

## Executive Committee Minutes

Tuesday, April 10, 2007

9:00 a.m.

Conference Room A260

Chair Loken called the meeting to order. The meeting was properly announced. All members present: Supervisor Grabarski, Supervisor Babcock, Supervisor Kirsenlohr, Supervisor Renner and Chair Loken.

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

**Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the minutes of the March 6<sup>th</sup>, 12<sup>th</sup>, and 27<sup>th</sup>, 2007 Executive Committee meetings. **Motion carried unanimously.**

There was no public participation requested, and no correspondences.

**Rural Industrial Development Commission to discuss Terrace Homes project.** Daric Smith, Rural Industrial Development Commission - Director, requested that fill from the back of the industrial park by the pond, that was left over from the construction of the Terrace Homes building be used for the Old Salean's building that Terrace Homes will be expanding into. The fill is built up approximately 6-7 feet higher, therefore this would be leveled off and used as fill around the building. **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve for the fill in the industrial park to be used by Terrace Homes for fill at the Old Salean's building, with the condition that the ground will be leveled off and there will not be a hole in the ground once the fill is removed. **Motion carried unanimously.**

The Committee moved to item 11.

**Assigning of Street Naming/Fire Number Job Duties.** It was explained that last week Mary Ann Bays, Phil McLaughlin, Kevin Kniess, Sue Theisen and Liz Hendricksen, along with Supervisor Mike Keckeisen - Planning & Development Committee, met regarding assigning of the street naming/fire numbering job duties. It was recommended from the meeting that Planning & Zoning take on these duties, as the applications and permits are currently issued there. With this Sue would provide Phil with the procedure that is followed now. There was discussion regarding the implementation and changing of job descriptions for these duties to be assigned. **Motion** by Supervisor Babcock, second by Supervisor Grabarski that pending Planning & Development's approval to assign the street naming and fire numbering duties to the Planning & Zoning Department as soon as possible, and that the job descriptions shall be updated accordingly to reflect these duties, the written policy and training will also be provided to the Planning & Zoning staff as soon as possible. **Motion carried unanimously.**

The Committee returned to item 10.

**Food Protection Ordinance Information.** A copy of the proposed Food Protection Ordinance was distributed to the Committee. Linda McFarlin and Joe Lally were present and explained the Ordinance and how it would affect the County, as well as the Community. The program would be self-sustaining, and would require the creation of a part-time position. The Ordinance will be going to the Board this month, no action was taken.

The Committee moved to item 13.

**Sheriff's Department Request to Use Old Property Room for Office Space for Admin.** Chief July and Sheriff Renner were present and explained that the Sheriff's Department was requesting the use of the Old Property Room for the Lieutenant's Office due to inadequate spacing that is currently available and the space needs study showed that there was not adequate space available for the administration of the Sheriff's Department. The current use of the property room was discussed. It was explained what the Department would do with the space that is currently being used as an Office. The Committee agreed that the lock would need to be re-keyed and there would need to be some lines, i.e. network and possibly phone lines run to the office. **Motion** by Supervisor Kirsenlohr, second by Supervisor Grabarski to approve the request of the Sheriff's Department to have the old Property Room for office space of administrative staff. **Motion carried unanimously.**

**Discuss County's Sesquicentennial Event Participation.** Cindy Loken explained that the Highway Department volunteered to put up a display related to the winters and equipment that has been used over the years. There were no other ideas or requested participation at this time.

The Committee dealt with item number 9.

**Implementation of Direct Deposit of Payroll Checks.** Kevin reported that the bank needed to be contacted to negotiate the fees and that the County Clerk recommended implementing this in June or November when there were three payrolls in the month.

**Old Library Building Lease Terms and Sale of Building.** Kevin reported that Renewal Unlimited didn't approve the three-month lease terms, specifically they did not want to be responsible for repairs of the building. The Committee discussed the use of the building, potential repairs, and the lease/sale terms. Supervisor Ward asked that the Committee hold off on the sale of the building temporarily, as there was discussion at Health & Human Services regarding the potential use of the building for an Adult Day Care. **Motion** by Supervisor Grabarski, second by Supervisor Renner to extend the current lease with Renewal Unlimited with an increase in the payment to \$1750 per month, with the County to cover repairs to the building, no payments will be put towards the purchase of the building, either party has the right to terminate the lease within thirty (30) days, and the County will continue to place the payment funds into a separate account. **Motion carried unanimously.**

**Approve Revised UW Extension - Clerk/Typist.** The Committee reviewed the UW Extension part-time Clerk/Typist job description. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the revised part-time clerk/typist job description. **Motion carried unanimously.**

**Approve Vouchers.** The Committee reviewed vouchers. **Motion** by Supervisor Renner, second by Supervisor Kirsenlohr to approve vouchers. **Motion carried unanimously.**

The next meeting will be Monday, May 7, 2007 at 9:00 a.m. with action items to include old Library building lease/sale, update on direct deposit, street naming/fire numbering job duties, and discussion of job descriptions for GIS Technician and Real Property Lister.

**Motion** by Supervisor Babcock, second by Supervisor Kirsenlohr to convene in closed session per § 19.85(1)(c) & (1)(g), 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 and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Meet with Courthouse Union Local 1168 to

discuss grievance filed, WPPA Union Negotiations update, Administrative Coordinator/Director of Finance Screening, and Update on Union Grievances involving Community Service Program, Child Support Department & Solid Waste Department, and discuss Coroner litigation matter. **Motion carried unanimously with roll call vote.**

Respectfully submitted,

Liz Hendricksen  
Administrative Assistant

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