

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**July 8, 2008**

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, July 8, 2008 at 6:00 p.m. and was called to order by Chairman Bill Ehr.**

2. **Roll call was taken.**

Committee members present: Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Mark Masters, Dwayne Hiltbrand and Peter Berg. Excused/absent: none.

Also present: Sups. Ron Benish and Ron Berg, County Treasurer Jolene Millard, Information Systems Director Amy Kaup, Personnel Director Bud Trader, Finance Director Roxie Hamilton and Randy Terronez, County Administrator.

3. **Motion by Sup. Eric Anderson, second by Sup. Peter Berg to approve the certification of the meeting. Motion carried.**

5. **Motion by Sup. Tom Mueller, second by Sup. Dwayne Hiltbrand to approve the agenda for this July 8, 2008 meeting with the addition of discussion of SUN computer request. Motion carried.**

6. **Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to approve the minutes of the June 10 and June 24, 2008 Administrative Services Committee meeting. Motion carried.**

6. **Open session – Comments from audience /Committee members: Sup. Mark Masters invited members to attend the annual meeting of the SW Regional Planning Commission on Thursday, July 22 in Belmont Convention Center. The scheduled speaker will be speaking on green government activities.**

7. **Old Business: None**

8. **New Business**

**Information Systems**

**Paperless County Board Agenda**

Randy Terronez gave brief overview of proposed project and additional information will be proposed in the 2009 budget. Amy Kaup estimated hardware costs at approximately \$21,000 plus individual licensing for email, etc.

**Discussion of SUN Computer Request**

Sup. Bill Ehr reported on SUN agency need for replacement computer. The cost estimate of \$730 could be split 50%-50% with Lafayette County. The agency's finances were briefly reviewed. Additional information will be forwarded to the next Committee meeting.

## **County Treasurer**

Jolene Millard reviewed agenda enclosure. The proposal to add the penalties onto delinquent taxes has been brought to a committee of the County Board several times but has never been recommended to the full Board. Jolene noted that nearly all counties in the region and many state-wide have adopted the penalty provision.

Motion by Sup. Tom Mueller, second by Sup. Carol Anderson to recommend the Delinquent Tax Penalty proposal to the full Board. Motion carried.

## **Personnel Department**

### **Circuit Court- AIM (Assess, Inform and maintain) Program Assessment Update**

No feedback from Judge Dyke – item forwarded to future Committee agenda.

### **Compensation Study Request for Proposal**

Agenda enclosure reviewed. Carlson Dettman appeared to be the most experienced. Bud Trader distributed references on Carlson Dettman and gave highlights. Discussion given on expectations, implementation, etc.

Sup. Mark Masters suggested having a smaller steering committee act as a feedback mechanism for the project.

Motion by Sup. Tom Mueller, second by Sup. Dwayne Hiltbrand to select Carlson Dettman for the Iowa County Compensation Study for the nonrepresented group and to include the consultant interviewing all 33 positions. at a total cost of \$10,725 (consisting of \$9,000 base bid and \$75 each for 23 additional interviews) with funds to come from the 2008 budget. and forward to the full Board. Motion carried.

Motion by Sup. Mueller, second by Sup. Peter Berg to establish a project steering committee to be used as a feedback mechanism for the project consisting of Sups. Diane McGuire, Carol Anderson, Mark Masters, Tom Mueller and Eric Anderson. Motion carried.

### **Highway Department Modified Eligibility List Proposal**

Agenda enclosure reviewed. Bud Trader reviewed the current Sheriff's Department modified eligibility list which has been in existence for several years. The Sheriff's Department list was created in order to turnaround the filling of entry-level vacant positions in a timelier manner. The Highway Department is requesting a similar process.

Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to establish a modified eligibility list for the Highway Department as a means of responding to staff vacancies and to have the procedure re-evaluated when the new Highway Commissioner is on board. Motion carried. (Note – this item does not need to go to the full Board.)

### **Recruitment Employment Activities including Highway Commissioner Recruitment Status**

Bud Trader reviewed the following:

1. Highway Commissioner Recruitment: Thus far, only three applications have been received with the deadline Friday, July 18.
2. Child Support Department Assistant: 89 applications received thus far with deadline coming up in the near future.
3. Economic Development Corporation Executive Director: continue to assist in the development of the job description, identification of recruitment areas, etc.

### **Review of Labor Relations Activity**

1. Bud Trader reviewed the various pending Highway grievance arbitrations were briefly reviewed including the vacation policy and night watch. Discussion given on lack of timely information from Highway Department.

### **Closed Session**

Motion made by Sup. Tom Mueller seconded by Sup. Diane McGuire to go into Executive Session at 7:28 p.m. pursuant to Sec. 19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Executive Session pursuant to (1) (e) conducting public business with competitive or bargaining implications. . (AFSCME Courthouse and Professional Mediation Process, Sheriff's Department Teamsters)

9 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Dwayne Hiltbrand, Peter Berg and Mark Masters. Excused/absent: None.) 0 No. Motion carried. The following individuals were also included in the closed session: Sups. Ron Benish and Ron Berg, Roxie Hamilton, Bud Trader and Randy Terronez.

### **Return to Open Session**

Motion made by Sup. Tom Mueller seconded by Sup. Eric Anderson to return to Open Session at 7:35 p.m. 9 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Tom Mueller, Bill Ehr, Eric Anderson, Peter Berg, Dwayne Hiltbrand and Mark Masters. Excused/absent: none) 0 No. Motion carried.

### **Finance Department**

#### **Sales Tax Report**

Roxie Hamilton reviewed agenda enclosure.

#### **Revolving Loan Application**

Roxie Hamilton reviewed agenda enclosure. Based upon a suggestion from Sup. Joe Thomas, Roxie distributed handout showing a recap of the program since its inception. She noted that 14% of the total loans were written-off. She is working with the State Department of Commerce on the Dodge point and Sam Schauf loans. A request has been forwarded to the corporation counsel. It was noted that once the Economic Development Corporation is up and running, the program will be transferred to the new organization.

## **2<sup>nd</sup> Quarter Financial Report**

Roxie Hamilton distributed report and reviewed highlights. Revenues are down due to the poor economy in the County Treasurers Interest Income and Register of Deeds fees. The Sheriff's Department Huber program revenues are down. Expenditures are down in the Social Services Department (no clients in the high costs placements to date). The Highway Department will continue to be monitored.

### **Summary of Hours Spent on Flood**

Roxie Hamilton distributed the list of year-to-date staff hours and costs associated with the June flood. She highlighted specific areas. Included in the report are overtime and straight time hours. In past incidents, FEMA has reimbursed only overtime staff costs but nothing definite is known at this time. Several costs have not been billed such as out-of-county law enforcement services.

Discussion given on need for recognition of staff that put in an extraordinary time.

### **Highway Department Budget Deficit Follow Up**

Agenda enclosure reviewed.

Several Committee members attended last week's Transportation Committee and recapped discussions. Transportation Committee members Ron Berg and Ron Benish spoke on their perspectives.

Motion by Sup. Carol Anderson second by Sup. Tom Mueller to revise the Highway Department Budget Deficit Plan by removing the additional \$80,000 in Highway Department costs savings and forward to the full Board. Motion carried.

Discussion given on Transportation Committee request to increase the equipment purchase resolution from \$125,000 to \$200,000. The original intent of the resolution was to meet State DOT requirements but has since been used as a dollar cap to prevent the Highway Department from buying unnecessary/unbudgeted equipment.

The Committee consensus was to request the Highway Department to get clarification form the State DOT on wording, etc. Discussion also given on the cap and the trade-in value.

Motion by Peter Berg. Second by Sup. Sup. Tom Mueller to rewrite the Purchase of Highway Equipment Policy resolution as part of the 2009 budget development and request the Highway Department to get DOT clarification. Motion carried.

### **2009 Budget**

Roxie noted that budgets are due into the office on Friday, July 18. The five standing committees will be meeting additional times in late August/early September to review department budgets. The draft budget would then be presented back to the Administrative Services Committee in October.

The retirement system rates have come in and highlights reviewed.

## **C. County Administrator/Other**

### **County Administrator Monthly Report**

Randy Terronez distributed handout and reviewed highlights.

He again reminded Committee members that he is registered for the National Association of Counties annual conference in Kansa City, Mo. and would not be attending next week's Board meeting.

### **Strategic Planning**

Randy Terronez noted that the August 22-23 dates are being targeted.

### **Bid Specification Development**

Additional time is needed to develop proposal.

- 10. The next meeting date will be Tuesday, August 12, 2008 at 6:00 p.m.**
- 11. Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to adjourn the meeting. Motion carried.**

**Meeting adjourned at 8:34 p.m.**

**Minutes by Randy Terronez, County Administrator**