

MINUTES
Iowa County – Administrative Services Committee
September 13, 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, September 13, 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, Dave Bauer, Steve Deal, James Griffiths, William Grover, Dwayne Hiltbrand, John Meyers, and Dan Oleson.
Absent/Excused: Sup. Curt Peterson was excused.
Also present: Sup. Ron Benish, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, Personnel Director Bud Trader, Information Technology Director Amy Kaup, Highway Employee Vicki Evans and representatives from Shake Rag Center for the Arts Don Hay and John Hurley.
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 Carol Anderson seconded by Sup Jim Griffiths to approve the September 13, 2011 agenda. Motion Carried.
 - c) Motion by Sup Bill Grover seconded by Sup. Jim Griffiths to approve the August 17, 2011 minutes. Motion Carried.
 - d) No reports from committee members or members of the audience.
4. **Discussion/Action Agenda:**

Revolving Loan Fund Matters:

 - a) John Hurley and Don Hay from the Mineral Point Living Arts Center (doing business as Shake Rag Alley Center for the Arts) gave an overview of Shake Rag Alley and presented the committee with a proposal to restructure the Center's existing revolving loan with the County by paying off an amount that when added to the all previous payments would equal the original loan amount of \$50,000. The committee discussed the proposal and also other options. Motion by Sup. Jim Griffiths seconded by Sup. Dan Oleson to have Ms. Hamilton calculate the following three options and forward the information onto Shake Rag Alley and to include on the Committee's October agenda: 1) calculate the difference between the pay off request and the amount that is currently due on the principal of the loan, 2) calculate what the balance would be if the interest had originally been calculated at 3% instead of 5%, 3) calculate amortization schedule if the interest rate is changed from 5% to 3% from this point forward. Motion Carried.

The Committee discussed the currently revolving loan policies and a desire to update the policy. Discussion was held on the current status of existing loans. Based on the consensus of the committee Ms. Hamilton is to have Corporation Counsel review the court file on the foreclosure for DodgePoint Country Club to determine what our legal position is.

Personnel Matters:

 - b) The Committee reviewed a proposed resolution for 2012 Employee Health Insurance Premiums. Bud Trader, Personnel Director provided the history of Act 10 and the requirement that the County is allowed to contribute between 50% and 88% of the average qualified plans for the County. Unity Community Health is the lowest qualified plan for 2012. Unity's premiums decreased 2.9% for 2012 and Dean Health premiums increased 6.9%, The Committee discussed the average and the County's Contribution. Motion by Sup. Bill Grover seconded by Sup. Dave Bauer to change the percentage in the resolution to 88% of the average qualified plans. 3 yes votes (Sups. Carol Anderson, Bill Grover, and Dave Bauer) 5 No's (Sups. Jim Griffiths, Dwayne Hiltbrand, Dan Oleson, John Meyers, and Steve Deal. Motion failed.

Motion by Sup. Jim Griffiths seconded by Sup. Carol Anderson to recommend the resolution as presented with the County contributing 80% of the average qualifying plans. 6 yes (Sup. Carol Anderson, Jim Griffiths, Dwayne Hiltbrand, Dan Oleson, John Meyers, and Steve Deal). 2 No's (Sups. Bill Grover and Dave Bauer). Motion Carried.

Finance:

- c) The Committee discussed the 2010 draft audit report for the Cobb-Highland Recreation Commission (Blackhawk Lake Recreation Area) that was included in the agenda packet. Sup. Jim Griffiths commented that the two deficiencies that were included in the 2009 audit report were still an issue in 2010. The members of the County Board that represent the County on the Commission are Sups. Carol Anderson and Ron Benish and both have spoken with the park manager about these noted deficiencies and informed the manager that these accounting practices are not to continue. Sup. Carol Anderson stated she would pose the question again at the Wednesday September 14, 2011 Commission meeting. Sup. Jim Griffiths expressed concern on the liability the County Board if these accounting practices continue. Sup. Ron Benish gave a brief history on the operation agreement with the Commission and the need to increase capital purchases limit for approval from \$5,000 to a much higher amount. He did note that Blackhawk Lake Park Manager presents a verbal annual report to the Land Conservation Committee at their annual meeting held in August of each year. Sup. Griffiths expressed concern that the Commission is violating the operational agreement in the area of capital purchases not being approved by the County Board, the annual report is not written and distributed to the entire board, and issues reported in the annual audit.

Motion by Sup. Jim Griffiths seconded by Sup. John Meyers to request Sup. Carol Anderson speak with the Commission to discuss concerns as far as lack of approval on capital purchases greater than \$5,000, discrepancies in the audit report, level of liability insurance carried by the Commission for the park and the need for a written annual report. Motion Carried.

Motion by Sup. Jim Griffiths seconded by Sup. Steve Deal to request Ms. Hamilton to write a letter expressing the committees concerns on the audit findings and request the Commission respond to the County in writing. Motion Carried.

- d) Ms. Hamilton, Finance Director presented changes to the 2012 budget since the last meeting. There is an addition of \$15,000 in the County Farm budget for repairs to the dam on the pond, an addition of \$5,000 to the tourism budget for the 2013 Hidden Valley's publication that will feature Iowa County, and an addition of \$2,400 to the Coroner's budget that was approved by the Justice Committee. Discussion followed.

Motion by Sup. Dave Bauer seconded by Sup. Bill Grover to move forward with the 0% budget. 5 yes (Sup. Carol Anderson, Sup. Dave Bauer, Sup. Steve Deal, Sup. William Grover, Sup. John Meyers, and Sup. Dan Oleson) 2 no (Sup. Jim Griffiths and Dwayne Hiltbrand). Motion Carried.

5. Department/Annual Reports:

Information Technology

- 1) Ms. Kaup provided a brief synopsis on her department's work activities, including an update on the Sheriff's Department implementation of the new software on the mobile units. She also reported the launch of a new intranet site for employees and this is the first step in updating the County's website.

Treasurer:

- 2) Ms. Hamilton briefly reviewed the enclosed real estate tax collection statistics that were included in the agenda packet. She encouraged Committee members to contact Ms. Millard with any additional questions they may have.

Finance:

- 3) Ms. Hamilton reviewed the August 31, 2011 Financial Statements with the committee. Sup. Jim Griffiths reported that the notes to the financial statements are very helpful.

Personnel:

- 4) Employment Activity Report.
- i. Highway Department Office Clerk Vacancy – New hire starts September 19, 2011. There were 126 applications received.

- ii. Bloomfield Nursing Home Administrator Vacancy – Interviews tentatively being scheduled for week of September 12th. Recruiting since the end of July and 19 applications were received and of those 3 were qualified.
 - iii. Land Conservation Department Engineer Technician Vacancy – this is a 50% part-time position and is currently posted for external recruitment. The first review of applications scheduled for September 30, 2011.
 - iv. Sheriff's Department Dispatch/Correctional Officer Vacancy – Written examination administered to 33 applicants on August 18th and 19th. Typing tests administered to 24 applicants on September 2nd and 6th. 17 applicants that remain qualified for the vacancies.
 - v. 25% Corporation Counsel Vacancy – Interviews were conducted on September 8, 2011. Position was offered to Gary Gomez and a tentative start date of September 26 if the Board accepts the appointment recommendation at next week's Board meeting.
 - vi. Clerk of Court Vacancy created from Clerk of Court Appointment – Department job descriptions are currently being revised.
 - vii. ADRC Clerical Position – this position was previously contracted through SW CAP. This position is currently being posted internally.
6. Motion by Sup Dan Oleson seconded by Sup Dave Bauer to set the next meeting date for Tuesday, October 11, 2011 and to adjourn the meeting at 9:18 p.m.

Minutes compiled by Curt Kephart, County Administrator, Bud Trader, Personnel Director and Roxie Hamilton, Finance Director.
Reviewed and approved on September 20, 2011 by Sup. James Griffiths, Elected Committee Secretary