

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**November 8, 2011**  
**(Minutes subject to review & approval)**

1. The Administrative Services Committee met in the 2nd Floor Conference Room at the Iowa County Courthouse Annex in the City of Dodgeville on Tuesday, November 8, 2011 at 6:00 pm. and was called to order by Sup. Dwayne Hiltbrand.
2. **Roll call was taken.**

Committee members present: Sups Carol Anderson, Steve Deal, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, and Curt Peterson.  
Absent/Excused: Sups. Dave Bauer and Dan Oleson were excused.  
Also present: Sups. Dan Nankee, Jeremy Meek, Ed Weaver, Bob Pilling, and Dan Curran, Ron Benish. County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, County Clerk Greg Klusendorf, County Treasurer Jolene Millard, District Attorney Larry Nelson, Child Support Director Deb Rosenthal and Larry Ward.
3. **Consent Agenda**
  - a) Curt Kephart certified that the meeting had been publicly posted and reported to the press as required by law.
  - b) Motion by Sup Jim Griffiths seconded by Sup Bill Grover to approve the November 8, 2011 agenda. Motion Carried.
  - c) Motion by Sup Carol Anderson seconded by Sup Steve Deal to approve the October 11, 2011 minutes. Motion Carried.
  - d) Sup. Jeremy Meek asked about who placed the scholarship program on the agenda and Curt Kephart replied that he did and this was passed through Health and Human Services Committee and appears as a finance item. Amy Kaup introduced Jake Wienkes, Technical Support Specialist, to the Committee.
4. **Discussion/Action Agenda:**

County Treasurer Matters:

  - a) Jolene Millard explained the changes in ordinance 600.25 are to reflect the wording to match the statutes. Motion by Sup Bill Grover seconded by Sup John Meyers to approve and forward the working changes to Ordinance 600.25 – Establishing Penalty on Overdue or Delinquent Real Estate Taxes and Special Assessments for County Treasurer. Motion Carried.

County Clerk Matters:

  - b) Motion by Sup John Meyers seconded by Sup Steve Deal to approve the authorization to increase the Board of Canvassers pay from \$35.00 to \$50.00 per meeting. Motion Carried.

Blackhawk Lake Matters:

  - c) Sup Carol Anderson gave an update on Blackhawk Lake and she stated that Blackhawk carries 2M/2M/1M liability insurance policy which are reviewed annually by management at Blackhawk and the insurance carrier to ensure that the correct amount is carried. The Blackhawk Lake Commission met in September and pre signed checks are no longer used and a company credit card is used instead. The Commission did meet in October and will meet again tomorrow night on updating the Lake's operating procedures. The Commission is also working on proposals to update the \$5,000 limit on capital purchases that need approval by the County Board. There will be an update on the December Land Conservation Committee.

Personnel Matters:

  - d) Paul Ohlrogge addressed the committee with a request to increase the hours for the UW Extension Department Assistant from 35 hours per week to 40 hours per week and to also approve 24 limited term employee days for 2012. The UW Extension office did have 1.6 Full Time Equivalent staff time until April 2011 when one of their staff posted to another department and the position was not filled. Paul did report that the agents have done more

clerical duties since the staff transferred to another department to make up for the lower amount of support staff. Motion by Sup Jim Griffiths seconded by Sup John Meyers to approve the request to increase the department assistant from 35 to 40 hours per week beginning in January 2012 and to approve the 24 days of limited term staff. Motion Carried with Sup Curt Peterson abstaining.

- e) The County Administrator explained that Mark Vondra Bloomfield Business Manager has stepped up during the transitional time after Barb retired and before the new administrator started and is requesting a 5% increase for a 3 week period of time to Mark's salary for the three week period he was acting administrator after David Sorbel left. Motion by Sup Curt Peterson seconded by Sup Carol Anderson to approve this increase. Motion Carried.

County Administration Matters:

- f) Curt Kephart reviewed the 2010 and 2012 proposed staffing charts for administration that were including in the agenda packet. He indicated that this was a response to the directive to cut 3% from the budget. Motion by Sup Curt Peterson seconded by Sup. Bill Grover to approve the sharing of the Administrative Confidential Assistant to 60% Personnel Department 40% County Administrator in 2012 from the current formula of 60% Personnel, 30% Finance and 10% County Administrator and approving the 50/50% Administrative Assistant share between the County Treasurer and Finance Department as a revised Administration staffing plan. Motion Carried with Sup Jim Griffiths abstaining.

Revolving Loan Fund Matters:

- g) Roxie Hamilton reviewed a summary of all of the loans and payments since the program began in 1987. Discussion followed. Motion by Sup Jim Griffiths seconded by Sup John Meyers to have Corporation Counsel write up the County's formal options on collections of the RLF loans for DodgePoint Country Club, One Water Street (Walker House) and BETA Corp (Dodgeville Truck Stop) and also options for future loans in order to strengthen the County's position on these loans. Motion Carried.

Finance Matters:

- h) The Committee reviewed and discussed the Bloomfield Scholarship Program information that was included in the packet. The Health and Human Services Committee did approve last week. Motion by Sup Carol Anderson seconded by Sup Bill Grover to approve and forward the Nursing Program Scholarship by Bloomfield Healthcare and Rehabilitation Center to the County Board for approval. Motion Carried.
- i) The County Administrator presented a request to transfer \$15,000 from the 2012 proposed contingency budget to the Courthouse/Public Property budget for parking lot repair in 2012. Motion by Sup Jim Griffiths seconded by Sup Curt Peterson to transfer \$15,000 from the 2012 proposed contingency budget to 2012 Courthouse Maintenance/Public Property budget. Motion Carried. Sup Dan Curran left the meeting at 8:02 p.m.
- j) Roxie reported on the changes to the health insurance by departments due to open enrollment. Sup Bob Bunker and Sup Robert Pilling addressed concern over the contribution to the Iowa County Fair being cut 10% in 2012 from the 2011 budget. Motion by Sup Jim Griffiths seconded by Sup Bill Grover to recommend the transfers to the department's proposed 2012 budget to reflect the health insurance changes. Sup John Meyers amended the motion seconded by Sup Jim Griffiths to designate up to \$100,000 of the 2012 contingency funds available on July 1, 2012 to debt reduction of the State Trust Fund loan. Motion Carried with Sup Bill Grover and Steve Deal voting no. The original motion with the amendment was carried.
- k) Motion by Sup Jim Griffiths seconded by Sup Carol Anderson to approve the Resolution Authorizing the 2011 Tax Levy for the 2012 Budget in the amount of \$9,314,325 operating, \$705,192 debt for a total of \$10,019,517 and Library Aids in the amount of \$282,974.34. Motion Carried.

## 5. Department/Annual Reports:

### Information Technology

- 1) Amy Kaup provided a brief synopsis on her department's work activities and reviewed the report that was included in the agenda packet. Sup Carol Anderson stated there has been good progress made on updating the website. Amy reported they presently have 70 active work orders the department is working on.

### Finance:

- 2) Roxie Hamilton distributed and reviewed the October 31, 2011 Financial Statements with the committee. Sup Jim Griffiths would like an exception report included and explanation for those departments that are more than 10% and/or greater than \$10,000 from the norm.

### Personnel:

- 3) Employment Activity Report: In consideration on the duration of the meeting, Bud Trader elected to not read through the current list of openings, but noted that the current vacancies are now 13, and invited questions from the Committee members.
  - i. Bloomfield Nursing Home Administrator – new hire expected to start November 16<sup>th</sup> contingent upon County Board confirmation.
  - ii. Land Conservation Department Engineer Technician Vacancy – 50% position. New hire expected to start December 19<sup>th</sup>.
  - iii. Sheriff's Department Dispatch/Correctional Officer Vacancy – 4 vacancies. References completed, drug testing and physical exams completed on four applicants during week of October 10<sup>th</sup> and 17<sup>th</sup>.
  - iv. Clerk of Court Deputy Vacancy – 80+ applications received. Interviews scheduled for October 31<sup>st</sup> through November 3<sup>rd</sup>.
  - v. Highway Department Seasonal Employees – 23 applications received. Interviews scheduled for October 31<sup>st</sup> through November 9<sup>th</sup>. One 2010/2011 Seasonal Employee scheduled to return in December.

6. Motion made by Sup Carol Anderson, seconded by Sup Bill Grover to enter into Executive Session at 8:17 p.m. pursuant to Sec. 19.85 (1) (c) Considering employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (Discussion of Corporation Counsel position). 7 yes (Sups James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Curt Peterson, Carol Anderson, and Steve Deal) 0 No. Motion Carried. The following employees were present in all of this particular Executive Session: Curt Kephart, District Attorney Larry Nelson, and Child Support Director Deb Rosenthal. The following Supervisors in addition to those on the Administrative Service Committee were present during all of the Executive Session: Sups Ron Benish, Bob Bunker, Jeremy Meek, Dan Nankee, Robert Pilling and Ed Weaver.

Motion made by Sup Carol Anderson seconded by Sup Jim Griffiths to move the resolution on Corporation Counsel forward to the County Board revising the first "be it further resolved" to have the District Attorney and County Administrator clarify language on the roles of the joint nature of Assistant District Attorney and Corporation Counsel. Motion Carried with Sup Curt Peterson voting nay.

Motion by Sup John Meyers, seconded by Sup Bill Grover to return to open session at 9:00 pm. 7 yes (Sups James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, Curt Peterson, Carol Anderson, and Steve Deal) 0 No. Motion Carried

7. Motion by Sup John Meyers seconded by Sup Steve Deal to set the next meeting date for Tuesday, December 13, 2011 and to adjourn the meeting at 9:01 p.m.