

## ADMINISTRATIVE & FINANCE MEETING MINUTES

July 8, 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: Allen, Grabarski, Parr, Pisellini and West present. Also present: Kaye, Kubisiak, Bays, Leja, Sedlar, Zander, Helgeson, McLaughlin, Oleson and Phillippi.

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

Motioned by Grabarski/Pisellini to approve the June 10<sup>th</sup> & June 21<sup>st</sup>, 2016 minutes. Motion carried by unanimous voice vote.

The Corporation Counsel monthly report was provided in packet.

Discussion took place regarding the WIPFLI compensation study.

Motioned by Pisellini/Allen to have Kaye send evaluation form to the county board supervisors to be returned to Kaye, with a deadline of July 19<sup>th</sup>, 2016. Motion carried by unanimous voice vote.

Motioned by Allen/Parr to place the Children and Family Services Manager in the Group 7 classification, with a starting pay of \$29.21, effective July 11<sup>th</sup>, 2016. Motion carried by unanimous voice vote.

Committee concurred on deviating to item 8.b.v. Existing position reclassification and placement in child Support. Motioned by Allen/Pisellini to reclassify Child Support position to a Grade 12, hours per day set at 7.5, effective January 1, 2017. Motion carried by unanimous voice vote.

Committee concurred on deviating to 8. b.iii. and b.iv., credit card payment services for departments countywide and vendor for Register of Deeds. Helgeson and Zander gave an update, no action taken. The committee recommends they continue to work on this.

The Parks Managers' Reports; Admin Coordinator Report; revenue report, expense check summary report and expenditure report were provided.

Discussed the contractor for the design and construction of the Dellwood Snowmobile Bridge project.

Motioned by Grabarski/Allen to go with Custom Manufacturing for the completion of the Dellwood snowmobile bridge at a cost of \$94,000. Motion carried by roll call vote, 4 yes, 1 no. Voting no, Grabarski.

Discussed the engineering services for the rehabilitation of the sea wall at the Petenwell Park boat harbor, no action taken, this is to be placed on next month's agenda.

Motioned by Allen/Pisellini to allow AF Dance Team to use the Castle Rock Park shelter on 9/10/16. Motion carried by unanimous voice vote.

No information was available regarding the 2017 Parks Department fees this will be placed on next month's agenda.

McLaughlin left at 10:40 a.m.

Sedlar left at 10:45 a.m.

A draft budget timeline was provided, discussion took place with some suggested date changes. Kubisiak will modify and send out to departments.

Zander informed the committee that July 18<sup>th</sup>, at 1:30 p.m. is the court date for the tax deed property. She also informed the committee regarding some fraudulent checks. Financial report was provided.

McGhee present at 11:25 a.m. McGhee handed out a report and gave a brief update on ECHO progress.

Zander left at 11:30 a.m.

Phillippi informed the committee that letters regarding absentee tracking/MOU agreements were sent to election relier townships.

Discussion took place regarding the WIMCR payment, no action was taken, this will be placed on next month's agenda.

Upcoming agenda items:

Engineering services for the rehabilitation of the sea wall at the Petenwell Park boat harbor;

Whether to pursue Pay for performance or not;

2017 park fees;

WIMCR payment;

2017 Budgets;

Next meeting date is set for August 12<sup>th</sup> at 9:00 a.m.

**Recess:** Motioned by Parr/Pisellini to take a recess at 12:05 p.m. until 1:30 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Motioned by Pisellini/Parr to reconvene at 1:30 p.m. Roll Call: West, Pisellini and Parr.

Excused: Allen and Grabarski. Also present: Wollin, Collins, Kubisiak, Kaye and Phillippi.

Motioned by Pisellini/Parr to have a starting wage of \$18.91 at 1 year benchmark for the Administrative Records Officer position in the Sheriff's Office. Motion carried by unanimous voice vote.

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

Respectfully submitted,



Cindy Phillippi

Recording Secretary

These minutes have been approved by the committee.