

## **ADMINISTRATIVE & FINANCE MEETING MINUTES**

Thursday, July 9, 2015, 4:00 p.m., Room A160

The meeting was called to order by Chairman West at 4:03 p.m. The meeting was properly noticed.

Members present; West, Kotlowski, Hamburg and Babcock. Excused, Grabarski. Also present, Collins, Helgeson, Zander and Phillippi.

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

Motioned by Babcock/Kotlowski to approve meeting minutes of June 8, 2015. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Grabarski present at 4:05 p.m.

Motioned by Hamburg/Kotlowski to approve Trusted Submitter applications for electronic recordings (ACH Deposits). Motion carried by unanimous voice vote.

Motioned by Hamburg/Babcock to approve Resolution "Cooperation Agreement for CDBG Program" and forward to July County Board Meeting. Motion carried by unanimous voice vote.

MIS:

Office activities: Everything is on target and going well.

Financial report: Motioned by Hamburg/Kotlowski to accept financial report. Motion carried by unanimous voice vote.

Treasurer:

Tax Deed Property update was provided. Next Court date is August 10<sup>th</sup>.

Financial report: Financial reports were handed out.

Office activities: Let staff member go, new staff member is doing well, office is running good.

Discuss and/or act on drop box consideration: Discussion took place, with no action taken.

County Clerk/AC/DF:

Office activities: Everything is going well.

Motioned by Kotlowski/Babcock to increase the County Clerk's petty cash from \$200 to \$500. Motion carried by unanimous voice vote.

Discuss and/or act on 2016 Budget Process: Motioned by Kotlowski/Grabarski to set a place holder of 6% for health insurance. Motion carried by unanimous voice vote.

Motioned by Babcock/Grabarski to set a place holder of 1.5% for wages. Motion carried by roll call vote, voting yes, Babcock, Grabarski, West, Kotlowski. Voting no, Hamburg.

Motioned by Kotlowski/Hamburg that the instruction to department heads is that there are no new positons to be budgeted for, no increase in hours worked, zero increase for the following departments: Law, Highway, Solid Waste, and Health and Human Services; remainder of the departments are to absorb wage and health increase as best as possible, keeping other line items down. Increase if any, should be the result of wage/health insurance. Motion carried by unanimous voice vote.

Identify upcoming agenda items: 2016 budget, update on health insurance rates, discuss and/or act on insurance and wages

Set next meeting date: Regular meeting Aug 13<sup>th</sup> at 4:00 p.m.

Budget times and dates: starting at 8:30 a.m. on Sept. 14<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>, starting at 1:00 p.m. on Sept. 15<sup>th</sup>.

Motioned by Kotlowski/Hamburg to adjourn at 5:28 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved.