

**Executive Committee Minutes**

Monday, February 12, 2007

9:00 a.m.

Conference Room A231

Meeting called to order by Chair Cindy Loken at 9:00 a .m. The meeting was properly announced. All members present: Supervisor Grabarski, Supervisor Renner, Supervisor Babcock, Supervisor Kirslenlohr and Chair Loken.

**Motion by Grabarski/Babcock** to approve the agenda. **Motion carried.**

**Motion by Kirslenlohr/Babcock** to approve the minutes of January 8 & 25, 2007. **Motion carried.**

Direct Deposit. The County Clerk was not present to discuss at this time. The Committee moved on to the next item on the agenda.

Print Shop Update. A report was distributed with the Committee's packet. Progress is being made organizing and completing inventory. This will be ongoing.

Community Center Room Reservation Trial Policy. Cindy Loken will ask Edie to bring this next month.

Kevin Kniess, Corporation Counsel/Personnel Director distributed an amended agenda. **Motion by Grabarski/Babcock** to approve the agenda as amended. **Motion carried.**

County Building/Office Security Concerns. At the January Department Head meeting security concerns were discussed and the list of concerns were included with the Committee's packet. The Committee discussed these security concerns. Tracy Hamman, Maintenance Supervisor, will check regarding outdoor signage for the Community Center, the internal signage was not completed, as Highway could not put Braille on the signs. Other security items were discussed. **Motion by Babcock/Renner** for the Executive Committee to meet with the Sheriff's Department, Emergency Management, and Maintenance to discuss safety concerns. **Motion carried.** There was discussion regarding this being a separate meeting due to the length of the list of security concerns.

Direct Deposit Survey. Cindy Phillippi, County Clerk, distributed the direct deposit survey. There was discussion and questions asked regarding implementation of direct deposit if it were approved, no decisions were made regarding implementation if completed. **Motion by Grabarski/Renner** to approve the direct deposit survey to go out as a payroll stuffer on the next payroll. **Motion carried.**

Website statistics. The committee reviewed the documents distributed with the Committee's packet.

Combination vending snack machine. A request was submitted from a vending machine company to see if the County wanted a refrigerated vending machine for sandwiches, and these kinds of items. No action was taken. If employees want a different vending machine they can approach the Committee with their concerns.

GIS Office Door. It was explained that the Office for the GIS position will be in the Real Property Lister's Office, in the old public viewing room. It was requested to inquire on the possibility to have a door for the Office. Tracy Hamman will get a figure as to how much a door would cost and the item will be placed on the next agenda.

Solid Waste Office Manager/ Loss Control & Safety Coordinator. Discussion regarding the position creation took place. Funding for the position was discussed. **Motion by Grabarski/Kirsenlohr** to postpone Item 15 - Office Manager/Loss Control & Safety Officer until after the closed session. **Motion carried.**

**Motion by Babcock/Kirsenlohr** to approve vouchers. **Motion carried.**

The committee scheduled the next meeting for March 12, 2007, at 9:00 a.m. Action items for the next meeting are: Update on the Community Center Trial Room Reservation Policy, Feasibility for a GIS Office door.

**Motion by Grabarski/Babcock** to convene in closed session per § 19.85(1)(c), Wis. Stat., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Solid Waste Department grievance filed by Courthouse union Local 1168 dated 12/29/2006, Aging Department disciplinary matter, Clerk of Courts Matter Update, Land and Water Conservation Department matter update and Corporation Counsel/Personnel Director Evaluation, and Administrative Coordinator/Director of Finance matters and § 19.85(1)(g), Wis. Stat., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to discuss Old library building lease, WPPA Negotiations Update, Rome Letter of Intent Matter, Saelens building lease matter, DWD claim, Coroner Department matters, WPS high cost claim, and Gruber matter update. **Motion carried** by unanimous roll call voice vote.

**Motion by Grabarski/Renner** to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** by unanimous roll call voice vote.

**Motion by Grabarski/Babcock** to approve resolution for new position of Solid Waste Office Manager/ Loss Control & Safety Coordinator. **Motion carried.**

**Motion by Grabarski/Renner** to approve second batch of vouchers. **Motion carried.**

At 2:17 p.m. **motion by Grabarski/Babcock** to adjourn. **Motion carried.**

Respectfully submitted,

Jane Gervais  
Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.**