

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Friday, December 7, 2012

8:00 AM Room A260

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

Motioned by Kotlowski/Babcock to approve the agenda. Motion carried by unanimous voice vote. Motioned by Sebastiani/Djumadi to approve the minutes from November 9, 2012. Motion carried by unanimous voice vote.

**Public Participation:** Karen Bays

**Correspondence:** None

Discussion on Administrative Coordinator/Director of Finance office activities. Baird final bond documentation for Hilbert Communications. The county is not rated. Preliminary audit went fairly well. Need independence of auditors, agreement signed as accurate. Transition those items.

Journal entry 2013 budget amendments need completing. Fund balance, no changes. Sales tax, no changes. Cash reconciliation is not done.

The Sales Tax Revenue Report is in line with where we should be. Estimated fund balance is \$676,559.39. \$500,000 was applied for 2013. Motioned by Djumadi/Kotlowski to approve the check register. Motion carried by unanimous voice vote.

Discussion on 2013 budget process. Discussion on 2014 budget will take place at December department head meeting.

Sam Wollin and Sandra Green were present at 8:15 a.m. The committee deviated from the agenda. Discussion on law non-lapsing donation accounts for community policing and honor guard. Larson questioned if the money runs out, will it go on the tax levy? No, it will not go on tax levy. Received a \$1,100 donation from a local business, for community policing for the awards program. We are 1<sup>st</sup> in the country to participate, based on customer service. Green Bay Police Department is part of the program that won the award international program. For the honor guard program, Tim Shannon's family gave money. This could be used for a flag presentation for the county, school events, parades and funeral services, etc., per Wollin. Motioned by Sebastiani/Kotlowski to approve the law non-lapsing donation accounts for community policing and honor guard for law enforcement. Motion carried by unanimous voice vote.

Dawn McGhee was present at 8:26 a.m. to discuss MIS Department. McGhee, Larson, Hansen, Thompson and Wollin meeting to look at current issues with Rome. They first looked at the contract to reduce and/or eliminate issues. They also looked at connectivity issues. All stakeholders should get together, Rome, County, MIS, Law, Administrative Coordinator/Director of Finance and Corporate Counsel to review contract. Larson indicated that it is a preliminary agreement. Per Wollin, it is short term. Larson said Administrative & Finance and Public and Safety & Judiciary need to review first, per Jack Albert. Wollin indicated an additional cost paid by Hansen for an SSL license. McGhee gave an example of other costs, the state times the number of dollars per year for state business to pay for their connection. McGhee stated that cars dial into the server first, then the office. McGhee stated that the city training is scheduled for December 11, 2012. They will be training, but not using it. An understanding or agreement for a temporary

period of time, a Memorandum of Understanding or something, would be nice so they can use their training. Spillman (Software program) does for the county computer dispatching and records system. It works by dispatching a deputy, creates, reports, booking, photos, civil processes such as restraining orders, warrants and any citations related to an individual. Sharing of information is better for working relationships with City of Adams and Town of Rome. Information is all the same and is consistent. Larson wants possibly to have an administrative fee, not working time intensive. She does not want additional burden on the MIS Department.

Motioned by Babcock/Djumadi to approve the interim agreement with the City of Adams for the administration of Spillman software program. Motion carried by unanimous voice vote.

No financial report was given.

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

McGhee present. MIS update, RMM has been on site, print services will be starting, there was a meeting yesterday.

Mary Ann Bays was present at 9:45 a.m. Bays stated that we have 4 new tax deeded properties. Bays also relooked at current listings. A financial report was given as a handout. The Deputy Treasurer's position was placed in the paper for 3 weeks, with a deadline to accept applications thru December 13, 2012. Interviews are scheduled for the week of December 17, 2012. Candy Pegler has been working full-time until the Deputy Treasurer's position is filled.

Phil McLaughlin was present at 9:49 a.m. McLaughlin stated that they have been maintaining the 2004 Ford Escape SUV, but are not using it. Motioned by Djumadi/Kotlowski to sell the 2004 Ford Escape SUV at an auction. Motion carried by unanimous voice vote.

**Recess:** Motioned by Djumadi/Sebastiani to recess at 10:06 a.m. Motion carried by unanimous voice vote.

**Reconvened:** Called back to order at 10:36 a.m. by West. All present.

Discussion on 2012, 2013 wage increases. Motioned by Djumadi/Babcock to give a 2% increase, as of January 1, 2013, to all employees who did not get a step, % or increase in 2012, except those hired after June 1, 2012. Motion carried by unanimous voice vote.

Items on next agenda:

*Budget revision for Land & Water object code;*

Next meeting date: Friday, January 11, 2013 at 8:00 a.m.

Motioned by Djumadi/Babcock to adjourn at 11:34 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

/s/ Cindy Phillippi

Recording Secretary

These minutes have been approved.