

COUNTY BOARD STAFF COMMITTEE
Minutes – October 23, 2012

Call to Order. Chair Podzilni called the meeting of the County Board Staff Committee to order at 4:00 P.M. in conference room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Podzilni, Kraft, Brill, Bussie, Mawhinney, Peer, Yankee, and Jensen.

Committee Members Absent: Supervisor Arnold.

Staff Members Present: Craig Knutson, County Administrator; Nick Osborne, Assistant to the County Administrator; Dave O'Connell, Human Resources Director; Sherry Oja, Finance Director; Jeff Kuglitsch, Corporation Counsel; Jerry Long, Deputy Corporation Counsel; Alyx Brandenburg, Human Resources Manager.

Others Present: None.

Approval of Agenda. Supervisor Brill moved approval of the agenda as presented, second by Supervisor Peer. ADOPTED.

Approval of Minutes. Supervisor Jensen moved approval of the minutes of October 11, 2012 as presented, second by Supervisor Bussie. ADOPTED.

Citizen Participation, Communications and Announcements. Supervisor Brill asked if other members of the County Board had received a packet of information from Margaret Pulera.

Bills/Encumbrances.

County Board	\$ 1,324.78
Human Resources	7,623.94
P&L Trust	4,636.00

Supervisor Kraft moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Mawhinney. ADOPTED.

Transfer None.

Pre-Approved Encumbrances None.

Budget Review.

County Board Mr. Knutson said the 2013 budget is similar to the 2012 Budget. The tax levy is down \$1,403 or .08% from the prior year.

County Administrator Mr. Knutson said this is a cost to continue budget. The tax levy is up \$961 over the prior year. He directed the Committee to page 8 and said that due to low ridership the bus service to the Rock County Complex will be reduced or discontinued.

Corporation Counsel Mr. Kuglitsch said his office is being reduced to 9.5 FTE from 10FTE for a 13.9% decrease in the 2013 tax levy.

Human Resources Mr. O'Connell said the largest change to his department is a consultant for the safety program. There is \$50,000 budgeted for this, of which \$40,000 will be charged to other departments to help reduce the potential for workers compensation injuries. Mr. Knutson said they had thought about establishing a new position but the consultant from Willis has been helpful and a new position did not seem necessary.

Other None.

Mr. Knutson said the Finance Committee will hear requests from Committee Chairs at their November 1st meeting.

Presentation of Draft Recodification of Ordinances. Mr. Long handed out copies of the Draft Recodification of Ordinances. He informed the Committee that the acknowledgement page was not included in their copies. He said the first page is the copy-write page, followed by the acknowledgement page, then the index page, and then the table of contents page. He said, in keeping the code current, #1.122, allows that if a typographic error or punctuation error is found Corporation Counsel Staff can make that change, but any changes to the substance of the code/ordinance must go to the proper committee. Mr. Long said the rest of the draft document is current existing code.

Mr. Kuglitsch said the plan is for the County Board Staff Committee to receive the draft today, it will then come back to this Committee for adoption and then on to County Board for adoption.

Chair Podzilni said the Recodification Committee did not change anything, just put the ordinance together in a useable format.

Mr. Knutson said some of the ordinances are outdated, such as records retention, and will need to be amended.

Mr. Long said there are copies available to look at in the County Clerk's office and the Corporation Counsel Law Library.

Adjournment. Supervisor Mawhinney moved adjournment at 4:40 P.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.