

The Administrative Committee met in Room 118 of the Administration Center.

Present: Supervisors Cronce, Stern, Becker and Dean (8:45am). Staff: County Administrator Meaux, Human Resources Director Dzwiniel, Finance Director Lamb, Lasata Administrator Luedtke, Lasata Assistant Administrator Fogel, Long Term Care Manager Peterson, Developmental Disability Program Manager Engl and County Clerk Winkelhorst.

Others Present: Supervisor Geracie, Brian Brewer, Advisor – Robert W. Baird & Co. and David Barrow, III.

Absent: Supervisor Schlenvogt

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:00 A.M. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Stern, seconded by Supervisor Becker to adopt the agenda as presented. All members present voting aye. Motion carried. (3-0).

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from July 25 Meeting: Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the July 25 minutes as mailed. All members present voting aye. Motion carried. (3-0).

Motion made by Supervisor Stern, seconded by Supervisor Becker to enter into closed session pursuant to Section 19.85 (1)(c) of the Wisconsin State Statutes. Roll call vote was taken. All members present voting aye. Motion carried. (3-0)

Closed Session – Pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes – Grievance No. 2008-15-D: 8:03AM entered into closed session. Present: Cronce, Stern, Becker, Meaux, Dzwiniel, Luedtke, Fogel, Geracie and Winkelhorst.

Motion made by Supervisor Becker, seconded by Supervisor Stern to enter into open session. Roll call vote was taken. All members present voting aye. Motion carried. (3-0)

Open Session-Decision on Grievance No. 2008-15-D: Entered into open session at 8:05AM. Present: Cronce, Stern, Becker, Meaux, Dzwiniel, Luedtke, Fogel, Lamb, Peterson, Engl, Geracie, Barrow, Brewer and Winkelhorst.

Motion made by Supervisor Becker, seconded by Supervisor Stern to deny Grievance No. 2008-15-D. All members present voting aye. Motion carried. (3-0)

Action Items:

Approve Requests to Fill Vacant Positions:

Human Services – Adult Protective Services-Part-time, OPEIU, Pay Grade 10: Mr. Peterson explained that this request is due to a reduction in hours requested. The incumbent is actively looking for part-time hours. Mr. Peterson is asking to create a “job share” position. This will put a little more responsibility on the manager to oversee two persons sharing a job. It was also felt that the job market would allow hiring of someone with quality skills in a part-time position. This will reduce the cost to the county on health insurance. He is also requesting that the positions both go from 18.75 hours to 20 hours. Mr. Meaux and Mr. Dzwiniel support this request.

Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the request to change this current Social Worker II position from 37.5 FTE to two part-time positions at 20 hours each. All members present voting aye. Motion carried. (3-0)

Approve Request to Study Positions:

County Clerk's Office:

Office Assistant II-Full-time, OPEIU, Pay Grade 4: Ms. Winkelhorst explained that the Office Assistant III position was never established as the incumbent was transferred into the department due to a reorganization in Facilities. The Office Assistant II was originally a pay grade 5 and was lowered based upon the vacant positions duties. Ms. Winkelhorst has reorganized the duties within the department and would like both jobs studied as they are in fact similar and are back up for each other.

Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the request to study both Office Assistant positions in the County Clerk's department. All members present voting aye. Motion carried. (3-0)

Office Assistant III-Full-time, OPEIU, Pay Grade 5: Included in the previous motion.

Commendation Resolution – Francis Peterson, Long Term Care Manager: Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the commendation resolution. The committee extended their congratulations and appreciation for the many years of service that Mr. Peterson has provided to the county. All members present voting aye. Motion carried. (3-0)

8:15AM Technology Resource Director Buhler joined the meeting.

Approve Additional Radio Service Contract Hours: Mr. Buhler explained that he had planned on having the second full-time person that was approved for hiring on board by mid year. There was then discussion on reorganization so that hiring did not occur. Additional contract hours by General Communications, Inc. are needed to cover continuing projects.

Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the request for additional contract hours. All members present voting aye. Motion carried. (3-0)

Approve Out of State Travel Request-Highway Department: Supervisor Stern questioned the reason for four to attend when there are three seats provided to the county at the training facility. Mr. Meaux explained that the intent is to send four because of the upgrading of the hot mix plant and that all costs are recovered through the charge for production of hot mix. Mr. Meaux recommends approval because the costs are recovered.

Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the out of state travel request for four highway employees to attend the Astec Training Facility in Chattanooga, Tennessee the week of January 12-15, 2009. All members present voting aye. Motion carried.

Review and Approve Resolution – Reimbursement Bond of \$2,000,000: Mr. Lamb stated that the county has an unfunded pension liability 30 year term debt with 8 years remaining at a current interest rate of 6% and the opportunity to "refinance". The county has spent or is intending to spend over \$2,000,000 of levy or out of reserves for capital projects. By bonding will be reimbursed for the \$2M we can then apply the cash to pay down the debt. The same debt remains but at a lower rate. A term of 5 years could lower the interest rate to 3% saving approximately \$350,000. Any new debt would be exempt from the levy limit.

Mr. Brewer stated that this is allocating reserve funds for a more cost effective portion of the budget and meet capital projects.

8:31AM Supervisor Richart joined the meeting.

Discussion on rates, possible increases and timeline of the bonding and possible bonding of Lasata and length of term.

8:40AM Sheriff Straub joined the meeting.

Mr. Lamb would like to have Quarles & Brady redo the resolution. Chairperson Cronce said the committee will meet at 8:30AM prior to County Board to review and approve the revised resolution. No action will be taken at this time.

8:45AM Supervisor Dean joined the meeting.

Review and Approve Resolution – Lasata Assisted Living Bond of \$10,000,000: Supervisor Geracie stated that internally Mr. Luedtke and Mr. Lamb looked at the financials and how to proceed with the bonding of \$10,000,000. Mr. Luedtke explained that the WIPFLI information was based on the 2007 & 2008 budget. They moved forward using the 2009 budget on expenses, wages etc. for more accurate data and reviewed bonding costs and the best scenario for bonding.

In reviewing the numbers on the financial operational analysis, there is a line item showing cost per individual taxpayer which Supervisor Geracie shows responsibility to the taxpayers and to the provide the services needed. Discussion on the private sector providing this service.

Supervisor Dean questioned Mr. Luedtke if he is confident in holding expense at 3%. Mr. Luedtke is confident that he can with the understanding that 65-70% of his budget is wages and fringe benefits. Discussion on the staffing needs currently and in the future.

9:00AM Supervisor Buntrock joined the meeting.

Further discussion on the market and the evolution of the business. Supervisor Geracie cited the mission of the county and the direction given by the County Board. Mr. Brewer explained the terms on the bonding and further stated that this debt service is outside of the levy limitations.

Mr. Meaux stated that if this is the business the county will be in this will help mitigate the long term risk and natural cost. It is clear that there is support for this and we are serving a need that no one else will. Supervisor Dean questioned the option of future bidding out of the operation. Mr. Meaux commented that it is the intent to have the Lasata Campus be a county operation.

Motion made by Supervisor Dean, seconded by Supervisor Becker to approve the resolution authorizing borrowing not to exceed \$10,000,000 in general obligation bonds to build a residential care apartment complex on Lasata Campus. All members present voting aye. Motion carried. (4-0)

Review and Approve – Amendment to Policy & Procedure Manual: Section 3.01 Positions and Pay Ranges – Reorganization of EM and TR Departments and Creation of Emergency Management Director and Communications Services Manager Positions: Mr. Meaux explained that the reorganization plan calls for a recreation of full-time Emergency Management Director position. The position has been upgraded and is a division of the Sheriff's Department. Sheriff Straub commented that this was going to be a multi-tasking position assisting in the technology operations of the Sheriff's Department. Due to the fiscal re-

straints the department is being asked to assume the EM while utilizing only the resources on hand. Sheriff Straub is not totally comfortable with this but is willing to make this work if at all possible.

Mr. Meaux explained that the plan is well thought out and the challenge will be the funding. His recommendation at this time is to move forward with the plan. Chairperson Cronce stated that there is a long-term need for the county and the struggle for the funding will be the same as anything else that comes with budget planning.

Mr. Dzwinel stated that the state has required an Emergency Management Director full-time, additional management support is needed in Technology Resources and the Sheriff's need for technology upgrades.

Supervisor Stern questioned possible funding from the state. Mr. Meaux stated that there is some funding tied to the position. Supervisor Dean questioned as to whether the county was at risk remaining status quo. Mr. Meaux explained that there is a need to increase the capacity and functionality of the department. There are great expectations from the state and federal government involving planning and reporting.

Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the reorganization recommendation of creating a full-time Emergency Management Director and in Technology Resources a Communication Services Administrator. The majority of members present voting aye. Motion carried. (3-1) Dean opposed.

Chairperson Cronce returned to the agenda item involving the reimbursement bond of \$2,000,000 per Supervisor Dean's request for reconsideration. Supervisor Dean would like to have included in the resolution under "Section 1. Authorization to Declare Official Intent" to insert Chairperson and Vice-Chairperson shall unanimously approve and if they do not agree upon, it shall be null and void. Mr. Lamb will have that included in the rewrite of the resolution.

9:53AM Supervisor Buntrock excused.

Discussion Items:

2009 Proposed Budget Update: Mr. Meaux provided an update on the proposed budget. The problem areas are across all county departments with major increase in energy costs and major changes in revenue. Mr. Lamb stated that there are some assumptions that may or may not work out. This will be felt throughout all departments. He further suggested some freezing of certain accounts. Mr. Dzwinel reviewed the health care assumptions.

10:10AM Supervisor Geracie excused.

Department Reports:

County Clerk's Report: Report included in the packet. There were no further questions.

Human Resources Report: Mr. Dzwinel stated that the audit report from the WCA Group Health Trust included in the packet supports the budget assumptions. Chairperson Cronce commented on the amount of long term employees that are retiring and the vast experience and knowledge that the county will be losing.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reported that the E911 grant became available and the funds were used to upgrade the computer for the Register of Deeds earlier than anticipated. Project status report included the voicemail system upgrade which has been completed and are now dealing with the fall out; awaiting confirmation on the radio services shelters; Open Sky is still being tested and is moving forward; 802.16 system both golf courses are on-line and the Village of Fredonia's

old and new village hall are on-line also; disaster recovery discussions with vendors on SAN storage and VMware Solutions. Mr. Buhler's goal to address the three year timeline is November. Expenses should remain within the budget this year.

Treasurer's Report: Ms. Makoutz reported that Port Washington State Bank (PWSB), Ozaukee Bank and Bank Mutual assist the county in tax collection. They collected 32% of the overall tax base. They have added 15 locations throughout the county for taxpayers to pay their taxes locally. Ms. Makoutz extends her thanks to those banks for their assistance of which they provide at no additional expense to the county.

The Wisconsin Counties Treasurer Association worked on legislation to get the Lottery Gaming Credit and the State Schools Credit fund paid to the county which showed our cash increase by \$10M during the month of July. Interest and penalty income is up through July by 14.3% from last year. Sales tax revenue is up \$196,103 from last year through June. Ms. Makoutz stated that she is considering holding off on initiating foreclosure proceedings on the parcels that owe 2005 taxes for a few months. Discussion on delinquent taxes.

Finance Director's Report: Mr. Lamb reported that he has been working on budget and consolidating of financing with the Highway Department which is going smoothly. Discussion on 2008 budget.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the Claims & Wire Transfers summary sheet for July in the amount of \$43,856,623.55. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: There was nothing to report.

Next Meeting Date: Friday, September 26 – 8:00 AM

Adjournment: Motion made by Supervisor Becker, seconded by Supervisor Dean to adjourn. All members present voting aye. Motion carried. (4-0)

Meeting adjourned at 10:47AM.

Julianne B. Winkelhorst, County Clerk