

MINUTES
Iowa County – Administrative Services Committee
April 14, 2009

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, April 14, 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, Mark Masters, Peter Berg, Eric Anderson, Bill Ehr and Dave Bauer. Absent/Excused: Diane McGuire and Tom Mueller.
Also present: Walker House Representatives Joe and Susan Dickinson and Peter Pfothenauer County Treasurer Jolene Millard, Highway Commissioner Craig Hardy, Highway AFSCME Union President John Gardner, 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. Peter Berg to approve the certification of the meeting. Motion carried.**
- 4. Motion by Sup. Carol Anderson, second by Sup. Eric Anderson to approve the Amended agenda for this April 14, 2009 meeting. Motion carried.**
- 5. Motion by Sup. Carol Anderson, second by Sup. Eric Anderson to approve the March 10, 2009 minutes. Motion carried.**
- 6. Open session – Comments from audience /Committee members:**
 - A. John Gardner, President of the Highway AFSCME Union was present and stated that the union wants to save the County money by agreeing to a 4 10 hour work week.**
- 6. Old Business: None**
- 7. New Business**

Walker House (One Water Street, LLC) Subordination Agreement/Resolution

Walker House representatives Joe and Susan Dickinson and Attorney Peter Pfothenauer were present to discuss a request for a Subordination agreement with Dupaco Credit Union financial institution. The Walker House has been approved for a loan to establish a nine room bed and breakfast operation at the existing location in the amount of \$50,000 from Dupaco Community Credit Union. Dupaco would consolidate the prior loans into one loan package that requires the County's approval. Roxie distributed proposed resolution and reviewed highlights. Joe Dickinson distributed correspondence regarding the project request. Roxie noted the County is in a 3rd position (behind Dupaco and the City of Mineral Point) and would still be in 3rd position if the request is approved.

Discussion given on Dupaco's request to have the County provide a guarantee that it would not foreclose on the project. Sup Dwayne Hiltbrand and Walker House representative/attorney Peter Pfothenhauer noted they had not previously encountered such a request. The Committee expressed concern on giving Dupaco an unlimited timeframe on the not to foreclose provision. It was suggested to have six month review and Walker House representatives were agreeable to this condition.

Motion by Sup. Dave Bauer, second by Sup. Carol Anderson to approve the One Water Street, LLC (Walker House) Resolution - Request for Iowa County to Subordinate a Current Revolving Loan in Order for the Recipient to Accomplish Restructure of their Bank Debt conditioned upon the County agreeing to not foreclose on the project for a six month period and forward to the full County Board. Motion carried.

County Treasurer

2008 Annual Report

Jolene Millard reviewed highlights of agenda enclosure.

Motion by Sup. Dave Bauer, second by Sup. Dwayne Hiltbrand to approve the 2008 County Treasurer's Annual Report and forward to the full Board. Motion carried.

Preliminary August 20th Final Settlement of 2008 Taxes Collected in 2009

Jolene Millard reviewed highlights of agenda enclosure.

Information Systems

1ST Quarter Activity Report

Amy Kaup reviewed agenda enclosure. Bloomfield Manor has shown an increase in activity as their software/hardware vendor – Phoenix has not been responsive to Bloomfield Manor. Bloomfield Manor transmission was recently upgraded to a T-1 line. In the past, Bloomfield chose not to involve IS. Amy will be preparing a comprehensive proposal for Bloomfield and will be forwarded to a future Committee meeting.

Back Up – Disaster Recovery Project Proposal

Amy Kaup distributed proposal for a disaster recovery system. Funds in the amount of \$41,000 have been budgeted in the 2009 IS Capital Projects to fund this project. Four proposals were received with the bid from InterQuest in the amount of \$38,094 being recommended. Amy described the current manual backup process.

Motion by Sup. Eric Anderson, second by Sup. Dwayne Hiltbrand to approve the Back up Disaster Recovery Project proposal with InterQuest in the total amount of \$38,094 with funds to come from the 2009 IS Capital Projects budget and forward to the full County Board. Motion carried.

Request to Replace Air Conditioning Unit for Server Rack

Amy Kaup reviewed agenda enclosure. Funds have been budgeted in the 2009 IS Capital Projects to relocate the office but given the postponement of the health and human Services building project, the office relocation monies would be a source of funds.

Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to approve the replacement air conditioning unit for the network server rack in the total amount of \$2,600 with funds to be transferred from the 2009 IS Capital Projects budget - office relocation. Motion carried.

Finance Department

Sales Tax Monthly Report

Roxie Hamilton reviewed agenda enclosure that shows for the 1st time - the adjusted year to date behind 2008.

Financial Reports:

A. Highway 2008 Year End Report

An updated report was distributed and shows the 2008 deficit at approximately \$1.8 million. The projection in Spring of 2008 was that the year end figure would be \$1.25 million. Sup. Bill Ehr expressed displeasure with the apparent lack of financial management in 2008 under the prior Highway Commissioner. Craig Hardy commented on the financial picture. It was noted that some savings may be evident in this year's Highway budget such as fuel, snow removal, etc. A recommendation will be made at next month's Committee meeting as to the source of the additional \$390,000.

B. Updated 2008 year End Financial Report

Due to time constraints, agenda enclosure noted.

C. 1st Quarter 2009 Financial Report

Due to time constraints, agenda enclosure noted.

Proposed Carryover Funds

Roxie Hamilton noted that item to be discussed at next month's meeting.

State Budget Update

An email was sent today regarding county budget priorities and the Health and Human Services area impact of the Governor's budget proposal.

2010 Budget Planning and Scheduling Meeting with Department Heads

Roxie Hamilton noted updated information showing the projected 2010 budget deficit at \$855,000. She noted that 7 departments responded to the request for 2010 budget ideas. Reasons for not submitting a reply include the belief that the county has money. Additional discussion will be given at tomorrow's monthly department head meeting.

Committee agreed to have a shortened agenda for the May meeting and schedule the meeting with the department heads at this time.

Revolving Loan Fund – possible action

A., Year To Date Report

Agenda enclosure noted.

B. History Analysis

Agenda enclosure noted.

C. Application Recommendations from Iowa Co. EDC

No information.

Fund Balance Policy – possible action

Due to time constraints item to be discussed at next month's meeting.

Resolution Opposing Governor's Revisions to Prevailing Wage

Agenda enclosure reviewed.

Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to approve the Resolution opposing Governor's revisions to the Prevailing Wage statute and forward to the full Board. Motion carried.

Personnel Department

Emergency Management Coordinator Update

Item briefly noted as part of the Employment report.

Recruitment/Employment/Training/Labor Relations Activities

Bud Trader distributed handout.

Closed Session

Motion made by Sup. Eric Anderson seconded by Sup. Carol Anderson to go into Executive Session at 7:24 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, Sheriff's Department Chapter 59 Grievances, AFSCME Highway Negotiations, Four 10-hour Workday, Highway Grievances - Arbitration, Nonrepresented Group Compensation, Clerk of Court Staffing).

7 Yes (Sups. Carol Anderson, Peter Berg, Dwayne Hiltbrand, Bill Ehr, Mark Masters, Eric Anderson, Dave Bauer and. Excused/absent: Diane McGuire and Tom Mueller) 0 No. Motion carried. The following individuals were also included in the closed session: Craig Hardy (for the 4 10 hour work week issue only) Charles Carlson, Bud Trader, Roxie Hamilton and Randy Terronez.

Return to Open Session

Motion made by Sup. Eric Anderson seconded by Sup. Peter Berg to return to Open Session at 8:37 p.m. 7 Yes (Sups., Carol Anderson, Peter Berg, Dwayne Hiltbrand, Mark Masters, Bill Ehr, Dave Bauer and Eric Anderson. Excused/absent: Diane McGuire and Tom Mueller) 0 No. Motion carried.

County Administrator/Other

Federal Stimulus Projects Update

No information.

Proposed Resolutions

A. Supporting 911 Phone Surcharge Legislation

Agenda enclosure reviewed.

Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to approve the Resolution supporting 911 Phone Surcharge Legislation and forward to the full Board. Motion carried.

B. Opposing Governor's Changes to Insurance Laws and 2009 SB 20

Agenda enclosure reviewed.

Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to approve the Resolution opposing Governor's changes to insurance laws and 2009 SB 20 and forward to the full Board. Motion carried.

Monthly Report

Agenda enclosure noted.

8. **The next meeting date will be Tuesday, May 12, 2009 at 6:00 p.m.**
9. **Motion by Sup. Dwayne Hiltbrand, second by Sup. Dave Bauer to adjourn the meeting. Motion carried.**

Meeting adjourned at 8:39 p.m.

Minutes by Randy Terronez, County Administrator