

**Executive Committee Minutes**  
December 11, 2007  
11:00 a.m. - Conference Room A260

Meeting called to order at 11:05 a.m. by Chair Cindy Loken. The meeting was properly announced. All members present - Dave Grabarski, Larry Babcock, Joyce Kirsenlohr, Dave Renner and Cindy Loken.

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

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

Public participation - Helmer Lecy, from the Old Farmers Antique Club, updated the committee on the renovation of the buildings out at the fairgrounds. Mr. Lecy also presented a plaque to the committee on behalf of the Leo's and various Lions' clubs. Mr. Lecy requested to be placed on the next agenda.

No correspondence.

Discuss and/or act on revisions to job description for Planning and Zoning Secretary/Bookkeeper. Discussion was held. **Motion by Grabarski/Babcock to approve the Planning and Zoning Secretary/Bookkeeper job description with changing Planning & Zoning Committee to Planning and Development Committee in #3 & #12. Motion carried.**

Discuss and/or act on revisions to Real Property Lister job description. **Motion by Kirsenlohr/Renner to approve the Real Property Lister job description.** Discussion was held. Revisions to be made to the job description are as follows: Number 13 - change deal with to correct 911 discrepancies. Number 13 change appropriated to appropriate and omit #16. **Motion carried.**

Update on Department upgrades, paint, carpet, etc. and moves/take action regarding walls and counter. The Administrative Coordinator/Director of Finance gave an update on the status of the office renovations/office moves. Discussion was also held on building changes and costs for additional staff in the Corporation Counsel/Personnel office. Discussion was held regarding an additional wall to be added in conference room A260 and two doors to be placed between each office. An additional door to the outside hallway was discussed. The bid included a wall being placed in the MIS department. **Motion by Renner/Kirsenlohr to accept the bid of T.J. Construction, Inc., not to exceed \$5,000, and to substitute wood doors rather than commercial doors. Motion carried.**

Discuss and/or act on closing of Print Shop - obsolete supplies, equipment, etc. The Administrative Coordinator discussed all departments will use Office Depot. **Motion by Grabarski/Renner to approve that Office Depot has the national bid to be the vendor for Adams County. Motion carried.**

Discuss and/or act on pay scale for Legal/Personnel Secretary. **Motion by Grabarski/Babcock** to accept the recommendation from Carlson Dettmann to place the Legal/Personnel Secretary at Grade 6 in the non-represented pay structure. **Motion carried.**

Discuss and/or act on reclassification for County Conservationist. The Administrative Coordinator explained to the Committee the changes to the job description questionnaire. The request was to move from a Grade 13 to a Grade 14. **Motion by Renner/Babcock** to go with the Carlson Dettman recommendation for the position upgrade to Grade 14 with committee moving it to Step 2, effective January 1, 2008. **Motion carried.**

Discuss and/or act on Central Wisconsin Community Action Council (CWCAC) Support letter - Affordable Housing Apartment Complex. **Motion by Grabarski/Kirsenlohr** to have Chair Loken sign the letter and get it out by December 30, 2007. **Motion carried.**

Discuss and/or act on trimming of large tree in front of the Courthouse. Administrative Coordinator explained the need for trimming the decorated tree in front of the courthouse. The Committee agreed the tree should be trimmed.

Discuss and/or act on resolution to approve Contract between Adams County and Operating Engineers Union Local 139 for 2008-2010. Item moved to closed session.

At 1:30 p.m., **Motion by Babcock/Kirsenlohr** 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: to consider and/or act on grievances on health insurance change filed by Union Local 1168 Courthouse and Professional Units, Local 323 Highway Union, Union Local 414 Sheriff's Department Employee's Association and Union Local 355 Deputy Sheriff's Association. Update on Union negotiations. **Motion carried by unanimous roll call vote.**

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

**Motion by Grabarski/Renner** to approve the resolution for the Operating Engineers Contract, Local 139. **Motion carried.**

Jack Albert, Corporation Counsel/Personnel Director gave his monthly report.

Barb Petkovsek, Administrative Coordinator/Director of Finance presented her monthly report to the committee.

**Motion by Renner/Kirsenlohr** to approve the vouchers. **Motion carried.**

The next meeting date will be Monday, January 7, 2008, at 9:30 a.m.

Kirsenlohr was excused at 3:30 p.m.

Action items for the next meeting: Helmer Lecy, Old Farmer's Antique Club, to discuss buildings at the fairgrounds. Chair Loken requested a closed session to evaluate the Administrative Coordinator/Director of Finance and the Corporation Counsel/Personnel Director.

**Motion by Babcock/Renner to adjourn at 3:36 p.m. Motion carried.**

Respectfully submitted,

Jane M. Gervais  
Paralegal/Personnel Assistant

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