

MINUTES
Iowa County – Administrative Services Committee
November 4, 2008

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, November 4, 2008 at 5:00 p.m. and was called to order by Sup. Bill Ehr.**
2. **Roll call was taken.**
Committee members present: Sups. Dave Bauer, Dwayne Hiltbrand, Carol Anderson, Diane McGuire, Tom Mueller, Mark Masters, Eric Anderson, Peter Berg and Bill Ehr. Absent/Excused: none.
Also present: Sups. Ron Berg, John Meyers, Larry Steffes, Bob Bunker, Gerald Dorscheid, Highway Commissioner Leo Klosterman, Mark James, Jeri Grabbert, Roxanne Hamilton, Information Systems Director Amy Kaup, Personnel Director Bud Trader and Randy Terronez, County Administrator.
3. **Motion by Sup. Eric Anderson, second by Sup. Dave Bauer to approve the certification of the meeting. Motion carried.**
4. **Motion by Sup. Diane McGuire, second by Sup. Eric Anderson to approve the agenda for this November 4, 2008 meeting and the minutes of the October 14, 2008 meeting. Motion carried.**
Motion by Sup. Dave Bauer, second by Sup. Eric Anderson to amend the regular agenda and allow for the Revolving Loan – Gary Jenkins item to be moved up to the start of the agenda. Motion carried.
5. **Open session – Comments from audience /Committee members: None.**
6. **Old Business: None**
7. **New Business**

Revolving Loan Summary and Gary Jenkins Loan Request

Gary Jenkins was present and made a request to revise the loan terms. His loan is scheduled to have a balloon payment in January and he requesting a two –year extension of the current payments of \$500/month. It was noted that the business failed several years ago and he has been diligent in making loan payments.

Motion made by Sup. Diane McGuire seconded by Sup. Carol Anderson to approve Gary Jenkins Revolving Loan payment schedule modification request that will allow the loan payment schedule to be extended for an additional two years with the monthly loan payment at \$500/month. Motion carried.

Personnel Department

Flex Spending Account Expansion

Agenda enclosure reviewed. The Committee already approved a motion to send to the full Board.

The program would be effective January 1, 2009. Item will be on next week's Board agenda.

Emergency Management Coordinator Position Description

Agenda enclosure reviewed. Sup Carol Anderson offered additional; minor wording changes that will be incorporated into the document. Additionally Sup. Bill Ehr expressed need for position to assume responsibility for maintaining-updating the Master Street Address Guide (MSAG) data base. This activity is currently being performed by a Sheriff's Department employee. Amy Kaup reviewed the process for updating the Sheriff's Department software with the phone company data. The Committee agreed to add the MSAG duties into the document.

Motion by Sup. Carol Anderson, second by Sup. Peter Berg to approve the Emergency Management Coordinator position description with revision discussed at today's Committee meeting and forward to the compensation study consultant. Motion carried.

Compensation Study Update

The consultant will be meeting with the County Administrator and Personnel Director on November 24 to review the draft report and the consultant will be presenting the report to the December 9 Committee meeting.

Recruitment/Employment/Training Activities

Bud Trader reviewed the following:

1. Vacancies continue for two Highway County Helper and a 2nd Mechanic (pending outcome of the paint program discussion).
2. An employee in the Social Services Department is retiring and the County will be recruiting for an Office Assistant.

Review of Labor Relations Activity

Bud Trader noted that his comments will be reserved for the Closed Session.

Closed Session

Motion made by Sup. Diane McGuire seconded by Sup. Eric Anderson to go into Executive Session at 5:23 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/Arbitration Process, Sheriff's Department Teamsters, Highway Grievances, Bloomfield Manor Personnel Item, Nonrepresented Group Compensation)

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

Return to Open Session

Motion made by Sup. Tom Mueller seconded by Sup. Eric Anderson to return to Open Session at 5:45 p.m. 9 Yes (Sups. Dave Bauer, Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Peter Berg, Mark Masters Tom Mueller, Bill Ehr and Eric Anderson. Excused/absent: None.) 0 No. Motion carried.

Finance Department

2009 Budget Review

The Highway Department Paint Program was discussed. Randy Terronez noted that questions from last month's Administrative Services Committee meeting were relayed to the Transportation Committee.

Members of the Transportation Committee participated as well as Highway Commissioner Leo Klosterman, Mark James and Jeri Grabbert. A worksheet showing costs of the 4 portions assigned to the paint crew was distributed. A table of road miles and snowplow workforce for several counties compiled by Sup. John Meyers was distributed.

It was noted that the three Highway Department vacancies (2 County Helpers and 1 Mechanic) are being held open pending direction on the Paint Program.

Agenda enclosures reviewed including justification for establishing the program and financial results. Transportation Committee members noted need for snowplowing manpower regardless of the paint program

Discussion given on charging an appropriate rate for the paint projects in order to recoup the staffing and equipment costs per the 2005 Board action.

Discussion given on union contract language in the event the paint program is terminated. Leo Klosterman noted that two retirements will be occurring in April.

Discussion given on having all Highway Department staff capable of plowing snow.

Motion by Sup. Eric Anderson second by Sup. Dave Bauer to:

1. Authorize the filling of the three Highway Department vacancies;
2. Direct the Highway Department to comply with the 2005 Board action on establishing the paint program - funding the year round costs of a County Helper and Lead Person positions and set aside funds for equipment replacement, and
3. Increase the rate charged to paint program projects to recoup such costs.

Motion carried.

Updated Transportation Budget Resolutions were distributed and reviewed. It was noted that several statutes contained in the prior years documents had been replaced.

Motion by Sup. Carol Anderson second by Sup. Dave Bauer to approve the Purchase of Highway Equipment Resolution, County Aid Construction and Maintenance During Calendar Year 2009 Resolution and the County Aid Bridge Const4ruction Resolution; and forward to the full Board. Motion carried.

Roxie Hamilton reviewed various agenda enclosures with updated budget information.

Sup. Bill Ehr requested additional information on the Veterans Services tax levy option which may allow for additional revenue outside the tax levy limits.

Sup Dave Bauer noted he met with Randy Terronez and Roxie Hamilton last week to review several budget issues. He still has concerns with the use of reserves to balance the budget; and Department of Court Ordered Programs (time spent on low volume Teen Court program and wage rate).

Motion by Sup. Eric Anderson second by Sup. Diane McGuire to recommend the 2009 budget to the full Board. Motion carried.

Fund Balance Policy

Roxie Hamilton distributed information on Fund Balance Policy including summaries of other counties policies. It was noted that very few counties have a policy. Discussion given on providing for emergency needs funding for such departments as Bloomfield Manor when a major capital item breaks down (elevator, etc.)

A rough draft of the policy will be part of next month's Committee meeting.

Sales Tax Monthly Report

Roxie Hamilton distributed latest report that shows the adjusted year to date ahead of 2008 by 5.8%.

County Administrator

Emergency Management Coordinator Contract Extension Request

As noted in the position description discussion, Ken's contract will be extended through March 31, 2009.

Motion by Sup. Carol Anderson second by Sup. Eric Anderson to concur with staff recommendation to extend the contract of Ken Palzkill, Emergency management Coordinator up to March 31, 2009. Motion passed.

Monthly Report

Agenda enclosure reviewed. A Committee on Committee meeting has been scheduled for 6:00 p.m., Tuesday, November 11.

Strategic Planning

The Committee was informed that 2 issue teams met yesterday and the remaining 2 will be meeting next Monday. A brief update will be given at next week's Board meeting.

8. **The next meeting date will be Tuesday, December 9, 2008 at 6:00 p.m.**
9. **Motion by Sup. Eric Anderson, second by Sup. Dave Bauer to adjourn the meeting. Motion carried.**

Meeting adjourned at 6:57 p.m.

Minutes by Randy Terronez, County Administrator