

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

Present: Supervisors Cronce, Stern, Schlenvogt, Becker and Dean. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, ADRC Director Pike, Nutrition Program Manager Ferrell, Captain Guss, Deputy Treasurer Steen, Financial Analyst Phillips and County Clerk Winkelhorst.

Others Present: David Barrow, III

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:03 A.M. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Becker, seconded by Supervisor Dean to adopt the agenda as corrected and presented. All members present voting aye. Motion carried. (5-0).

Public Comments/Correspondence/Communications: Mr. Barrow addressed the committee regarding the current economic situation and is suggesting an informal freeze on promotions and personnel additions.

Supervisor Dean complimented Mr. Meaux and staff on the great job done on the preliminary budget and further commented that the committee go into this budget process with an open mind.

Approve Minutes from the August 29 and September 3 Meetings: Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the August 29 and September 3 minutes as mailed. All members present voting aye. Motion carried. (5-0).

Action Items:

Approve Requests to Fill Vacant Positions:

Corporation Counsel's Office-Legal Services Manager-Full-time, Non-Represented, Pay Grade 106: Mr. Dzwinel explained that this is a refill of a position due to a retirement. Different options were looked at. To fill at the entry level rate would show a savings of \$10,000 minus any health savings. These savings are reflected in the 2009 budget. Discussion on the workload as it relates to collections and the options that were looked at.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to approve the request to fill the Legal Services Manager position. All members present voting aye. Motion carried. (5-0)

Approve Request to Study Positions:

Sheriff's Department-Business Manager-Full-time, Non-Represented: Captain Guss explained that this request was approved at the Public Safety in July. This position was created in 2003 based on the past incumbent's duties and responsibilities. Since then additional duties and responsibilities have expanded to a current level of greater management responsibilities along with financial accounting practices and procedures. He further commented that a reclassification is requested to have it comparable to other finance positions. Question on how the position fits into central financing for the county. Mr. Dzwinel stated that internal equity piece is always looked at to see if there are equivalent positions in the county and how are they graded. Centralized financing is a separate policy.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to approve the request for a study of the Business Manager position. All members present voting aye. Motion carried. (5-0)

Assistant Corporation Counsel-Pleadings & Enforcement Specialist-Part-time, OPEIU: Mr. Dzwinel stated that this position was hired part-time and has assumed extra duties of a higher pay grade position due to a retirement.

Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the request to study the Pleadings & Enforcement Specialist. All members present voting aye. Motion carried. (5-0)

ADRC Office-Office Assistant I-Part-time, 1040 Hours, OPEIU: Ms. Pike explained that when ADRC became part of Human Services, one of the tasks was to review and update job descriptions. In doing so it was noticed that the Office Assistant I was doing the same duties as the Office Assistant III. In speaking with Human Services Director Haupt, Ms. Pike found that Office Assistant III positions in Human Services were doing the same work as the Office Assistant I was doing. This would provide equity within the other Human Service Department clerical staff that performs the same job duties. The Older American Act Title III funds will support the cost of upgrading this position in 2008 as well as 2009.

Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the request to study the Office Assistant I position. All members present voting aye. Motion carried. (5-0)

Approve Commendation Resolutions:

Ann Flierl, Legal Services Manager, Retirement Date, October 31, 2008, after 35 Years:

Jacquelyn Huybers, Dispatcher, Retirement Date, October 31, 2008, after 27 Years:

David J. Berousek, County Board Supervisor District 29: Motion made by Supervisor Schlenvogt, seconded by Supervisor Becker to approve the commendation resolutions for Ann Flierl, Jacquelyn Huybers and David J. Berousek. All members present voting aye. Motion carried. (5-0)

Approve Budget Amendments:

Interoperable Communication Project-Emergency Management: Mr. Lamb explained that this amendment and the next one were from previous year's budgets that were tied to reimbursable grants and that the projects were not done until this year. The funds were not carried over from year to year. Approval is needed for the revenue and expenses to receive the monies. Supervisor Dean questioned if the revenue could be taken in 2009. Mr. Lamb explained that the expenses were done in 2008 so the revenue needs to be done in the same year.

Mr. Meaux recommends approval for the Pre-Disaster Hazard Mitigation Plan. These monies were for the contract of the development of the plan.

8:35 AM Supervisor Walerstein joined the meeting.

Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the budget amendment for the Interoperable Communication project for \$287,849 and the Pre-Disaster Hazard Mitigation Plan for \$37,500. All members present voting aye. Motion carried.(5-0)

Pre-Disaster Hazard Mitigation Plan – Emergency Management: Included in the previous motion.

Court House Restoration: Mr. Lamb explained that these monies were budgeted in 2006 in the facilities department for the Bell Tower project and carried over. Now there is a capital fund project account, so he would like to put those monies in that account so all the expenses would then be in one place.

Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the amendment for \$19,250. All members present voting aye. Motion carried. (5-0)

Court House Furniture: Mr. Meaux explained that this was a request from the County Board Chairperson. There is no money budgeted for furniture which was the directive from the Public Works Committee. The County Board budgeted for a pay increase in 2008 but never approved the recommendation. Those funds remaining in the budget could be allocated to purchase new furniture. Supervisor Dean stated that he likes the idea of fund raising and new furniture but suggests that the monies should be used for tax relief. Mr. Lamb stated that these funds would go back into the General Fund reserves which could then be used to offset the tax levy. Discussion on the use of the funds. It is the consensus of the committee to take no further action on this request.

Review/Approve Resolution: Fund Raising for New County Board Room Furnishings: Discussion on opportunities for fund raising. Chairperson Cronce suggested that staff be given time to evaluate this and come up with some creative ideas. Further discussion on the intent of the resolution.

Motion made by Supervisor Becker to amend the resolution to add “by donating *a minimum* \$500.00 for their desk.....” and to eliminate the fifth “whereas” paragraph in its entirety. Supervisor Dean offered a friendly amendment to also eliminate the fourth “whereas” paragraph in its entirety. Supervisor Becker accepted the friendly amendment and Supervisor Dean seconded the motion. All members present voting aye. Motion carried. (5-0)

8:55AM Planning & Parks Director Struck joined the meeting.

Chairperson Cronce requested to move ahead in the agenda. There were no objections.

Discussion Items:

Mee-Kwon Golf course Greenskeeper II (Proposed Superintendent) Position: Mr. Struck stated that this position was looked at as part of the overall budget for the department. He is hoping to create efficiencies to keep golf profitable. Mr. Struck feels that this position is critical in keeping Mee-Kwon running. Having a Superintendent at both courses would eliminate overtime. Mr. Meaux stated that this was looked at thoroughly. The golf courses provide support for the parks and there is a need to have management level on site. A question was asked as to the impact if nothing is done. Mr. Struck stated that the condition of the golf courses would suffer as it is a very competitive environment. An organization analysis was distributed.

Mr. Lamb reviewed the functions of the enterprise funding. Discussion on the possibility of privatization of the courses and the impact.

9:28AM Technology Resource Director Buhler and Brian Brewer, Advisor – Robert W. Baird & Co. joined the meeting.

2009 Proposed Budget Update: Mr. Meaux is waiting for directive from the committee on the proposed budget. Discussion on the use of reserves, bond ratings and the current market. The consensus of the committee is to direct Mr. Meaux to come back with further alternatives.

The committee’s directive is:

- 1) 0% increase including debt
- 2) Net new construction increase not including debt
- 3) -5% on tax levy not including debt

Request to move ahead in the agenda. There were no objections.

Department Reports:

Treasurer's Report: Deputy Treasurer Steen stated that the County bank accounts are all secure with \$400,000 of State coverage and \$100,000 F.D.I.C coverage on each bank account and collateral pledged at Port Washington State Bank and Bank Mutual. Interest and penalty revenue is down 4.18% from last year through August. Sales tax revenue is up 6.7% from last year through June. Ms. Steen stated that certificates issuance for the current year delinquent taxes are up 16%.

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

Human Resources Report: Report included in the packet. There were no further questions.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler stated that a new air conditioner is being purchased which was anticipated. Funds will come from the Disaster Recovery Process. The settlement with Microsoft is still in the works. The initial settlement was \$20,000 and \$6,400 has additionally submitted.

Conference/Convention & Meeting Attendance Report: Conference report was submitted by Mr. Buhler for the HTE User's Group Annual Conference. Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to approve the conference report. All members present voting aye. Motion carried. (5-0)

Finance Director's Report: Mr. Lamb stated that two people will be sent to Chicago for Transit training. He will be bringing forth an amendment for the P & P Manual. Mr. Lamb provided a sample of the Direct Cost Allocation Plan.

Mike Konecny and Jay McMahan, representatives from Schenk Auditors, reviewed the report on the County Fund Balances

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the Claims & Wire Transfers summary sheet for August/September in the amount of \$1,914,355.12. All members present voting aye. Motion carried. (5-0)

Next Meeting Date: Friday, October 24 – 8:00 AM

Adjournment: Motion made by Supervisor Becker, seconded by Supervisor Stern to adjourn. All members present voting aye. Motion carried. (5-0)

Meeting adjourned at 10:49AM.

Julianne B. Winkelhorst, County Clerk