

Ad Hoc Sub Consolidation Committee Meeting Minutes  
August 1, 2011, 9:00 a.m.

ORIGINAL

Meeting was called to order by Chairperson, England at 9:00 a.m.  
Present, Sumpter, Allen, Wellumson, Stuchlak, James and England. Excused, Keckeisen.  
Also present, Borowski, Phillippi, Kotlowski, Djumadi and Kaye. Larson by phone.

Motioned by James/Stuchlak to approve the agenda. Motion carried by unanimous voice vote.

Allen had no input on contracted services.

Wellumson wants a spreadsheet created of contracted services by the next meeting to include, the type of service provided, the department that holds the contract, beginning and ending dates. Phillippi questioned who would prepare this. Wellumson notes this is a coordinator function. Larson commented by phone that she would have this prepared by the next meeting. Some contracted services that were identified included:

- Cleaning
- Mowing/plowing
- Copy machine

Stuchlak had input on the Parks operations, noting they had borrowed \$500,000 from the general fund and made their final payment of a \$100,000. He believes this hundred thousand can be utilized to reduce the levy of \$196,000 moving into 2012. He believes the outlying parks can be handled in a more cost effective manner. The Lake District and Towns can work together collaborating efforts. The Towns could take over ownership and provide insurance for them and then the Lake Districts could maintain them. The Highway 21 site should be able to take care of itself as this is a work in progress. Allen commented on the \$196,000 and that they should be able to remove that portion off of the levy. James and Wellumson agree. Wellumson comments there should be a profit in the parks.

Karen Bays present.

Wellumson comments that the state has Parks under the DNR. Land and Water and Parks Department could be consolidated. Allen thinks that down the road we should be meeting with the Parks Committee to discuss the levy. Stuchlak thinks this is Finance Committees job. Allen believes there should be input from the Parks Committee and would request the chair of Parks attend the next meeting. The chair possibly could attend to talk about removing the \$196,000 from the levy. Stuchlak would like to see the \$196,000 off the levy. Phillippi asked who the committee wanted to coordinate this. She also thought that the department heads should be invited to the meeting if their departments were going to be discussed as they are the experts in their fields. Phillippi will contact Nickel and Renner.

Airport operations were discussed. There needs to be some research done on airport operations. Stuchlak stated there are 561 airports in the state. He is not certain if they are privately owned or owned by counties. Wellumson would like to know who uses the airport and what it is used for. James commented about leasing on the spot and some uncertainty to the revenue generated. Allen believes there are two businesses in town who utilize the airport. He also believes the airport is used

for crop dusters. The committee discussed items related to spots currently leased for storage of chemicals and the logistics surrounding the bidding/pricing process. Allen will contact Mike Scott to have him present at the next meeting to provide information on where he feels cuts can be made to reduce the levy, for him to give an update on the leasing of spots related to chemicals, utilization by business, the courtesy car and any liability associated. Sumpter indicated that if there are spots leased it should be priced accordingly. Allen will also ask Mike Scott to provide the history on why it is a legion and the affiliation.

Land and Water/Planning and Zoning operations were discussed. Stuchlak indicated that job descriptions should loosen up with the union contracts ending. Discussion related to two department heads at meetings and the necessity to that. James believes that Planning and Zoning and Land and Water are a good fit. James expressed his concerns as Wellumson talked previously about Land and Water combining with Parks. James believes they have different venues, and a larger mix to bring into the game, they are too divergent. Sumpter questioned if the intent was to have the Planning and Zoning and Land and Water department located in one spot. The overall concession was yes. Stuchlak does not believe the Parks director needs an office here at the courthouse, this would free up more space. The County Clerk's office currently sells Dells discount tickets as well as boat launch passes, this is to help out the Parks Department when there is no one available in the Parks Department. Sumpter talked of an experience in obtaining passes. There were none available at the courthouse and she was sent to Castle Rock Park, the staff was not readily available to serve and she was not a happy camper.

Allen would like input from the Planning and Zoning and the Land and Water department heads on how they could merge, not how they could not, a list of possibilities, not a list of cons. The two department heads should get together and come up with a plan and bring it forward. They need to be leaders in the process. Stuchlak will be seeing both of them on Wednesday at their meeting and he will talk with them and bring written information back to the committee. Allen believes they each should provide ideas. James believes they should be able to provide an estimate of time spent on projects in the field. Stuchlak indicated that what Chris provides is pretty detailed to the committee already, however; Phil does not provide this information to the committee. There should be information on the number of permits issued, the type of permits issued, time spent, how many full time and part time employees and what they do. Wellumson referred to a budget document that identifies the number of FTE's = (full time equivalent) positions by department and he believes it is very useful.

Barnes present at 9:26 a.m.

Wellumson asked what if we cut 10%.

James would like to know who is responsible for what. Then we can get a feel for what the work is and what is actually being done, what does 40 hours for this person mean. The question was asked; are we looking for a paragraph on actual performance, responsibility? James stated there are 4 to 5 items briefly addressed with a breakdown but not actual number of hours, for example, talking with agricultural producers. This gives us pause to think of the responsibilities and provides additional insight. Sumpter questioned if Dan was the only inspector in P & Z? Stuchlak said the committee won't budge on filling another inspector position. Stuchlak said there is a part-time inspector.

Success stories – Dan Borowski talked about IT fitting into the discussion, collaboration with municipalities is an option. Jason, from Ozaukee would be willing to attend one of the meetings to talk about what they have been doing. What works and doesn't work for them. Ozaukee has a lot of resources and did most of their efforts pre-budget bill. They can look at their services because they have a lot of resources they can invest time and money where smaller counties may not be able to. We previously talked about Jackson and Clark County sharing a Highway Commissioner.

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Price present at 9:35 a.m.

There are many unforeseen consequences. Outagamie is moving fast. In the IT area there is one internet provider, one email server, grouping of municipalities just looking out at different articles.

A Waushara, Marquette, and Green Lake article was provided to the committee to read and review. These counties may not be eliminating services, but are working on collaborating efforts. Brent Miller is a good speaker and would speak.

Wednesday, Aug, 3<sup>rd</sup> the CCCC group will be presenting in Stevens Point. Doug Wellumson thinks there should be a presence there. Kaye and Larson will be phoning in. Phillippi indicated Cohen would be present. Phillippi did not believe we needed multiple people at the same meeting to represent Adams County. Sumpter questioned if Phillippi would attend. Phillippi commented yes but not if multiple people were attending. England indicated she would attend. Larson indicated she would then go with England. Borowski said there would be a snap shot of the different groups at the meeting. Wellumson said that the coordinator and personnel director should be networking. Kaye spoke and said she had been attending the training sessions and paid time off sessions. She didn't have anything for the consolidation committee as this time.

Barnes left at 8:41 a.m.

England asked why the personnel director wasn't sitting in at the meetings as well. Phillippi explained what the group make up was and the concepts of the groups. As the groups compiled information and discussed it a power point presentation would be created. A person appointed by each group would present it to the entire group in Stevens Point. These presentations are generally emailed out to all counter parts. The power point documents can be disseminated locally. Borowski indicated that there are HR, Coordinators, Clerks, Supervisors, Administrators who attend and sit in on the meetings and they are a pretty aggressive.

Wellumson asked what we needed as resources to tie it or them into the budget. Wellumson said we need feedback from our counter parts. He identified Health and Human Services, Highway, and the Sheriff's department as being 2/3rds of the budget. England stated she knew that Price had been working on ways to save money.

A three ring binder was brought to the meeting. England indicated it had beneficial, networking information in it. Sumpter would like to see it and have copies of what's in it. Wellumson would like to hear what they are doing and what they have to say.

Borowski stated he would be available to assist as a legal resource. The groups would continue to be active and provide information. But there needed to be order and structure here at the county level. There are 9 subgroups. Phillippi was placed on the CCCC committee as a liaison for the county.

Price said there was a lot to take into consideration he spoke of low hanging fruit and long term tasks. Combining regionally is a long term goal. Contracted copy machines, lawn care are smaller short term goals (low hanging fruit). We need to build relationships and agreements with other counties and have strategic plans in place if we are going to tackle more long term regionalization. England recognized Price's efforts in working with surrounding county's having served on the committee.

Wellumson again would like a spreadsheet on contracted services. He would like to see a column added to the 2011 levy worksheet to include proposed 2012 revenues. This way the committee would have a comparison and a target as to where then want to go. Larson can add the column, with the best up-to-date figures. Price indicated they would be using their best educated guess as they won't have those figures from the state. Wellumson indicated the levy could be reassigned based on how much collaboration/consolidation takes place. Wellumson also talked of savings related to pension benefits. Larson indicated that the wages and benefits calculated for 2012 had the employee's portion of retirement dollars removed. Wellumson indicated there wouldn't be a need to have another meeting until we had revenue figures Allen felt that Jason, from Ozaukee could come in a couple of months to present to the committee and then at that time have Dawn from MIS present. The rest of the committee thought that was a good idea.

England talked about the time it took to get a medical examiner, the process and the work involved. The medical examiner position was over a year long process and was only one issue, we have multiple issues.

Wellumson talked about targets of opportunities. Allen wanted to know what we would target. Wellumson indicated we would be stargazing without numbers. He looked at some levy figures and gave some quick estimates with 10% reductions. James felt there were targets, the committee could move on without dollars. Sumpter also believed some reorganization could begin without having numbers.

Allen had recommended the Highway Commission begin working with the Solid Waste Director on ways to consolidate in the future. It may be 10-15 years out but it would be something to look at moving forward. There may be an opportunity to merge.

Wellumson said the Highway, Sheriffs, and Health and Human Services Department had the largest levy attached.

Short term items –

- Parks
- Airport
- P & Z
- Land & Water
- Contract list

Fred and the chair of Parks Committee should be asked to attend the next meeting. Phillippi will let them know.

Mike Scott should be asked to attend to talk about the Airport. Allen will contact Mike Scott. Stuchlak will get input from Phil and Chris as it relates to merging their two departments and bring the information back to the committee in written form.

Phillippi will attend the meeting in Stevens Point on the 3<sup>rd</sup> of August. Kaye will be calling in by phone.

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Borowski touched on overtime and efficiency processes to reduce the cost, which would be a task for the Transition Committee.

Sumpter questioned the time of the meeting in Stevens Point. Kaye stated the meeting started at 9:00 a.m. England decided she would attend. Larson will now attend with her.

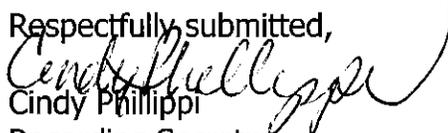
The next meeting date will be on August 15, 2011 at 9:00 a.m. Allen will not be able to attend the meeting. James believes there should be a meeting every two weeks to keep things moving.

England talked about a hand out provided by Kaye. The meeting is in October held by the Local Government Institute, in Madison. England said it looked like a good meeting to attend.

Borowski mentioned the Ohio – IT consolidation collaboration article and if anyone would be interested in look at it. England said she would like to receive a copy of it.

Motioned by James/Allen to adjourn at 10:21 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Phillippi

Recording Secretary

These minutes have ~~not been~~ approved.