

## MINUTES

### **Executive & Legislative Committee**

**Monday, June 1, 2015, 8:15 A.M.**

**Sauk County West Square Building, Room 213, 505 Broadway, Baraboo WI**

**Members Present:** Krueger, Fordham, Polivka, Fish and Czuprynko

**Members Absent:**

**County Personnel:** Kathy Schauf, Administrative Coordinator; Janelle Krueger, Criminal Justice Coordinator; Jeff Jelinek, Emergency Management Director; Steve Pate, MIS Coordinator; Becky Evert, Deputy County Clerk; Wendy Klicko, Assistant Corporation Counsel; Michelle Posewitz, Personnel Director and Shawna Bongard, Administrative Analyst.

**Others Present:** Damos.

Chair Krueger called the meeting to order at 8:15 a.m. and compliance with the Open Meeting Law was verified.

MOTION (Fish/Polivka) to adopt the agenda. Motion carried unanimously.

MOTION (Fordham/Polivka) to approve minutes of the regular meeting on May 4, 2015 and the special meeting May 19, 2015 with corrections to the May 4, 2015 minutes; removing Pate from Members Absent and then under **Request from Supervisor Ashford to be replaced on BOMC** *the motion should be to accept the resignation of Supervisor Ashford from the BOMC*. Motion carried unanimously.

**Public Comment:** None.

### **Communications:**

- a. 05/19/2015 Letter of resignation: Administrative Coordinator, Kathryn Schauf.
- b. 05/27/2015 Letter from Attorney Greenhalgh representing the Town of Delton, requesting a 30 day extension to comment on Ho-Chunk Land Acquisition.
- c. Copy of Ho-Chunk Notice of Land Acquisition Application.
- d. 05/27/2015 Town of Delton Letter of Response to the Ho-Chunk – Notice of Land Acquisition.

### **Janelle Krueger, Criminal Justice Coordinating Committee update.**

- a. J. Krueger provided the committee with CJCC updates.

### **Jeff Jelinek, Emergency Management**

- a. Jelinek presented the report and list of bills for his department. MOTION (Fish/Fordham) to receive the report and approve bills in the amount of \$338.74. Motion carried unanimously.
- b. Jelinek presented his department's 2016 mission, vision, and goals.

### **MIS Department:**

- a. Pate presented the report and list of bills for his department. MOTION (Czuprynko/Fordham) to receive the report and approve bills in the amount of \$88,917.27. Motion carried unanimously.

- b. Consideration of computer donation requests. MOTION (Polivka/Czuprynko) to approve the computer donation requests as presented. Motion carried unanimously.
- c. Pate presented his department's 2016 mission, vision, and goals.

**County Clerk Department:**

- a. Evert presented the monthly report and list of bills for her department. MOTION (Czuprynko/Fordham) to receive the report and approve bills in the amount of \$2,015.85. Motion carried unanimously.
- b. Evert provided the committee with an update regarding the new election equipment. Discussion and recommendation took place on how to proceed with the financing portion of the new election equipment. MOTION (Czuprynko/Polivka) to recommend to the board that the County finance 100% of the cost of the new election equipment allowing for purchase of one new unit for the County and each Municipality in Sauk County. Motion carried unanimously.

**Corporation Counsel Department:**

- a. Klicko presented the monthly report and list of bills for her department. MOTION (Fordham/Polivka) to receive the report and approve bills in the amount of \$3,586.19. Motion carried unanimously.

At 9:00 A.M. the committee attended the WCA Budget Presentation via webinar.

*At 9:35 A.M. the meeting resumed with Corporation Counsel.*

- b. Klicko presented her department's 2016 mission, vision, and goals.

**Administrative Coordinator:**

- a. Schauf presented the monthly report and list of bills for her department. MOTION (Fish/Czuprynko) to receive the report and approve bills in the amount of \$716.72. Motion carried unanimously.
- b. Schauf presented her department's preliminary 2016 mission, vision, and goals.

**County Board Chair Report:**

- a. Chair Krueger presented his monthly report of meetings, activities and concerns over the past month and highlighted upcoming events and meetings.

**Choice of a delegate to the Capital Improvements Team.**

MOTION (Fordham/Polivka) to appoint Marty Krueger as the Executive & Legislative Committee's representative. Motion carried unanimously.

**Consideration of transition of Administrative Coordinator.**

Chair Krueger gave a brief overview on the transition process for the Administrative Coordinator position. First step, will be to appoint an interim Administrative Coordinator. Second step, discussions will take place between the Executive & Legislative and Personnel Committees, in addition to the County Board as how to proceed with the type of position the County would like to move toward, ie: Administrative Coordinator, County Administrator or County Executive. Corporation Counsel provided the description of each position (hand-out on file). It is anticipated that the hiring process could take up to five or six months. Chair Krueger will be attending the June 12, 2015 Personnel Meeting to begin the discussions on this process.

**Consideration of an appointment of Interim Administrative Coordinator.**

The committee was provided with the job description for the current Administrative Coordinator position. Corporation Counsel provided the committee with a draft resolution for appointment as well. An e-mail to Department Heads and County Board Supervisors was to be e-mailed on Monday, June 1, 2015 soliciting any interest for the Interim Administrator Coordinator position along with the job description. Any interested parties are to submit a letter of interest and summary of qualifications to Marty Krueger, Board Chair, or Joan Fordham, Board Vice-Chair, by June 8, 2015 at 4:00 P.M. Interviews will be scheduled after the June 8, 2015 deadline. E&L will consider the resolution for appointment at its June 16, 2015 meeting prior to County Board. MOTION (Fordham/Polivka) to allow Marty Krueger, Michelle Posewitz and Wendy Klicko to craft an e-mail to be sent to Department Heads and County Board Supervisors soliciting applicants and outlining the application process of Interim Administrative Coordinator along with the job description. Motion carried unanimously.

MOTION (Polivka/Czuprynko) to adjourn until July 6, 2015 at 9:00 A.M. Motion carried unanimously and the meeting adjourned at 10:30 A.M.

Respectfully submitted:

Rebecca C. Evert  
Deputy Sauk County Clerk