left at 3:32 p.m.

Cindy Phillippi excused at 3:40 p.m. and Cheryl Kroening present to take minutes.

Kaye present at 3:45 p.m.

Cable and Pierce present at 3:48 p.m.

Item #10—Discuss and or/act on recommendation of compensation for newly created Support Services Coordinator position. Pierce put \$20.37 an hour into budget 2014. Asking for 2 new case workers, already have 5. No action taken, to be added to Wednesday Sept. 11th Admin & Finance agenda. West indicated that security money should be in Property under Capital Improvement referencing the \$70,000 of applied funds in Health & Human Services Budget. It was stated they'd like to keep the \$40,000 for Capital Improvement and extra \$30,000 in case something came up. Cable and Pierce left at 4:10 p.m.

Motion by Djumadi/Sebastiani to adjourn at 4:12 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,


Cindy Phillippi

Recording Secretary

These minutes have been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

September 10, 2013 8:00 AM

The meeting was called to order by Chairman West at 8:08 a.m. The meeting was properly noticed. Roll call, present: Babcock, Djumadi, Kotlowski, Sebastiani and West. Also present: Larson and Phillippi.

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

Item #6 Discuss and/or act on 2014 Budgets.

District Attorney – Bonnett present at 8:32 a.m., no changes. Bonnett left at 8:39 a.m.

Medical Examiner – Rogers present at 8:42 a.m., no changes. Rogers left at 9:51 a.m. Motioned by Djumadi/Babcock to put \$30,000 into Miscellaneous Budget account #100.73.____.316, setting up new function for Safety Committee to be administered by Safety Committee, and to remove \$2,500 from account #100.E.22.51415.316. Motion carried by unanimous voice vote.

Administrative Coordinator –

Motioned by Djumadi/Sebastiani to correct the following:

- 100 E 22 51415 433 should be \$1,150
- 100 E 22 51415 316 should be \$0
- 100 E 22 51415 420 should be \$150

Motion carried by unanimous voice vote.

Clerk of Courts – Dye present at 9:33 a.m., no changes. Dye left at 10:05 a.m.

Wollin present at 9:40 a.m.

Recess: Motioned by Djumadi/Babcock to recess at 10:05 a.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 10:15 a.m. Roll call, all present.

Probate – Reynolds present at 10:19 a.m., no changes. Reynolds left at 10:30 a.m.

Child Support – Barnes present at 10:30 a.m., no changes. Barnes left at 11:04 a.m.

Corporation Counsel - Wagner present at 10:50 a.m.

Motioned by Kotlowski/Djumadi to correct the following:

- 100 E 07 51320 420 should be 495
- 100 E 07 51320 432 should be 300
- 100 E 07 51320 433 should be 660

Motion carried by unanimous voice vote.

Eggebrecht present at 11:00 a.m.

Recess: Motioned by Djumadi/Kotlowski to recess at 11:26 a.m. Motion carried by unanimous voice vote.

Reconvene: Reconvened at 11:36 a.m. Roll call, all present.

Parks – Nickel, Tolley and Miller present at 11:24 a.m. Motioned by Djumadi/Kotlowski to take \$10,000 from Administrative wages and split between Castle Rock and Peterwell Park. Motion carried by unanimous voice vote. Nickel, Tolley and Miller left at 12:56 p.m.

Kotlowski excused at 12:56 p.m.

Emergency Management – Gervais present at 1:20 p.m., no changes. Gervais left at 1:46 p.m.

MIS – McGhee present at 1:46 p.m., no changes. McGhee left at 2:26 p.m.

Airport – Scott present at 2:20 p.m., no changes. Scott left at 2:46 p.m.

County Board - Motioned by Sebastiani/Djumadi to correct the following:

- 100 E 01 51100 should be \$52,000
- 100 E 01 51100 419 should be \$1,050

Motion carried by unanimous voice vote.

Veterans Services – Guerin present at 2:40 p.m., no changes. Guerin left at 3:14 p.m.

County Clerk - Motioned by Sebastiani/Djumadi to correct the following:

- 100 R 09 46100 should be \$17,100, not \$12,100, as a one-time budget revenue to remove revenues for account and transfer from special bank account to the county general fund
- 100 E 09 51420 122 should be \$13,919
- 100 E 09 51420 210 \$10,344
- 100 E 09 51420 211 should be \$10,462

Motion carried by unanimous voice vote.

Library – Wavrunek and Mary Nelson present at 3:25 p.m.

- 100 E 40 55110 145 should be \$0
- 100 E 40 55110 433 should be \$640

Wavrunek and Nelson left at 3:35 p.m.

West excused at 3:35 p.m. Sebastiani took over as chair.

Kaye present at 3:55 p.m.

Item #7 Discuss and/or act on recommendation of Reclassification of the Lead Foreperson position to Building and Grounds Director. Motioned by Djumadi/Babcock to temporarily use wage as a placeholder as recommended by Kaye of \$20.37 and to have Administrative Coordinator/Director of Finance office increase budget to reflect placeholder. Motion carried by unanimous voice vote.

Item #8 Discuss and/or act on the \$35 surcharge fee for any employee currently enrolled in WEA Trust health insurance that chooses not to participate in the Health Risk Assessment. Discussed and acted on at September 9, 2013 meeting. No further discussion.

Next meeting date set for September 11, 2013 at 8:00 a.m.

Items on next agenda: None

Motion by Djumadi/Babcock to adjourn at 4:03 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved.

ADMINISTRATIVE & FINANCE MEETING MINUTES

September 16, 2013 8:00 AM

The meeting was called to order by Acting Chairman Sebastiani at 8:05 a.m. The meeting was properly noticed. Roll Call, present: Allen, Babcock, Djumadi and Kotlowski. Excused: West. Also present: Larson and Phillippi.

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

Item #5 Discuss and/or act on 2014 County Budget.

Motioned by Djumadi/Babcock to correct the following:

- 240 R 38 49300 \$70,471 should be \$0
- 240 E 38 54592 920 \$70,471 should be \$0

Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to correct the following:

- Move \$101,400 from 240 E 38 54592 316 to 100 E 20 51450 316, specifically for Health & Human Services

Motion carried by unanimous voice vote.

Recess: Motioned by Djumadi/Allen to take a 5 minute recess at 9:55 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order at 10:00 a.m. All present.

Correct the following in the Miscellaneous Budget Account: 100 R 73 43410 should be \$94,322, not \$96,017

Nickel present at 11:20 a.m. Nickel will be back on 10/4 for further Parks Budget discussion.

Wagner present at 11:20 a.m. He gave an interpretation on Resolution 71-1984.

Motioned by Djumadi/Kotlowski to correct the following:

- 100 E 41 55460 343 \$1,000.00 should be \$0, remove fairgrounds mowing expense
- 100 R 41 46722 should be \$43,000, not \$49,000, remove \$6,000 for mowing revenue

VSO needs to be called back.

Recess: Motioned by Djumadi/Babcock to take a 3 minute recess at 12:20 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order at 12:22 p.m. Roll call, all present.

Motioned by Babcock/Kotlowski to correct the following:

- 100 E 73 55460 920 should be \$0

- 100 E 73 55460 316 should be \$12,000
Motion carried by unanimous voice vote.

Motioned by Allen/Babcock to amend the following:

- 100 E 73 55491 350 should be \$3,000, not \$5,000 in the Miscellaneous Budget
Motion carried by roll vote. Voting yes, Allen, Babcock and Sebastiani. Voting no, Djumadi and Kotlowski.

Motioned by Djumadi/Kotlowski to allocate the following:

- \$55,000 for RID, \$20,000 for Job Center in account #100 E 74 56700 350, total \$75,000

Motion failed by roll vote. Voting no, Allen, Babcock and Sebastiani. Voting yes, Djumadi and Kotlowski.

Motioned by Babcock/Djumadi to allocate the following:

- \$65,000 for RID, \$20,000 for Job Center in account #100 E 74 56700 350, total \$85,000

Motion carried by roll vote. Voting yes, Babcock, Djumadi and Kotlowski. Voting no, Allen and Sebastiani.

Call back Highway, Solid Waste and Health & Human Services departments.

Items on next agenda:

2014 Budget

Next meeting dates are set for Oct. 4th at 8:00 a.m., Oct. 7th Joint meeting with Executive at Administrative & Finance Committees, and Oct. 8th at 8:00 a.m.

Motioned by Djumadi/Babcock to adjourn at 1:36 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,


Cindy Phillippi

Recording Secretary

These minutes have been approved.