

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Thursday, September 7, 2017

3:00 p.m. Room A260

The meeting was called to order by Chairman West at 3:02 p.m.

The meeting was properly noticed.

Present: Grabarski, Allen, Parr, West, and Pisellini. Also present: Miller, Tolley, Waltemath, Rogers, Sorensen, Grignano, Patterson, Bradley, Wagner, Kaye, Pegler (Times Reporter), Collins, Foley, Kaizer, Wollin, Bays, McGhee, Fahrenkrug, Zander, Colburn, Presley, and Phillippi.

Motioned by Allen/Grabarski to approve the agenda, deviating by taking 13.b 2018 Health Insurance Plan Options between #7 & #8. Motion carried by unanimous voice vote.

Motioned by Pisellini/Grabarski to approve minutes from August 7, 2017, with correcting Town of Rome, to read 'Wisconsin County Mutual Insurance'. i.e. Town of Rome, but Rome's Insurance Company says no trails. Motion carried by unanimous voice vote.

Public Participation: Taken as needed.

Correspondence: None

Discuss and/or act on 2018 Health Insurance Plan Options: Presentation by Suzie Kaiser, Associated Financial Group with handouts. HSA high deductible plan \$3000/\$6000 single/family, with county paying 1<sup>st</sup> 1/2 of deductible up front in 2018. 10%/15% discussion to be had at budget meeting. Motioned by Grabarski/Pisellini to go with HSA embedded plan as presented. Motion carried by voice vote. Voting yes, Allen, West, Grabarski, and Pisellini. Voting no, Parr.

Presentation/discussion on levy for veteran's memorial took place. Verbal presentation was by Scott Sorensen and Jack Grignano. A request for \$130,000 from levy was made. Further discussion regarding levy limits took place, whether dollars are part of the limit or not. The question was raised; if half the money could be in one year, and the other half in the following year. Finance committee will be discussing the budget on the 18<sup>th</sup>.

Treasurer provided written investment cash report, tax deeds are published, and bid opening will be in October.

MIS provided a written and verbal report; pictures were presented of the website committee progress, suggested training for website could be at Veteran In-Service day, and an update on Echo was given.

Parks Manager provided written and verbal reports; update on grant spreadsheet, park development, Petenwell Harbor and ATV current contract negotiation was given.

Discuss and/or act on:

- a. Change in accounting for the Adams County Library to a Special Revenue Fund. Motioned by Allen/Pisellini to approve special revenue fund. Motion carried by unanimous voice vote.

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- b. Increasing Medical Examiner work hours: Discussion took place. To be placed on the September 18<sup>th</sup>, Administrative and Finance agenda, to be evaluated as part of the budget process. Supplemental historical information on the Medical Examiner position was provided to committee by Bradley. Bradley recommends denial of request at this time to allow for further review.

Nothing additional to report on the Petenwell Harbor Seawall project.

Discuss and/or act on Resolution 34-2017 Purchasing Policy Document No. 25. Motioned by Grabarski/Pisellini to bring a resolution with policy changed to \$120,000 limit back. Motion carried by unanimous voice vote. Resolution and policy change will come back to the October Administrative and Finance Committee meeting.

Corporation Counsel provided a written and verbal monthly report. Verbal update on language changes regarding Aegis and Meteor Timber took place.

Personnel provided a written and verbal monthly report: Verbal update on Health and Human Services, posting, interviews and vacancies took place. Update on ABRC/AMWELL program, survey responses and wellness challenge took place. Vacation days will be October 12<sup>th</sup> and 13<sup>th</sup>.

Discuss and/or act on: Temporarily suspending Chapter 4, Sections 3.01 and 3.05 of the Employee Handbook and requiring all exempt/management employees to swipe or register in and out through the Skyward system and the County Manager to review and approve all Department Head time and leave request submissions: Bradley suggested suspending rules to be consistent with job description. Much discussion took place on: the need for a resolution to county board for suspension; a majority of employees are using the fob system for timekeeping. Law enforcement and parks seasonal/employees are a work in progress.

Administrative Coordinator/County Manager gave a verbal report: No update on final review for DOJ, attending committee meetings, attended Village Public Works meeting regarding Ad Hoc Building proposed street closure, with having something by Oct no later than Nov. The intent is to have Potter Lawson evaluate HVAC and provide cost estimates, if Administrative & Finance approves on the 14<sup>th</sup>. Work is being done on 2018 budget/finalization. Department head meetings are scheduled for Sept. 15 & 18<sup>th</sup>. Petkovsek has been working on levy limit worksheets with Kyle, policy items with Casey.

Identify upcoming agenda items: Resolution 34-2017 amendment/purchasing policy Document No. 25 to be placed on Oct regular agenda. Increase medical examiner work hours to be placed on Sept 18<sup>th</sup> agenda. Presentation/discussion on levy for veterans memorial.

**Closed Session:** Kaye took over as Recording Secretary.

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Attendance: Allen, Parr, Grabarski, West, Pisellini, Waltemath, Kaye, Bradley, Fahrenkrug and Wagner.

Motioned by Allen, seconded by Pisellini at 5:20 p.m. to convene in closed session per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act on pending negotiations with WPPA Union Local 355. Voting yes: Allen, Parr, Grabarski, West and Pisellini.

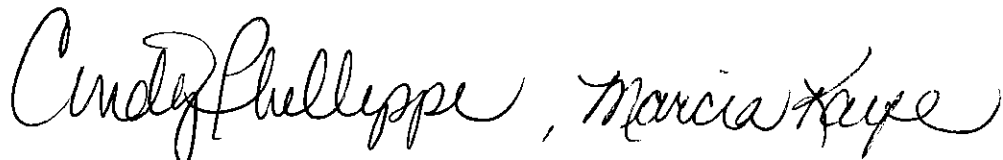
Preliminary discussion regarding wages and other terms of current contract.

Motioned by Allen, seconded by Grabarski at 5:39 p.m. to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. Motion carried by voice vote.

Set next meeting date – Next meeting is scheduled for September 14 to discuss County Board Rules. Meeting September 18 for Budget, start with closed session. Next regular meeting, October 10, 2017 at 9:00 a.m.

Motioned by Grabarski, seconded by Allen to Adjourn at 5:49 p.m. Voting yes: Allen, Parr, Grabarski, West and Pisellini.

Respectfully submitted,



Cindy Phillippi, Recording Secretary  
Marcia Kaye, Acting Recording Secretary

These minutes have been approved.

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