

MINUTES
Iowa County – Administrative Services Committee
August 10, 2010
(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 Tuesday, August 10, 2010 at 6:00 pm. and was called to order by Sup. Dwayne Hiltbrand.

2. **Roll call was taken.**

Committee members present: Sups. Carol Anderson, Dave Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Dan Oleson and Curt Peterson.

Absent/Excused: None

Also present: Sups. Robert Pilling, Ron Benish, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Information Technology Director Amy Kaup.

- a. Committee approved the Certification of the meeting.

- b. Motion by Sup. James Griffiths, seconded by Sup. William Grover to approve the agenda for this August 10, 2010 meeting, and the minutes for the July 13, 2010 meeting.

3. No reports from Committee members or members of the audience.

4. **Department Reports**

Personnel Department

- a) Employment Activity Report

Highway Department Construction Crew Lead position – 18 applications received. New Hire Mike Sperry started August 3, 2010.

Sheriff's Department Detective Promotion – John Forbes has been promoted, effective September 1, 2010. John is a 10 year Sheriff's Department Employee, 2 years as Dispatcher/Correctional Officer and 8 years as Patrol Officer.

Sheriff's Department Patrol Officer Promotion – Final interviews scheduled for tomorrow, August 11, 2010.

Southwest Workforce Development Board on ADRC vacancies – SW WI WDB has one current vacancy and a second one as of August 12, 2010. Interviews were held August 2, 2010. Additional interviews will be conducted tomorrow, August 11, 2010.

County Administrator

- b) County Administrator Curt Kephart distributed his administrator's report. He reviewed the report with the committee and discussion followed.
- c) No discussion on possible recommendation from the Committee on Committees for the routine evaluation of the Office of the Administrator at this time.
- d) Amy Kaup, Roxie Hamilton, Bud Trader and Curt Kephart each distributed their Iowa County Issue Needs Survey and Rubric. The Committee is to review and this will be discussed at the September committee meeting.

Finance Department

- e) The Committee discussed the status of the Sheriff's Department software and any possible funds available to pay for replacement software. Amy gave an overview of the steps that have been taken so far to research the replacement of this software. The committee was concerned with the critical need to keep this software functional until it can be replaced and also to protect the County's investment in new software. Based on the consensus of the Committee this issue is sent back to the Justice Committee for further review and discussion.

- f) Roxie Hamilton and Curt Kephart discussed the purchase of a generator to replace the generator currently located at the Courthouse which will be moved to the Iowa County Airport. The purchase price was \$9,265 and the estimate cost of installation is \$7,000 for a total of not to exceed \$16,265. The funds for this purchase are available in the current Courthouse/Public Property budget. Motion by Sup. John Meyers seconded by Sup. Carol Anderson to approve the purchase of a Federal Surplus generator for the Courthouse and authorize installation in an amount not to exceed \$16,265 and forward to the Board. Motion Carried.
 - g) The Committee reviewed the July 31, 2010 Financial Reports. Motion by Sup. Dave Bauer seconded by Sup. John Meyers to accept the July 31, 2010 Financial Reports. Motion Carried.
 - h) The Committee reviewed the 2011 budget summary of the budgets that departments submitted. Discussion followed. The Coroner, ADRC and Highway Departments have not submitted a budget for 2011 yet. Equalized Valuation will not be received until August 20th and State revenues will not be finalized until October. Roxie Hamilton distributed a spreadsheet provided by the Treasurer that list total tax rolls, tax turned into collect and amount collected before the tax sale. The tax collections are similar to last year. She also distributed the summary of sales tax collected in 2010 to date.
5. Motion by Sup. Dave Bauer, seconded by Sup. Jim Griffiths to set the next meeting date of Tuesday September 14, 2010 at 6:00 p.m. and to adjourn the meeting at 7:35 p.m. Motion carried.

Minutes by Curt Kephart, County Administrator, Roxie Hamilton, Finance Director and Bud Trader, Personnel Director