

ADAMS COUNTY BOARD OF SUPERVISORS  
REGULAR MONTHLY MEETING MINUTES  
JANUARY 16, 2007

The Adams County Board of Supervisors monthly meeting was called to order by Chairperson Loken at 1:09 p.m.

**Roll Call of Supervisors:** Dist. #01-Glenn Licitar; Dist. #02-Bob Dixon; Dist. #03-Larry Babcock; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Dave Grabarski; Dist. #08-Frances Dehmlow; Dist. #09-Pat Townsend; Dist. #11-Beverly Ward; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Harry Davis; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Joyce Kirsenlohr; Dist. #18- Bob Neuenfeldt; Dist. #19-David Repinski; Dist. #20-Cynthia Loken. Excused Dist. #04-Al Sebastiani and Dist. #10-Matthew Sherd.

**Approve the Agenda:** Motioned by Repinski/Kotlowski to approve the agenda as modified. Motion carried by unanimous voice vote.

Motion by Renner/Johnson to approve the December 19, 2006 County Board Minutes. Motion carried by unanimous voice vote.

**Correspondence:** A letter dated December 22, 2006 from A-F High School inviting supervisors to Partners in Education meeting on Wednesday, January 17, 2007.

**Unfinished Business:** Approve proposals for change in Town of Rome's Zoning Ordinance was removed from the Agenda by the Chair.

**New Business:** Patt Pisellini gave an update on the Gypsy Moth program. County supervisors discussed spending responsibilities. Interim Administrative Coordinator Report was read. Library Financial Report was included in the minutes. County Clerk's Financial Report was handed out.

Motioned by Repinski/Renner to deviate from the agenda, and go to Res. #02 and return to Res. #01 at the end of all the resolutions. Motion carried by unanimous voice vote.

**Res. #02:** Motioned by Johnson/Dixon to adopt Res. # 02 to approve a two (2) year service agreement with Professional Placement Services, LLC for collection services on behalf of the Clerk of Courts. The representatives of the Company will not be here until 2 p.m. Johnson/Dixon withdrew motion to adopt and request resolution be taken after 2 pm.

**Res.#03:** Motioned by Keickeisen/Babcock to adopt Res. #03 to replace a second Planning and Zoning Department vehicle in 2007. 2007 is a scheduled Department vehicle replacement year and funds from excess Department revenues are available in a Carry-over Account. The Ford Windstar van is to be replaced. Due to excessive repairs, the 2001 Chevrolet S10 should also be replaced. All Department excess revenues not otherwise properly appropriated shall continue to be entered into the General Fund. Motion to adopt Res. #03 carried by roll call vote, 16 yes, 2 no, 2 excused. Voting no were Davis and Renner. Excused, Sebastiani, Sherd.

**Res. #04:** Motioned by Ward/Kirsenlohr to adopt Res. #04 to designate Moundview Memorial Hospital as the County emergency protective placement facility, pursuant to the requirements of 2005 Wisconsin Act 388. Motion to adopt Res. #04 carried by roll call vote, 18 yes, 2 excused. Excused, Sebastiani, Sherd.

**Res. #05:** Motioned by Townsend/Ward to adopt Res. #05 to create one regular, part-time (19 hours per week) County position, Public Health Technician, in the Collective Bargaining Agreement between the County of Adams and Adams County Courthouse Employees Union, Local 1168, AFSCME ALF-CIO. Motion to adopt Res. #05 carried by roll call vote, 18 yes, 2 excused. Excused Sebastiani, Sherd.

**Res. #06:** Motioned by Repinski/Neuenfeldt to adopt Res. #06 to continue improving public boat launch accesses under ownership of Adams County. Motioned by Keckeisen/Dehmlow to postpone to discuss the legal aspect of use of Recreation Program funds referred to in this resolution. Motion failed by 11 no, 7 yes. Voting yes were Dehmlow, Dixon, Grabarski, Keckeisen, Kotlowski, Morgan and Renner. Motioned by Davis/West to call for the question. Motion to adopt Res. #06 failed by roll call vote, 10 no, 8 yes, 2 excused. Voting yes were Babcock, Kirsenlohr, Kotlowski, Licitar, Neuenfeldt, Repinski, Townsend and Ward. Excused, Sebastiani, Sherd.

**Res. #02:** Motioned by Johnson/Renner to adopt Res. #2 to approve a two (2) year service agreement with Professional Placement Services, LLC for collection services on behalf of the Clerk of Courts. Representatives from Professional Placement Services, LLC explained how the program works. Motion to adopt Res. #02 carried by roll call vote, 17 yes, 2 excused and 1 abstained. Excused, Sebastiani, Sherd. Abstained, Neuenfeldt.

**Recess:** Motioned by Keckeisen/Johnson to recess to work on claims. Motion carried by unanimous voice vote. Recessed at 2:40 p.m.

**Reconvene:** Meeting reconvened at 3:02 p.m. with 18 present, 2 excused. Excused Sebastiani, Sherd.

**Res. #01:** Motioned by Dixon/Grabarski to adopt Res. #01 to adopt the Personnel & General Administrative Policies of Adams County and shall be updated at least annually by the January County Board meeting. To rescind all previous resolutions that are now updated and contained in the new Personnel & General Administrative Policies.

Motioned by Grabarski/Dehmlow to amend Chapter Ten (10), Section 4, 4.01, page 72 to read as follows: There shall be no smoking ~~on or in any County property with the exception of the County Park's grounds~~ in any enclosed county building or county owned vehicle. Motion carried by roll call vote, 18 yes, 2 excused. Excused Sebastiani, Sherd.

Motioned by Ward/Johnson to amend, Chapter One (1), Section 1, 1.02, page 1 to read as follows: In order to provide effective and efficient administration of County government, the Administrative Coordinator/Director of Finance may make exceptions to the Policies outlined herein provided, however, that the exception is placed in writing and is reported to the

~~Executive Committee, Home Committee~~ **Personnel Director/Corporation Counsel, County Board Person prior to action. After said action the Administrative Coordinator/Director of Finance shall notify all County Board Members in writing of said exception in a timely manner.** Motion carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no Davis. Excused, Sebastiani, Sherd.

Motioned by Renner/Kotlowski to amend Chapter One (1), Section 3, 3.03, page 1 and 3.03B, page 2 to read as follows: The County Board by majority vote establishes all Committees, Boards and Commissions. The County Board Chair, **1<sup>st</sup> & 2<sup>nd</sup> Vice Chairs**, shall appoint the members of all Committees, Boards and Commissions, subject to the confirmation of the County Board. Committees, Boards and Commissions are responsible for setting policy for the Departments as follows: 3.03 B. to read Executive Committee: Corporation Counsel/Personnel and Administrative Coordinator/Director of Finance, **Maintenance and Purchasing/Print Shop**. Motion carried by roll call vote, 18 yes, 2 excused. Excused Sebastiani and Sherd.

Motioned by Kirslenlohr/Grabarski to amend Chapter One (1), Section 3, 3.04, page 2 to read as follows: Administrative Officers in our County consist of the Administrative Coordinator/Director of Finance, **Corporation Counsel/Personnel Director**, Elected Officials, those appointed Officials required or permitted by statutory provision and other appointed positions as desired, but not specifically listed by law. Motion carried by roll call vote, 18 yes, 2 excused. Excused Sebastiani, Sherd.

Motioned by Respinski/Neuenfeldt to amend Chapter One (1), Section 3, 3.06, page 2 to read as follows: Administrative Coordinator/Director of Finance. The Administrative Coordinator/Director of Finance is appointed by the County Board pursuant §59.19, Wisconsin Stats. The Administrative Coordinator/Director of Finance is accountable to the County Board, coordinates and directs all administrative and management functions of the County, not otherwise vested by law in boards, or commission or other elected officials, and reports to the Executive Committee, ~~who is responsible for periodic performance appraisals.~~ **The County Board is responsible for annual performance appraisals.** Motion carried by roll call vote, 12 yes, 6 no, 2 excused. Voting no were Davis, Grabarski, Keckeisen, Loken, Morgan and Townsend. Excused Sebastiani, Sherd.

Motioned by Ward/Johnson to amend Chapter One (1), Section 3, 3.07, page 2 to read as follows: ~~The Administrative Coordinator/Director of Finance shall review and sign all contracts for goods and services, after being reviewed and approved by Corporation Counsel.~~ **All County contracts and lease agreements shall be reviewed and initialed by the Corporation Counsel before approval by the County Board or appropriate Committee. Once approved by the County Board or Committee, the Administrative Coordinator/Director of Finance shall sign all contracts or lease agreements.**

**Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board.** Motion carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no Davis, excused Sebastiani, Sherd.

Motioned by Keckeisen/Grabarski to amend Chapter Two (2), Section 5, 6.08, page 13 to read as follows: Change in Starting Salary: When the job market dictates, or experience is a factor, the Personnel Director may request approval by the Administrative Coordinator/Director of Finance **and Executive Committee** to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment. Motion carried by 17 yes, 1 no, 2 excused. Voting no Neuenfeldt. Excused Sebastiani, Sherd.

Motioned by Davis/Keckeisen to amend Chapter Two (2), Section 5, 6.05, page 13 to read as follows: To change an existing part-time position to a full-time position, approval of the Home Committee, the Personnel Director, ~~Administrative Coordinator/Director of Finance, Executive Committee~~ Administrative & Finance Committee, and the County Board has to approve the request. To change a position from full-time to part-time, the Department Head is required to notify the Personnel Department and Administrative Coordinator/Director of Finance. When a position is reduced from full-time to part-time and remains part-time for at least one (1) year, the County Board may only return the position to full-time status as if creating a new position. Motion carried by roll call vote 10 yes, 8 no, 2 excused. Voting no, Babcock, Grabarski, Johnson, Kirsenlohr, Kotlowski, Licitar, Loken, West. Excused Sebasiani, Sherd.

Motioned by Ward/Keckeisen to amend Chapter Two (2), Section 5, 6.09 A, page 13 to read as follows: Union Postings. An opening for a position covered by a collective bargaining agreement will be posted in accordance with the terms of the applicable collective bargaining agreement posted **and Countywide**, prior to advertising ~~Countywide or~~ to the public. After the expiration of the posting period, the Department Head shall fill the vacancy in accordance with the applicable agreement if a senior qualified union member posts into the vacancy and shall promptly notify the Personnel Director that the vacancy has been filled. If posting does not fill the vacancy, and the Personnel Director determines that a County-wide posting or advertising in the local area could support filling a vacancy, such advertisements shall be made. Motion carried by roll call vote 18 yes, 2 excused. Excused Sebastiani, Sherd.

Motioned by Ward/Keckeisen to amend Chapter Two (2), Section 7, 7.11, last paragraph, page 16 to read as follows: The Personnel Department shall notify each unsuccessful candidate in writing upon selection after the interviews, prior to any of the background checks and testing commencing. The background checks and testing shall commence after verbal acceptance of the position by the candidate. Prior to the final candidate starting their position, the Medical Examination Form along with a letter of acceptance shall be returned to the Personnel Department, **and all conditions of employment be forwarded to the County Clerk's office prior to the employee starting employment.** The County shall not pay relocation expenses of any kind. Motion carried by roll call vote, 17 yes, 1 no, 2 excused. Voting no Dehmlow. Excused Sebastiani, Sherd.

**Recess:** Motioned by Keckeisen/Ward to recess at 5:10 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Meeting reconvened at 5:25 p.m. with 18 present, 2 excused. Excused Sebastiani, Sherd.

Motioned by Kotlowski/West to approve the Adams County Personnel & General Administrative Policies as amended and bring subsequent chapters three or four at a time at subsequent meetings. Chapter Six (6), 1.01, page 43, shall remain as currently in place, pending review by the County Board. Motion carried by roll call vote, 18 yes, 2 excused. Excused Sebastiani, Sherd.

Motioned by Grabarski/Johnson to approve claims as presented. Motion carried by unanimous voice vote.

Motioned by Licitar/Davis to approve Per Diem and Mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Ward to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Motioned by Keckeisen/Repinski to adjourn at 5:45 p.m. until February 20<sup>th</sup>, 2007 at 6:00 p.m. Motion carried by unanimous voice vote.

Cindy Phillippi, Adams County Clerk

These minutes have not been approved by the County Board.