

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, August 13, 2012

12:00 p.m. Room A260

The meeting was called to order by Chairman West at 12:00 p.m.

The meeting was the meeting properly noticed.

**Present:** Babcock, Sebastiani, West, Kotlowski and Djumadi. Also present, Terry James, Fran Dehmlow, Jodi Helgeson, Paul Pisellini, Marcia Kaye, Sarah Grosshuesch, Jake Roseberry, Matt, Patty and Aaron from EO Johnson, Al from Financial Associates, Brian Landers, Mayor of City of Wisconsin Dells, for Woodside Ranch.

Motioned by Sebastiani/Kotlowski to approve the agenda. Motion carried by unanimous voice vote. Motioned by Babcock/Kotlowski to approve July 10, 2012 minutes. Motion carried by unanimous voice vote.

MIS update was given by McGhee.

County Clerk update was given by Phillippi.

**Public Participation:** None

**Correspondence:** Mayor of City of Wisconsin Dells explained the project.

Motioned by Djumadi/Babcock to present to the county board, resolution with amendments for Woodside Ranch Project to the County Board. 6 items to be included in the resolution: Ad HOC Advisory representative, all stakeholders come on board prior to us, cannot create, TIF district, CSM guarantee, public/private partnership with resident programs. Motion carried by roll call vote, 3 yes, 2 no. Voting yes, West, Babcock and Djumadi. Voting no, Kotlowski and Sebastiani. Committee wants the resolution back on the agenda to be reviewed before final document goes to county board. Mayor will attend County Board in September to speak and provide information.

Administrative Coordinator Report:

Reports were submitted on the contingency fund/general fund balance.

Cash reconciliation was provided.

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

Treasurer update was given by Bays.

Discussion and reviewed proposed TID in Town of New Chester. The committee was not in favor of the formation of this district.

Motioned by Djumadi/Kotlowski to present a resolution to rescind existing non-lapsing or designated carryover funds & re-establish carryover accounts as necessary for County operations. Motion carried by unanimous voice vote.

**Recess:** Motioned by Djumadi/Kotlowski at 1:30 p.m. to recess and to then deviate to item #15. Motion carried by unanimous voice vote.

**Reconvened:** Back to order at 1:40 p.m. All present.

Discussion took place on copier contract vendors with Matt, Patty and Aaron from EO Johnson. EO Johnson did a power point presentation. Motioned by Sebastiani/Djumadi to continue working with EO Johnson. Motion carried by unanimous voice vote.

Update on Neo-gov was given by Larson. Larson indicated the program is up and running. RMM people were on site for 3 days, internet cut over is complete, live, up and running. Three computers and network printer belongs under MIS.

Motioned by Sebastiani/Kotlowski to deviate to #18. The committee had reviewed proposals with 2 options. Update on health insurance committee meeting. No decision was made. Postpone until next meeting for complete figures. Motion carried by unanimous voice vote.

Dates were given for budget review, September 10, 13 and 14, 2012.

October 8, 2012 at 8:00 a.m. final review. October 22-26, 2012 could be alternate dates if needed.

Agenda items for next month:

Update on health insurance committee meeting, health insurance options

Discussion on 2013 budget

Discuss and/or act on resolution for Woodside Ranch Project. Regular meeting date: November 9, 2012 at 1 p.m.

Motioned by Sebastiani/Kotlowski to adjourn at 4:10 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary

These minutes have been approved.