

MINUTES
Iowa County – Administrative Services Committee
November 9, 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 Monday, November 9, 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, Dwayne Hiltbrand and Tom Mueller. Absent/Excused: Sups. Dave Bauer and Peter Berg.

- Also present: Sup. Ron Benish, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, County Clerk Greg Klusendorf, Health Director June Meudt, Jim Griffiths, Sharon Stauffer and Sandy Scott.

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

- c. Motion by Sup. Diane McGuire, seconded by Sup. Eric Anderson to approve the agenda for this November 9, 2009 meeting agenda. Motion Carried.**

- Motion by Sup. Carol Anderson, seconded by Sup. Diane McGuire to approve the minutes for the October 29, 2009 meeting. Motion Carried.**

- 2. Sup. Ron Benish asked permission to address the committee during item #11.**

- 3. Department Reports**
Finance Department

- 1. Revolving Loan**

- a. RLF – Sandy Scott and Sharon Stauffer from the Shake Rag Alley Inc were available to answer any questions the committee may have about extending the payment terms of their current loan. Discussion followed. Motion by Sup. Tom Mueller second by Sup. Carol Anderson to Approve the Request for Iowa County to Extend the Payment Terms of an Existing Small Business Loan from the Iowa County Revolving Loan Fund and pass this resolution onto the full Board for consideration. Motion Carried

- b. Resolution Changing the Charge for Delinquent Revolving Loan Payments – Possible Action. The Committee discussed this resolution and based on the consensus of the committee Roxie Hamilton is to have corporation counsel review to determine if this can pertain to existing loans or only loans going forward and to bring back to the next committee meeting.

2. Greg Klusendorf discussed the existing Resolution Supporting Memoranda of Understanding between Iowa County and Any Municipalities Requesting a Resource Sharing Relationship for Use of the Statewide Voter Registration System and also what he is proposing as a change in fees. Greg has informed municipalities that the fees could be increased. Discussion followed on if the fees will cover the County's cost and Greg was not sure. Motion by Sup. Eric

Anderson second by Sup. Dwayne Hiltbrand to accept the County Clerk's recommendation to increase fees beginning January 1, 2010 through December 31, 2012. Motion Carried.

3. The Committee reviewed and discussed the Resolution Setting Service Process Fees, Jail Fees and Administrative Fees for the Iowa County Sheriff's Department. Motion by Sup. Dwayne Hiltbrand, seconded by Sup. Tom Mueller to approve this resolution with the change of increasing the nurse visit charge from \$5 to \$10 and forward this to the County Board. Motion Carried.
4. Motion by Sup. Carol Anderson seconded by Sup. Eric Anderson to approve the Resolution Extending the Banking Agreement between Farmers Savings Bank and Iowa County for an Additional Two Years and forward this to the County Board. Motion Carried.
5. Roxie Hamilton handed out 2010 Budget and Resolution. She reviewed the changes from the October 29th committee meeting. She discussed the option of moving \$170,000 from contingency into capital to designate as matching funds for the focus on energy grant. This grant will match up to \$225,000 with a total project cost estimated to be \$450,000. This project is to put insulation and windows at the Highway Department and replace the boiler and windows at Bloomfield Manor. Motion by Sup. Eric Anderson, seconded by Sup. Diane McGuire to move the \$170,000 from contingency to the Capital Projects fund. Motion Carried. Motion by Sup. Carol Anderson seconded by Sup. Tom Mueller to recommend the budget to the full County Board at the November 10th meeting. Motion Carried.
6. Sup. Mark Masters discussed the Focus on Energy group which consist of himself, Paul Ohlogge, Jake Tarrell, Mark Caygill, Steve Michek, and Craig Hardy. He reported if the project costs \$450,000 and the County is awarded a grant the grant amount would be \$225,000. Motion by Sup. Tom Mueller seconded by Sup. Eric Anderson to recommend that the County fund the projects if the grant is awarded and move forward. Motion Carried.

Personnel Department

7. June Meudt, Health Director, discussed the emergency government plan for Iowa County and how this is a work in progress. The group of department heads will be meeting again in January 2010. June does not think it is necessary for an additional plan to address the H1N1 pandemic. Motion by Sup. Carol Anderson seconded by Sup. Tom Mueller to authorize Mark Masters, County Board Chair, Keith Hurlbert, Emergency Management Director, and June Meudt, Public Health Director, to analyze an emergency-like health situation if one should develop and determine what action related to staffing and possible reduced hours of operation needs to be taken. Motion Carried.
8. Related to Management and Non Represented compensation, Bud Trader and Roxie Hamilton distributed compensation package data related to other County employee groups and related outside agencies receiving financial support form the County to the Committee. Based on the consensus of the committee Mark Masters, Bill Ehr, Bud Trader and Roxie Hamilton are to meet to discuss the compensation package before the next meeting.
9. The committee reviewed the existing independent maintenance contract and discussion followed. Motion by Sup. Eric Anderson, seconded by Sup. Diane McGuire to recommend to the Economic Development, Extension and Property committee to authorize the County Board Chair to extend the current contract 6 months and in recognition that the independent

Contractor maintenance position is not a department head position, Committee members authorized the County Board Chair acting as the Administrative Coordinator to notify the maintenance contractor to not attend department head meetings unless there is a request for his contracted services to be provided at an appropriate meeting and that once a County Administrator is hired and in place to have that individual review and recommend any changes. Motion Carried. Based on the consensus of the committee they would like a basic understanding of what distinguishes an independent contractor from an employee relationship.

10. Motion by Sup. Carol Anderson, seconded by Sup. Eric Anderson to recommend to the County Board a proposal to rescind Resolution 6-0709 Voluntary Furlough Program for 2010, and July 21, 2009 County Board Motion – *Motion to adopt a mandatory 10 furlough days for 2010 subject to excess voluntary furlough days to offset the mandatory furlough days. The mandatory 10 day furlough program would also be subject to the 2010 budget process was acted on.* Motion Carried.
11. Bud Trader handed out the first draft County Nepotism Policy, intended to update and provide further detail to the current County Nepotism Policy for all County employees. Policy was discussed and the Personnel Director was asked to complete additional research in advance of the next Committee meeting. The Policy will be discussed at the next committee meeting.
12. Bud Trader reviewed and updated current vacancies with the committee as follows:
 - County Administrator – Deadline for Applications 11/30/09
 - Emergency Management Coordinator – Start Date 11/9/09
 - I.S. Technical Support Specialist – Start Date 11/2/09
 - Health Department Temporary Employees for Flu Vaccinations – 2 additional LTE Secretaries hired 10/30 and 11/2
 - Highway Department County Helper – Deadline for applications 11/16/09

The next meeting date is Tuesday December 8, 2009 at 6:00 p.m.

4. **Motion by Sup. Eric Anderson, seconded by Sup. Diane McGuire to adjourn the meeting. Motion Carried**

Meeting adjourned at 8:40 p.m.

Minutes by Roxie Hamilton, Finance Director and Bud Trader, Personnel Director.