

Executive Committee Minutes  
February 11, 2008  
9:00 a.m. - Conference Room A260

Meeting called to order by Chair Loken at 9:00 a.m. Meeting was properly announced. Members present: Dave Renner, Cindy Loken, Joyce Kirslenlohr, Larry Babcock and Dave Grabarski. Others present were: Barb Petkovsek, Administrative Coordinator/Director of Finance; Jack Albert, Corporation Counsel/Personnel Director; Eric Furtkamp, Director of Health & Human Services; Ron Johnson, Veterans Service Officer; and Jane Gervais.

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

**Motion by Grabarski/Babcock to approve the January 7, 2008, minutes. Discussion was held regarding creating an ad hoc committee for the Board Rules review. Motion carried.**

No public participation. No correspondence.

Discuss and/or act on resolution to create a congregate meal site at the Rome Town Hall and to create one regular, part-time Cook-Site Manager (30 hours per week) position with the Health & Human Services Department. **Motion by Renner/Grabarski to forward the resolution to approve the nutritional site at the Rome Town Hall to Administrative & Finance Committee for informational purposes only and to send it on to the February County Board agenda. Discussion regarding the participation, monies budgeted (funding), and history of the Big Flats site took place. Discussion was held regarding the creation of new positions and committee authorization. Motion carried.**

Discuss and/or act on resolution/job description to create a full-time Clerk/Receptionist position for the Veteran Service Office. **Motion by Grabarski/Babcock to adopt the resolution/job description to create a full-time Clerk-Receptionist position in the Veterans Service Office and that it be placed on the February County Board agenda and also send it to Administration & Finance Committee for their information. Veterans Service Officer Ron Johnson explained the need for the position. Motion carried.**

Discuss and/or act on repair/improvement of fence/gate at airport storage area. Discussion was held that the Sheriff's Department requested that the gate at the airport storage area be changed from 16-feet to 24-feet. Additional cost was discussed. The concern is when larger vehicles are impounded, they have difficulty making the wider turn and damage the gate. It is being checked into whether the insurance will cover the gate repairs. **Motion by Grabarski/Kirslenlohr to repair the gate at the Airport storage area and the bill be sent to the insurance company for possible collection. Motion carried.**

Discuss and/or act on repairs to chimney in courthouse building. Tracy Hamman, Maintenance Supervisor, explained that the liner that was previously installed is now inadequate for the boilers and is producing condensation. It would have to be investigated to determine whether it was installed incorrectly before it could be taken back to the installer. The cost for a new liner is

\$9,054.00. Monies for this would come from the maintenance budget. Hamman would like to see Cargill install the liner. **Motion by Babcock/Grabarski** to have Cargill install a new liner in the amount of \$9,054.00. **Motion carried.**

Discuss and/or act on Payroll & Direct Deposit Process. Administrative Coordinator/Director of Finance reported Grand Marsh Bank is just about ready to proceed with Direct Deposit. There are new deadlines that time cards will be due.

Administrative Coordinator/Director of Finance monthly report. Barb Petkovsek presented her monthly report.

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

**Motion by Grabarski/Babcock** to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 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: Update on negotiations. **Motion carried unanimously by voice roll call vote.**

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

Next meeting date will be March 10, 2008, at 9:00 a.m.

Administrative Coordinator/Director of Finance presented the committee with a monthly voucher report for her Department and explained to the committee this is the type of report they would receive for each department. Other vouchers were presented to committee in hard copy. **Motion by Renner/Grabarski** to approve the vouchers that were presented. **Motion carried.**

Action items for next meeting: Set date for County Auction.

**Motion by Grabarski/Kirslenlohr** to adjourn at 12:27 p.m. **Motion carried.**

Respectfully submitted,

Jane M. Gervais  
Paralegal/Personnel Assistant

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