

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**March 10, 2009**

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, March 10, 2009 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**
- 2. Roll call was taken.**  
Committee members present: Sups. Dwayne Hiltbrand, Carol Anderson, Diane McGuire, Mark Masters, Eric Anderson, Bill Ehr, Dave Bauer and Tom Mueller. Absent/Excused: Peter Berg. Also present: Attorney Kirk Strang, Bloomfield Manor Administrator Barbara Linscheid, Highway Commissioner Craig Hardy, Information Systems Director Amy Kaup, Personnel Director Bud Trader, Finance Director Roxanne Hamilton and Randy Terronez, County Administrator.
- 3. Motion by Sup. Eric Anderson, second by Sup. Tom Mueller to approve the certification of the meeting. Motion carried.**
- 4. Motion by Sup. Tom Mueller, second by Sup. Carol Anderson to approve the agenda for this March 10, 2009 meeting. Motion carried.**
- 5. Motion by Sup. Carol Anderson, second by Sup. Dave Bauer to approve the February 10, 2009 minutes. Motion carried.**
- 6. Open session – Comments from audience /Committee members: None.**
- 6. Old Business: None**
- 7. New Business**

**Information Systems**

**2008 and Year to Date 2009 Activity Report**

Amy Kaup reviewed agenda enclosure covering 2008 activity and 2009 year-to-date highlights. Discussion given on the virtual server project. Recruitment for the additional position approved in the 2009 budget effective July 1 was briefly discussed.

**Personnel Department**

**Emergency Management Coordinator**

Agenda enclosure reviewed. In addition to the recruitment, a meeting has been schedule with officials from Grant County to discuss possible job sharing. A copy of the correspondence from the Regional Office of the State Emergency Management Office was distributed outlining the state's concern with position sharing. A letter in response to the State Emergency Management position will be sent as directed by the Justice Committee.

Bud Trader noted that a follow up action is needed to establish a pay range for the position. He reviewed the job consultant's recommendation for a maximum salary of \$55,473.60.

Motion by Sup. Diane McGuire, second by Sup. Carol Anderson to establish the Emergency Management Coordinator salary range from \$44,325 to \$55,473.60 and forward to the full Board. Motion carried.

#### Labor Counsel Kirk Strang Presentation

Kirk Strang, the County's legal counsel was present and gave a presentation on the firm's history with Iowa County.

#### Recruitment/Employment/Training/Labor Relations Activities

Personnel Director Bud Trader distributed a handout of activity including:

1. The Emergency Management Coordinator recruitment.
2. ADRC interviews conducted by SW Workforce Development.
3. The AFSCME Highway union withdrew the Overtime Grievance that had already been heard by the arbitrator.
4. The County is awaiting the outcome of the remaining two Highway union grievances
5. The County has approached the AFSCME Courthouse Union on filling the vacant Child Support Department Assistant with a part-time position.
6. A grievance has been received on a Sheriff's Department employee that will require scheduling a Chapter 59 Grievance Committee meeting.
7. Negotiations continue with Teamsters (Sheriff's Dept.) and the Highway AFSCME.
8. Distributed a Highway 4-10 hour Work week proposal. Highway Commissioner Craig Hardy was present and commented on proposal. Craig noted that a survey of 46 counties showed that 50% are open on Fridays. 8 of 46 keep the 5 day workweek year-round.
9. Update on AFSCME Courthouse and Professional mediation/arbitration status was discussed and will be further discussed in closed session.

#### Closed Session

Motion made by Sup. Tom Mueller seconded by Sup. Eric Anderson to go into Executive Session at 6:47 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 negotiations, AFSCME Highway Negotiations, Four 10-Hour Workday, Highway Grievances - Arbitration, Nonrepresented Group Compensation, Clerk of Court Staffing, Employee Incident).

8 Yes (Sups. Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Bill Ehr, Mark Masters, Eric Anderson, Dave Bauer and Tom Mueller. Excused/absent: Peter Berg.) 0 No. Motion carried. The following individuals were also included in the closed session: Kirk Strang, Bud Trader, Roxie Hamilton and Randy Terronez.

#### Return to Open Session

Motion made by Sup. Tom Mueller seconded by Sup. Diane McGuire to return to Open Session at 8:22 p.m. 8 Yes (Sups., Carol Anderson, Diane McGuire, Dwayne Hiltbrand, Mark Masters, Tom Mueller, Bill Ehr, Dave Bauer and Eric Anderson. Excused/absent: Peter Berg.) 0 No. Motion carried.

#### Finance Department

##### Sales Tax Monthly Report

Roxie Hamilton reviewed agenda enclosure that shows the adjusted year to date ahead of 2008.

##### State Budget Outlook

Roxie Hamilton sent a request to department heads on impact of the proposed governor's budget and responses received from various departments. Discussion given on prevailing wage proposal in the governor's budget and item will be referred to next month's committee meeting.

##### Property Tax Collections

Agenda enclosure reviewed and collections were surprisingly the same as last year given the poor economy.

##### 2010 Budget Planning

Roxie Hamilton distributed handout of projected 2010 budget projection. Preliminary data shows an approximately \$455,000 shortfall. Randy Terronez noted that information provided by UW Extension Alan Probst may be beneficial to assist departments in planning for the 2010 budget process.

It is anticipated that the Committee will be meeting with the department heads prior to Memorial Day.

##### Revolving Loan Fund

Roxie reviewed agenda enclosure and updated the Committee on various loans. In regard to the milk production volume accounts, it was agreed that these will be continued to be monitored given the current milk price levels, etc.

##### Revolving Loan Harvest Market Loan

Roxie Hamilton reviewed agenda enclosure noting that the firm has been delinquent in payments since 2004.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to approve Resolution that writes off the Harvest Market and forward to the full Board. Motion carried.

#### Fund Balance Policy

Roxie Hamilton distributed draft and highlighted changes. Additional wording to allow for emergency reserve for Bloomfield and other departments to be included but keep in General Fund. Given time constraints, the Committee agreed to devote more time at the next month's Committee meeting.

#### Bloomfield Manor Dumbwaiter Replacement

Randy Terronez distributed proposed budget amendment resolution. The Health and Human Services Committee has recommended replacing the dumbwaiter which had been requested in the last few years. Funds would come from the Bloomfield Manor fund balance. The cost estimate is \$40,000 of which \$18,000 had been budgeted in 2008 and will be carried over into 2009, leaving a need for \$22,000.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to approve Resolution that allows for Bloomfield Manor to replace the dumbwaiter in the amount not to exceed \$40,000 with \$18,000 in 2008 carryover monies and \$22,000 from the fund balance of the Bloomfield Manor Fund and forward to the full Board. Motion carried.

#### County Treasurer Archival Software Budget

Randy Terronez distributed memo summarizing the EDEP Committee's recommendation to allow the County Treasurer to use carryover funds to purchase archive software for the office's tax records. The actual purchase and installation would be subject to the workload/timetable of Information Systems Department.

Motion by Sup. Eric Anderson, second by Sup. Diane McGuire to approve County Treasurer's request to use \$10,500 of carryover funds to purchase tax records archive software with installation subject to the workload/timetable of Information Systems Department and forward to the full Board. Motion carried.

#### County Administrator

##### Federal Stimulus Projects Update

Agenda enclosure reviewed. Ricky Rolfsmeyer is working on specific projects and the Committee will be kept up to date.

##### Monthly Report

Agenda enclosure reviewed and highlights given.

##### Chicago Olympic Bid – Iowa-Dane County Bicycling Events

Randy Terronez reviewed agenda enclosure and noted the Brigham Town Board is having a special meeting tonight with the representative from the Chicago Olympic Committee.

**8. The next meeting date will be Tuesday, April 14, 2009 at 6:00 p.m.**

9. **Motion by Sup. Tom Mueller, second by Sup. Dave Bauer to adjourn the meeting. Motion carried.**

**Meeting adjourned at 8:57 p.m.**

Minutes by Randy Terronez, County Administrator

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