



Approved Administrative Services Committee Minutes
Tuesday, August 12, 2014 – 6:00 pm
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
 County
 Wisconsin**

1	Call to order. By Chair Carol Anderson at 6:00 p.m.
2	Present: Supervisors Carol Anderson, Ron Benish, Tom DeLain, Dave Gollon, Jim Griffiths, Judy Lindholm, Greg Parman, and Curt Peterson Excused: Sup John Meyers Others Present: Allison Leitzinger, Employee Relations Specialist, Curt Kephart, County Administrator, Roxie Hamilton, Finance Director, and Craig Hardy, Public Works Director
3	Motion by Parman second by DeLain to approve the August 12, 2014 ASC agenda as presented. Motion Adopted.
4	Motion by Lindholm second by Peterson to approve the minutes of the July 31, 2014 ASC meeting as presented. Motion adopted with DeLain abstaining.
5	Report from committee members and an opportunity for members of the audience to address the committee. Sup Peterson thanked the Finance Director for sending out the information on tax levies of 2000-2014. He found it very helpful.
6	August 2014 Employment Activity Report: <ul style="list-style-type: none"> • Sheriff’s Department Patrol Deputy (3) – 1st new hire started August 1st. Background investigation still ongoing. New recruitment started on July 24th for 3rd position. • Sheriff’s Department Jail Administrator - Recruitment started July 21st. Eleven applications received as of August 8th. • Sheriff’s Department Detective – Internal process. Written exam scheduled for August 14th. • Land Conservation Department Assistant – Interviews scheduled for August 7th. • Deputy Treasurer – New hire starts August 11th. • Social Services Social Worker – New hire started July 21st. • Bloomfield Healthcare PRN & FT/PT CAN – New hires started July 21st and August 4th; ongoing recruitment. • Bloomfield Healthcare Dietary Aide (3) –Third new hire started July 28th. • Bloomfield Healthcare Dietary Aide – References started. • Bloomfield Healthcare Dietary Aide – Recruitment started August 7th. Ms Leitzinger reported that she did not have any additions to the list reported in the agenda.
7	Iowa County Website reviewed – Supervisor Griffiths indicated that right now the most interesting part is the Bloomfield study and referendum and he would like to see this on the main web page under the most frequently asked questions. If IT has a slow time that maybe departments could ask IT to enhance the site for special items related to their department. Supervisor Lindholm mentioned she would like all committee meetings on the calendar and make sure that if meetings are cancelled that is duly noted so the public know or put a disclaimer to tell the public to check the posting to make the meeting is still on.

8	<p>The committee reviewed the June 30, 2014 preliminary financial summary and discussed the report that was included in the agenda packet.</p>
9	<p>The Administrator and Finance Director provided a 2015 Budget Update:</p> <ul style="list-style-type: none"> • Status update on meetings with departments. • Review General Fund Reserve balance and 2013 carryovers. • Options for Highway Department capital improvements and construction project funding. <p>The committee discussed possible options for Highway Department capital improvements and construction project funding – Borrow funds for our matching cost on construction project where the Federal and State pay part of the cost. Craig Hardy reported there are 2 separate State Funded programs where the state and federal funds and reported the amount that Iowa County is eligible for road construction projects – approximately \$600,000 every four years. The Federal funds – STP program where the federal government pays 80% of the cost of the project and this varies by cycle but our match would be 20% - this would include for bridge projects. Could we borrow the funds or look at a wheel tax option. Craig also reported some other revenue options for taxes and fees. The match that is required for the 2015 budget \$135,000 on a \$270,000 – Chip D project. Discussion that the County needs to look at the 2015 budget and also for years after 2015. There was discussion on the operating and debt levy limits.</p> <p>Motion by Curt Peterson that Curt Kephart, Craig Hardy & Roxie Hamilton to compile a list of projects and cost for the next 4 years and how those projects would be funded and compile this information for the September Transportation and ASC committee meetings – second by Judy Lindholm. Motion Adopted.</p> <ul style="list-style-type: none"> • Highway Department Cash Flow balances and process to be addressed in the 2015 budget. <p>Ms Leitzinger reported she anticipates the 2014 actual Employee Relations Budget costs will exceed the adopted budget due to unemployment charges. She reviewed the 2015 budget goals and budget documents with the committee. The Finance Director distributed and reviewed a proposed 2015 Finance Department budget with the committee. She also reviewed the General Fund Reserve balance and 2013 carryovers and discussed timelines for finishing the 2013 Audit.</p>
10	<p>Ms Leitzinger reviewed an update on the Employee Relations evidence based assessment that was included in the budget packet that she distributed.</p>
11	<p>Ms Leitzinger reported there is no update on the Classification and Compensation Study to report at this time. Discussion followed on the value of benefits and how the compensation calculation will be done.</p>
12	<p>Next meeting date. Scheduled for Thursday August 21, 2014 at 6:00 p.m.</p>
13	<p>Adjournment. Motion by Sup. Benish second by Sup. DeLain to adjourn at 7:57 p.m. Motion Adopted.</p>