

Executive Committee

July 10, 2006

9:00 a.m.

Conference Room A260

Chairman Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. Members present included: Supervisor Renner, Supervisor Babcock, Supervisor Kirslenlohr and Chairman Loken. Supervisor Grabarski was excused.

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

Motion by Supervisor Babcock, second by Supervisor Kirslenlohr to approve the minutes of the June 5, 2006, Executive Committee meeting. Motion carried unanimously.

There was no public participation.

Motion by Supervisor Kirslenlohr, second by Supervisor Babcock to deviate to item numbers 8 & 9, and then return to item number 7, Correspondences. Motion carried unanimously.

The Committee discussed the resolution for Associated Financial Group contract renewal through December 31, 2007, which was referred by the Health Insurance Study Committee. Jay Scott, Associated Financial Group, was present and discussed the savings provided this year to the County by using their consulting services and gave an update on the continued progress being made. **Motion** by Supervisor Babcock, second by Supervisor Kirslenlohr to approve the resolution to renew Associated Financial Groups contract through December 31, 2007, and present it to the County Board this month. **Motion** by Supervisor Renner, second by Supervisor Babcock to amend the resolution to include, " Now Therefore Be It Resolved: that the costs savings would exceed the cost of the services provided by Associated Financial Group." On the vote of the amendment, the motion was carried unanimously. On the vote of the main motion, as amended, the motion carried unanimously.

The Health Insurance Study Committee also referred to the Executive Committee a resolution to offer health assessments to County employees that would be billable to the WPS Insurance plans for those employees that were members. Other employees would be offered the assessment but would responsible for payment of the assessment out of their own pockets. Jay Scott also explained how the Health Assessment program works, what tests would be provided, and the benefits of the assessments. It was explained that the most benefit would come from being able to diagnosis potential problems to mitigate the problem before it becomes a long term claim on the County's insurance, and the County would be able to target high risk factors areas with education programs for employees. **Motion** by Supervisor Renner, second by Supervisor Babcock to approve the resolution to offer County employee health assessments, and present it to the County Board this month. Motion carried unanimously.

A resolution was presented from the Loss Control Committee to hire Associated Financial Group to provide a detailed analysis as a consultant on the County's workers' compensation, property and liability insurances. Bob Kotecki, Associated Financial Group, was on conference call to explain what he would do for the County if hired as a consultant. A copy of the proposed contract was distributed to the Committee members by Administrator Keuler. It was explained that the Loss Control Committee selected them because of the all the work they completed on the County's health insurance and benefits program. **Motion** by Supervisor Kirslenlohr, second by Supervisor Renner to approve the resolution to hire Associated Financial Group as a consultant for the County's workers' compensation, property and liability insurances, and present it to the County Board this month. Motion carried unanimously.

A resolution was also presented by the Loss Control Committee to hire Alpha Terra to create a safety program for the entire County, with the exception of the Highway Department which had this done by Alpha Terra previously. It was explained that a safety assessment was completed with the Board's approval and the County is out of compliance in multiple areas from policies that need to be implemented, and training that needs to be completed. Alpha Terra would create the policies and complete the training if approved by the full County Board. They would use the policies that were already created and in place at the Highway Department and modify them to meet the needs of the entire County. **Motion** by Supervisor Babcock, second by Supervisor Renner to approve the resolution to hire Alpha Terra to create a safety program and conduct the training to come into compliance, to the County Board this month. Motion carried unanimously.

The Committee returned to the Correspondences. Two emails and attachments from Supervisor Ward were included in the Committee's packet regarding the Rules of the Board, which included comments, suggestions and recommended changes. The Committee requested the Corporation Counsel to review the statutes concerning the Bonding Section of the Rules and report back to the next meeting. The Committee felt the other comments should be kept for future discussion when the Rules are updated but didn't require immediate changes at this time.

The Committee reviewed the Historical Society Agreement from Attorney McFarlin. **Motion** by Supervisor Kirslenlohr, second by Supervisor Renner to approve the agreement. Motion carried unanimously.

John discussed with the Committee the short and long terms goals he would have for the County, as well as what was needed for maintenance. John discussed a number of suggestions for the Board to review at their July 25th meeting and will provide a handout listing possible discussion items to the Committee in their mailboxes in the County Clerk's Office. The Personnel Director didn't present any short or long term goals.

A GIS position job description and salary was presented to the Committee, as recommended by the Planning & Development Committee. **Motion** by Supervisor Renner, second by Supervisor Babcock to approve the GIS job description and salary. Motion carried unanimously.

A handout was provided with the Committee packet showing the wages for the Elected Officials that was adopted at the County Board that was incorrect. The handout showed the wages currently, what the wages should have been with the appropriate increases recommended and adopted at the Board meeting, the difference of what will be paid, and what should have been paid. It was explained that per Corporation Counsel Kniess, the wages by law couldn't be changed now. This information was presented to inform the Committee that the information presented at the Board meeting was incorrect in case there were questions at a later date.

A quote was presented to the Committee for repairs to Fairgrounds Building's Roof in the amount of \$6,400.00. **Motion** by Supervisor Babcock, second by Supervisor Kirslenlohr to approve the repairs at a cost not to exceed \$6,400.00. Motion carried unanimously.

The Committee discussed the bidding of the County's gasoline purchase. This was referred to the Committee by the Public Safety & Judiciary Committee to re-bid the purchase as the initial contract has expired. It was recommended to bid the gas and request a percentage discount as an alternative of a dollar or cent amount with the fluctuating gas price. The Committee agreed the County Administrator should send out bids and the Committee will open the bids at the next meeting.

The Committee discussed the evaluation of the County Administrator. It was determined that the County Administrator will present options for the evaluation to the Committee at the next meeting, along with the Administrator's job description, and the Executive Committee will evaluate the County Administrator.

The Committee discussed the Community Center Grounds. Administrator Keuler explained the Community Center had vandalism; windows were broken at various places throughout the Center and windows were broken in two vehicles. The Adams Police Department caught the juveniles that were responsible for the vandalism. A quote was received from Portage Glass Company for the repair of the windows in the amount of \$2,810.00. The claim has been turned into the insurance. Also the sprinkler system and grass at the Center has been given to Kevin to discuss with the City Attorney as to why the City didn't repair the sprinkler system and re-plant grass.

Dave Renner presented the Committee with Adams–Marquette Library Agreement for library services reimbursement. The Agreement was discussed and it was determined that Kevin should review the contract and bring it back to the Committee next month.

The Committee reviewed the revised Building Inspector job description. **Motion** by Supervisor Babcock, second by Supervisor Renner to approve the revised Building Inspector job description and to add four credential pay steps and to present the resolution to the County Board this month. Motion carried unanimously.

The Committee was presented with a resolution to reclassify two union positions in AFSCME Local 1168 in the Planning & Zoning Department, and to adjust the wages. **Motion** by Supervisor Babcock, second by Supervisor Renner to approve the resolution to reclassify the two union position in the Planning & Zoning Department, and to present it to the County Board this month. **Motion** by Supervisor Renner, second by Supervisor Babcock to amend the resolution strike “including retroactive wages through January 29, 2006,” and replace with, “to take effect the first pay period after adoption.” On the vote of the amendment, the motion was carried unanimously. On the vote of the main motion, as amended, the motion carried unanimously.

Motion by Supervisor Kirslenlohr, second by Supervisor Renner to approve the vouchers. Motion carried unanimously.

There was no closed session.

The next meeting will be August 7, 2006 at 9:00 a.m., with action items to include: carpet for the Clerk of Courts Office, Bonds, Library Contract, Old Library Building, Budgets, Gasoline Bids, Adams-Marquette Library Agreement, Community Center Grounds, and evaluation of the County Administrator.

Motion at 1:10 p.m. by Supervisor Renner, second by Supervisor Kirslenlohr to adjourn. Motion carried unanimously.

Respectfully submitted,

John J. Keuler
County Administrator

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.