

MINUTES
Iowa County Long Range Planning Committee
September 25, 2012

The Long Range Planning Committee met in Room 1001 of the HHS Building at 6:00PM on September 25, 2012.

1. The meeting was called to order by Chair Carol Anderson
2. Roll Call: Present, Supervisors Carol Anderson, Eric Anderson, Stephen Deal, Jim Griffiths and Jeremy Meek, Excused, Supervisors Dave Bauer and Tom DeLain
3. Motion by Eric Anderson, 2nd Jeremy Meek to approve "Consent Agenda".
Approved.
4. There were no comments from the audience or committee members.
5. The committee reviewed County Board Rule 1.21 outlining the roles and responsibilities of the Iowa County Long Range Planning Committee.
6. The committee decided to focus on a review of the Strategic Plan, The Master Plan, Capital Needs as well as Technology and Collaboration for the remainder of 2012 and into 2013
7. Chair Anderson reported that upon investigation by Information Technology Director Rick Klabaugh the County Clerk's office indicated the present process for handling "marriage applications was appropriate and further refinement using the website was not necessary. It was the consensus of the committee that IT Director Klabaugh be asked to investigate whether processes in Planning and Zoning could be used as a template for enhancements of website processes.
8. There was a general discussion of criteria and processes for requesting funds from the Capital Projects Fund. Some of the criteria suggested for authorizing fund distribution from the Capital Projects Fund included: either land purchases, new buildings or building additions/retrofitting. Other supporting criteria would include: items not normally included in the budget, projects of over \$50,000 and non-recurring expenditures as well as planning for a building project. The committee will further refine criteria at the next committee meeting. Additionally, a committee will make a request to the Administrator and Long-Range Planning Committee.
9. There was a general discussion as to developing a process to engage the staff and the residents of Iowa County in Long Range Plan decisions. This could include placing projects on the agenda(s) of municipalities and making presentations at their meetings. (Also being certain that the Strategic Plan.

Master Plan and similar important documents are prominently displayed on the website.)

10. Discussions regarding selecting an Architect will be deferred to the October meeting.

11. The committee will invite the Finance Director to a committee meeting and ask her to brainstorm and share with the committee ideas to streamline the financial reports, clarify their use, and seek additional resources such as interns from local colleges.

11a. There was discussion regarding development (training) for long-range issues for board and staff on issues such as annual budgets. As the Strategic Plan is updated, this topic will continue to be on the agenda.

12. Agenda item twelve was discussed with agenda item nine.

13. Motion by Eric Anderson, 2nd Meek to set next meeting date for 6 P.M. October 24, 2012 in Upstairs Conference Room in the Courthouse.

14. Motion by Deal, 2nd Eric Anderson to adjourn. Approved.

Minutes prepared by Jim Griffiths