

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**November 2, 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, November 2, 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, David Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, and Greg Parman. Sup. Curt Peterson arrived at 6:02 p.m. and Sup. Dan Oleson arrived at 6:07 p.m. Sup. Carol Anderson left the meeting at 7:45 p.m.

Absent/Excused:  
Also present: Sups. Ed Weaver, Robert Bunker, Daniel Nankee and Ronald Benish. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, and Information Technology Director Amy Kaup, and Planning and Development Director Scott Godfrey.
3. **Consent Agenda**
  - a. County Administrator Curt Kephart certified the meeting had been publicly posted and reported to the press as required by law.
  - b. Motion by Sup. Carol Anderson, seconded by Sup. William Grover to approve the agenda for this November 2, 2010 meeting. Motion Carried.
  - c. Motion by Sup. James Griffiths, seconded by Sup. David Bauer to approve the minutes for the October 12, 2010 meeting. Motion Carried.
  - d. Department/Annual Reports:
    1. Employment Activity Report.
      - a. Land Conservation Department Assistant – 21 typing tests completed in-house, 6 finalists completed testing at SW WI Tech last week, initial interviews scheduled for Nov. 4.
      - b. Highway Dept. Seasonal Labor (2) – currently reviewing applications of 4 applicants previously considered for last two Highway Dept vacancies filled.
      - e. Report from the committee members and an opportunity for members of the audience to address the committee. Sup. John Meyers asked what the time frame was for filling the Highway Vacancies. County Administrator Curt Kephart asked for guidance on how the Committee wished him to cover his County Administrator Report. Motion by Sup. James Griffiths seconded by Sup. Carol Anderson to approve the consent agenda items. Motion Carried.
4. **Discussion/Action Agenda:**

Personnel Department

  - a) Iowa County Volunteer Employee Policy – Committee reviewed the revised Policy and the edits completed since the last draft was reviewed by the Iowa County Board. Questions and discussion followed. Motion by Sup. David Bauer, seconded by Sup. William Grover to forward the Policy with revisions to the County Board for approval. 8 Yes (Sups. Carol Anderson, David Bauer, William Grover, Dwayne Hiltbrand, John Meyers, Curt Peterson, Dan Oleson, and Greg Parman), 1 Abstention (Sup. James Griffiths). Motion Carried

County Administrator:

  - b) The Committee discussed the Community Room located at the H & HS Building and how that room will be utilized. If the room is used by groups other than County Departments the Committee was concerned with how the room would be cleaned up after a meeting or event, if there would be a charge for using the room, and who would do the scheduling. Motion by Sup. David Bauer seconded by Sup. John Meyers to have the EDEP Committee develop a policy on the use of this room. Motion Carried.
  - c) The Committee reviewed and discussed the committee agenda request form. Curt Kephart reported that the form was developed after comments from Board members about not having

enough information to make decision at committee meetings and board meetings. The Department Heads have reviewed the form and would like to see the form shortened. Another use for the form could be for members of the public to have an avenue to submit a request for an agenda item on a committee agenda. Curt is working on simplifying the form and will review the revised form with Department Heads. Based on the consensus of the committee the members will monitor future committee meetings to analyze the need for the form in the future.

#### Finance Department

- d) The Committee reviewed the request to identify and approve funding for a GIS project. The committee reviewed and discussed the project including the up front cost and the annual cost. Motion by Sup. James Griffiths seconded by Sup. Curt Peterson to stay with the existing vendor, Reukert Mielke, up to one year. 8 Yes (Sups. Carol Anderson, William Grover, Dwayne Hiltbrand, John Meyers, Curt Peterson, Dan Oleson, James Griffiths, and Greg Parman), 1 Nay (Sup. David Bauer). Motion Carried.
- e) The Committee reviewed the preliminary October 31, 2010 Financial Reports.
- f) The Committee discussed the financing options for the Sheriff's Department software purchase. Motion by Sup. James Griffiths seconded by Sup. William Grover to direct the County Administrator to pursue negotiating a contract through the vendor for a term of three years not to exceed \$146,412.26 per year. Motion Carried.
- g) The Committee reviewed the changes to the 2011 budget since the October County Board meeting. Discussion followed. The Committee discussed a possibility of paying off debt for Bloomfield. Roxie Hamilton explained if the debt payments from Bloomfield are removed from the tax levy that those dollars will be available for operating levy under the county levy limit. Motion by Sup. John Meyers seconded by Sup. Curt Peterson to pay off the Farmer Savings Bank loan for the Bloomfield addition and for Bloomfield to assume the payments on the Clean Water Fund loan and make these payments from Bloomfield's fund balance. 7 Yes (Sups. John Myers, Curt Peterson, William Grover, Dwayne Hiltbrand, David Bauer, Greg Parman, and Dan Oleson), 1 Nay (Sup. James Griffiths) Motion Carried. The Committee discussed restoring the \$30,000 funding for Unified Community Services in the 2011 budget and the 2011 tax levy for Unified would equal the 2010 tax levy. Motion by Sup. Dave Bauer seconded by Sup. Curt Peterson to move \$30,000 from contingency back to Unified. Motion Carried. Motion by Sup. Dave Bauer seconded by Sup. William Grover to send the 2011 budget to the board with changes. Motion by Sup. John Meyers seconded by Sup. Dan Oleson to amend the motion to increase the 2011 operating levy to 3% of the 2010 operating tax levy and put the additional levy into the capital projects fund. 3 Yes (Sups. John Meyers, Dan Oleson, and Greg Parman), 4 Nays (Sups. Curt Peterson, Dwayne Hiltbrand, James Griffiths, and William Grover). Motion Failed. Vote on the original motion 6 Yes (Sups. John Myers, Curt Peterson, William Grover, Dwayne Hiltbrand, David Bauer, and James Griffiths) 2 Nays (Sups. Dan Oleson and Greg Parman) Motion Carried.
- h) Motion by Sup. Dave Bauer seconded by Sup. Curt Peterson to approve and forward the Resolution Authorizing 2010 Tax Levy for the 2011 Budget with the revision of \$9,952,101 tax levy to the Board. 6 Yes (Sups. David Bauer, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Curt Peterson), 2 Nays (Sups. Greg Parman and Dan Oleson). Motion Carried.
- i) Based on the consensus of the committee Roxie Hamilton is to ask the auditor to present the audit report at the December County Board meeting.

5. Motion by Sup. William Grover seconded by Sup. Dave Bauer to set the next meeting date for Tuesday December 14, 2010 and adjourn the meeting at 9:07 p.m.

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