

Executive Committee Minutes  
October 4, 2007  
Conference Room A260 - 9:00 a.m.

Meeting called to order by Vice-Chairman Dave Grabarski at 9:00 a.m. The meeting was properly announced. Members present were: Dave Renner, Joyce Kirslenlohr, Larry Babcock and Dave Grabarski. Chair Cindy Loken excused. Others present: Administrative Coordinator Barb Petkovsek, Supervisor Bev Ward, Supervisor Mike Keckeisen and Treasurer Mary Ann Bays.

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

**Motion** by Babcock/Kirslenlohr to approve the September 17, 2007, Executive Committee minutes. **Motion carried.**

There was no public participation or correspondence.

Item no. 8 - Discuss Community Center - Faith Based Group Room Use. Edie Felts-Podoll discussed a letter she received from a church group who would like to reserve a room at the Community Center. The question is, will you consider them a not-for-profit organization? They are willing to pay for the room.

Discussion was held by the Committee regarding the use of the Community Center to this group.

**Motion** by Renner/Babcock to allow the Faith Based Group room use just like any other for profit group as long as they pay the rent. **Motion carried.**

Item no. 9 - Discuss and/or act on participation in the Local Update of Census Addresses (LUCA) program.

Petkovsek: The 2010 census is coming up on us and the rural addressing process is starting in by the end of October. We need to let the Census Bureau know which option we are going to participate in, Option 1, 2 or 3. Petkovsek distributed the various options to the committee.

Register of Deeds, Jodi Helgeson, has been attending meetings within her Register of Deeds organization and particularly, the land information area, so Jeff, our GIS Technician, and Jodi, I, and our County Board Chair met regarding the LUCA Program, and as we reviewed the various options, we believe that Option 2 is the best option for the County. Option 2, we don't update the Census Bureau address lists for City addresses and we don't challenge the count of the addresses up front, but we submit a local address list to the Census Bureau in a pre-defined computer readable format, so our addresses go into the Census Bureau and then we review the feedback. We do have an opportunity to appeal that feedback.

If you look at Option no. 3 where you have very, very minimal involvement, you can't appeal the feedback, so we took the middle of the road. Our computer system is set up to give them the addresses on CD, with the addresses.

Her understanding is the Town of Rome may want to participate in Option 1. The local municipalities can choose to take a different avenue than the county or they can let the County submit for them. Whatever your decision is today, we will notify the town, city and village which Option number was selected. The second and third pages of the documents distributed explains in Option 2 what it is that we would be doing. Primarily, we would review the Census Bureau's address list and address counts. We would submit a computer readable disc-CD and then we would make map updates. Jeff is working on those map updates all the time. Option no. 2 would give us the opportunity to appeal the feedback that they gave us. Option no. 3 does not allow us to do that. Petkovsek stated that Jodi reported from her organization meetings that a fair amount of counties are taking Option number two.

Kirslenlohr: What does this mean that you cannot comment on the Census Bureau's address list or challenge the count of addresses for census blocks within your jurisdiction? I thought that was one of the things that you could do up here.

Petkovsek: Jodi and I talked about that and you do have the appeal to the feedback, but if it goes any deeper than that, then you have to go into Court with it. Number three you don't even get that chance to appeal. You can appeal, but any challenge would go into the courts.

Kirslenlohr: So you can appeal it, but you can't challenge it?

Petkovsek: Right. You can appeal any discrepancies to an independent LUCA appeals office.

Kirslenlohr: Why would you appeal it if you can't challenge it?

Petkovsek: Federal Government jardon I suspect.

Kirslenlohr: There's no sense in appealing it if you can't challenge it.

Petkovsek: In Option Number 3 you can't appeal because you will not know which addresses are missing, so if we take Option Number 2 and we have our CD. Jeff is pretty current on our addresses.

**Motion by Babcock/Kirslenlohr to proceed with Option 2 of the LUCA participation. Motion carried.**

Item no. 10 - Discuss and/or act on potential property sales—Appraisal and/or sale of old Library building and Highway facility.

Petkovsek: That is a carryover from last month and Jack was going to check on sales to

municipalities, etc. I'm not sure if he has had an opportunity to check the statutes on that. The committee decided to go to the next item on the agenda and discuss this further when Mr. Albert arrives.

Item #11. Discuss and/or act on possible auction for excess county property.

Petkovsek: Chair Loken had asked her to place this on the agenda. Her understanding is in previous years the County used to annually, or every other year, hold an auction to clean out all of the excess property. At the point and time if something is not being used by someone, it goes over to those storage facilities over by the Airport. The intent is to take those to Practical Cents, but Practical Cents cannot take them in a real quick fashion because they can only fit in their store a certain amount. Chair Loken's concern is, will we need to have an auction at the point and time that we sell the old Highway building because there may be things in that Highway building that we legitimately need that storage area for.

This may not work in Adams County, but at your fairgrounds where the Fine Arts building is, is that a secure enough building for Fred's trailer and some of those items? I do know we used our fairgrounds buildings for those types of storage knowing that probably two weeks before the fair we would have to have them out.

Grabarski: There is equipment or other things stored in, what used to be the old dairy barn, and that is locked on both ends. The other buildings, one is being rented by the wrestlers at this time, they have mats all over the floor.

Additional discussion by the committee and others attending the meeting took place regarding storage at the Practical Cents store.

Grabarski: I think the way to handle this is for Administrative Coordinator Petkovsek to talk to Tracy Hamman, Maintenance. He has heard that if we can get the material down to Practical Cents, that it has been selling.

Item no. 12 - Report on Unity Health Insurance. Petkovsek gave a report on the meetings that were held by Associated Financial Services and Unity for all of the employees, including retirees. It is her understanding that all six unions would like to meet on the same night and have Associated Financial come back and answer more questions. Jack's in the process of putting a Memo of Understanding together to see if the Unions' will vote to change.

Petkovsek discussed the health reimbursement account. If you are out of network, the office visit will be \$25.00. Associated Financial did calculate this in the health reimbursement account, which was not specifically laid out in their plan.

Back to Item no. 10 - Discuss and/or act on potential property sales. Appraisal and/or sale of old Library building and Highway facility. Mr. Albert recalled that this had to do with wanting to sell property between the County and the Village of Friendship.

Petkovsek: The Library building and the old Highway building. The Village of Friendship is interested in the old Highway building. The action that was taken the last time was for you do the research on the sale between and advertise both of those without an appraisal and see what types of bids we got. I think the intent was, if I remember the minutes, was to go on the website and the local newspaper, and then if you didn't sell the old Library, then you may consider getting an appraisal updated and then advertising more broadly. Is that your recollection?

Kirslenlohr: And they wanted the Deed check out.

Grabarski: Deed restriction, according to the minutes.

Babcock: Contamination or anything that might be.....

Petkovsek: The contamination is lead contamination, which I believe the Village of Friendship can get Brownsfield grant monies to clean that up. My understanding is that soil has been remediated out there for the petroleum, the gas products. I think that's been done. I think that you also wanted to make sure the ad included how it's zoned. The highway shop was there, so that's actually zoned residential.

Grabarski: At this time, this has been all moved to do it, what more action do we have to take?

Petkovsek: I think it's just a report and an update.

Grabarski: Item no. 13 - Discuss and/or act on office space for transition plan for financial and payroll functions.

Petkovsek distributed documents to the Committee for the potential office move. Petkovsek explained that she had two meetings with Mary Ann Bays - Treasurer, Cindy Phillippi - County Clerk, Dawn McGhee - MIS and Tracy Hamman - Maintenance. Different options were tossed around. The final option she is proposing to the Committee is that MIS be moved over to the Print Shop once the County Board adopts the budget with the elimination of the Print Shop. The double doors would allow for large deliveries. The additional space would also allow for a color printer that they are looking at purchasing for everyone's use. The County Clerk would go over to the Treasurer's office, which allows for a separate office for the County Clerk. The Treasurer, GIS, and Real Property Lister would move into where the County Clerk presently is, which also has an office for the Treasurer. The Administrative Coordinator's office, which will consist of four individuals, would move to where the Real Property Lister currently is located. The office which, GIS currently uses, would be for the Administrative Assistant. This office would need a door, which the approximate cost for the sliding door is \$2,111.00. Where MIS is currently located, this office would be used for the Administrative Coordinator/Director of Finance. There is storage space in both the Treasurer's office and the County Clerk's office.

Petkovsek suggested that if the Committee authorizes the moves that they consider purchasing

new carpet and painting the walls. An approximate carpet price would be \$1.50 - \$3.00 per square foot and we have 3,335 square feet that is carpeted, so that would range from \$5,000 to \$10,000.00.

Discussion was held on moving the Administrative Coordinator's additional staff into her current office or into C157, which the District Attorney uses as a conference room, on a temporary basis.

Rich Huck, from MIS, discussed the need for additional extensions for phone lines. The cost for Five-Star to come in would be anywhere from \$250-\$350.00 per trip, which could be up to six moves.

County Clerk was called upon by Vice-Chair Grabarski. Phillippi asked that each member review the document she previously gave to them.

Supervisor Ward was concerned about MIS having to go through the Administrative Coordinator's office to get into the main computer area after hours.

Petkovsek explained that it would be no different then it is now as they have to enter through the Real Property Lister's office to get to that main area.

Discussion took place about the Corporation Counsel/Personnel Director's office and the outcome of the Long Range Planning Committee.

Petkovsek discussed the plan for the move would be that the Treasurer's office move into the Real Property Lister's office temporarily while the carpet is being installed in that office. After the carpet is installed and the walls painted, the County Clerk move over to that office. She would be the first move. Then the Clerk's office would be re-carpeted. The Treasurer would then move into the Clerk's office. The last stage of the transition is that MIS needs to move over to the Print Shop. The middle office would be carpeted and the Administrative Coordinator would move down to that office.

Suggestions were thrown out about possibly moving everything out of all the offices on a weekend and getting them carpeted and painted so that everyone could move in all at once.

Discussion was held if the Print Shop is not eliminated, then that would throw a monkey wrench into the plan.

**Motion by Renner/Babcock** to approve the plan that the Administrative Coordinator/Director of Finance presented, contingent on the budget being adopted, which would result in the Print Shop being closed, and presenting a cost for the carpeting and the moving. **Motion carried.**

Petkovsek: As we're getting costs, can we consider the costs on this area for the additional staff in the Corporation Counsel/Personnel Office?

Grabarski: Yes, the quicker it's brought forward, the quicker it will be.

Item #14 - Discuss and approve the Deputy County Clerk's full-time and part-time job description.

Grabarski: I don't believe there was a lot of change. We had them at Finance.

Albert: Cindy was here and has left. She had requested myself as Personnel Director to look this over. We made some changes as to form, but not substance. This is for basically discussion, as it's a draft at this time, but it covers her Deputy County Clerk full-time and Deputy Clerk part-time position, two positions.

Kirsenlohr: This would be one full-time and one part-time? That would be one Deputy Clerk and one half-time?

Albert: Same classification, same job description, same position, but with a full-time and a part-time person.

Kirsenlohr asked if Barb & Jack were comfortable with it?

Petkovsek: The only thing that I would recommending adding that's not on here is, "all other duties as assigned". One of the things that's very likely to change on here is no. #19. This is getting very miniscual, "place payroll checks in envelopes and places in respective boxes." You folks approved direct deposit last time. Finance is looking for a different funding source than what you folks recommended, but I mean quite quickly that could be non-applicable. That's what happens when you get so minut. Something more general would be, handles correspondence, mail, documents, etc., that's necessary for distribution or something. I think there's some that are critical like performs the oaths and certificates signatures, that's a very specific thing and I don't want to hold up this process because I know that Cindy wants to get it posted. Three individuals posted for the Payroll Specialist/Account Technician and Jack and I are going to be doing interviews this afternoon, so by the end of week, those people will be able to give their resignation notices and she will be able to post.

Grabarski: We need a motion to approve with the addition of item 25, other duties as assigned.

**Motion by Babcock/Kirsenlohr to approve the job description with the addition of line 25, which would state, "other duties as assigned". Motion carried.**

Item #15 - Appointment for vacancy of County Board Supervisor in District 11.

Petkovsek: Two individuals have submitted a resume to be considered for appointment—Jack Allen and Patrick McCue. This was run as a press release again so that we did not have to pay for an ad.

Kirsenlohr: Jack Allen does not live in that district. That district is only the west side of Hwy. 13

in Preston and they have the part right in front of the mound and then it goes into the Town of Adams. Jack Allen lives in the Town of Preston. He's in Florence Johnson's district.

Petkovsek: Your County Clerk would know where your lines are.

**Motion by Renner/Kirslenlohr** to take a 15-minute recess at 11:10 a.m. to review the maps to find out whether Mr. Allen is in District 11.

Grabarski: Called the meeting back to order after a recess to establish eligibility for the two individuals that have applied for the vacancy. Since I am the acting Chair today, I'm going to appoint Jack Allen as a Representative from District 11. At this last meeting or two meetings ago when we had a vacancy, the Committee then had a motion to support the decision.

**Motion by Babcock/Kirslenlohr** that Jack Allen be supported as a Representative in District 11 to replace Bev Ward.

Item #16 - Administrative Coordinator/Director of Finance monthly report. Barb Petkovsek gave her monthly report. Items she reported on were: Preparation of the budget, the new insurance change, Fiscal Policy update, Long Range Planning Committee, Mark O'Connell, from WCA, will be giving a presentation to the Board in the future, Communication Systems bid process, and Unity Health reimbursement account. Petkovsek attended a meeting with Ayres regarding the Easton Dam.

Item #17 - Corporation Counsel/Personnel Director monthly report. Jack Albert discussed the large amount of court appearances, responsiveness to Dept. Heads, Planning & Zoning Septic Court cases. Representation of Health & Human Services Dept. Initial proposals for six unions.

Item #18 - The committee will not convene in closed session as there was not any need for it.

Item #19 - Approve purchase orders/vouchers.

Item #20 - Set next meeting date. The next meeting will be Tuesday, November 6, 2007, at 9:00 a.m.

Item #22 - Action items for next meeting.

Petkovsek. The next session you will have a closed session with an update. Bids aren't coming in on the communications until December.

**Motion by Renner/Kirslenlohr** to adjourn (time was not on tape) until Tuesday, November 6, 2007, at 9:00 a.m. **Motion carried.**

Kirslenlohr: Vouchers were not approved.

Respectfully submitted,

Jane M. Gervais

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