

Executive Committee

August 7, 2006

9:00 a.m.

Conference Room A231

Chairman Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. Members present included: Supervisor Renner, Supervisor Kirslenohr, Supervisor Grabarski and Chairman Loken. Supervisor Babcock was excused. Others present: Supervisor Ward, Dan Calef, Jane Grabarski, Tim Diemert, Kevin Kniess, and Liz Hendricksen.

Motion by Supervisor Grabarski, second by Supervisor Kirslenohr to approve the agenda. Motion carried unanimously.

Chairman Loken explained that the minutes of the May 9, 2006, meeting have not been completed yet as there are 59 plus pages of dictation to review to complete the minutes, but they will be ready for the next meeting. **Motion** by Supervisor Renner, second by Supervisor Kirslenohr to approve the minutes of the July 10, 2006, Executive Committee meeting. Motion carried unanimously.

There was no public participation.

The Committee discussed the correspondence from Robin Skala of Central Wisconsin Community Action Counsel, which is requesting the authorization of the placement of a portable bathroom at the old Highway Shop for the monthly food pantry that is held there. The request would be to have the bathroom on a pallet, which would be outside for the pantry and moved inside when the pantry was done for the day, by storing this inside it would prevent vandalism to the bathroom. The Committee discussed concerns and had questions for Robin, the Committee will have Liz call Robin and get the answers to the following questions: how often will the bathroom be pumped, who would be moving the bathroom in and out of the building, would the person pumping the bathroom need keys to the building, once Liz has the answers the Committee will return to the discussion.

The Committee received one bid for gasoline, which Chairman Loken opened and read. The bid was from Wisconsin River Coop, which offered 1% discount on the purchase price of gasoline, and 10% discount on vehicle related purchases. Tim Diemert was in attendance and explained with the current price of gasoline, that discount comes to just over 3 cents per gallon discount. **Motion** by Supervisor Renner, second by Grabarski to approve the bid from Wisconsin River Coop for the purchase of gasoline. Motion carried unanimously.

The Committee discussed the Adams - Marquette Library Agreement, a packet was handed out from Dan Calef- Library Director regarding the use of the Marquette County Library in Oxford by Adams County residents. The Committee reviewed the Adams County residents' usage report for the Marquette County Library. Kevin explained that the contract has not been finalized and that Dan had a meeting setup with Kevin to discuss the final revisions for the contract that was reviewed last month at the Executive Committee meeting. The Committee questioned whether they had to enter into the agreement, and Kevin and Dan responded that with the change in the Library Act if we don't make payment to the Marquette County Library then Marquette County Library could refuse service to Adams County residents. This could mean in the future more agreements with other Libraries that provide service to Adams County residents,

or that we provide service to other Counties' residents. This will be placed on the Executive agenda after the agreement is finalized with Dan and Kevin.

The Committee was made aware of the problems with the Carpet in the Clerk of Court's Office. The carpet glue has come loose causing the carpet to pull up in the middle of the floor approximately 1-2" high in some areas, and 2 feet in length. Liz explained that we don't know if it can be stretched or if it needs to be replaced, this will need to be determined. Kevin explained that we should check to see if this is a defect from when it was originally installed for liability purposes. The Committee recommended that Maintenance have someone come and look at the carpeting and find out what needs to be done and report back to the Committee. The Administrator's Office will check to see if there are any other Departments with the same problem.

Kevin gave an update on the Community Center, a letter was sent to the City of Adams Attorney, and he has not responded to the letter. Kevin will continue working on the problem, as well as determine who dug up the sprinkler system in front of the Community Center, and who gave the authority to do this without notifying the County, and he will report back to the Committee. Liz explained that the windows at the Community Center have been ordered but are special windows that need to be cut. Once the windows are completed, they will be installed.

Liz explained that there have been several inquiries as to whether the Property Room can be used for County business/meetings. Liz explained that John – County Administrator, would recommend for the room to be used for the proposed GIS position. The Committee discussed the room usage, there was concern over a filing cabinet that was in the room with records in it from the Old Property Room. Kevin recommended that the filing cabinet could be put in storage by his Office. **Motion** by Grabarski, second by Renner, to approve the use of the Property Room for County business as needed. Motion carried unanimously.

The Schwanz deliveryman suggested that they could provide an apartment size chest freezer that could be used for the placement of deliveries. This would be at no cost to the County other than for the electricity to run the freezer. Schwanz would deliver and install the freezer in the employee break room if approved, at no cost. **Motion** by Supervisor Grabarski, second by Supervisor Renner to deny the request of putting a Schwanz freezer in the break room of the Courthouse. Motion carried unanimously.

At this time Liz called CWAC regarding the bathroom at the Old Highway Shop, and spoke with Robin regarding the Committee's questions on the portable bathroom. It was explained that the pumping would be done by Dolata's Excavating & Septic Systems, and that Mr. Dolata explained to Robin that the bathroom wouldn't have to be pumped monthly, and that the same sanitary chemicals used in RVs would be used in the portable bathroom. The MOBILE 1 committee members would use pallet jacks to move the bathroom, as it would be on a pallet, it would be moved in the same manner as the food is moved around on the pallets. The pumping could be done prior to the bathroom being moved back inside of the building, rather than having to get another key or have someone available to let Mr. Dolata into the Old Highway Shop to pump the bathroom. There is no other place to store the portable bathroom, as that would involve having a trailer available to move it monthly and they do not have the resources for this. Motion by Supervisor Kirslenlohr, second by Supervisor Grabarski to allow the food pantry and MOBILE 1 to have a portable bathroom at the Old Highway Shop but not to store it inside of the building.

Liz explained that John has requested that he be allowed to grant permission as to when Maintenance can move large items, i.e. office furniture, refrigerators, etc. The Committees discussed this, and last week a situation arose where Public Health needed to have Maintenance employees move an old Public Health refrigerator, and there was concern as to whether Maintenance should be doing this. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve for Maintenance to move large County owned items, at the request of Departments. The Committee discussed this and stated that this would be fine as long as the items were properly inventoried when being moved. Motion carried unanimously.

Jane Grabarski explained that she was notified by Communication Services, who completes repairs to the tower communication system equipment located on Friendship Mound, on July 7, 2006 that the hinges on the door to the building that houses the equipment were broken, and a pipe that appeared to be used for ventilation was removed. The pipe was reinserted as to stop any leakage and damage from rain, but the door needs to be repaired. The problem is that the DNR owns the building and is claiming that they will not repair the building. The DNR is requesting a short-term land use agreement to be signed to allow access to the building. Jane was not able to send anyone to the building to get an estimate until the agreement is completed. Jane explained that this is a serious issue that needs to be addressed, as this is the emergency communication equipment, and it needs to be secured. The other problem is that access is only allowed by four wheeler or walking, and if a new door needs to be installed this could pose problems. Jane explained that a letter was sent to the DNR on July 28th after speaking with the DNR regarding this issue, requesting the land use agreement. The Committee inquired if there was a long term plan for this issue, Jane explained well a study for the towers was completed but is a few years out from being completed, and the equipment needs to be used until the new towers are in place. Kevin instructed Jane to get him the agreement once it comes in and also to find out when the DNR had last accessed the building. The Committee questioned if there was money for the repairs, and Jane explained it depends on what needs to be repaired and the cost, she only has her Office Supply budget. The Committee will get an update on this next month.

The GIS resolution was handed out prior to the meeting, and reviewed by the Committee. The Committee discussed the resolution. Supervisor Grabarski requested that the current contract information be included in the resolution, including the total amount being spent on outside contracts for these type of services. The Committee discussed the “whereas:” stating the location to be in the Property Room. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve for the resolution to be forwarded to the County Board at this month’s meeting, and shall include the appropriate existing contract information. Motion carried unanimously.

Kevin explained that at this time the bonding issue in the Rules of the Board does not need to be clarified as there is an entire Chapter in the Statutes regarding bonding and the financial lawyers that would be used at the time of any bonding would direct the County as to the appropriate action that would be necessary by the Board to approve any bonding required.

Liz explained that though John couldn’t be at the meeting today, he gave notes regarding the budget process and stated, “I feel the budget process will be very difficult because it is very hard to determine where money is in the present budget. I was hoping for a better chart of accounts to assist all of us in preparing the budget but we don’t have that at this time. The budget will be put together as best as we can and during the process I may need to have the Administrative and Finance Committee assist in preparing the budget so they have a better understanding of the

budget. Skyward is not being utilized like it should and unfortunately steps have not been taken to make better use of system.” Liz explained that the budget forms were distributed on time, on July 21st and are due back on September 6th to the Administrator’s Office. Also the Administrator’s Office has calculated the employee’s wages and these figures are being verified by the Personnel Office.

Cindy Loken explained that due to the evaluation of the Administrator being completed by the Board there was no reason to discuss this at the Committee meeting and moved on to the approval of vouchers.

Motion by Supervisor Grabarski, second by Supervisor Kirslenlohr to approve the vouchers. Motion carried unanimously.

There was no closed session.

The next meeting will be September 12, 2006 at 9:00 a.m., with action items to include: Update on Carpet fix/replacement, Old Library Building, Approve Administrator & Corporation Counsel/Personnel Director Budget, Adams-Marquette Library Agreement, Update on Community Center Grounds, and Update on Friendship Mound Emergency Communication Equipment Problems.

Motion at 11:08 a.m. by Supervisor Renner, second by Supervisor Grabarski to adjourn. Motion carried unanimously.

Respectfully submitted,

ElizaBeth A. Hendricksen
Administrative Assistant to the County Administrator

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.