

**EXECUTIVE COMMITTEE MINUTES
MONDAY, DECEMBER 12, 2011**

Minutes of the Monday, December 12, 2011 Executive Committee Meeting.

At 9:05 a.m. Chair Weiss called the meeting to order.

MEMBERS PRESENT: Supvs. Wedde, Kalata and Chair Weiss.

OTHERS PRESENT: Kris Pethick, Donna Teschner, Elaine Wedell, Deb Behringer, Melanie Stake, Missy Zamzow, Ruth Zouski.

APPROVAL OF AGENDA: A motion was made by Supv. Wedde, seconded by Supv. Kalata, to approve the amended agenda. Motion carried.

APPROVAL OF MINUTES: A motion was made by Supv. Kalata, seconded by Supv. Wedde, to approve the minutes of the prior meeting. Motion carried.

CDBG - Program Administrator Report – Kris Pethick: CDBG balance is \$160,050.38. Seventy-one applications have been received. Seven are currently in progress. Kris needed to correct a previous project. The loan approval form stated that the funding source was CAP Hickory Funds and it should have been Waushara County CDBG funds. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to correct the loan approval form. Motion carried.

Project Review: 11-WSHO-24. The amount of funding was \$26,984. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to approve the project. Motion carried.

Potential Conflict of Interest: None

Other Business: None

Schedule Next Meeting: The next meeting will be January 9 beginning at 9 a.m.

REPORTS - Administrative Coordinator Deb Behringer reported that the switch to the new phone system began on Thursday. The Sheriff's Department has not been converted yet. The switch from CenturyLink to Charter was also done on Thursday. The 787-3321 number for the Sheriff Department needed to be switched back because it was not efficient for the Department to be answering calls on both systems. It took some time for that switch back to occur. The phone recording system at Sheriff's Department is not updated as of yet and Deb will need to reach out to MacTek.

Treasurer Elaine Wedell distributed the October investment and reconciliation reports. A motion was made by Supv. Wedde, seconded by Supv. Kalata, to approve the Treasurer's reports. Motion carried. Elaine indicated that there are seventeen properties taken on tax deed. There are people living in a couple of the homes. There was a request to place the item on the Public Works agenda as it may be a dangerous situation for the Parks employees to change locks on a home that is occupied without County knowledge.

County Clerk Melanie Stake stated that the upcoming board meeting agenda has many items. The upcoming 2012 election season will be full and Melanie has received training on the required notices. The redistricting questions need to be finalized to ensure that the election data base and the map overlays are appropriate.

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Corporation Counsel Ruth Zouski joined the meeting. The County has received a notice of claim of an accident that occurred in Outagamie County involving the EMS SUV. The DeCoster case is ongoing. The tax deed property in Plainfield required an eviction and the process is completed. The Assistant District Attorney resigned to become the Clerk of Courts in Portage and the DA is currently recruiting a replacement.

Clerk of Courts Missy Zamzow indicated that her staff is having some issues with the conferencing option on the new phone system. The rolling filing system crank jammed and the repair cost \$385. Her department will have one person out on medical leave at the end of this year and a second person on medical in February.

OLD BUSINESS: After Hours Policy: A revised policy is being proposed that does not require users from the public to secure a fob prior to entering the building. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to recommend the revisions. Motion carried.

NEW BUSINESS: Approval of Resolution – Cancellation of Outstanding Checks. A motion was made by Supv. Wedde, seconded by Supv. Kalata, to recommend the resolution to the full Board. Motion carried. Elaine informed the Committee that she will stop payment on the larger checks.

Discussion and Possible Action on Ron Fink Claim. Ron Fink has filed a Notice of Claim regarding a motorcycle accident on Hwy 152. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to recommend that the full Board deny the claim. Motion carried.

Discussion and Possible Action on County Board Rules for Per Diems. Corporation Counsel Ruth Zouski indicated that the term per diem refers to per day. She explained the Statutes and a 1990 AG opinion. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to leave the per diem arrangement as it currently is. Motion carried.

Travel Reimbursement Policy. The Committee reviewed the revisions. Discussion ensued regarding the need to put notice in the policy that sales tax will not be reimbursed on lodging if the employee does not timely check out of the lodging. Donna ensured the Committee that she already monitors that and it is already the practice to deny these two issues. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to recommend the revisions to the full Board. Motion carried.

Approval of Addendums, Line Item Transfers, Check Register. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to approve the addendums, transfers and check register as presented. Motion carried.

FVWDB Cooperative Agreement. Chair Weiss explained the need for the agreements. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to recommend the agreements to the full Board. Motion carried.

Parks – Unanticipated Revenues Roll-Over. A motion was made by Supv. Kalata, seconded by Supv. Wedde, to recommend the resolution to the full Board. Motion carried.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Debra S. Behringer
Administrative Coordinator
/dsb