

ADMINISTRATIVE & FINANCE MEETING MINUTES

Monday, February 10, 2014 9:00 a.m. Room A160

The meeting was called to order by Chairman West at 9:06 a.m. The meeting was properly noticed. Present: Babcock, Djumadi, Sebastiani and West. Excused: Kotlowski. Also present: Sedlar, Diemert, Zander, Cable, Pierce, Larson and Phillippi.

Motioned by Sebastiani/Babcock to approve the agenda. Motion carried by unanimous voice vote. Motioned by Djumadi/Sebastiani to approve the January 9, 2014 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Item #8: Discuss and/or act on utilization of Health and Human Service 240 Fund Balance dollars to purchase furniture for new Department positions and replacement furniture. Motioned by Djumadi/Sebastiani to postpone until Cable is present. Motion carried by unanimous voice vote.

Item #9: Discuss and or Act on budget revision for Land & Water, WDNR Grant – Waterfront Property Information Packets. Motioned by Babcock/Sebastiani to approve the budget revision of \$3,000 – 100.44.43620 and 100.44.56166.412 LCD. Motion carried by unanimous voice vote.

Item #10: Discuss and or Act on budget transfer for Land & Water from Contracted Services to Capital Equipment for the purchase of a Truck. Motioned by Sebastiani/Djumadi to purchase a truck in the amount of \$28,600; with a budget revision of a credit 100.44.56150.316 for \$28,600, and a debit for 100.44.56150.910 of \$28,600. Motion carried by unanimous voice vote.

Item #11: Discuss and/or act on purchase of Solid Waste Compactor. Motioned by Djumadi/Sebastiani to allow Solid Waste to purchase a used compactor that was presented in the amount not to exceed \$106,000 from the equipment fund. Motion carried by unanimous voice vote.

Administrative Coordinator/Director of Finance:

The contingency fund/general fund balance report is currently not available. The cash reconciliation; in progress. Will look at approving the check register at the next meeting as the committee hadn't had time to review.

Item #8: Discuss and/or act on utilization of Health and Human Service 240 Fund Balance dollars to purchase furniture for new Department positions and replacement furniture. Motioned by Djumadi/Babcock to allow Health & Human Services to purchase 12 new desks from 240 fund balance not to exceed \$16,500; and 2 additional desks through the Public Health Department per Res #18-2014, to be approved at the February 18, 2014 County Board meeting. Motion carried by unanimous voice vote.

MIS: McGhee was not present.

County Clerk:

Staff will be short, as there will be a medical leave. We are entering into election cycle with one primary in February for the Town of Strongs Prairie and a referendum in the City of Wisconsin Dells. Discussion occurred regarding submitting a letter to departments regarding meeting notices, booking meeting rooms and deadlines for submitting materials for the County Board Packet to the County Clerk's Office. The committee agrees that sending out letters again is appropriate, then a follow up with the Chair of a specific committee if necessary.

Treasurer:

The department is 1/3 of the way done with the tax deed list. Discussion on the Department of Revenue settlement for rollover townships. One staff person may go into the Leadership Program. The 2014 budget revision for the Drainage Board is not needed; there will be additional funding this year.

Items on next agenda:

IT Tech Steering project review procedure

Next meeting date set for March 7, 2014 at 9:00 a.m.

Motioned by Sebastiani/Djumadi to adjourn at 10:16 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.