

MINUTES
Iowa County – Administrative Services Committee
April 29, 2009

- 1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, April 29, 2009 at 6:00 p.m. and was called to order by Sup. Bill Ehr.**
- 2. Roll call was taken.**
Committee members present: Sups. Dwayne Hiltbrand, Carol Anderson, Mark Masters, Eric Anderson, Bill Ehr, Diane McGuire, Tom Mueller and Dave Bauer. Absent/Excused: Dave Bauer and Peter Berg (although he did attend a portion of the meeting but left for another commitment).
Also present: Sups. Ron Benish and John Meyers, Personnel Director Bud Trader, Finance Director Roxanne Hamilton and Randy Terronez, County Administrator.
- 3. Motion by Sup. Eric Anderson, second by Sup. Tom Mueller to approve the certification of the meeting. Motion carried.**
- 4. Motion by Sup. Tom Mueller, second by Sup. Dwayne Hiltbrand to approve the agenda for this April 29, 2009 meeting and the meeting minutes of April 14, 2009. Motion carried.**
- 5. Open session – Comments from audience /Committee members:**
 - A. Sup. Ron Benish stated that he was unable to stay for the entire meeting. He stated that given the County’s financial situation, there are two positions that should be discontinued: the Personnel Director and the Emergency Management Coordinator. He gave the Committee Chairman his written remarks and requested they be placed on the record:**

April 29, 2009

**Administrative Services Committee
Iowa County
222 North Iowa Street
Dodgeville, WI. 53533**

Dear Committee:

As the county looks to save money, there are two positions that we should look at discontinuing:

- 1. Personnel Director- the savings would be \$75,000 per year. I have checked with several counties our size & they have a County Administrator or a Personal Director but not both.**

2. **Full Time Emergency Management Director- \$54,000 per year plus fringes. This position is a part time, it does not have to be nor should be full time.**

Since becoming a county board member, County Government has grown. Lets reduce government and the cost for the tax payer by the above recommendations.

Thank you.

Sincerely,

Ron Benish (signed)

- B. **Sup. John Meyers stated he agrees with Sup. Benish on the need to eliminate both positions. He suggested using the money allocated for the emergency management coordinator and distribute as grants to the local emergency service providers.**
- C. **Sup. Tom Mueller spoke on the recent Subzero company layoffs involving 200 jobs with approximately 100 Iowa County residents affected. The Iowa County economy is being hit very hard. He also cited the Alliant Energy executive staff levels cuts.**

6. Old Business: None

7. New Business

Finance Department

Updated 2008 year End Financial Report

Roxie Hamilton distributed an update on the 2008 year end with a comparison to the 2007 year. Also distributed was the tentative carryover report. Tax Levy savings were evident of approximately \$600,000 from Social Services, \$65,000 from Bloomfield and \$47,000 from Child Support.

In regard to the Highway 2008 shortfall, she is still in the process of identifying the sources for the additional \$300,000 amount needed to close out the 2008 Highway Fund. It may come from 2008 savings in Social Services and other departments.

Discussion given on how-why the Highway department exceeded its construction budget by approximately \$500,000 and impact of a grant project.

Sup. Tom Mueller requested a different format for easier understanding and to include: revenue, expenditures, tax levy and carryover.

Roxie stated she will be conducting an analysis of departments that went over budget in 2008 and determine why. In several instances, the overage may be grant funds that came in since the adoption of the original budget.

2010 Budget Planning and Scheduling Meeting with Department Heads

Roxie Hamilton distributed report showing the projected 2010 deficit at approximately \$867,000. The additional change was due to the lowering of the sales tax estimate due to the most recent two months being approximately 10% less than the prior year.

A prior change lowered the estimated impact of the Governor's budget proposal on the Social Services programs.

Randy Terronez reviewed the participation of the department's heads in identifying costs savings/efficiencies. A comprehensive list was identified totaling 23 pages. All departments responded. A 3 hour workshop was held yesterday morning to review the ideas and identify additional ideas. A report will be sent to the Committee members as part of the agenda packet for the May 12 meeting.

Discussion given on status of union contracts.

Discussion given on need to implement cost savings in this year – 2009 and not waiting until 2010 including a “hard” hiring freeze. It was noted that the appraisals of county-owned vacant property needs to be completed.

Randy Terronez suggested communicating to department heads a worst case scenario of reducing staff to recoup the projected \$867,000 amount. The Committee was in general agreement with this as a starting point in getting the management level to identify costs savings that would minimize the staffing reductions.

Sup. Bill Ehr previously forwarded an article to Randy Terronez on budget reporting that identifies each department's mandated versus non-mandated services/tasks. He requested that this template be used for the County Board members to better understand the department activities as part of the 2010 budget process.

Sup. Tom Mueller commented on potential for townships contracting with County Highway Department for maintaining county roads. Other Committee members indicated that Highway Department will be requested by townships to have their town roads maintained by the County Highway Department.

Randy Terronez responded to Sups. Benish and Meyers suggestions to discontinue the two positions:

- A. Personnel Director – during the hiring process, there was no written documentation as to undertaking the personnel duties. The job description for the County Administrator doesn't contain undertaking sole responsibility for personnel functions. In several other communities, Randy has assumed these duties along with being the county administrator and the personnel functions suffer. Iowa County needs a position that performs personnel functions.
- B. Emergency Management Coordinator – reviewed the 50% funding reimbursement. The County has the lowest resource allocation for emergency management function of any county in the state. The capability of grant funds for local emergency response operations is very evident. Efforts were made to partner with Grant County but Grant County listened to the state emergency management official indicating such an arrangement would not work.

This position along with the new Information Systems position was discussed at length during the 2009 budget process.

A motion to support the need for a personnel position was offered but ruled out of order by the Committee Chairman.

Discussion given on the nonrepresented compensation study. Randy Terronez expressed concern on the full County Board Staff given a presentation by the consultant. Bud Trader will check to see if the consultant can be present at the May 19 County Board meeting.

Fund Balance Policy

Randy Terronez and Roxie Hamilton summarized the proposal:

1. The policy would establish a low of 15% fund balance and a cap of 25% as a % of the total budgeted expenditures.
2. In the event the fund balance exceeds the 25% level, the County may allocate towards reducing the tax levy or for nonrecurring, one time, capital – related projects.
3. In the event the fund balance falls below the 15% level, the County shall take steps during the next budget year to replenish the amount through reducing expenditures/raising revenues.

Sup. Tom Mueller raised concern that the 15% is too low and should be at 20%.

Motion by Sup. Tom Mueller, seconded by Sup. Dwayne Hiltbrand to place the lower limit at 20%. Motion carried with Sup. Carol Anderson voting no.

Motion by Sup. Tom Mueller, seconded by Sup. Diane McGuire to approve the Fund Balance Policy and forward to the County Board. Motion carried.

- 8. Motion by Sup. Eric Anderson, second by Sup. Carol Anderson to adjourn the meeting. Motion carried.**

Meeting adjourned at 8:17 p.m.

Minutes by Randy Terronez, County Administrator