



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes March 12, 2012**

Members Present: Kenneth W. Hutler, Andy Ross, Fred C. Teitgen, Robert R. Westby, Debra L. Healy Wopat

Also In Attendance: Harlan Baumgartner, Vern Gove, Susan Moll, Joe Ruf, Amy Yamriska, Karen Nelson, Lois Schepp, Lyn Jerde (Portage Daily Register)

The meeting of the Executive Committee was called to order by Chair Westby at 9:02 am. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### **Approval of Agenda**

Motion by Teitgen to approve the agenda as published. Second by Hutler. Motion carried.

### **Approval of Minutes**

Motion by Teitgen to approve the minutes of the January 9, 2012 regular Executive Committee meeting; the January 9, 2012 joint meeting with Executive, Highway and Human Resources Committees (open and closed sessions); and the January 18, 2012 joint meeting with Executive and Human Resources Committees prior to county board. Second by Wopat. Motion carried.

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

Motion by Wopat to approve the January and February, 2012 expenditure report for the Veterans Service office. Second by Teitgen. Motion carried.

Pat Figueroa, Deputy Veteran Service Officer, has announced her retirement effective on June 1, 2012. She has some health issues which may require being out of the office earlier. The Register of Deeds Office has offered support in the interim.

### **Veteran Service Officer Recruitment/Selection Committee**

Ruf gave an update on the status of the Veteran Service Officer position. The civil service testing has been completed. The next step will be selecting candidates for the interviews. According to the Operations Manual for Management, the required interview committee membership includes the County Board Chair, Human Resources Committee Chair, Finance Committee Chair, Governing Committee Chair (or designee), and Governing Committee Vice Chair. Westby would like to designate Ken Hutler as the Executive Committee designee.

Motion by Teitgen to approve Robert Westby, Susan Martin, John Tramburg, Andy Ross, and Ken Hutler as members of the Selection Committee for the Veteran Service Officer position. Second by Wopat. Motion carried.

### **2011 Annual Report**

Ross will contact the former Veteran Service Officer to try and put together a 2011 report for the Veteran Service Office.

### **Operational Review – County Board**

Motion by Ross to approve the January and February, 2012 expenditure report for the County Board. Second by Hutler. Motion carried.

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

Motion by Hutler to approve the January and February, 2012 expenditure report for the County Clerk's office. Second by Teitgen. Motion carried.

Staff will earn Compensatory Time working on election nights. Moll gave an update on elections at the state and county level, as well as the status of the voter photo ID law.

### **2011 Annual Report**

Motion by Teitgen to approve the 2011 County Clerk Annual Report. Second by Wopat. Motion carried.

### **Highway Commissioner Replacement Process**

Vern Gove gave a status report on the Highway Commissioner Replacement process. Tom Lorfeld has been hired as the interim Highway Commissioner.

Motion by Wopat to start the process to replace the Highway Commissioner on a permanent basis. Second by Teitgen. Motion carried.

### **Amendments to Policies and Procedures Manual for the Highway Department**

Gove and Baumgartner recommended changes to the Policies and Procedures Manual for the Highway Department addressing overtime pay and call in pay for emergencies. The recommendation for overtime pay is as follows: for eight hour day/five day work week schedule: Employees are paid at the rate of one and one-half times the normal hourly rate for all hours worked in excess of 8 hours per day or 40 hours per week; During the ten hour day/four day work week schedule: Employees are paid at the rate of one and one-half times the normal hourly rate for all hours worked in excess of 10 hours per day or 40 hours per week. The recommendation for call in pay for emergencies is as follows: Employees who are called in to work to respond to an emergency will be paid at the rate of one and one-half times the normal hourly rate with a minimum of 2 hours. "Emergency" shall be defined as a situation that endangers public safety.

Motion by Teitgen to approve the amendments to the Policies and Procedures Manual for the Highway Department, retroactive to January 1, 2012. Second by Hutler. Motion carried.

### **Amendments to Policies and Procedures Manual for the Columbia Health Care Center**

Amy Yamriska recommended changes to the Policies and Procedures Manual for the Columbia Health Care Center addressing compensatory time off, life insurance, and sick leave. The recommendations are as follows: Compensatory time will not exceed 40 hours at any time; The County participates in the State group life insurance plan and pays for life insurance equal to one years' earnings for each employee; Place a payout percentage in the manual (the manual currently does not state a percentage).

Motion by Wopat to approve the amendments to the Policies and Procedures Manual for the Columbia Health Care Center including a 90% payout of the sick time balance, retroactive to January 1, 2012. Second by Teitgen. Motion carried.

It was recommended that the 90% sick leave payout be amended in all the Policies and Procedures manuals.

### **F.L.A.G. Resolution**

Motion by Ross to approve the resolution to continue support of the Future Leaders Active in Government (F.L.A.G.) youth leadership program in Columbia County. Second by Hutler. Motion carried.

### **Ag Agent Position Salary**

Karen Nelson is asking to increase the Columbia County Ag Agent position from \$47,000 to \$50,000 to match the Sauk County position salary so the county can be more competitive. Motion by Teitgen to change the Ag Agent position salary to \$50,000, with the increase covered by the savings in the UW-Extension budget. Second by Hutler. Motion carried.

### **Replacement Requests**

Nelson is requesting to replace the part-time administrative assistant position in the UW-Extension office.

Motion by Ross to approve the request to replace the part-time administrative assistant in the UW-Extension Office. Second by Teitgen. Motion carried.

Lois Schepp proposed possible changes at the Highway Department with the Accounting Department assuming responsibilities for the Highway accounting.

Motion by Wopat to add an Accounting Supervisor position at the Highway Department to replace the office manager position. Second by Teitgen. Motion carried.

Motion by Teitgen to approve the request to replace Accountant 1 position at the Health and Human Services Department. Second by Hutler. Motion carried.

Motion by Wopat to transfer authority of the office staff at the Highway Department to the Accounting Department. Second by Ross. Motion carried.

### **Appointments**

Motion by Ross to approve the list of Emergency Fire Wardens for 2012. Second by Teitgen. Motion carried.

### **Resolutions Honoring Outgoing County Supervisors**

Motion by Teitgen to approve the resolutions honoring the outgoing county supervisors. Second by Hutler. Motion carried.

### **Chair's Comments**

Westby shared correspondence regarding the Poynette TIF in District; \$240,000 grant issued to Crystal Lake; WCA training; Naco at Washington DC; Thank you from the Columbia County Crime Stoppers; Thank you from Target Hunger program for donated venison; and a County Mutual thank you note for being a member. Westby stated that he, along with the County, may be named in a lawsuit filed by former Highway employees, T.O. Boge and James Cross. Ruf stated that the pre-notice of claim are typical steps before a lawsuit is filed. The notices have been forwarded to the county's insurance company for review.

### **Set Next Meeting Date**

The next regular meeting of the Executive Committee will be held on Monday, April 9, 2012 at 9 am.

Motion by Teitgen to adjourn at 11:02 am. Second by Ross. Motion carried.

Respectfully Submitted,

Kenneth W. Hutler  
Executive Committee Secretary

*These minutes were recorded by Susan M. Moll, Columbia County Clerk.*