

MINUTES
Iowa County – Administrative Services Committee
March 11, 2008

1. The Administrative Services Committee met in the County Board Room of the Iowa County Courthouse in the City of Dodgeville on Tuesday, March 11, 2008 at 6:00 p.m. and was called to order by Chairman Dana Perry.
2. Roll call was taken.
Committee members present: Sups. Dana Perry, Diane McGuire, Tom Mueller, Dwayne Hiltbrand, Bill Ehr, Eric Anderson, Mark Masters and Peter Berg.
Excused/absent: John Lind.

Also present: Sup.s Jack Jinkins, Ron Berg and Ron Benish, County Treasurer Jolene Millard, Information Systems Director Amy Kaup, Personnel Director Bud Trader, Finance Director Roxie Hamilton, Paula Dail and Randy Terronez, County Administrator.
3. Motion by Sup. Peter Berg, second by Sup. Tom Mueller to approve the certification of the meeting. Motion carried.
5. Motion by Sup. Tom Mueller, second by Sup. Bill Ehr to approve the agenda for this March 11, 2008 meeting, minutes of the February 12, 2008 Administrative Services Committee meeting minutes as presented. Motion carried.

Sup. Dana Perry relinquished the Chair to Vice Chair Bill Ehr who chaired the remainder of the meeting.
7. Open session – Comments from audience /Committee members: None.
8. Old Business: None
9. New Business

A. County Treasurer

1. Resolution Authorizing County Treasurer Settlement of Special Assessments

Agenda enclosure reviewed by County Treasurer Jolene Millard.

Motion by Sup. Eric Anderson, second by Sup. Peter Berg to approve Resolution Authorizing County Treasurer Settlement of Special Assessments as recommended by County Treasurer Jolene Millard and forward to full Board. Motion carried.

B. Information Systems Department

2. Virtual Server Backbone Proposal

Amy Kaup reviewed agenda enclosure and responded to Committee members questions.

Motion by Sup. Tom Mueller, second by Sup. Eric Anderson to concur with the Information Systems Director's recommendation on the Virtual Server Backbone Proposal in the amount of \$7,277.04 with funds to come from the existing Information Systems budget. Motion carried.

C. Finance Department

3. Revolving Loan Summary

Roxie Hamilton, Finance Director reviewed agenda enclosure. Several loans continue to be significantly delinquent. Yet to a great extent the County has little leverage to obtain compliance. No action is recommended at this time.

4. Budget Transfer from Contingency for the Highway Commissioners 2008 Wage and Fringe

Agenda enclosure reviewed and is follow up to the pay adjustment approved for the Highway Commissioner.

Motion by Sup. Eric Anderson, second by Sup. Peter Berg to approve the Resolution on Budget Transfer from Contingency for the Highway Commissioners 2008 Wage and Fringe and forward to the full Board, Motion carried.

5. City of Dodgeville-Lands End-Sears Property Tax Appeal

Agenda enclosure reviewed showing potential county tax loss of \$262, 778 for the three years in dispute. Annual losses of \$105,000 would result.. The final court hearing days are scheduled for March 25-28. No action is requested at this time.

6. Preliminary 2007 Sales Tax Report

Agenda enclosure reviewed showing that revenue decreased by just less than 1% or \$12,000 in 2007. Roxie Hamilton distributed surrounding counties data and comparable population data and reviewed highlights. Comparable counties such as Vilas County that have a higher sales tax revenue than Iowa are more tourism oriented.

Discussion given on pros/cons of additional 0.5% sale tax to fund road infrastructure.

7. Preliminary 2007 Year End Financial Statements

Roxie Hamilton reviewed agenda enclosure. Overall, revenues were slightly under budget due to not needing to use budgeted Use of Fund Balance. Expenditures were under budget as well.

Departments that ended over budget include Finance (due to higher audit costs) and Sheriff's Dept. (due to labor attorney and winter storm overtime activity). It had already been reported that the Highway was going to be significantly over budget due to the winter weather. Earlier estimates placed the ending fund balance at approximately \$85,000 but will be approximately \$166,000.

The Social Services Department ended in an approximately \$570, 000 positive position as a result of continued low juvenile placement activity.

D. Personnel Department

8. Proposed Revisions to Temporary Position Reclassification Policy

Randy Terronez reviewed agenda enclosure noting the revision would pertain to the nonrepresented group that affects two lateral positions. The vacancy would have to be in effect for 90 days before submitting a request for a temporary pay adjustment.

Motion by Sup. Eric Anderson, second by Sup. Peter Berg to approve the revisions to the Temporary Position Reclassification Policy that establishes a minimum 90 day period for a lateral position before making a request for a temporary reclassification. Motion carried.

9. Nonrepresented Compensation Study Update

A review of the previously distributed preliminary 2007 Carryover report showed that funds could be taken from the County Administrator Study Committee which amounts to \$30,000. Additional discussion was given on the inclusion of additional positions such as the Highway Commissioner and Bloomfield Manor management positions. Randy Terronez noted that the process for interviewing proposed consultants will include the Committee.

Motion by Sup. Eric Anderson, second by Sup. Tom Mueller to utilize the \$30,000 County Administrator Study Committee 2007 Carryover as the source of funds for the Nonrepresented Compensation Study and to include in the study – Highway Commissioner and Bloomfield Manor management positions. Motion carried.

10. Employment/Training Update

Personnel Director Bud Trader updated the Committee on the following employment and training activities:

1. Child Support Specialist – interviewed 6 candidates and the individual selected will start this week.
2. Highway County Helper – received 113 applications; 8 persons interviewed and the County is ready to make the employment offer to the top candidate.
3. UW Extension Interns – a total of six applications have been received for the 2 positions (one–horticulture and one- 4-H)
4. Sexual harassment Training for the balance of county staff continues. A session will be scheduled with the Board of Supervisors in May-June time period.

11. Labor Relations

Personnel Director Bud Trader noted:

1. Sheriff's Department union election is scheduled for March 18. As the current union contract expired at December 31, 2007, the outcome of the union election should result in getting contract negotiations back on track.
2. AFSCME Courthouse and Professional units' mediation is scheduled for Thursday, March 27. Also noted was the new AFSCME union representative.

9. Closed Session

Motion made by Sup. Tom Mueller seconded by Sup. Eric Anderson to go into Executive Session at 6:59 p.m. pursuant to Sec. 19.85 (1) (c) consideration of employment, promotion, compensation, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Executive Session pursuant to (1) (e) conducting public business with competitive or bargaining implications. 8 Yes (Sups. Dana Perry, Diane McGuire, Tom Mueller, Dwayne Hiltbrand, Bill Ehr, Eric Anderson, Peter Berg and Mark Masters. Excused/absent: John Lind.) 0 No. Motion carried. The following individuals were also included in the closed session: Sup.s Ron Berg, Ron Benish and Jack Jenkins; Roxie Hamilton, Bud Trader and Randy Terronez.

10. Return to Open Session

Motion made by Sup. Tom Mueller seconded by Sup. Dana Perry to return to Open Session at 7:49 p.m. 8 Yes (Sups. Dana Perry, Diane McGuire, Tom Mueller, Dwayne Hiltbrand, Bill Ehr, Eric Anderson, Peter Berg and Mark Masters. Excused/absent: John Lind) 0 No. Motion carried.

Motion made by Sup. Dana Perry, seconded by Sup. Peter Berg to approve the AFSCME Memorandum of Understanding for the Highway employees allowing for an extension of vacation deadline due to the severe winter season. Motion carried.

Motion made by Sup. Eric Anderson, seconded by Sup. Tom Mueller to approve the Resolution to Evaluate Pay Rates and Create Wage Increase Schedule for Non-Represented (Irregular) Positions as revised. Motion carried.

E. Other

11. Orientation Sessions for New Board Members

Agenda enclosure reviewed. Any Board members may attend.

12. March 18 Board Events

There will be punch-cookies-cheese at 6:30 p.m. A picture will be taken of the Board at approximately 6:45 p.m. so members are being requested to dress accordingly. Additional items will also be included as part of the meeting.

13. Sesquicentennial Committee

Sup. Mark Masters requested input from Committee members on community and Board names for the committee.

14. Sup. Dana Perry commented on a recent Barneveld drug bust.

15. The Building Committee will be meeting at 5:30 p.m., next Monday, March 17.

9. The next meeting date will be Tuesday, April 8, 2008 at 6:00 p.m.

10. Motion by Sup. Eric Anderson, second by Sup. Peter Berg to adjourn the meeting. Motion carried.

Meeting adjourned at 7:57 p.m.

Minutes by Randy Terronez, County Administrator