

Executive Committee
September 12, 2006
9:00 a.m.
Conference Room A260

Chair Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. Members present included: Supervisor Renner, Supervisor Kirsenlohr, Supervisor Babcock and Chair Loken. Supervisor Grabarski was excused until he arrived at 10:12 a.m.

Motion by Supervisor Kirsenlohr, second by Supervisor Babcock to approve the agenda, as twice amended. Motion carried unanimously.

Motion by Supervisor Renner, second by Supervisor Kirsenlohr to approve the minutes of the May 9, 2006, and August 8, 2006, Executive Committee meetings. Motion carried unanimously.

There was no public participation. There were no correspondences.

The Committee discussed the gasoline bids that were received at the last meeting. One of the bids was sent to the wrong zip code and another indicated the bid was received after the final submission date. **Motion** by Supervisor Kirsenlohr and seconded by Supervisor Renner to advertise in the paper for the bid to be for cents per gallon under the pump price for one year and have the bids returned to the County Administrators Office by October 6th at 4:30 p.m. with the bid opening on October 9th at 9:30 a.m. Motion carried unanimously.

The Committee discussed the recommendation from the Health Insurance Study Committee.

a. Reviewed a resolution for continuation of the Flexible Spending Account. **Motion** by Supervisor Babcock and seconded by Supervisor Kirsenlohr to present the Resolution to continue with the Flexible Spending Account program until terminated by the County Board. Motion carried unanimously.

At 9:50, Chair Loken appointed Supervisor Kirsenlohr to Chair the Committee so she could join Supervisor Grabarski at the Administrative and Finance Committee to make a quorum to approve bills.

b. Wisconsin Act 194 Action was discussed, which requires Health Care Plans to cover the cost of Cancer Clinical Trials and it has to be implemented either November 1, with the new plan year, or during union negotiations. The Health Insurance Committee recommended the change to occur at the new plan year, January 1, 2007. **Motion** by Supervisor Renner, second by Supervisor Babcock to approve the Wisconsin Act 194 implementation to begin January 1, 2007. Motion carried unanimously.

At 10:12, Chair Loken and Supervisor Grabarski returned to the meeting.

c. The Administrator updated the Committee on the progress of the Health Insurance Study Committee after interviewing Third Party Administrators (TPA) for the County Health

Insurance Plan. References will be checked and a recommendation will be brought back to this Committee for further action at the next meeting.

Chris Murphy, Land & Water Conservation - County Conservationist, came before the Committee to discuss the sale of the Land and Water Conservation Blazer. **Motion** by Supervisor Renner, second by Supervisor Babcock to except sealed bids with a minimum acceptance price and open the bids on October 9th at 10:00 a.m. and the money received from the sale to be placed in the Tree and Scrub Sale Account. Motion carried unanimously. Chris also reviewed with the Committee the re-classification of the Land and Water Conservation Department Conservation Technician and re-organization of staff. The Committee asked that this be placed on the next agenda for further action.

Edie Felts-Podoll, Carol Johnson, and Dan Calef came before the Committee to request that accommodations be made for additional tasks required for the operations and usage of the Community Center. Edie gave a handout to the Committee indicating the tasks that need attention and requested an employee to work three days per week for five hours to take care of the building requests. General discussion followed. **Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to have Dan discuss with the Library Board to hire a person fifteen hours per week to do the work connected with the Center for scheduling, etc., and when the employee was not working on that, the employee could assist in the Library. Motion carried unanimously.

The Committee discussed with Jane Grabarski, the repair of one of the buildings on Friendship Mound used for the emergency communications equipment. She indicated the door to the building has deteriorated to the point that only one of three hinges are holding the door in place. **Motion** by Supervisor Renner, second by Supervisor Babcock to authorize the Maintenance Department to repair the door. Motion carried unanimously.

Jane also updated the Committee on the damage done to the South emergency communication tower on Friendship Mound during a storm on the August 24, 2006. **Motion** by Supervisor Kirslenlohr, second by Supervisor Renner, to approve a bill for the repair of the radio equipment with the total cost of \$22,769.38, the County to pay a \$500.00 deductible, with the remainder to be paid by insurance, and approve for the communication equipment to be moved and setup for use on the North Tower located on Friendship Mound. Motion carried unanimously.

Jodi Helgeson, Register of Deeds, came before the Committee to discuss purchasing cubicle dividers for the Register of Deeds Office to allow for confidentiality. The cubicle dividers will cost approximately \$4,000.00, per the only price quote she had gathered to date. The Committee advised Jodi to keep the cost of the cubicle dividers in the budget for 2007.

The Committee reviewed budgets for GIS, County Administrator, Corporation Counsel/ Personnel, Print Shop and Maintenance.

- a. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the GIS budget for \$65,514.59, and to send it to the Administrative & Finance Committee. Motion carried unanimously.

- b. **Motion** by Supervisor Babcock, second by Supervisor Grabarski to approve the Administrator budget for \$172,085.67, and to send it to the Administrative & Finance Committee. Motion carried unanimously.
- c. **Motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to approve the Corporation Counsel/Personnel budget for \$204,061.40, with the salaries rechecked, and to send it to the Administrative & Finance Committee. Motion carried unanimously.
- d. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the Print Shop budget, and to send it to the Administrative & Finance Committee. Motion carried unanimously.
- e. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the Maintenance/Courthouse budget, and to send it to the Administrative & Finance Committee. Motion carried unanimously.

The Committee reviewed the quote from Friendship Carpet for the repair of the carpet problem in the County buildings. The Committee requested this to be discussed at budget time to see if money is available to replace some of the areas. If there are not enough funds, the Maintenance Department should put rugs over areas that are in need of replacement.

The Committee reviewed the Patrol Superintendent job description. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the Patrol Superintendent job description. Motion carried unanimously.

Administrator's Office Operations Handout was not discussed and the Administrator was advised to hand it out to the Board at the County Board meeting.

Kevin advised the Committee there would be no agreement with the Oxford Library at this time.

Kevin is currently working with the City of Adams and the Contractor regarding the repair of the Sprinkler System.

The Administrator advised the Committee that the windows at the Community Center are scheduled to be installed tomorrow.

The Sale of the Old Library Building will be discussed next month.

Chair Loken appointed Supervisor Kirslenlohr to Chair the meeting at 12:30 p.m., Supervisor Loken and Supervisor Grabarski were excused from the meeting.

Motion by Supervisor Babcock, second by Supervisor Renner at 12:35 p.m. 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 – Management positions. Motion carried unanimously.

Motion at 12:53 p.m. by Supervisor Babcock, second by Supervisor Renner to reconvene in open session per §19.85(2), Wis. Stat., to consider and vote on appropriate matters. Motion carried unanimously.

The Committee reviewed vouchers. **Motion** by Supervisor Babcock, second by Supervisor Renner to approve the vouchers and send them to the Administrative & Finance Committee. Motion carried unanimously.

The next meeting will be held on October 9, 2006 at 9:00 a.m. with the following agenda items: Open Bids for Gasoline and the Land & Water Conservation Blazer, and Sale of Library Building.

Motion at 1:00 p.m. by Supervisor Renner, second by Supervisor Babcock to adjourn. Motion carried unanimously.

Respectfully submitted,

John J. Keuler
County Administrator

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.