



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes July 10, 2017**

Members present: Mary Cupery, James E. Foley, Vern E. Gove, Kirk Konkel, JoAnn Wingers

Also in attendance during all or portions of the meeting: Kristen Anderson, Chris Hardy, Rich Hasse, Karen Manske, Sue Moll, Joe Ruf, Lois Schepp, Lyn Jerde (Portage Daily Register)

The meeting of the Executive Committee was called to order by Chair Gove at 1:00 p.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration Building, Meeting Room #115, 112 E. Edgewater Street, Portage, Wisconsin.

### **Approval of Agenda**

Motion by Cupery to approve the agenda as published. Second by Wingers. Motion carried.

### **Approval of Minutes**

Motion by Foley to approve the minutes of the June 12, 2017 Executive Committee. Second by Wingers. Motion carried.

### **Operational Review – Veterans Service Officer**

Motion by Konkel to approve the June 2017 Expenditure Report from 6/9/2017 through 6/30/2017 for the Veterans Service Office. Second by Cupery. Motion carried.

Hasse reported out of county travel for his department.

### **Operational Review – Register of Deeds**

Motion by Wingers to approve the June 2017 Expenditure Report from 6/9/2017 through 6/30/2017 for the Register of Deeds Office. Second by Foley. Motion carried.

Manske stated expenses are in line and revenues are higher than projected.

### **Operational Review – Land Information**

Motion by Foley to approve the June 2017 Expenditure Report from 6/9/2017 through 6/30/2017 for the Land Information Office. Second by Wingers. Motion carried.

Anderson reported on projects the department is currently working on. She also gave an update on the grant report along with a demonstration on the Land Information website with the information collected as a result of the grant project.

### **Position Classification Request**

Anderson requested to reclassify a current position from classification H, Step 6 to I, Step 3. The reclassification will be approximately a \$1,221.00 increase as part of the 2018 budget request.

Motion by Konkel to approve the revised job description of the Real Property Lister and recommend the position reclassification request be considered at the joint Human Resources and Executive Committee meeting. Second by Wingers. Motion carried.

### **Financial Handbook Update**

Schepp presented changes to the Financial Handbook. A copy of the highlighted changes was emailed to the committee members. Final approval of the changes will be considered by the Finance Committee.

### **Building Rules Update**

Ruf reviewed suggested changes to the Building Rules regarding the restriction of on street parking and allowing fans in the county buildings. As parking lots are still being blacktopped, changes to parking will be considered at the next meeting, with a request to restrict street parking on Mullett Street along the Health & Human Services building. The consideration of allowing fans will also be reviewed next month, allowing the Building and Grounds staff time to address temperature control issues. It was determined the Executive Committee would like to be involved on requests to hang items on the walls and recommended the Building and Grounds staff complete the installation. The rule regarding walls should state: Office, storage, and corridor walls shall not be marred in any way by such items as nails, thumb tacks, tape, picture hangers, or any other hangers that would deface the walls, without obtaining prior approval from the Executive Committee and installation to be completed by the Building and Grounds staff.

Motion by Wingers to amend the Building Rules, regarding Walls, to include "and installation to be completed by the Buildings and Grounds staff". Second by Foley. Motion carried.

### **Resolution: Amend Personnel Policies & Procedures for Field Employees of the Highway & Transportation Department**

Hardy reviewed changes to the Personnel Policies and Procedures regarding overtime pay for ferry operators and holidays; personal holidays; bereavement leave; and safety shoe reimbursement.

Motion by Foley to approve the resolution to amend the Personnel Policies & Procedures for Field Employees of the Highway & Transportation Department with the changes as presented. Second by Wingers. Motion carried.

### **Resolution: Amend Policies and Procedures for General Employees – Medical Examiner's Office**

Ruf reviewed changes to the Policies and Procedures for General Employees to include the Medical Examiner and remove Emergency Management.

Motion by Foley to approve the resolution amending the Policies and Procedures for General Employees with the changes as presented. Second by Cupery. Motion carried.

### **Resolution: Amend Operations Manual for Management – Sheriff's Office Hiring Process**

Ruf reviewed changes to the Operations Manual for Management regarding the hiring process at the Sheriff's Office, removing the requirement to participate in a written examination.

Motion by Cupery to approve the amendment to the Operations Manual for Management with the changes as presented. Second by Wingers. Motion carried.

**Resolution: Amend Policies and Procedures for Sheriff's Non-Sworn Staff – Jail Staff**

Ruf stated the only change is to remove the reference of "2016" from the work schedule for jail staff.

Motion by Konkel to approve the resolution amending the Policies and Procedures for Sheriff's Non-Sworn Staff with the changes as presented. Second by Cupery. Motion carried.

**Resolution: Amend Personnel Policies and Procedures for General Employees, and Personnel Policies and Procedures for Sheriff's Non-Sworn Staff – Emergency Management Office**

Ruf reviewed changes to include a statement on Sheriff's Office employees in which the Policies and Procedures shall apply to.

Motion by Foley to approve the resolution amending the Policies and Procedures for Sheriff's Non-Sworn Staff with the changes as presented. Second by Cupery. Motion carried.

**Operational Review – County Clerk**

Motion by Foley to approve the June 2017 Expenditure Report from 6/9/2017 through 6/30/2017 for the County Board. Second by Wingers. Motion carried.

Motion by Konkel to approve the June 2017 Expenditure Report from 6/9/2017 through 6/30/2017 for the County Clerk and Elections. Second by Wingers. Motion carried.

Motion by Wingers to approve the June 2017 Expenditure Report from 6/9/2017 through 6/30/2017 for Insurance. Second by Foley. Motion carried.

Moll reported budgets are in line and no out of county travel planned for July.

**Appointments**

Motion by Foley to recommend the reappointment of Bernard Spink to the Zoning Board of Adjustment for a 3 year term to July, 2020. Second by Wingers. Motion carried.

**Ordinance: Amend Title 5 – County Administration, Chapter 8 – Buildings and Grounds**  
Tabled.

**Ordinance: Amend Title 5 – County Administration, Create Chapter 11 – Concealed Weapons**  
Tabled.

**Set Next Meeting Date**

Wingers stated the next regularly scheduled Executive Committee meeting will conflict with the Agriculture, Extension, Land and Water Conservation Committee meeting.

Motion by Foley to schedule the next regular meeting of the Executive Committee for Tuesday, August 8, 2017 at 1 p.m. in Meeting Room #115 at the Administration building. Second by Wingers. Motion carried.

A joint meeting with the Human Resources Committee, to review the 2018 position requests, was scheduled for August 4, 2017 at 8 a.m.

**Additional Compensation for Key Building Project Staff**

Motion by Foley to go into closed session pursuant to WI State Statute Section 19.85 (1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Additional Compensation for Key Building Project Staff]. The Committee will return to open session. Second by Wingers. Roll call vote was unanimous. The Executive Committee went into closed session at 2:24 p.m. with Cupery, Foley, Gove, Konkell, Wingers, Moll and Ruf attending.

Motion by Wingers to return to open session. Second by Cupery. Motion carried. The Executive Committee returned to open session at 2:41 p.m.

This agenda item will be added to the Information Services and Property Committee agenda for consideration.

**Chairs Comments**

Gove mentioned the Health and Human Services staff for stepping up to work with the Cambria Community following the Didion explosion.

Motion by Wingers to adjourn the meeting. Second by Konkell. The Executive Committee meeting was adjourned at 2:49 p.m.

Respectfully Submitted,



JoAnn Wingers  
Executive Committee Secretary

*These minutes were recorded by Sue Moll, County Clerk.*