

MINUTES
Iowa County – Administrative Services Committee
June 14, 2011
(Minutes subject to review & approval)

1. The Administrative Services Committee met in the 2nd Floor Conference Room (previously known as the County Board Room) at the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, June 14, 2011 at 6:00 pm. and was called to order by Sup. Carol Anderson.

2. **Roll call was taken.**

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

Absent/Excused: Sup. Dwayne Hiltbrand was excused.

Also present: Sups. Ed Weaver and Dan Nankee. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, Deputy Treasurer Deb Slaney and Highway Commission Craig Hardy.

3. **Consent Agenda**

- a) Meeting was certified that it had been publicly posted and reported to the press as required by law.
- b) Motion by Sup Jim Griffiths seconded by Sup Dan Oleson to approve the June 14, 2011 agenda with a change of moving agenda item 4D to after 4E. Motion Carried.
- c) Motion by Sup Bill Grover seconded by Sup Jim Griffiths to approve the May 10, 2011 minutes. Motion Carried.
- d) Report from committee members and an opportunity for members of the audience to address the committee. County Administrator Curt Kephart reported Barb Linscheid retirement open house is scheduled for Friday, June 17 from 3 to 6 at Bloomfield.
- e) Department/Annual Reports:

Information Technology

- 1) Amy Kaup reviewed the IT department update that was included in the packet. She plans on including this monthly and it will have a general over view of IT projects and report where the department is at with projects and will highlight large items for the department. Big changes in the last month are the IT department had a new employee start at the end of April and Sheriff's Department project is starting.

Finance:

2) Roxie Hamilton reviewed the April 30 and May 31, 2011 Financial Statements with the committee. Sup. Jim Griffith's ask about the revenue for the Coroner's Department already exceeding the 2011 Budget. Roxie explained that this revenue is a fee collected on cremation permits issued and there has been more issued than expected. Sup. Griffiths also asked about the County Insurance and Roxie explained that the revenue is paid at the beginning of the year and that the worker's comp insurance reimbursement from departments is allocated to revenue which will be corrected in the next month to offset the expense which will bring the insurance account into alignment with the budget.

Personnel:

3) Employment Activity Report.

- i. Economic Support Specialist Vacancy – Position filled with external recruitment. New hire expected to start July 5th.
- ii. Sheriff's Department Patrol Officer Vacancy – Position filled with internal promotion of Dispatch/Correctional Officer, effective July 4, 2011.
- iii. Highway Department Office Clerk Resignation – Vacancy created June 7th, 2011. Position posted internally June 9, 2011
- iv. Bloomfield Nursing Home Administrator Retirement – Vacancy is effective June 21, 2011. Recruitment of Interim Nursing Home Administrator is in progress with interviews scheduled for a short list of candidates during the next week.
- v. Sheriff's Department Dispatch/Correctional Officer Vacancy – Created from Patrol Officer promotion. Posted internally June 9, 2011
- vi. Zoning Code Officer Resignation – Resignation received June 7, 2011 and last day of work will be June 24, 2011. Position will remain vacant at this point in time.

4. Discussion/Action Agenda:

Treasurer:

- a) The committee reviewed the tax deed process. The Committee can review property or can appoint a subcommittee to review. Deb Slaney reviewed tax deed process flow chart and reported that the Treasurer's Office can start action on 2008 taxes in September, 2011. The current properties are older than that for various reasons. Once the process is started than the County has a title company research the title and description errors are usually found which need to be corrected in order to start tax deed action. Property owners have many opportunities and are sent final notices before the property is taken in a tax deed action. If the property owner calls the Treasurer's Department to make arrangements to pay then the tax deed is not taken. If we do not hear from the landowner then we send to a title company for research. If there are changes to the property description this delays the process. The committee or sub-committee would view the property(ies), consider the cost the County has involved, take tax deed and committee will sets the minimum value that will be accepted for the property to sell. The property is advertised in the Dodgeville chronicle with a minimum bid. Currently there are three properties. Motion Sup. Dave Bauer seconded by Sup. Bill Grover to authorize the Treasurer's department to identify properties for taking of a tax deed and value at assessed value. There was discussion on if assessed value should be the minimum. One Yes Sup. Dave Bauer and Seven Nos Sups. Dan Oleson, Carol Anderson, Curt Peterson, Jim Griffiths, Bill Grover, John Meyers, and Steve Deal. Motioned failed.
Motion by Sup. John Meyers seconded by Sup. Jim Griffiths to have a three person sub-committee work with the Treasurer's Department and report back to committee to review a proposed list of properties for taking a tax deed. Motion Carried with Sup. Dave Bauer voting no.
- b) Resolution Ordering County Clerk to Issue Tax Deeds on Unredeemed Certificates – Discussion/Action. Motion by Sup. Jim Griffiths seconded by Sup. John Meyers to approve Resolution Ordering County Clerk to Issue Tax Deeds on Unredeemed Certificates and forward to County Board. Motion Carried

Finance:

- c) The Committee reviewed the Fund Balance Information that was included in the agenda packet. The committee discussed the working capital policy and the minimum and maximum limits in policy.
- d) Craig Hardy reported that this is a similar resolution to the one that was in front on the Board in April 2011. Sup. John Myers reported the Highway Commissioner needs to make a commitment to the projects and the County needs to commit funds in the future for these projects. In this program the County did two bridges in 2010 and the last road was County I in Highland in 2003-2004 and ID in Barneveld was 2005 through this program and we are high on the list because we have not taken part in the program in a long time. A bridge project takes about 30 months and a road projects take about 36 months. Discussion followed. The County's matching share of 20% is \$707,370 for the 5 years. The County should seal coat 36 miles per year and are currently doing approximately 20 miles and should reconstruct 10 miles per year and we are doing approximately 4 miles. Motion by Sup Curt Peterson seconded by Sup. John Meyers to move the Highway funding resolution forward to the County Board with the addition of explaining that the remainder to come out the Highway Budget. Motion carried
- e) The Long Range Planning Committee prioritized what was shared with committee. Many suggested items are budget related items. Amy Kaup distributed the Informational Technology capital projects. She reported how IT is on 5 year budget cycle to keep budget requests as flat as possible for capital purposes. Most of these items are on a replacement cycle and other items that may increase budget are budgeted separately. Amy will prepare a list separating items that are normally budgeted in the IT department budget and other department's budgets.
- f) Roxie Hamilton reviewed the history of the County's self-funded employee dental plan, the recent trend in which the supporting fund is paying out more in dental care expenses than what the

current dental plan premiums are bringing in, and recent emergency action taken in order to maintain an acceptable balance in that fund. Full-time employees pay no portion of the current \$12.83 per month single plan premium, and pay only 15% of the \$38.52 per month family plan premium. She also discussed that \$10,000 was transferred from the contingency fund to the self funded dental account in order to ensure that funds were available to cover current dental claims. Bud Trader discussed the need to manage growing dental plan expenses and described the disproportionate administrative burden associated with including retired employees to participate in this employee benefit.

Motion by Sup. Jim Griffiths seconded by Sup. Bill Grover to approve the transfer of \$10,000 from the contingency fund to the self funded dental account and to approve increasing premium rates for single and family plans to \$15.00 per month and \$50.00 per month respectively, effective July 1, 2011. Motion Carried.

Motion made by Sup. Dave Bauer, seconded by Sup. Jim Griffiths to maintain the current enrollment policy for retirees in the plan, with the increased premiums as previously approved, and that the dental plan benefit for retirees needs to be included in 2012 budget discussions. Motion Carried.

g) Roxie reported on results of sales tax audit that was included in the agenda packet and the amount that is due to the state.

h) Sup. Carol Anderson distributed and reviewed the results from LRP committee meeting held on June 13 and reported the LRPC is meeting again on June 27th.

5. Motion by Sup John Meyers seconded by Sup Dave Bauer to set the next meeting date for Tuesday July 12, 2011 and to adjourn the meeting at 8:23 p.m.

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

Reviewed and approved on

by. James Griffiths, Elected Committee Secretary