

MINUTES
Iowa County – Administrative Services Committee
October 29, 2009
(Minutes subject to review & approval)

1. **The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse Annex in the City of Dodgeville on Thursday, October 29, 2009 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**

a. Roll call was taken.

Committee members present: Sups. Carol Anderson, Eric Anderson, Bill Ehr, Diane McGuire, Mark Masters, and Tom Mueller. Absent/Excused: Sups. Dave Bauer, Peter Berg and Dwayne Hiltbrand.

Also present: Sups. John Meyer, Bob Bunker and Ron Benish, Finance Director Roxanne Hamilton, Financial Advisor from The PFM Group Brian Della, Todd Novak, Jim Griffiths and Karren Zimmerman.

b. Motion by Sup. Eric Anderson, seconded by Sup. Tom Mueller to approve the Certification of the meeting. Motion carried.

c. Motion by Sup. Carol Anderson, seconded by Sup. Eric Anderson to approve the agenda for this October 29, 2009 meeting agenda. Motion Carried.

Motion by Sup. Tom Mueller, seconded by Sup. Diane McGuire to approve the minutes for the October 12 and October 13, 2009 meetings. Motion Carried.

2. Sup. John Meyer addressed the committee about his concern on whether the reasonable expectations test was met when the County Board approved the financing for the Health and Human Services Building Project. Discussion followed concerning not exceeding tax levy rate and the definition of tax levy rate for the purpose of the reasonable expectations test. There was also questions and clarification on if the Board will vote on when the bonds are awarded. The answer is yes the full Board will vote on awarding the bonds on the date of the sale.

3. Department Reports

Finance Department

1. Financing of the Health and Human Services Building Project: Roxie Hamilton, Finance Director explained the handout on the work completed so far on the financing of the project and also clarification of the reasonable expectation test used when the financing was approved at the October 20, 2009 County Board Meeting. Brian Della, PFM Group, had a handout for the Committee that explained the bond process and schedule. Discussion followed. Motion by Sup. Tom Mueller, seconded by Sup. Diane McGuire to approve a ten year term for the bonds/financing for the Health and Human Services Building Project. Motion Carried.

2. 2010 Budget: Roxie Hamilton handed out and reviewed the changes to the budget since the October 20, 2009 County Board meeting. The changes were to the County Board Budget to reflect the lower per diem starting April 20, 2009, decrease in the contingency budget due to allocating wage and fringe to various department budgets to reflect the approval of the Highway, Professional, Courthouse/Social Services Union Contracts,

change of allocation of support staff between the County Administrator, Personnel, Finance and UW Extension Department Budgets, and change of the wage and fringe in the Emergency Management Department Budget.

The Committee discussed restoring the \$3,500 that was cut from the Fair Budget.

Motion by Sup. Tom Mueller, seconded by Sup. Eric Anderson to keep the Fair Budget where it is at \$31,500 with the 10% decrease over the 2009 budget allocation. Motion Carried.

3. Discuss combining the two existing postage meters in the Courthouse to one and the mandatory use of the postage meter by all departments located in the Courthouse: Roxie Hamilton handed out the summary of cost and savings of combining the two postage meters in the courthouse to one. She also explained some departments still purchase stamps and postage stamped envelopes. Motion by Sup. Eric Anderson, seconded by Sup. Carol Anderson to combine the two existing postage meters in the Courthouse to one located in the County Administration Offices with the mandatory use of the postage meter by all departments located in the Courthouse once the details are worked out. Motion Carried.

The next meeting date is Monday November 9, 2009 at 6:00 p.m.

4. **Motion by Sup. Tom Mueller, seconded by Sup. Diane McGuire to adjourn the meeting. Motion Carried**

Meeting adjourned at 7:30 p.m.

Minutes by Roxie Hamilton, Finance Director.