

**MINUTES**  
**Iowa County – Administrative Services Committee**  
**September 19, 2012**

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Wednesday, September 19, 2012 at 6:00 pm. and was called to order by Sup. Carol Anderson.
2. Roll call was taken.
  - a. Committee members present: Sups Carol Anderson, Eric Anderson, Charles Bolduc, Steve Deal, James Griffiths, Judy Lindholm, John Meyers, and Curt Peterson.  
Absent/Excused: Sup Dave Bauer.
  - b. Also present: County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Corporation Counsel Matt Allen, Bloomfield Director Penny Clary, Bloomfield Business Manager Mark Vondra, Bloomfield Maintenance Jake Tarrell, Clerk of Court Lia Gust, Sheriff Steve Michek, Chief Deputy Jon Pepper, and Highway Commissioner Craig Hardy.
3. The Finance Director certified the meeting had been publicly posted and reported to the press as required by law.
4. Motion by Sup Griffiths seconded by Sup Bolduc to approve the September 19, 2012 agenda and the minutes from the September 11, 2012 meeting. Motion Carried
5. Sup C Anderson noted that the Land's End – City of Dodgeville tax dispute has not been included as a subject during the 2013 budget discussions. Chairperson Anderson reported that in a recent discussion with the Dodgeville Mayor, he stated that the City would likely be returning to Court to settle this dispute. The Finance Director reported that the County's potential tax liability in this case may be allocated back to the taxpayers as a rescinded or refunded taxes on the tax bills for the year that it is settled. The amount paid by the County for the settlement of 2005 – 2006 was \$142,268.
6. **Discussion/Action Agenda:**  
Department Budgets:  
Chairperson Carol Anderson prefaced the Department Budgets discussion by requesting that each Department's representative take up to five minutes to make a statement regarding their proposed budget and related actions, and the allow for up to 30 minutes for questions and answers. There would not be individual Committee votes in response to each Department's budget presentation.
  - a) Bloomfield Healthcare & Rehabilitation Center – Bloomfield Administrator Penny Clary presented her 2013 budget request, with assistance provided by Business Manager Mark Vondra, and Maintenance Manager Jake Tarrell, noting that she has reduced all budget items from her initial budget proposal with the exception of capital spending. Included in Committee discussion was Medicare patient rates, economics of various bed counts, and current contingency accounts. No action was taken by the Committee.
  - b) Clerk of Court – Clerk of Court Lia Gust presented her 2013 budget request which includes in an additional .5 FTE position and increasing the hours of the current office staff to 40 hours per week. A workload study completed by the Seventh Judicial District office was distributed to the Committee members. No action was taken by the Committee.
  - c) Highway Department – Highway Commissioner Craig Hardy presented his 2013 budget request. Committee members asked for an update on the Department's unresolved historical budget deficit. Included as subjects in the budget discussion were material inventory carryover from last season, equipment depreciation, and fleet replacement strategies. No action was taken by the Committee.
  - d) Sheriff's Department – Sheriff Steve Michek, assisted by Chief Deputy Jon Pepper presented the 2013 Sheriff's Department budget request. Committee members asked about strategies related to managing overtime pay cost. The Sheriff verified that the request for a new Lieutenant position was no longer included in the budget. Included in the discussion was an inquiry about the efficacy of using automated cameras to track and record traffic violations. No action was taken by the Committee.

- e) Finance Department – Finance Director Roxie Hamilton distributed a budget summary and discussed the Committee request for additional staffing for her Department. The Finance Director's original request was to increase the current department assistant staff that is shared with the County Treasurer's Department hours from 35 to 40 hours per week and the Committee recommended additional staffing to allow the Finance Director more time for projects and cost analysis.

Personnel Department Matters:

- f) Personnel Director Bud Trader briefly reviewed the documents related to recruitment and compensation data included in the agenda packet as well as that for the previous ASC meeting. County Administrator Curt Kephart reviewed his September 6, 2012 memo related to compensation analysis. After a lengthy discussion, the Committee decided it was not ready for a decision at this time and agreed to continue the discussion at a future meeting.

Finance Department Matters:

- g) The Finance Director reviewed the changes in the proposed 2013 budget since the last meeting and reported that by the October meeting the changes to the health insurance and retirement contributions would be included in the Department budgets. Motion by Sup. Curt Peterson seconded by Sup. E Anderson to add the Finance Department staff position in the 2013 proposed budget. Motion Carried.
- h) The Finance Director reviewed the August 31, 2012 Finance Statements. Sup Griffiths inquired about an update to the Clerk of Court current budget status. The Finance Director will continue to monitor the Clerk of Court department budget along with the Clerk of Court.

- 7. Motion by Sup Deal seconded by Sup E Anderson to set the next meeting date for Tuesday October 9, 2012 at 6:00 p.m. and to adjourn the meeting at 8:51 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator and Roxie Hamilton, Finance Director.  
Reviewed and approved on September 28, 2012 by Sup. James Griffiths Elected Committee Secretary.