



## Columbia County Executive Committee Minutes June 10, 2013

Members Present: Richard C. Boockmeier, Mary Cupery, Vern E. Gove, Andy Ross, Robert R. Westby  
Also In attendance during all or portions of the meeting: Susan Moll, Joe Ruf, Harlan Baumgartner, Tom Lorfeld, Rich Hasse, Mike Babcock, Karen Nelson, Lyn Jerde

The meeting of the Executive Committee was called to order by Chair Ross at 1:00 pm. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### Approval of Agenda

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

### Approval of Minutes

Motion by Cupery to approve the minutes of the May 6, 2013 regular Executive Committee meeting and May 15 meeting prior to County Board. Second by Westby. Motion carried.

### Operational Review – Veterans Service Officer

Motion by Gove to approve the May, 2013 expenditure report for the Veterans Service Office. Second by Westby. Motion carried.

Hasse distributed a report with CVSO Staff 2013 projected out-of-county travel.

### Appointments

Motion by Boockmeier to recommend the reappointment of Norm Wills and William Gretzinger, and appointment of Alan Kaltenberg as alternate to the Zoning Board of Adjustment for three year terms to July, 2016. Second by Cupery. Motion carried.

### Replacement Requests

Mike Babcock is requesting to replace a Deputy Sheriff which became vacant due to a resignation. Motion by Gove to approve the replacement request for a Deputy Sheriff and backfill any positions which may become vacant due to internal transfers. Second by Westby. Motion carried.

### UW-Extension VISTA Volunteer Position

Karen Nelson is requesting a VISTA volunteer to work in the Columbia County UW-Extension Office. The position will be responsible for promoting healthy eating in the county. Expenses for the position will be covered in UW-Extension's current budget with a request to shift some of the funding to the appropriate accounts.

Motion by Cupery to support the VISA volunteer position in the UW-Extension Office. Second by Westby. Motion carried.

### 2013 New Position Request for Construction Manager

Tom Lorfeld is requesting a new position of construction manager at the supervisory level. The request is based on the recommendation from the Baker Tilly Study. Harlan Baumgartner, Chair of the Highway Committee, stated the initial request was for 2014, however, the committee felt the position should be filled sooner as the position would be responsible to work with local municipalities on paving needs. Funding for the

position will come from the unused deputy commissioner funds. Motion by Gove to approve the request for the new construction manager position in 2013. Second by Boockmeier. Motion carried, not unanimous.

Westby requested that the Health and Human Services request for an assistant ADRC Director be revisited for consideration.

### **Infrastructure Committee**

Chair Ross explained the purpose and duties of the Ad Hoc Infrastructure Committee. The members will be charged with prioritizing the County's infrastructure needs and presenting a plan to the Finance Committee as part of the budgeting process. Initially the committee will have some up front work to complete. Ross stated this could be a standing committee following the 2014 elections and reorganization of the board. Motion by Cupery. Second by Boockmeier. Motion carried.

### **Intent to Borrow Resolution for Highway Projects**

Lorfeld shared a list of Highway projects which have been identified to include the office relocation and other facility needs. The cost estimate for all projects is approximately 3.4 million dollars.

Motion by Gove to support the intent to borrow 3.4 million to complete the identified projects at the Highway Department. Second by Westby. Motion carried.

### **WCA Conference**

The WCA Conference will be held in Madison on September 22-24, 2013. With the close proximity to the conference, Chair Ross would like to encourage board members to attend. The Chair's budget will pay the registration fee for board members interested in attending the WCA Conference in Dane County. No mileage, per diem or hotel expenses will be paid to those attending. A handout will be distributed at the county board meeting with information about the conference, along with a registration form for those interested in attending.

### **Resolutions to be considered at WCA Conference**

There were no resolutions to be considered at the WCA Conference.

### **Committee Reports**

Ross and Gove gave reports on the alcohol and drug abuse and suicide prevention committees they have been involved with.

### **Operational Review – County Clerk**

Motion by Boockmeier to approve the May, 2013 expenditure reports for the County Board, Insurance, and County Clerk. Second by Cupery. Motion carried.

Moll reported out of county travel on June 23-26 to Door County for the annual Wisconsin County Clerks Association (WCCA) Conference.

### **Position Description Updates**

Moll presented revised position descriptions for the staff in the County Clerk's Office which reflect gradual changes of duties/responsibilities over a period of time. The descriptions are also more uniform with other county position descriptions.

Motion by Gove to approve the revised position descriptions for the County Clerk Chief Deputy and Constitutional Office Deputy positions. Second by Westby. Motion carried.

### **Request Reclassification of Chief Deputy and Constitutional Office Deputy Positions**

Moll is requesting a reclassification of the County Clerk Chief Deputy and Constitutional Office Deputy positions as part of the 2014 budget process. The request is to move the Chief Deputy to Non-Union Grade 8, step 2; and the Constitutional Office Deputies to Non-Union Grade 6, step 3; and Non-Union

Grade 6, step 2. Total estimated increase for the reclassification request, with salary and fringe benefits, is approximately \$10,489.

Motion by Gove to approve the reclassification requests for the Chief Deputy and Constitutional Office Deputy positions in the County Clerk's Office for consideration during the 2014 budget process. Second by Boockmeier. Motion carried.

**Chair's Comments**

No comments.

**Set Next Meeting Date**

The next regular meeting of the Executive Committee will be July 8, 2013 at 1 pm.

Motion by Boockmeier to adjourn at 3:15 pm. Second by Cupery. Motion carried.

Respectfully Submitted,

Mary Cupery  
Executive Committee Secretary