

MINUTES
Iowa County – Administrative Services Committee
October 9, 2012
Approved

1. The Administrative Services Committee met in the Community Room at the Health and Human Services Center in the City of Dodgeville on Tuesday, October 9, 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, Dave Bauer, Charles Bolduc, James Griffiths, John Meyers, and Curt Peterson.
Absent/Excused: Sups Steve Deal and Judy Lindholm.
 - b. Also present: Sup Ron Benish, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Corporation Counsel Matt Allen, County Clerk Greg Klusendorf, Iowa County Employees: June Meudt, Bernie Casper, Mary Wilson, Jim McCaulley, Greg Klusendorf, Scott Godfrey, and Muffy Swingen.
Public: Seniors United for Nutrition Director Cecile McManus.
3. The County Administrator certified the meeting had been publicly posted and reported to the press as required by law.
4. Motion by Sup Bauer seconded by Sup Griffiths to approve the October 9, 2012 agenda and the minutes from the September 19, 2012 meeting. Motion to amend the original motion by Sup Peterson seconded by Sup Meyers to swap agenda items 6e with 6a on the agenda. Amendment to the Motion Carried. Original Motion Carried.
5. Public Health Director June Meudt addressed the committee with comments on the Managed Time Off policy and would like to recommend the management team have the capability to add input to the policy before it is adopted.

6. Discussion/Action Agenda:

Budget Related Matters:

- a) The Committee continued the discussion on setting the criteria to determine what employers should be used for comparison purposes for compensation and other matters. Sup C Anderson informed the committee that she attended the Wisconsin County Association conference and that with the discussion at the conference she states there could be benefits for Iowa County to join the other 42 counties in the discussion of compensation and benefits. Sup Griffiths also attended and seconds Sup C Anderson's recommendation that being involved would benefit. Sup Griffiths stated that Iowa County can't ignore the work that the 42 counties have done and he believes the benefits would outweigh the cost. Sup Bauer also attended and he is concerned with policies that have been generated so far and that the policies need to concentrate and define the work situation and not address by department.
Motion by Sup Bolduc seconded by Sup Griffiths to table the discussion on setting the criteria to determine what employers should be used for comparison purposes for compensation and other matters to the November 6 meeting. Motion Carried.
- b) The Committee discussed compensation for the 2013 budget. Motion by Sup Bauer second by Sup Bolduc recommending a 25 cent increase per hour increase for all staff not covered by a union contract. Discussion followed. Motion by Sup Meyers seconded by Sup Peterson to table discussion on compensation to the December committee meeting. Motion Carried (Sup C Anderson and Bauer voting no).
- c) The employees who elect to participate in the flexible spending account program pay the monthly and annual fee for a total cost of \$52. The Administration proposal is for the County to pay the annual and monthly fee for any employee who contributes \$680 or more per year in the flexible spending account program. Motion by Sup Bauer seconded by Sup Griffiths to have the County pay the 2013 administration and annual fee for all employees who contributes \$680.00 or more per year in the flexible spending account program. Motion Carried.

d) The County Clerk discussed possible increases in the 2013 property/liability insurance premiums. He said since the agenda was mailed he has received additional information and it appears overall the cost to the County will stay the same but that some departments may have increased allocated cost in 2013 and other departments will have a decrease in allocated cost. Motion by Sup E Anderson seconded by Sup Peterson to accept the County Clerk's recommendation to the 2013 property/liability insurance premiums as notified by Wisconsin County Mutual. Motion Carried.

e) The Finance Director distributed updated budget handouts for changes received since the agenda was mailed. Based on the recommendation from the EDEP committee the County Administrator distributed and reviewed the maintenance / public property department budget with the committee and reported there would be no increase in the tax levy between 2012 and 2013 budgets.

Motion by Sup Griffiths seconded by Sup E Anderson to suspend the rules in order for SUN Director Cecile McManus and Sup Ron Benish to address the committee on the budget request for the SUN program. Motion Carried. The SUN Director Cecile McManus distributed a packet including a business plan and a revised budget request of \$10,640 which is a \$1,750 increase from the original request of \$8,890. There was discussion on the sustainability of the program and Cecile McManus stated the goal of the SUN program is to be sustainable in the next 2 to 3 years and will not need to come back to the Counties for additional funds. Discussion on the meal sites and the nutrition program followed. The Committee was advised that the difference in funding S.U.N. was added to the ADRC proposed 2013 budget.

The Committee discussed the proposed budget as presented.

Motion by Sup Griffiths to reduce the Highway Department budget by \$180,000. Sup Griffiths withdrew his first motion. Motion by Sup Griffiths seconded by Sup Bauer to reduce the Highway Department budget by \$146,412. Sup Bauer has concern that the 2012 budget included funds for a bridge project which was then postponed to a future year due to the State and Federal funding and part of those funds were then used toward the replacement and upgrade of a vehicle that was totaled in an accident. Motion by Sup Meyers seconded by Sup Griffiths to suspend the rules to allow Bernie Casper to address the Committee. Motion Carried. Mr. Casper stated that the additional cost of the truck was about \$5,000 which was a small amount to upgrade the type of vehicle needed. Sup Bauer stated his concerns are about using funds earmarked for one area for another area. Sup Peterson stated there are times when it is needed to shift funds where needed and it is routine to shift funds back and forth dues to changes in state/federal funding. The vote on the motion to reduce the Highway Department budget - 1 yes (Sup Griffiths) and 6 no's (Sup C Anderson, E Anderson, Bauer, Bolduc, Meyers and Peterson) Motion failed.

The County Administrator distributed a memo on the proposed 2013 budget.

Motion by Sup Griffiths seconded by Sup Meyers to set the contingency levy at \$100,000 for the 2013 budget which is a decrease to the tax levy of \$55,000. Motion Carried (Sup Peterson and Bolduc voting no and Sup Bauer abstaining)

Motion by Sup Griffiths seconded by Sup E Anderson to cut 1.25% of the tax levy for the following departments in an amount for Social Services decrease of \$21,250, Sheriff's Department decrease of \$37,500 and Highway Department decrease of \$30,000. Motion Carried.

Motion by Sup E Anderson seconded by Sup Peterson to re-instate the cut for the contribution to the County Fair by 10% which decreases the tax levy by \$2,693. Motion Carried with Sup Griffiths voting no.

Motion by Sup E Anderson seconded by Sup Bolduc to decrease the tax levy for Bloomfield by \$196,970 capital expenditures and have Bloomfield utilize reserves in 2013 for capital items. Motion Carried.

County Administrator Matters:

- f) Based on the consensus of the committee the Employee Benefit Draft Policies and Comments will be placed on the November 6, 2012 Committee agenda.

Finance Department Matters:

- g) The Finance Director distributed the September 30, 2012 Financial Statements. Sup Griffiths asked the Finance Director if any departments have notified the Finance Department that they expect to be substantially over/under the 2012 budget and she reported that none have.

Personnel Department Matters:

- h) Due to the lateness of the hour the Personnel Director did not report on activities related to the provided list of position vacancies on the agenda, but offered to take questions from Committee members.

7. Motion by Sup Bauer seconded by Sup E Anderson to set the next meeting date for Tuesday November 6, 2012 at 6:00 p.m. and to adjourn the meeting at 8:50 p.m. Motion Carried.

Minutes compiled by Curt Kephart, County Administrator and Roxie Hamilton, Finance Director.
Reviewed and approved on October 16, 2012 by Sup. James Griffiths Elected Committee Secretary.